

#### 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.



Singapore Personal Access  
**SingPass**  
Singapore Personal Access

Secure [Terms of Use](#) | [FAQs](#) | [Help](#) | [About Us](#)

Welcome  
to SingPass Authentication Service

**Security Advisory**

SingPass is a common password that allows you to access Government e-services. It is important for you to be vigilant in protecting the confidentiality of your SingPass.

Please click [here](#) for tips on online security. You may also find useful guides on how to safeguard your online security and other cyber security related information at [www.gosafeonline.sg](http://www.gosafeonline.sg)

Click [here](#) to view more details about New SingPass Security Enhancements.

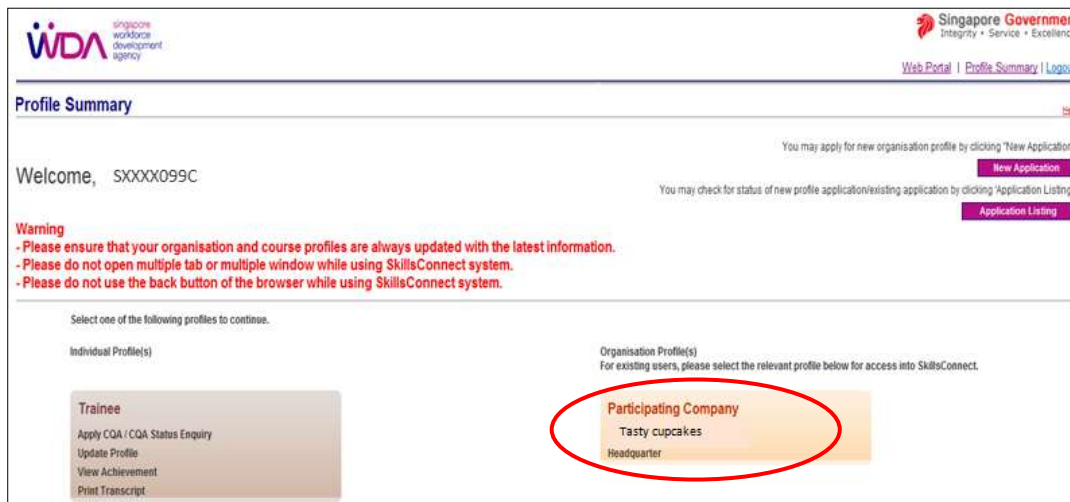
SingPass ID  (Enter your **identification number**)  
e.g. S1234567G, G1234567G

SingPass  (8-24 characters, CASE-SENSITIVE)

By clicking on the Submit button, you agree to be bound by the terms specified in the [Terms of Use](#) and Important Notes below.

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.



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.



11. The system will display the Terms and Conditions page.

**TERMS & CONDITIONS**  
SkillsConnect General Terms and Conditions

1. **Contract**

1.1. Your use of SkillsConnect, any transactions you conduct with WDA via SkillsConnect, and your acceptance and use of any right or benefit granted by WDA (including without limitation any accreditation or other recognition conferred by WDA and/or funding from WDA) shall be governed by these General Terms and Conditions, the Terms of Use (<http://www.skillsconnect.gov.sg/web/guest/termsOfService>), Privacy Statement (<http://www.skillsconnect.gov.sg/web/guest/privacyStatement>) and any applicable Specific Terms and Condition (<http://www.skillsconnect.gov.sg/web/guest/termsAndConditions>).

1.2. These General Terms and Conditions, the Terms of Use and Privacy Statement, and the applicable Specific Terms and Conditions and Guidelines constitute a contract between you and WDA (the "Contract"). Any conflict among the provisions of these documents shall be resolved in the following order of priority: (a) these General Terms and Conditions; (b) the applicable Specific Terms and Conditions; (c) the applicable Guidelines; and (d) the Terms of Use and Privacy Statement.

1.3. WDA may amend the Contract from time to time. You are bound by the latest version of the Contract found on SkillsConnect or on the web pages of the WDA web site (<http://www.wda.gov.sg>).

2. **Definitions**

2.1. In the Contract, the following words and expressions shall have the following meanings:

Yes, we accept the above Terms and Conditions

No, we do not accept the above Terms and Conditions

[Print this page](#) [Proceed](#) [Cancel](#)

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.

Create Training Grant Application

1. Term & Conditions   **2. Company Information**   3. Online Form   4. Confirmation

Please update your organisation profile at the "Organisation Profile Management" Menu if the information displayed is incorrect or has changed.

