

### 5.1 Submit Full Fee Claim by Company

A claim for an approved training grant application may be submitted to SSG for disbursement of training grant.

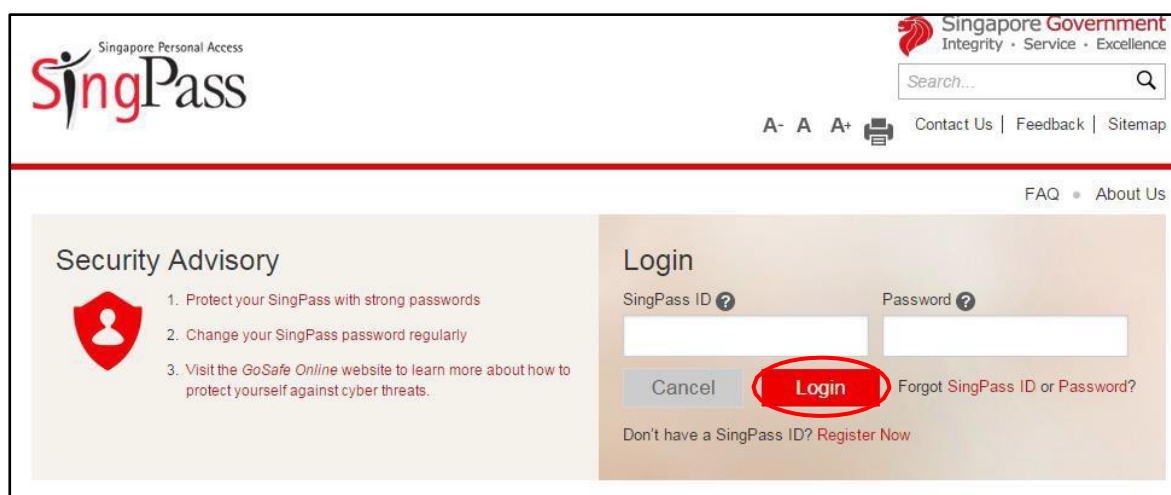
Claims for training grants are subject to the following eligibility criteria:

- a) The Employer must have paid for all necessary training expenses to the Training Organisation before the claim can be submitted.
- b) Trainee(s) must be Singapore Citizen(s) or Permanent Resident(s) of Singapore, and must be employed by the applicant Company in accordance to the Employment Act except for sole proprietors, partners, working directors, members of co-operatives or commission-based agents.
- c) Trainee(s) has to achieve at least 75% attendance and passed for the test, examinations and assessments (where applicable).

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

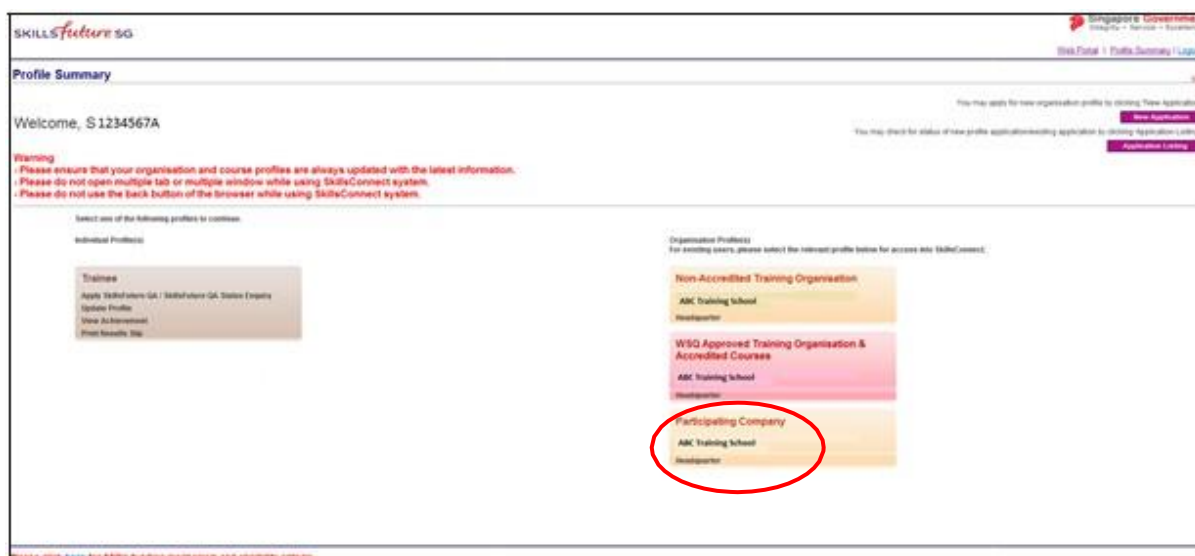
To submit a claim for an approved training grant application that you had previously submitted, please follow the following steps:

