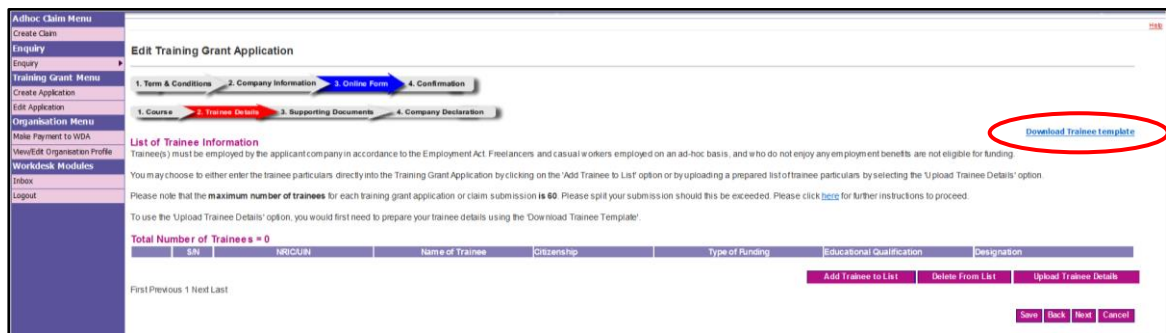
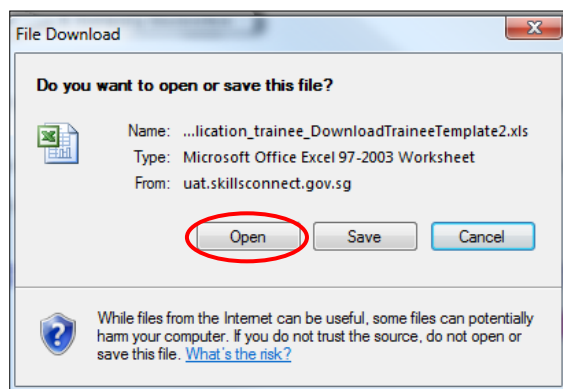


4.1.1 Upload Trainee Details in CSV File Format

1. Click the “Download Trainee template” link to download the template.



2. The system will display a “File Download” dialog. Click the “Open” button and the system will display a “Macros Enabled” dialog.

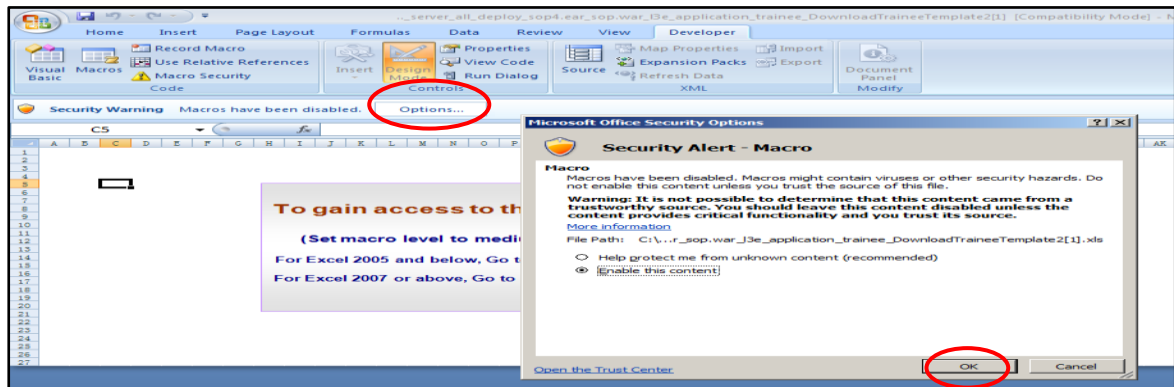


To gain access to this template you must have macros enabled

(Set macro level to medium or low. Close and re-open the workbook)

For Excel 2005 and below, Go to Tools > Macro > Security and set the macro level to medium or low
For Excel 2007 or above, Go to Developer Tab > Macro Security > Macro Settings and enable all macros