Organization: Tasty Cupcakes

Mailing Address: Block/Building Number: -, Building Name: -, Street Name: Marina Bay, Floor Number-Unit Number: ---, Postal Code: 875987

Telephone: 63746265, Fax: -, Email: -

SME Flag: Yes, Nature of Business: Manufacturing, Main Business Activity: Baking, Ownership: Wholly Local, Total Employment: 100, Annual training budget as a percentage of company payroll: -%, Fixed Asset Investment (at net book value): \$\$ -

Branch Information: Branch Name: Tasty Cupcakes

Branch Authorised Administration Information

Role	Name	Identification Type	Identification Number	Designation

Back Next Cancel

14. Click the "Next" button.

15. The system will display the Search Courses page.

Search Courses

For better search results, search using key words under both Training Organisation Name and Course Title.

Training Organisation Name: Wonder Training Organisation

Course Title: [input field]

Course Code: [input field]

Area of Training: [select]

Payment Type: [select]

Course Start Date: From [calendar icon] [input field] To [calendar icon] [input field]

Back Search Cancel

Search results

	Training Organisation Name	Course Title	Total Training Duration (hrs)	Total Cost of Training Per Trainee (\$\$)	For More Course Information	Reference Number
<input checked="" type="radio"/>	Wonder Training Organisation	<a href="#">Problem Solving and Decision Making - Supervisory Level</a>	14.00	300.00	Statement of Attainment	CRS-Q-0003274-ES
<input type="radio"/>	Wonder Training Organisation	<a href="#">Problem Solving and Decision Making - Operations Level</a>	16.00	200.00	Statement of Attainment	CRS-Q-0023475-ES

First Previous 1 Next Last

Select

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.

**Create Training Grant Application**

1. Term & Conditions   2. Company Information   3. Online Form   4. Confirmation

1. Course   2. Trainee Details   3. Supporting Documents   4. Company Declaration

**Course Information**

Additional Information [View Course Details](#)

Registration Type: Other Unique Establishments (UENO)

Organisation Registration Number: T06GB0008H

Training Organisation name: Civil Service College

Course Reference Number: CRS-Q-0094490-ES

Course Title: Communication and Relationship Management - Operations Level

Location of Training: -

Fee Type:  Net Fee  Fee

Course Start Date\*: 20 Jun 2013

Course End Date\*: 21 Jun 2013

Language Medium Provided\*: English

Number of Training Days: 2

Description	Hours
Classroom Training Hours	15.00
	16.00

Description	Cost (\$)
Course fee per trainee (excluding GST)	300.00
	300.00

Total duration in hours per trainee: 16.00

Course Fee Components: 300.00

Total cost of training per trainee: 300.00

Disbursement Schedule per trainee: Tranche Disbursement Condition

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  No

Is your company applying for Absentee payroll funding? (NOTE: 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.) Please click "No" if you are a Government Agency or private entities held under a government agency.  Yes  No

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  No

**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 (80:10 or 80:20) between the government and the employer and it is to be paid to the employee via the employer.

(c) If you have not provided WDA with your GIRD account information or if you have changed your GIRD account, please download the GIRD form by clicking on the link provided and submit to WDA for verification. [Download GIRD Form](#)

Please ensure that you have a valid GIRD number to defray absentee payroll funding.

GIRD Number: 7375-013-9123980

Save Back Next Cancel

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

1. Term & Conditions 2. GIRD Verification 3. Online Form 4. Confirmation

1. Course Information 2. Trainee Details 3. Trainee Declaration 4. Amount Claim 5. Supporting Documents 6. Payment Details

Please be advised that you should only upload pdf or zip files for your supporting documents.

Each file to be uploaded should not exceed 5 MB.  
If the file exceeds the recommended size of 5 MB, you could follow the below recommendations to reduce the file size:  
- split the file into separate documents.  
For example if your document has 20 pages, you could save it into 2 separate documents, the first document containing the first 10 pages while the second document contains the next 10 pages.  
- zip the document up.

Please be advised that you will experience slowness when uploading non-pdf files as it will take substantial time for conversion. Hence, please upload only pdf files.

File Name \*  Browse

Title \*

Type \*

Classification \*

Description \*

Version \*

Upload

Save Back Next Cancel

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.

Create Training Grant Application

1. Term & Conditions 2. Company Information 3. Online Form 4. Confirmation

1. Course 2. Trainee Details 3. Supporting Documents 4. Company Declaration

Please declare the following:

Are the trainees direct employees on your company's payroll?  
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?  
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?  
If Yes, please clarify:

Application Submission Remarks

Save Back Next Cancel

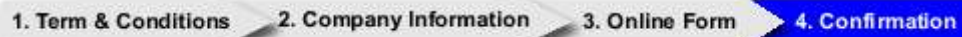
36. Select either the “Yes” or “No” radio button for each question. Depending on your selection, you may have to enter your remarks in the textbox provided.