1. For an overview of submitting claim training grant applied, 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.



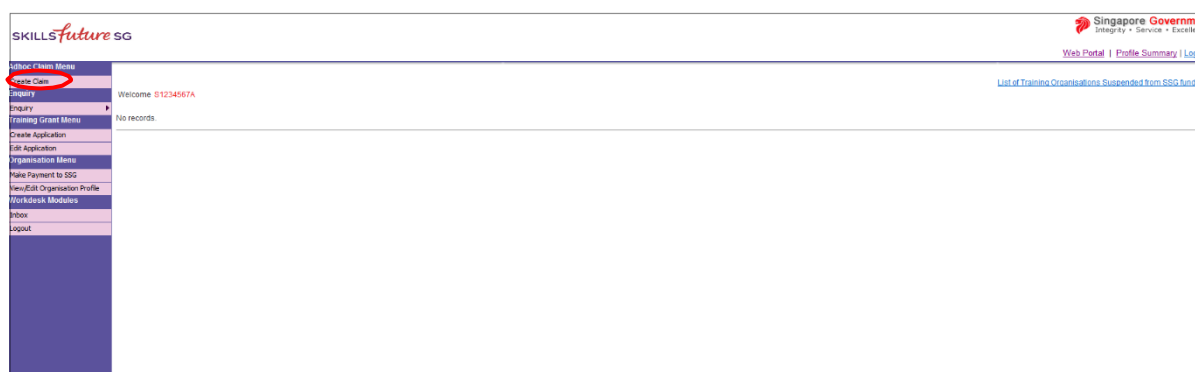
5. For Singaporeans or Permanent Residents, enter your NRIC number as your SingPass ID. Note that all Employment Pass holders can apply for SingPass. For more information, please visit <https://www.corppass.gov.sg/corppass/common/findoutmore>
6. Enter your Password.
7. Click the **“Login”** button.

8. The system will display the Profile Summary page.

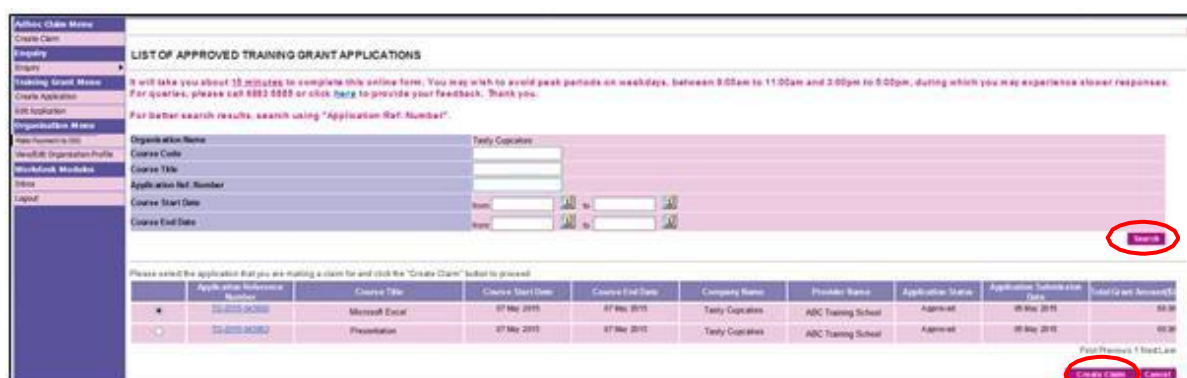


9. Click the “Participating Company” button.

10. The system will display the inbox of your account. At the left menu panel, click the “Create Claim” button under the Adhoc Claim Menu.



11. The system will display the List of Approved Training Grant Applications page.



12. Click the **“Search”** without any search parameter inputs will display the full list of approved full fee training grant applications where the course had ended. Alternatively, to refine your search down to a single training grant application, please key in the relevant **“Application Ref. Number”**.
13. Select the radio button of the training grant application that you wish to submit claim and click the **“Create Claim”** button.
14. The system will display the Terms and Conditions page.

15. 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 for creation of Claim”** option, then click the **“Proceed”** button.
16. The system will display the Giro Verification page.

17. 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 SSG. At the same time, update the GIRO number in your organisation profile).

