

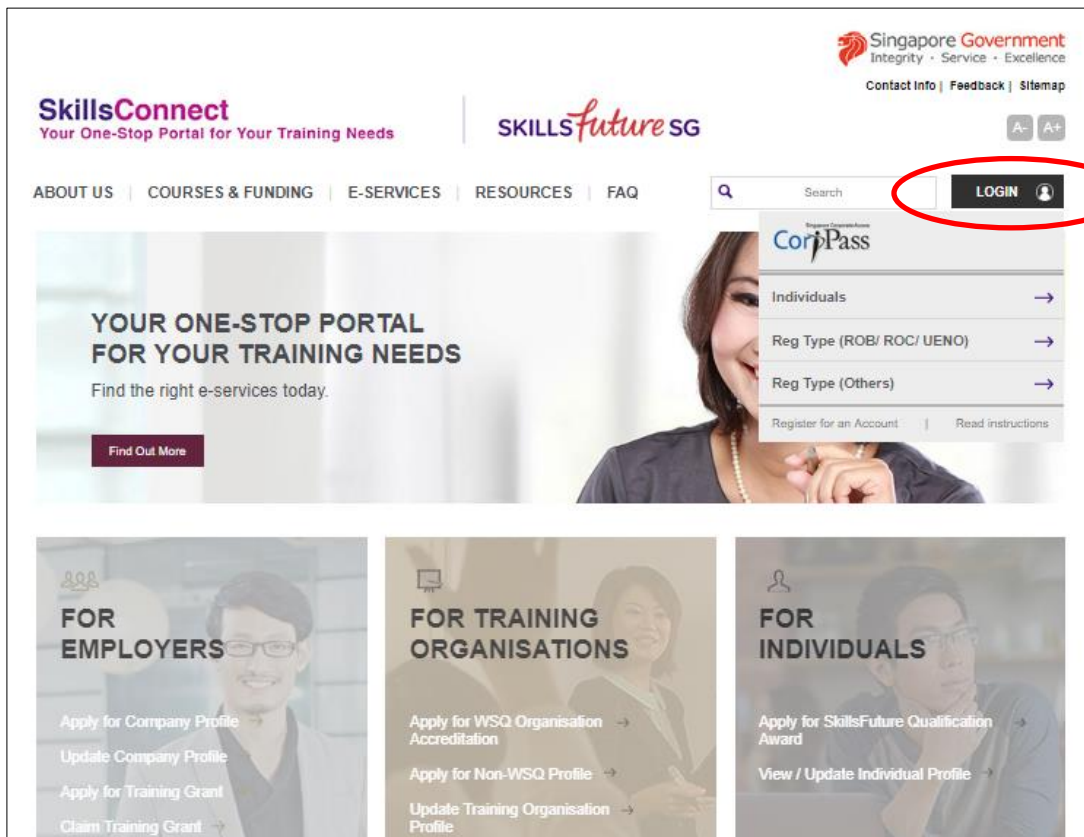
6.2 Enquire About Training Grant Application

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.

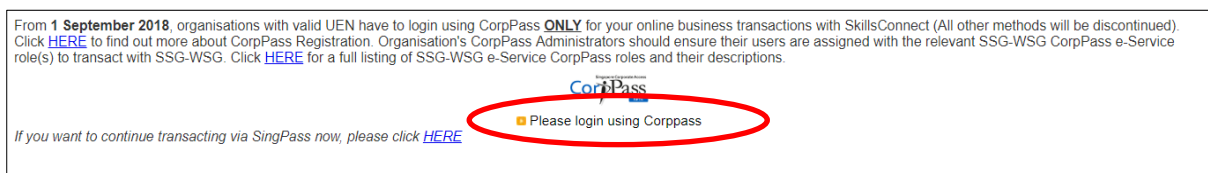
These pre-approved courses (full fee or nett fee type) are conducted by training organisations/companies conducting courses in-house, registered in the SkillsConnect system.

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”**.



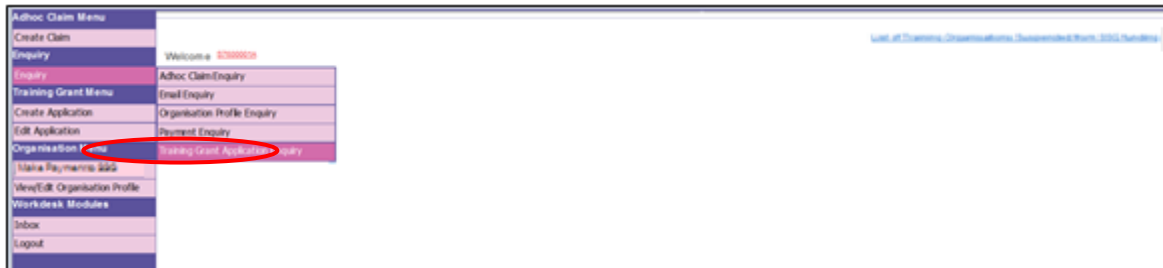
From 1 September 2018, organisations with valid UEN have to login using CorpPass only for your online business transactions with SkillsConnect (all other methods will be discontinued).

