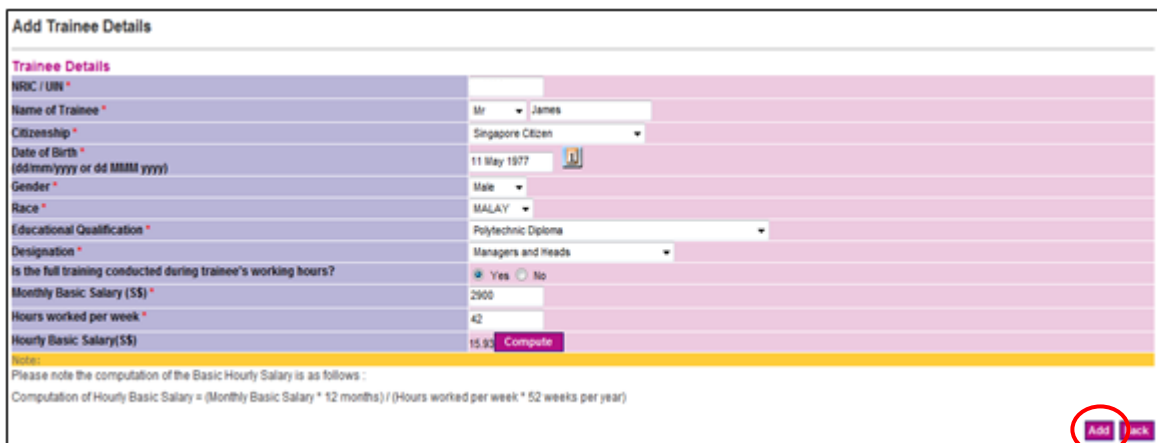


### 4.1.2 Enter Trainee’s Details Individually

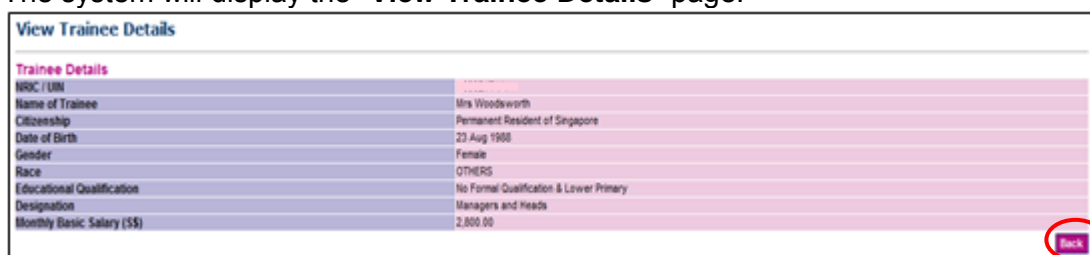
1. Click on the “Add Trainee to List” button.



2. The system will display the “Add Trainee Details” page.



3. Enter all necessary fields. Please note that mandatory fields are indicated by the red asterisk (\*).
4. For application that are requesting for absentee payroll for trainee:
  - a. Enter “Hours worked per week\*” field. The field 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.
  - b. Click the “Compute” button to compute the hourly basic salary after you have keyed in the monthly basic salary and number of hours worked per week.
5. Click the “Add” button.
6. The system will display the “View Trainee Details” page.



7. Click the “**Back**” button. The system will display the list of trainee details.

**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**  
Trainee(s) must be employed by the applicant company in accordance to the Employment Act. Freelancers and casual workers employed on an ad-hoc basis, and who do not enjoy any employment benefits are not eligible for funding.

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**

	SN	NRIC/IN	Name of Trainee	Citizenship	Type of Funding	Educational Qualification	Designation
<input checked="" type="checkbox"/>	1	<a href="#">S7081042A</a>	Xu Le	Singapore Citizen	Normal	'A' Level or equivalent	Production/Admin Support Staff

First Previous 1 Next Last

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

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

8. Click the radio button to select the trainees whom you are applying for the training grant and click the “**Next**” button.