18. The system will display the Course Information page.



19. Note: Claim can only be submitted after the course has ended. You are allowed to edit the course information, if necessary. Click the “Next” button. Please note that course start date can only be edited at training grant application.

20. The system will display the Trainee Details page.

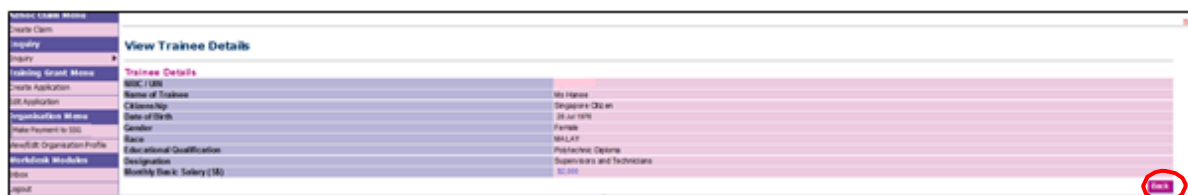


21. Select the radio button of the trainee that you wish to submit claim and click “Next” button. For partial claim, the trainees’ claims that have previously been paid out would be disabled and not allowed for selection.

22. If you wish to edit the trainee details, click the “Edit” button and the system will display the Edit Trainee Details page. After editing, click the “Ok” button.

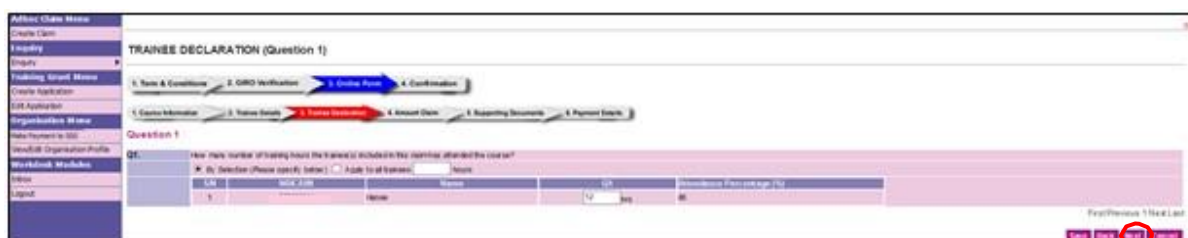


23. The system will display the View Trainee Details page.



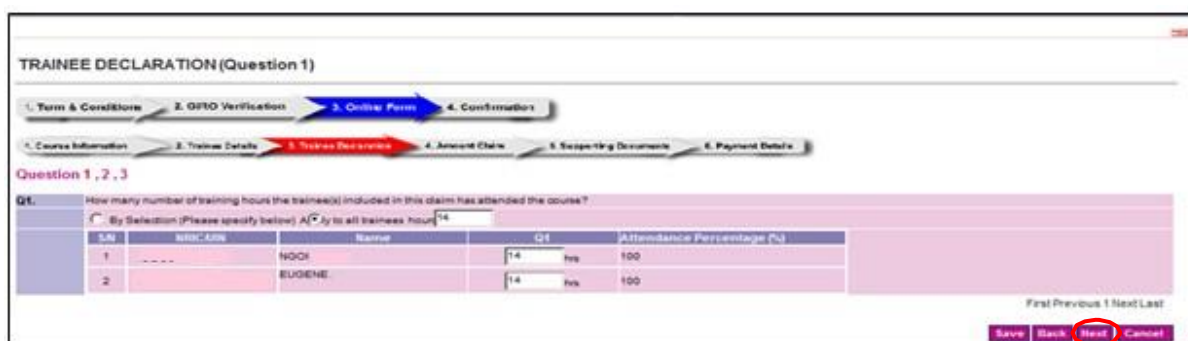
24. Click the “**Back**” button to bring you back to the Trainee Details page. Then, click the “**Next**” button.

25. The system will display the Trainee Declaration page to declare the question: How many number of training hours the trainee(s) included in this claim has attended the course? Please note that the trainee(s) has to attain at least 75% attendance.



