4.1 Apply for Training Grant by Company

Companies may apply for training grants (course fee and/or absentee payroll) from WDA for their employees who attend WDA’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.

All applications for training grant funding will be subjected to WDA’s Terms and Conditions for award of training grant.

The training grant applications must be submitted no later than 30 days after course start date. Otherwise, the application will be automatically rejected.

Please also ensure that your GIRO account is verified by WDA before you apply for training grant. Otherwise, you will not be able to proceed with this transaction.

To apply for training grant, 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 the SingPass icon to login via SingPass.
4. The system will display the SingPass login page.

![SingPass login page]

5. Enter your NRIC number as your SingPass ID if you are Singaporean. For Permanent Resident, enter the CPF account or FIN number as your SingPass ID. Note that all Employment Pass holders can apply for SingPass.

6. Enter your SingPass.

7. Click the “Submit” button.
8. The system will display the Profile Summary page.

![Profile Summary Image]

9. Click the **Participating Company** button.

10. The system will display the inbox of your account. At the left menu panel, click the **Create Application** button under the Training Grant Menu.

![Create Application Image]
11. The system will display the Terms and Conditions page.

12. Read the Terms and Conditions carefully and select the appropriate option button. If you have selected the “Yes, we accept the above Terms and Conditions” option, then click on the “Proceed” button.
13. The system will display the Company Information page.

14. Click the “Next” button.

15. The system will display the Search Courses page.

16. Enter the search criteria for the course (that you wish to apply for training grant). Click the “Search” button. For better search results, search using key words using both Training Organisation Name and Course Title.

17. Select the radio button of the course that you wish to apply for training grant and click the “Select” button.
18. The system will display the Course page.

19. Enter all necessary fields. Please note that mandatory fields are indicated by the red asterisk (*).

20. Select the “Course Start Date” and “Course End Date” from the calendar pop-up. Note: All applications must be submitted between the period of 180 days before course start date and 30 days after course start date. Any application submitted outside of this time period will be rejected.

21. The “Course Duration Components” (e.g. classroom hours, assessment hours, etc) are pre-populated. Amend the values if required.

22. The “Course Fee Components” (e.g. course fees, assessment fees, etc) are pre-populated. Amend the values if required.

23. With effect from 1 April 2009, government entities are not eligible for Absentee Payroll funding. This includes private entities held under a government agency whose expenditure on manpower is partially government funded.
24. Read through the declaration and select either the “Yes” or “No” radio button depending on whether your company is applying for absentee payroll funding.

25. Select either the “Yes” or “No” radio button to the declaration that you will make the mandatory absentee payroll top-up portion to your employee if training is conducted outside working hours within 1 calendar month from receipt of approved claim funding.

26. If the GIRO Number is valid, then click the checkbox and the “Next” button. (Note: If the GIRO is invalid, please download and re-submit a copy of the GIRO form to WDA. At the same time, update the GIRO number in your organisation profile.)

27. Click the “Next” button.

28. The system will display the Trainee Details page.

29. Choose to “Upload Trainee Details” in a CSV file format or individually key in their particulars under “Add Trainee to List”. (For upload details, please click here to upload trainee details in CSV file format; for manual inputs, please click here to enter trainee’s details individually.)

30. The system will display the List of Trainee Information.

31. Click the radio button to select the trainees whom you are applying for the training grant and click the “Next” button.
32. The system will display Upload Supporting Document page.

![Upload Supporting Document page](image)

33. To upload any supporting documents, please click [here](#) for details.

34. Click the “Next” button.

35. The system will display the “Company Declaration” questions.

![Company Declaration questions](image)

36. Select either the “Yes” or “No” radio button for each question. Depending on your selection, you may have to enter your remarks in the textbox provided.

37. If you want to save the draft for submission later, click the “Save” button. All information entered can be retrieved later. Please note that saving as draft does not equate to a submission. Otherwise click the “Next” button to proceed.
38. The system will display the Confirmation page.

**Create Training Grant Application**

### 1. Terms & Conditions

### 2. Company Information

**Company Information**

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organisation</td>
<td>Tasty Cupcakes</td>
</tr>
<tr>
<td>Mailing Address</td>
<td></td>
</tr>
<tr>
<td>Block/Building Number</td>
<td>162</td>
</tr>
<tr>
<td>Building Name</td>
<td>-</td>
</tr>
<tr>
<td>Street Name</td>
<td>BUKIT MERAH CENTRAL</td>
</tr>
<tr>
<td>Floor Number-Unit Number</td>
<td>#01-44</td>
</tr>
<tr>
<td>Postal Code</td>
<td>150162</td>
</tr>
<tr>
<td>Telephone</td>
<td>96803325</td>
</tr>
<tr>
<td>Fax</td>
<td>-</td>
</tr>
<tr>
<td>Email</td>
<td>-</td>
</tr>
<tr>
<td>SME Flag</td>
<td>Yes</td>
</tr>
<tr>
<td>Nature of Business</td>
<td>2</td>
</tr>
<tr>
<td>Main Business Activity</td>
<td>Food and Beverage</td>
</tr>
<tr>
<td>Ownership</td>
<td>Wholly Local</td>
</tr>
<tr>
<td>Total Employment</td>
<td>10</td>
</tr>
<tr>
<td>Annual training budget as a percentage of company payroll</td>
<td>5.0%</td>
</tr>
<tr>
<td>Fixed Asset Investment (at net book value)</td>
<td>$10,000.00</td>
</tr>
</tbody>
</table>