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

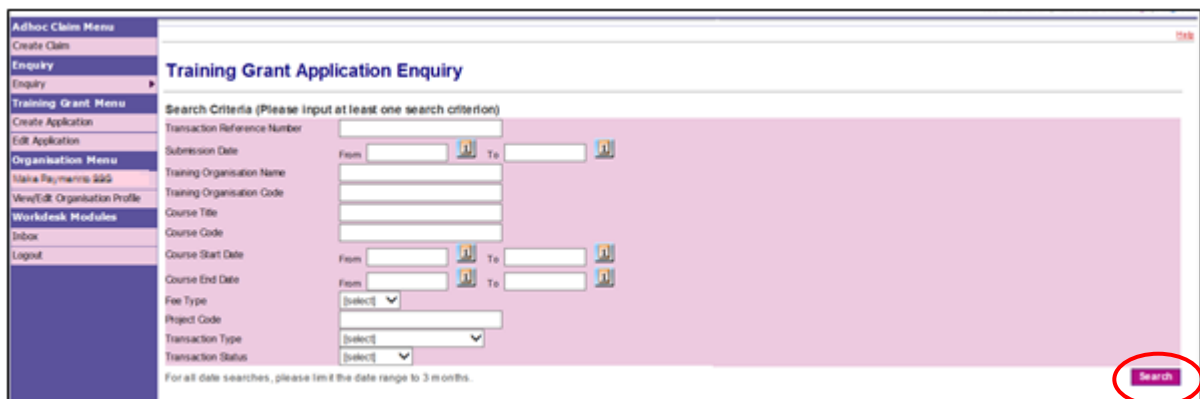
6. If Reg Type (Others) has been selected as login, the SingPass login page will be displayed.

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.

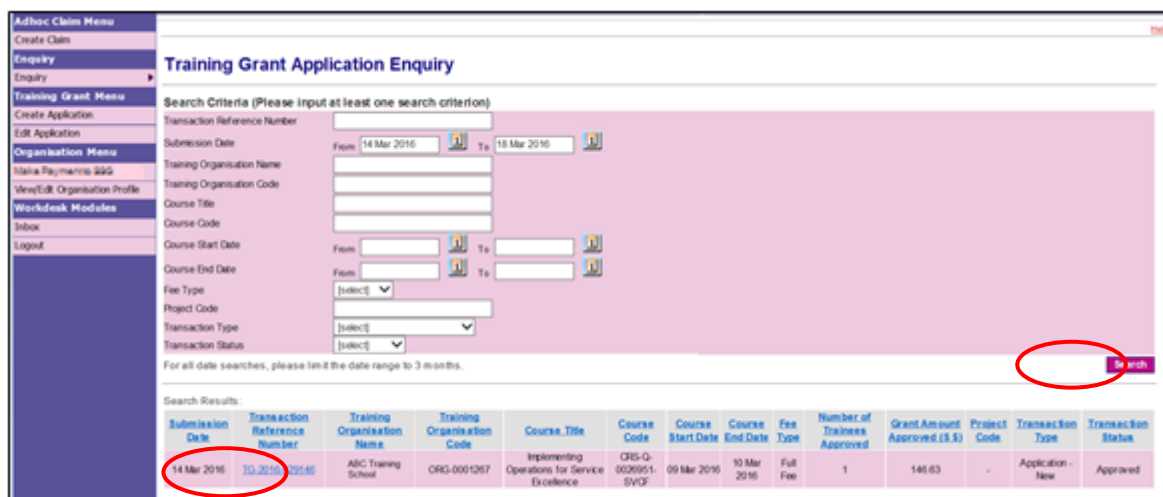
8. The system will display the inbox of your account.
9. At the left menu panel, under the Enquiry menu, click **“Enquiry”** and then click **“Training Grant Application Enquiry”**.



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.

