

## **Overview of SkillsConnect Process Flow for Non-WSQ Training Organisations**

How do I obtain funding approval for my courses? Please click the links below.

1) **Register for a CorpPass Account** if you do not have one.

2) **Apply for Non-WSQ Organisation SkillsConnect Profile** if you do not have one.

3) **Apply for Funding for Non-WSQ Course** with your non-WSQ organisation profile.

The course will only be available for training grant applications in SkillsConnect upon funding approval.

Submit courses well ahead of course commencement, taking into consideration time needed for SSG to approve funding, and the training grant application deadline of within 30 days after course commencement.

### **Employer-Sponsored Training**

4a) **Endorse Training Grant Applications** submitted by employers if you are charging **nett fees**.

5a) **Claim Training Grant** after course completion for courses where you charge **nett fees**.

Claims must be submitted **no later than 120 days after course completion**. For courses where you charge **full fees**, claims will be submitted by the employers.

### **Self-Sponsored Training\***

4b) **Apply for Training Grant for Self-Sponsored** trainees if you are charging **nett fees**.

5b) **Claim Training Grant for Self-Sponsored trainees** after course completion for courses where you charge **nett fees**.

Claims must be submitted **no later than 120 days after course completion**.

6) **Submit Assessment Records** of trainees who attained full qualification for **Certifiable Skills Training Courses**.

### **How long will SSG take to process my submissions?**

SSG's SkillsConnect processing time – click [here](#).

\*For self-sponsored trainees who qualify for training allowance, a Training Grant Application will also be submitted by SSG's Touchpoints. Training Organisations are required to endorse the Training Grant Application and submit the claim after course completion.