### 3. Online Form

### 4. Confirmation

**Branch Information**

**Branch Name**

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Branch Name</td>
<td>Tasty Cupcakes</td>
</tr>
<tr>
<td>Block/Building Number</td>
<td>162</td>
</tr>
<tr>
<td>Building Name</td>
<td></td>
</tr>
<tr>
<td>Street Name</td>
<td>BUKIT MERAH CENTRAL</td>
</tr>
<tr>
<td>Floor Number-Unit Number</td>
<td>#01-44</td>
</tr>
<tr>
<td>Postal Code</td>
<td>150162</td>
</tr>
</tbody>
</table>

**Branch Authorised Administration Information**

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Identification Type</th>
<th>Identification Number</th>
<th>Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management Rep</td>
<td>XU LEI</td>
<td>NRIC</td>
<td>S8563820F</td>
<td>CEO</td>
</tr>
</tbody>
</table>
Course Info

 Registration Type: Other Unique Establishments (UENO)
 Organisation Registration Number: T08GB1109H
 Training Organisation name: ABC Training School
 Location of Training:
 Country:
 Project Code - Project Name:
 Fee Type: Nett Fee
 Course Start Date: 20 Jun 2013
 Course End Date: 21 Jun 2013
 Language Medium Provided: English
 Number of Training Days: 2

Course Duration Components

<table>
<thead>
<tr>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom Training Hours</td>
<td>16.00</td>
</tr>
</tbody>
</table>

Total duration in hours per trainee: 16.00

Course Fee Components

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course fee per trainee (excluding GST)</td>
<td>S$300</td>
</tr>
</tbody>
</table>

Total cost of training per trainee: S$300.00

Please declare the following:

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

Note:
(a) Companies can claim absentee payroll funding to defray the manpower costs incurred when they send their employees for training.
(b) No absentee payroll funding for on-the-job training. Absentee payroll top-up by employer is mandatory for training AFTER working hours. The absentee payroll funding is co-shared (90:10 or 80:20) between the government and the employer and it is to be paid to the employee via the employer.

Trainee Details

<table>
<thead>
<tr>
<th>S/N</th>
<th>NRIC/UIN</th>
<th>Name of Trainee</th>
<th>Citizenship</th>
<th>Type of Funding</th>
<th>Educational Qualification</th>
<th>Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>S1433288E</td>
<td>Josephine Lau</td>
<td>Singapore Citizen</td>
<td>Normal</td>
<td>'A' Level or equivalent</td>
<td>Supervisors and Technicians</td>
</tr>
<tr>
<td>2</td>
<td>S8877105E</td>
<td>Tan Soo Ling</td>
<td>Singapore Citizen</td>
<td>Normal</td>
<td>'N' Level or equivalent</td>
<td>General Workers and Unskilled Workers</td>
</tr>
<tr>
<td>3</td>
<td>S79464911</td>
<td>Woo Richard</td>
<td>Permanent Resident of Singapore</td>
<td>Normal</td>
<td>'O' Level or equivalent</td>
<td>Production/Admin Support Staff</td>
</tr>
<tr>
<td>4</td>
<td>S7456206A</td>
<td>Lin Amy</td>
<td>Permanent Resident of Singapore</td>
<td>Normal</td>
<td>'O' Level or equivalent</td>
<td>Production/Admin Support Staff</td>
</tr>
</tbody>
</table>

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 WDA? No

If Yes, please clarify:

Application Submission Remarks

View Supporting Documents

DECLARATION

We declare that the information stated in this training grant application and the accompanying information are true and correct and the expenses incurred have been paid by us for the approved training course and that apart from this application, no other applications have been made for these expenses. All relevant documents pertaining to this application are with us and can be inspected by the Singapore Workforce Development Agency (WDA) anytime. We declare that our organisation has not previously applied for training grants (comprising course fee and/or absentee payroll grants) to WDA.
39. Read the Declaration carefully. To confirm, check the box “Yes, we confirm the above declaration”, and click the “Submit” button.

40. The system will display the Acknowledgement Page. Please take note of the reference number.

41. Click the “Close” button.