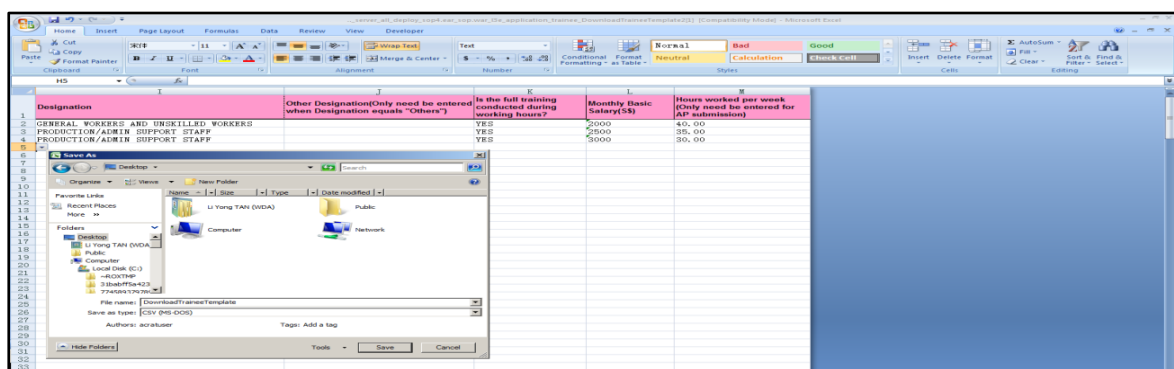
- Click the “Options” button under the “Macros Have Been Enabled”, then click “Enable this Content” at the “Security Alert – Macro” dialog and click “ok”.




- The system will display a trainee details template.

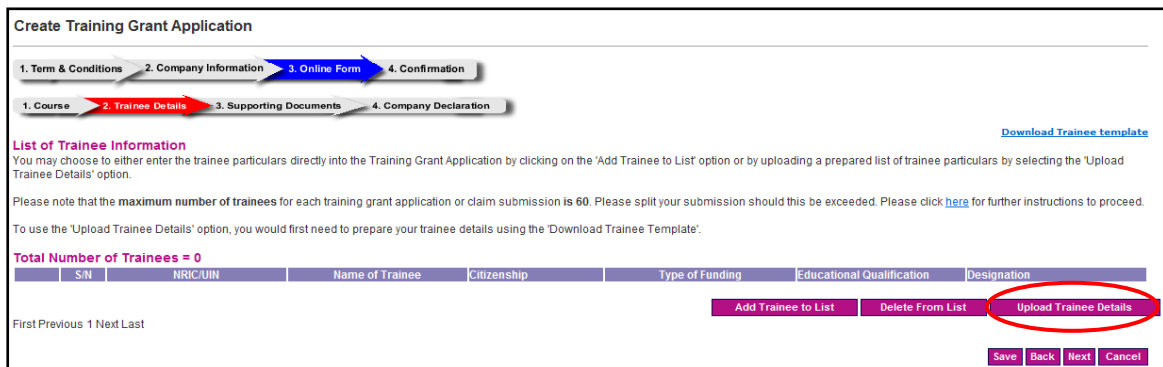
	Salutation	Name	Citizenship	DOB (DD/MM/YYYY)	Gender	Race	Education Qualification	Designation	Other Designation(Only need be entered when Designation equals "Others")	Is the full training conducted during working hours?	Monthly Basic Salary(S\$)	Hours worked per week (Only need be entered for AP submission)
1												
2	MR	David	SINGAPORE CITIZEN	27/07/1989	MALE	CHINESE	'O' LEVEL OR EQUIVALENT	SUPERVISORS AND TECHNICIANS		YES	2000	44.00
3												
4												

- The 'hours worked per week' filed is pre-filled with a default value of 44 hours based on a standard work week. You may edit the value according to the working hours stated on the trainee’s employment contract.
- Enter the trainee details using the CSV file template.
- The following fields are compulsory and are required to be filled up for each trainee: NRIC/UIN, Salutation, Name of Trainee, Citizenship, DOB (Date of Birth), Gender, Race, Educational Qualification, Designation and Monthly Basic Salary. Please refer to **Annex A** for the formats of the fields.

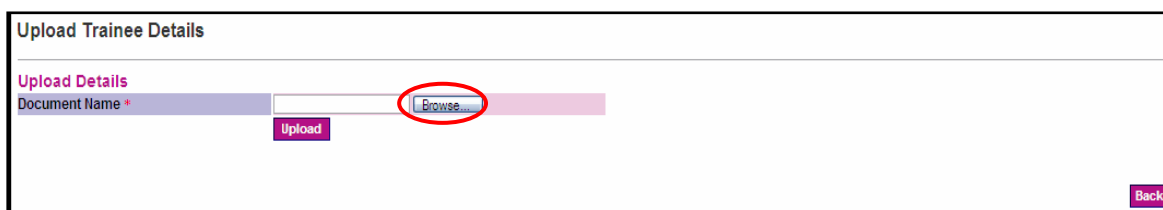


- When you are ready to save the file, click the  button on the top right hand side of the excel file and the system will automatically save a file named “trainee.csv” into the same folder as the “DownloadTraineeTemplate” file.

