

Guidelines to Terms & Conditions Funding

1. About This Document

These Guidelines are a supplement to the *Funding- Specific Terms and Conditions* (“Funding T&C”) and form part of the Contract as defined under Clause 1.2 of the *SkillsConnect General Terms and Conditions* (“General T&C”). Please read the Funding T&C and General T&C at www.skillsconnect.gov.sg.

2. Full-Fee Claims for Course Fees and / or Claims for Absentee Payroll

In order to submit Full- Fee claims or claims for Absentee Payroll to SSG, the Claimant must:-

- (a) first submit a Training Grant Application on SkillsConnect no earlier than thirty (30) days before, and no later than thirty (30) days after, the commencement of the Funded Course attended by the Trainee. The Training Grant Application shall be submitted by “Applicant Company” in the case of Full-Fee claims; and
- (b) ensure that the conditions set out in the table below are satisfied as from the date that the Training Grant Application is submitted until the Trainee’s candidature in the Funded Course has ended.

No	Subject Matter	Conditions
i.	Claimant	<ul style="list-style-type: none"> • The Claimant must be one of the persons listed in Sections 4.3(a) to 4.3(c) of the Funding T&C. • The Claimant must be registered on the SkillsConnect as an “Applicant Company”. • The Claimant must have active business operations in Singapore. SSG may, for the purposes of determining whether the Claimant has such active business operations, require the Claimant to furnish supporting documents such as supplier invoices, and the Claimant shall comply with such requirements of SSG. • The Claimant must be free from any legal proceedings (criminal or civil) including, without limitation, bankruptcy or insolvency proceedings, and must not be under police investigations. • The Claimant must not have been, and must not have directors, shareholders, partners or key management personnel who have been, suspended by SSG from receiving funding. The claimant is currently not suspended by any government agencies for breaching/violating Terms & Conditions of the agency. • The Claimant must not owe any debt to SSG. • The Claimant’s profile in SkillsConnect must be accurate and up to date.
ii.	Trainee	<ul style="list-style-type: none"> • Trainee must be a Singapore Citizen or Permanent Resident of Singapore. • Trainee is one of the following persons – <ul style="list-style-type: none"> – A person who is an employee of the applicant company as defined in the Employment Act (Cap.

		<p>91). Where the Trainee is employed on a part-time basis, the Trainee must be a part-time employee as defined in the Employment (Part-Time Employees) Regulations made under the Employment Act (Cap. 91).</p> <ul style="list-style-type: none"> - A person who is self-employed and who is also a sole proprietor, partner, non-executive director of a company, commission-based agent, or member of a co-operative society. - A person who is an employee of a contractor that is providing services to the applicant company as defined in the Employment Act (Cap. 91). <ul style="list-style-type: none"> • Trainee must not have attended any previous run of the Funded Course. • Trainee must not be suspended by SSG from receiving funding.
iii.	Course	<ul style="list-style-type: none"> • The Funded Course must be relevant to the Trainee's current role in his organisation.

3. **Nett-Fee Claims for Course Fees and / or Claims for Absentee Payroll**

In order to submit Nett- Fee claims for course fees or claims for Absentee Payroll to SSG, the Claimant must ensure that:-

- (a) Training Grant Application is submitted on SkillsConnect no earlier than thirty (30) days before, and no later than thirty (30) days after, the commencement of the Funded Course; Such Training Grant Application shall be submitted by:
- (i) Applicant Company for Employer-Sponsored Trainees
 - (ii) Training Organisation for Self-Sponsored Trainees
- (b) the conditions set out in the table below are satisfied as from the date that the Training Grant Application is submitted until the Trainee's candidature in the Funded Course has ended.

No	Subject Matter	Conditions
i.	Claimant	<ul style="list-style-type: none"> • The Claimant must be the Training Organisation conducting the Funded Course. • The Claimant must not have been suspended by SSG from receiving funding. • The Claimant's profile in the SkillsConnect must be accurate and up to date.
ii.	Trainee	<ul style="list-style-type: none"> • Trainee must not have attended any previous run of the Funded Course. • Trainee must not be suspended by SSG from receiving funding. • Trainee must be a Singapore Citizen or Permanent Resident of Singapore.

		<ul style="list-style-type: none"> • In respect of Employer-Sponsored Training, the Trainee is one of the following persons – <ul style="list-style-type: none"> - A person who is an employee of the applicant company as defined in the Employment Act (Cap. 91). Where the Trainee is employed on a part-time basis, the Trainee must be a part-time employee as defined in the Employment (Part-Time Employees) Regulations made under the Employment Act (Cap. 91). - A person who is self-employed and who is also a sole proprietor, partner, non-executive director of a company, commission-based agent, or member of a co-operative society. - A person who is an employee of a contractor that is providing services to the applicant company as defined in the Employment Act (Cap. 91).
iii.	Course	<ul style="list-style-type: none"> • For Employer-Sponsored Training, the Funded Course must be relevant to the Trainee's current role in his organisation. • For Self-Sponsored Training, the Funded Course must be a Nett-Fee Certifiable Skills Training course.

4. General

- (a) For the purposes of submitting a Training Grant Application on SkillsConnect, any basic salary expressed shall not include any of the following components:
- (i) commissions;
 - (ii) variable allowances;
 - (iii) bonuses;
 - (iv) reimbursements; and
 - (v) overtime pay
- (b) A claim must be submitted within one hundred and twenty (120) days after the end of the Funded Course attended by the Trainee. Under no circumstances shall the claim be submitted prior to the end of the Funded Course. For the avoidance of doubt, 'claim' in this subparagraph shall not be construed to refer to or include the Training Grant Application.
- (c) Claims can only be made based on the final amount of course fees arrived at after taking into account any discounts or deductions.
- (d) Where a certificate of the Trainee's completion of a Funded Course is handed to his employer, the employer shall promptly hand the same over to the Trainee.

Updated as at 13 September 2016 and effective on 3 October 2016