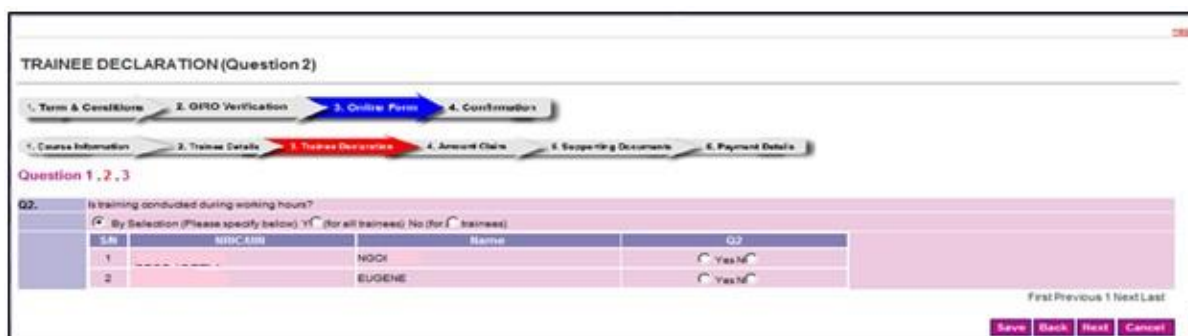
26. To enter each trainee’s number of training hours:

- a. To enter training hours individually
  - i. Select the “**By Selection (Please specify below)**” radio button.
  - ii. Enter each trainee’s hours individually then click the “**Next**” button.



- b. To enter the same number of hours attended for all trainees.
  - i. Select the “**Apply to all trainees**” radio button.
  - ii. Enter the number of hours that the trainees have spent attending the course then click the “**Next**” button.

27. The system will display the Trainee Declaration page to declare the question: Is training conducted during working hours? (This question is applicable only if there is Absentee Payroll funding support.)



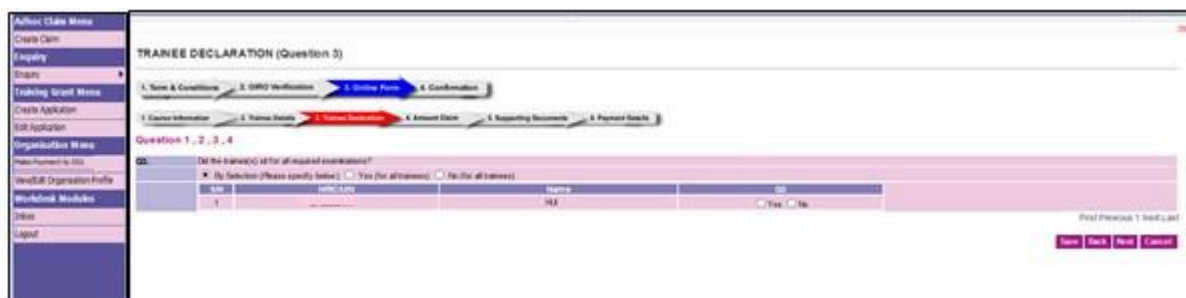
28. To declare for each individual trainee, follow the steps in 26(a). To declare for all trainees, follow the steps in 26(b).
29. The system will display the Trainee Declaration page to declare the question: How many core modules have been completed by the trainee(s) in this claim? (This question is applicable to WSQ courses only.)



30. To declare for each individual trainee, follow the steps in 26(a). To declare for all trainees, follow the steps in 26(b).
31. The system will display the Trainee Declaration page to declare the question: How many elective modules have been completed by the trainee(s) in this claim? (This question is applicable to WSQ courses only.)



32. To declare for each individual trainee, follow the steps in 26(a). To declare for all trainees, follow the steps in 26(b).
33. The system will display the Trainee Declaration page to declare the question: Did the trainee(s) sit for and pass all required examination/ assessments where applicable? Please note that passing of examinations/ assessments is a mandatory requirement to be eligible for Certifiable Skills Training Courses. (This question is applicable to Certifiable Skills Training courses and courses which are examinable only.)



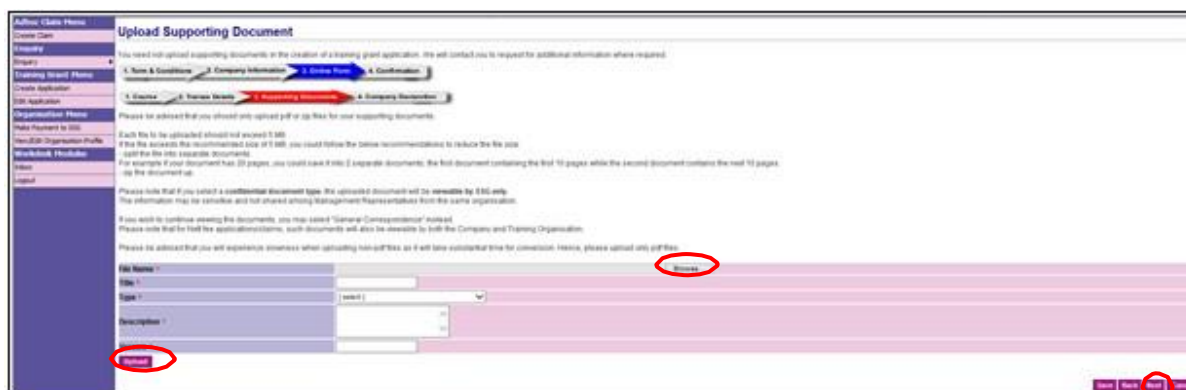
34. To declare for each individual trainee, follow the steps in 26(a). To declare for all trainees, follow the steps in 26(b).