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



**Company Information**

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

**Branch Information**

<b>Branch Name</b>	Tasty Cupcakes		
	<b>Block/Building Number</b>	<b>BuildingName</b>	<b>Street Name</b>
	162	-	BUKIT MERAH CENTRAL
<b>Branch Location</b>	<b>Floor Number-Unit Number</b>	<b>Postal Code</b>	
	#01-44	150162	

**Branch Authorised Administration Information**

<b>Role</b>	<b>Name</b>	<b>Identification Type</b>	<b>Identification Number</b>	<b>Designation</b>
Management Rep	XU LEI	NRIC	S8563820F	CEO

## Course Info

<b>Registration Type</b>	Other Unique Establishments (UENO)				
<b>Organisation Registration Number</b>	T08GB1109H				
<b>Training Organisation name</b>	ABC Training School				
<b>Course Title</b>	Problem Solving and Decision Making - Operations Level.				
<b>Location of Training</b>	-				
<b>Country</b>	-				
<b>Project Code - Project Name</b>	-				
<b>Fee Type</b>	Nett Fee				
<b>Course Start Date</b>	20 Jun 2013				
<b>Course End Date</b>	21 Jun 2013				
<b>Language Medium Provided</b>	English				
<b>Number of Training Days</b>	2				
<b>Course Duration Components</b>					
	<table border="1"> <thead> <tr> <th>Description</th> <th>Hours</th> </tr> </thead> <tbody> <tr> <td>Classroom Training Hours</td> <td>16.00</td> </tr> </tbody> </table>	Description	Hours	Classroom Training Hours	16.00
Description	Hours				
Classroom Training Hours	16.00				
<b>Total duration in hours per trainee</b>	16.00				
<b>Course Fee Components</b>					
	<table border="1"> <thead> <tr> <th>Description</th> <th>Cost (S\$)</th> </tr> </thead> <tbody> <tr> <td>Course fee per trainee (excluding GST)</td> <td>300.00</td> </tr> </tbody> </table>	Description	Cost (S\$)	Course fee per trainee (excluding GST)	300.00
Description	Cost (S\$)				
Course fee per trainee (excluding GST)	300.00				
<b>Total cost of training per trainee</b>	300.00				
<b>Please declare the following :</b>					
<b>Is the course relevant to the Trainee(s) current role and in line with the business needs of the Applicant company?</b>	Yes				
<b>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.)</b>					
	Yes				
<b>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.</b>					
	Yes				

### Note:

- Companies can claim absentee payroll funding to defray the manpower costs incurred when they send their employees for training.
- 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

S/N	NRIC/UIIN	Name of Trainee	Citizenship	Type of Funding	Educational Qualification	Designation
1	S1433288E	Josephine Lau	Singapore Citizen	Normal	'A' Level or equivalent	Supervisors and Technicians
2	S8877105E	Tan Soo Ling	Singapore Citizen	Normal	'N' Level or equivalent	General Workers and Unskilled Workers
3	S7946491I	Woo Richard	Permanent Resident of Singapore	Normal	'O' Level or equivalent	Production/Admin Support Staff
4	S7456206A	Lin Amy	Permanent Resident of Singapore	Normal	'O' Level or equivalent	Production/Admin Support Staff

## 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.

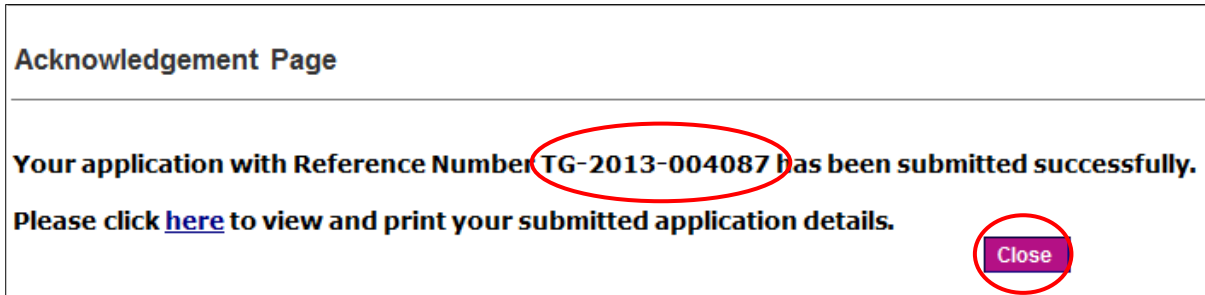


Yes, we confirm the above declaration.

[Print this page](#)



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.