

## Guidelines to Terms & Conditions – Funded Courses

### 1. About this document

- (a) These Guidelines apply to Training Organisations and Applicants for Funded Course status.
- (b) These Guidelines are a supplement to the *Funded Course-Specific Terms and Conditions* (“Funded Course 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 Funded Course T&C and General T&C at [www.skillsconnect.gov.sg](http://www.skillsconnect.gov.sg).

### 2. Conduct of Funded Courses

The Training Organisation shall ensure that Funded Courses are conducted in compliance with:-

- (a) such requirements applicable to Funded Courses as may be specified in SkillsConnect from time to time; and
- (b) such further requirements as may be specified by SSG in its approval notifications conferring Funded Course status.

The Training Organisation shall not admit any trainee into the Workplace Literacy or Workplace Numeracy training courses under the Singapore Employability Skills System, unless that trainee had first completed the Workplace Literacy and Numeracy appraisal. Trainees are to be admitted only into the appropriate level of the Workplace Literacy or Workplace Numeracy training course (as the case may be) based on their results attained in the Workplace Literacy and Numeracy appraisal.

### 3. Responsibilities

Training Organisations shall perform the following:-

No	Duty	Descriptor
i.	Updating of Profile and maintaining information and records in Skillsconnect	<ul style="list-style-type: none"><li>• Ensure that the Training Organisation’s profile in SkillsConnect is up-to-date.</li><li>• All information and records in your SkillsConnect account must be true, accurate and complete.</li><li>• Update the SkillsConnect promptly if there are changes to information in your SkillsConnect Account and ensure all information is up-to-date.</li><li>• To ensure that new staff hired to administer and manage SkillsConnect matters are properly trained on the SkillsConnect requirements, including understanding the eligibility criteria for Funded Course status, funding and the administrative procedures.</li></ul>
ii.	To provide information on changes and updates on Funded Course details in	<ul style="list-style-type: none"><li>• Ensure that details in SkillsConnect relating to the Funded Course are promptly updated in the event of changes.</li></ul>

	SkillsConnect	
iii.	To ensure proper administration of the Funded Course	<ul style="list-style-type: none"> <li>• Implement an administrative system to keep records for of the following items for a minimum of 3 years after course completion: <ul style="list-style-type: none"> <li>- Trainees' enrolment details including but not limited to full name, date of birth, nationality, contact number, name of employer and salary</li> <li>- Trainees' attendance</li> <li>- Examination/Assessment results</li> <li>- Photocopy of course certificates</li> <li>- Bank statements to confirm cheque clearance</li> <li>- Payment invoices/course fee receipts issued to Claimants (as defined in the <i>Funding-Specific Terms and Conditions</i>)</li> <li>- Any other records pertaining to application for SSG Grants</li> </ul> </li> </ul>
iv.	To implement a formal system to track Trainee attendance	<ul style="list-style-type: none"> <li>• Ensure that the attendance records prepared for every session include the following details: <ul style="list-style-type: none"> <li>• Course title</li> <li>• Course duration</li> <li>• Time and date of training</li> <li>• Number of training hours</li> <li>• Total headcount</li> <li>• Trainee's name, Last 4 digits of NRIC, employer's name and signature for every session</li> <li>• Trainer's name and signature</li> </ul> </li> <li>• In the event that the Trainee is absent from training, the reason for his absence should be recorded.</li> <li>• No correction fluid should be used. All errors should be cancelled out.</li> <li>• For training conducted using e-learning mode, a monitoring system must be in place to track Trainee participation.</li> </ul>
v.	To implement a formal feedback channel	<ul style="list-style-type: none"> <li>• Ensure that an evaluation questionnaire is completed by the Trainees to assess effectiveness of the trainer and course.</li> <li>• Where appropriate, a post-course test to determine the Trainee's understanding of the course.</li> </ul>
vi	To publish full course fees, WDA Grant and Goods and Services Tax	<ul style="list-style-type: none"> <li>• Publish the full course fees (excluding unsupported training expenses), SSG Grant and Goods and Services Tax payable on the Training Organisation's website.</li> </ul>

vii.	To implement clear billing practices	<ul style="list-style-type: none"> <li>• Ensure that invoices and receipts issued to Claimants include the following details: <ul style="list-style-type: none"> <li>- Course Fees before SSG Grant or discount</li> <li>- Course Fee Grant</li> <li>- Course Fee discounts (if any)</li> <li>- where applicable balance of Course Fees to be paid after taking in account SkillsFuture Credit used</li> <li>- Goods and Services Tax</li> <li>- Any other payment made, such as registration fees and payment for course materials</li> <li>- Total payment made</li> <li>- Payment method used</li> </ul> </li> </ul>
------	--------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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