Training Grant Application Details

TRANSACTION INFORMATION

Application Transaction Number	TO-2017-123456
Transaction Type	Application - New
Transaction Status	Approved
Last document received date	-

ORGANISATION INFORMATION

Organisation Name	ABC Training School		
Organisation Code	ORG-1234		
Mailing Address	Block/Building Number	Building Name	Bishan
	Street Name		Bishan
	Floor Number/Unit Number		-
	Postal Code		5123456
Telephone	61234567		
Fax	-		
Email	-		
SME Flag	No		
Nature of Business	2		
Main Business Activity	Transportation		
Employment Size	Group Level	0	
	Company Level		
Annual Sales Turnover	Group Level	S\$ 0.00	
	Company Level	S\$ 0.00	
Annual training budget as a percentage of company payroll	2.-%		
Fixed Asset Investment (at net book value)	S\$		

Branch Information

Branch Name	ABC Training School		
Branch Code	ORG-1234		
Branch Location	Block/Building Number	Building Name	Street Name
	Floor Number/Unit Number	Postal Code	5123456

Branch Authorised Administration Information

Role	Name	Identification Type	Identification Number	Designation
Management Rep	ABBY	NRIC	63974667A	Senior

COURSE DETAILS

Training Organisation name	ABC Training School		
Training Organisation Code	ORG-1234		
Training Organisation Branch Name	-		
Training Organisation Branch Code	ORG-1234		
Course Title	Implementing Operations		
Course Code	-		
Fee Type	Full Fee		
Support Code	504563 / CAT B, WSQ, In-house, Roof (CF with AP) Eligible for MCEs, SME, WTS		
Course Start Date	15 Feb 2017		
Course End Date	16 Feb 2017		
Nature of Training	In-house (Own instructors) In-house (Own instructors)		
Nature of Certification	-		
Location of Training	-		
Country	-		
Language Medium	English		
Number of Training Days	2		
Course Duration Components	Description	Hours	
	Assessment Hours	1.00	
	Classroom Training Hours	11.75	
Course Fee Components	Description	Cost (S \$)	
	Estimated cost of in house training per trainee including manpower cost of trainer(s)	380.83	

Is the course relevant to the Trainee(s) current role and in line with the business needs of the Applicant company? Yes

Is your company applying for Absentee Payroll funding? (NB: Government agencies or private entities held under a government agency whose expenditure on manpower is government funded do not qualify for Absentee Payroll funding. Please click "No" if applicable.) Yes

We declare that we will make the mandatory Absentee Payroll top-up portion to our employee if training is conducted OUTSIDE working hours within 1 calendar month from receipt of the approved claim funding. Yes

*The Absentee Payroll grant will be disbursed directly to the company after the claim submitted by Training Organisation has been approved.

TRAINEE DETAILS

SN	Name of Trainee	NRIC/IN	Citizenship*	Educational Qualification	WTS Status	Training Grant Amount (S \$)	Absentee Payroll Amount (S \$)	Status	Rejctd Reason
1	Amey	S1234567A	Singapore Citizen	Not Reported	-	89.25	57.38	Approved	-
2	Bo	S1234567A	Singapore Citizen	Not Reported	-	89.25	57.38	Approved	-
3	Amanda	S1234567A	Singapore Citizen	Politechnic Diploma	-	89.25	57.38	Approved	-
4	Faith	S1234567A	Singapore Citizen	Not Reported	-	89.25	57.38	Approved	-
5	Andy	S1234567A	Singapore Citizen	Politechnic Diploma	System Verified	108.38	127.12	Approved	-
6	Amelia	S1234567A	Singapore Citizen	Not Reported	System Verified	108.38	107.99	Approved	-

COMPANY DECLARATION

Please declare the following:

Are the trainees direct employees on your company's payroll? Yes

If No, please clarify: -

For sub-contract employees, please select "No" and indicate NA in the remarks column. Another declaration question will be triggered after you have selected the response to the third question.

Are the trainees fully sponsored financially by your company? Yes

If No, please clarify: -

Has your company applied for any form of financial support for this particular training course from other funds apart from SSG? No

If Yes, please clarify: -

Is your company related to the training provider? Yes

Note:

(a) A Training Organisation deemed to be related to the Applicant Company if it is related to the Applicant Company under the Companies Act (Cap. 50) or would be so related if that Act were applicable to the Training Organisation and the Applicant Company, and where the Applicant Company is a sole proprietor or partnership, it is deemed to be related if the Training Organisation and Applicant Company have mutual partners, share sole proprietorship where the sole proprietor in the Training Organisation is a partner in the Applicant Company or vice-versa.

(b) When corporations deemed to be related to each other

Where a corporation

(1) is the holding company of another corporation;

(2) is a subsidiary of another corporation; or

(3) is a subsidiary of the holding company of another corporation,

that first-mentioned corporation and that other corporation shall for the purposes of this Act be deemed to be related to each other.

SUPPORTING DOCUMENTS

[Print](#) [Close](#)

17. After viewing the details, click "Close".