6.2 Enquire About Training Grant Application

Companies may apply for training grants (course fee and/or absentee payroll) from SSG for their employees who attend SSG’s pre-approved courses to defray their cost of training.

These pre-approved courses (full fee or nett fee type) are conducted by training organisations/companies conducting courses in-house, registered in the SkillsConnect system.

To perform an enquiry on training grant application, please follow the following steps:

1. For an overview of applying for training grant, click here.
2. Go to the SkillsConnect system website at http://www.skillsconnect.gov.sg
3. Click LOGIN, and select the login type.

4. If Reg Type (ROB/ROC/UEN) has been selected as login, the system will display the CorpPass login page. Click “Please login using CorpPass”.

From 1 September 2018, organisations with valid UEN have to login using CorpPass only for your online business transactions with SkillsConnect (all other methods will be discontinued).

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5. Fill in the required information to log in with CorpPass.

6. If **Reg Type (Others)** has been selected as login, the SingPass login page will be displayed.

7. After login, the Summary Profile page will be displayed. Click the button of the profile that you will be using to perform your enquiry.
8. The system will display the inbox of your account.

9. At the left menu panel, under the Enquiry menu, click “Enquiry” and then click “Training Grant Application Enquiry”.

10. The Training Grant Application Enquiry page will be displayed.

11. Enter at least 1 search criterion. (Search can be performed with a minimum of 3 characters, for most accurate results, please key in the exact transaction reference number as your search criteria.)

12. Click “Search”.

13. The system will display results matching your search criteria.

14. The transaction status of the training grant application is reflected under the Transaction Status column.

15. To view details of the application, click the transaction reference number of the application.
16. The Training Grant Application Transaction Details page will be displayed.

17. After viewing the details, click “Close”.

![Image of Training Grant Application Transaction Details page]