2.4 Non-WSQ Training Organisation Profile

2.4.1 Apply for Non-WSQ Training Organisation Profile

1. For an overview of applying non-WSQ training organisation profile, click [here](http://www.skillsconnect.gov.sg).


3. Click the SingPass icon to login via SingPass.

4. The system will display the SingPass login page.

5. For Singaporeans or Permanent Residents, enter your NRIC number as your SingPass ID. Note that all Employment Pass holders can apply for SingPass. For more information, please visit [https://www.singpass.gov.sg/singpass/register/registerinstructions](https://www.singpass.gov.sg/singpass/register/registerinstructions).

6. Enter your Password.

7. Click the "Login" button.

8. The system will display the Profile Summary page.
9. Click the **“New Application”** button.

10. The system will display the e-Services Authorisation System (EASY) Checkpoint page.

![EASY Checkpoint Image]

11. Select the registration type from the **“Type of Registration”** dropdown list.

<table>
<thead>
<tr>
<th>Type of Registration</th>
<th>Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration of Company</td>
<td>If your company is a business entity registered under the Companies Act, Chapter 50.</td>
</tr>
<tr>
<td>Registration of Business</td>
<td>If your business is defined as a sole-proprietorship or partnership registered under the Business Registration Act, Chapter 32.</td>
</tr>
<tr>
<td>Other Unique Establishments (UENO)</td>
<td>If your entity is not a registered business or company. Examples include foreign companies, societies and government bodies.</td>
</tr>
<tr>
<td>Others – None of the Above</td>
<td>This applies to non-EASY registered users such as insurance agencies, real estate agencies, licensees of Board of Architects Singapore or Professional Engineers Board Singapore.</td>
</tr>
</tbody>
</table>

12. Enter the **“Registration Number”**.

13. Click the **“Next”** button.

14. The system will then verify your Registration Number and organisation particulars against the information in EASY. For non-Easy registered users, there will be no authorisation against EASY.
15. If the verification is successful, the system will display the Choose Application Type page.

16. Select the “Application for Non-WSQ Training Organisation Profile” button and click the “New Application” button.

17. The system will display the Terms and Conditions page.

18. Read the Terms and Conditions carefully and if you accept them, check the box “Yes, we accept the above Terms and Conditions”, and click the “Proceed” button.
19. The system will display the following form:
20. Enter all necessary fields. Please note that mandatory fields are indicated by the red asterisk (*).

21. For ACRA-Registered Organisations, information such as Registered Name of Organisation or Registered Business Address are auto-populated from ACRA’s records. Please ensure that you have updated your records with ACRA. Otherwise, for non-ACRA Registered Organisations, please proceed to enter your organisation’s information.

22. Click the “Add” button after you have entered the GIRO Information. Click on the radio button to select the GIRO account as default. Please note that the first GIRO account entered will be the default GIRO account, unless otherwise stated.
23. **List of Related Companies** refers to companies which have mutual partners or shareholders. **All related companies must be declared to ensure that correct funding is accorded.**

24. For **Fee Type**, select 'Full Fee Only' if you are unable to provide the **Past Two Years Business Performance** or if the Net Profit Before Tax is negative.

25. Table below describes the rights of different roles for the sections under “**Personnel Information**” and “**Staff Information**”.

<table>
<thead>
<tr>
<th>Role</th>
<th>Description/Rights</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Executive Officer (CEO)</td>
<td>This role has the same rights and privileges as the Management Representative for the profiles they represent.</td>
</tr>
<tr>
<td>Finance Officer (FO)</td>
<td>This role will receive finance-related notifications.</td>
</tr>
<tr>
<td>System Administrator (SA)</td>
<td>This role has the same rights and privileges as the Management Representative for the profiles they represent.</td>
</tr>
<tr>
<td>Management Representative (MR)</td>
<td>This role has the rights and privileges to perform the following:</td>
</tr>
<tr>
<td></td>
<td>1. Submit and maintain organisational profile</td>
</tr>
<tr>
<td></td>
<td>2. Endorse, create and submit nett fee type training grant applications</td>
</tr>
<tr>
<td></td>
<td>3. Create nett fee type claims</td>
</tr>
<tr>
<td></td>
<td>4. Edit nett fee type training grant applications</td>
</tr>
<tr>
<td></td>
<td>5. Enquire on application status</td>
</tr>
<tr>
<td></td>
<td>6. Retrieve email notifications</td>
</tr>
<tr>
<td></td>
<td>7. Manage non-WSQ assessment results</td>
</tr>
<tr>
<td>Admin Support (AS)</td>
<td>This role has the rights and privileges to perform the following:</td>
</tr>
<tr>
<td></td>
<td>1. Create and save training grant applications</td>
</tr>
</tbody>
</table>

26. To add a branch to your Company click the **“Add Branch”** button. Otherwise, please proceed to step 32. Please note that if a branch has its own valid UEN, it should register for another account in the SkillsConnect system rather than adding it as a branch of the Company.
27. A “Delete Branch” button is also provided to remove the branch.

28. In the branch information section, the user has to enter the branch name and branch address. They are allowed to add GIRO accounts to the branch. If they choose not to add a GIRO account number, the main organisation GIRO account will be used by default.

29. The main organisation headquarters will be able to view all the details of the branches but the branch can only view their own details.
30. Individual branches will have their own Management Representative (MR) and System Admin (SA) to access the Skillsconnect system.

31. In the Branch Personnel information section, the user can assign roles to authorised staff to perform functions for the branch within the system. Additional staff can be added by clicking on the “Add Authorised Staff button”.

32. To upload documents to support your application, (e.g. Latest invoices / receipts, latest CPF Record of Payment), click the “Upload / Download Documents” button.

33. The system will display Upload Supporting Document page.

34. To upload any supporting documents, click the “Choose File” button. Select the desired document and click the “Open” button. Only PDF or Zip files are acceptable.

35. Enter all necessary fields and click the “Upload” button. Please note that mandatory fields are indicated by the red asterisk (*).

36. When you are done uploading, click the “Back” button.

37. If you want to save the draft for submission later, click the “Save” button, all information entered can be retrieved later. Otherwise click the “Next” button to proceed. Please note that saving as draft does not equate to a submission.

38. The system will display the Acknowledgement Page for saved application. Click the “Close” button.
39. If you click the “Next” button to proceed, the system will display the Confirmation page.
40. Read the Declaration carefully. To confirm, check the box “Yes, we confirm and accept the above declarations”, and click the “Submit” button.

41. The system will display the Acknowledgement Page. Please take note of the reference number.

**Acknowledgement Page**

Your application with reference number OAN-2015-007950 has been submitted successfully.

An email notification on the outcome of the submission will be sent to your Organisation.

Transaction Date: 21 Dec 2015 15:25

Please click here to view and print your submitted details.
You may click this link to share your user experience with us.