9. At the “Trainee Details” page, click the “Upload Trainee Details” button.

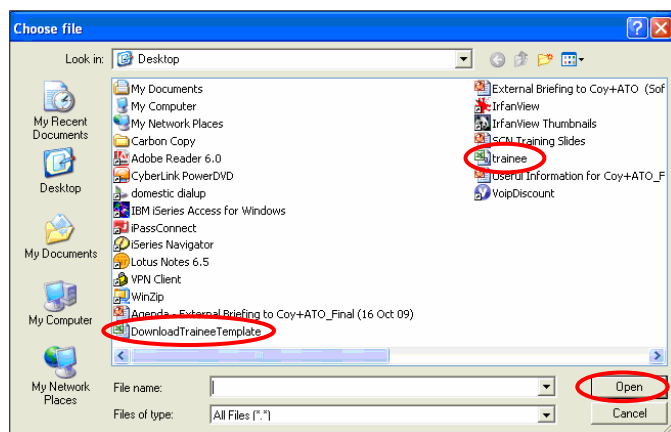


10. The system will display the “Upload Trainee Details” page.

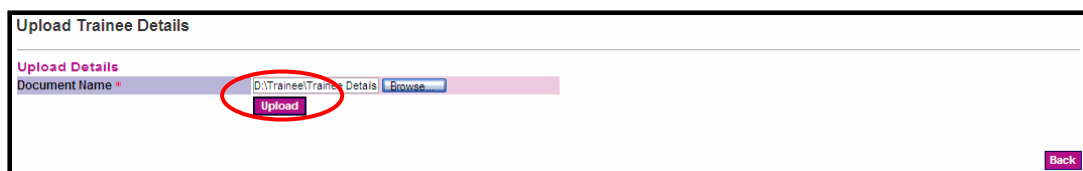


11. Click the “Browse” button.

12. Select the file that you wish to upload then click the “Open” button.



13. Click the “Upload” button.



14. The uploaded details will be displayed. Click the radio button to select the trainees whom you are applying for the training grant.

15. Click the “Next” button.

Create Training Grant Application

1. Term & Conditions → 2. Company Information → 3. Online Form → 4. Confirmation

1. Course → 2. Trainee Details → 3. Supporting Documents → 4. Company Declaration

[Download Trainee Template](#)

List of Trainee Information
You may choose to either enter the trainee particulars directly into the Training Grant Application by clicking on the 'Add Trainee to List' option or by uploading a prepared list of trainee particulars by selecting the 'Upload Trainee Details' option.

Please note that the maximum number of trainees for each training grant application or claim submission is 60. Please split your submission should this be exceeded. Please click [here](#) for further instructions to proceed.
To use the 'Upload Trainee Details' option, you would first need to prepare your trainee details using the 'Download Trainee Template'.

Total Number of Trainees = 1

	S/N	NDOC/URN	Name of Trainee	Citizenship	Type of Funding	Educational Qualification	Designation
<input type="checkbox"/>	1		Lulu	Singapore Citizen	Normal	Polytechnic Diploma	General Workers and Unskilled Workers

First Previous 1 Next Last

[Add Trainee to List](#) [Delete From List](#) [Upload Trainee Details](#)

[Save](#) [Back](#) [Next](#) [Cancel](#)

Special Input Value or Format of Trainee Particulars

Salutation

Values
DR
MR
MRS
MS
MDM
PROF

Citizenship

Values
SINGAPORE CITIZEN
PERMANENT RESIDENT OF SINGAPORE

DOB (Date of Birth)

Format to be used: DD/MM/YYYY

For example: 01/06/1980

Gender

Values
FEMALE
MALE

Race

Values
CHINESE
INDIAN
MALAY
OTHERS

Educational Qualifications

Values
NO FORMAL QUALIFICATION AND LOWER PRIMARY
PRIMARY PSLE
LOWER SECONDARY
'N' LEVEL OR EQUIVALENT
'O' LEVEL OR EQUIVALENT
ITE SKILLS CERTIFICATION (ISC)
'A' LEVEL OR EQUIVALENT
NITEC/POST NITEC
HIGHER NITEC
MASTER NITEC
WSQ CERTIFICATE
WSQ HIGHER CERTIFICATE
POLYTECHNIC DIPLOMA
PROFESSIONAL QUALIFICATION AND OTHER DIPLOMA
WSQ ADVANCE CERTIFICATE
WSQ DIPLOMA
WSQ SPECIALIST DIPLOMA
UNIVERSITY FIRST DEGREE
UNIVERSITY POST-GRADUATE DIPLOMA AND DEGREE/MASTER/DOCTORATE
WSQ GRADUATE CERTIFICATE
WSQ GRADUATE DIPLOMA
NOT REPORTED

Designation

Values
MANAGERS AND HEADS
EXECUTIVES AND ENGINEERS
SUPERVISORS AND TECHNICIANS
PRODUCTION/ADMIN SUPPORT STAFF
GENERAL WORKERS AND UNSKILLED WORKERS
OTHERS

IS THE FULL TRAINING CONDUCTED DURING WORKING HOURS?

YES
NO