35. The system will display the Amount Claim page.



36. Click the “Next” button.

37. The system will display Upload Supporting Document page.

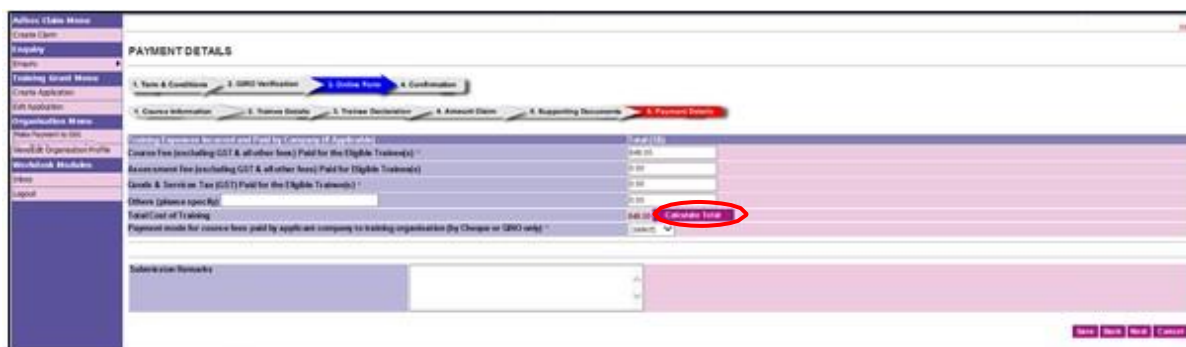


38. To upload any supporting documents, click the “Browse” button. Select the desired document and click the “Open” button. Only PDF or Zip files are acceptable.

39. Enter all necessary fields and click the “Upload” button. Please note that mandatory fields are indicated by the red asterisk (\*).

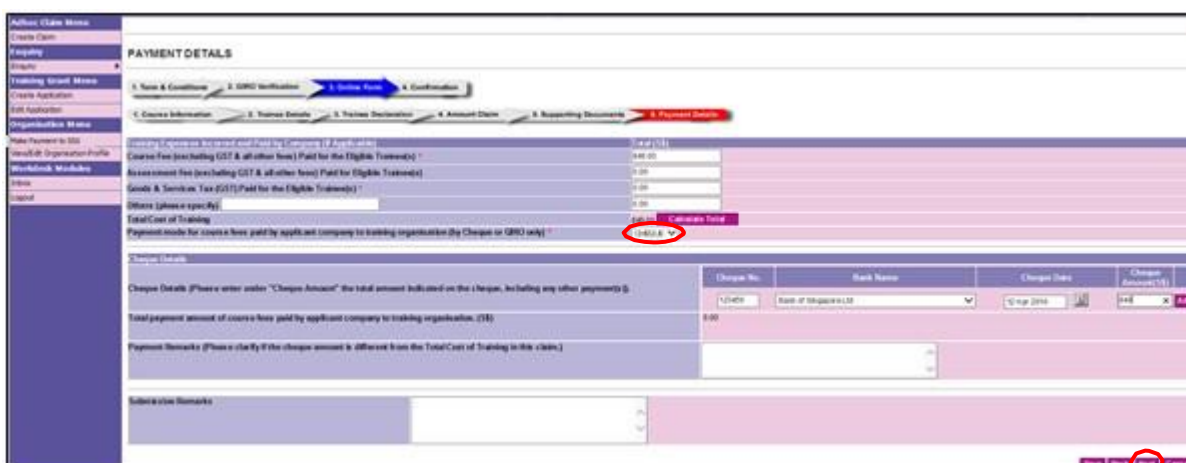
40. Click the “Next” button to proceed.

41. The system will display the Payment Details page.

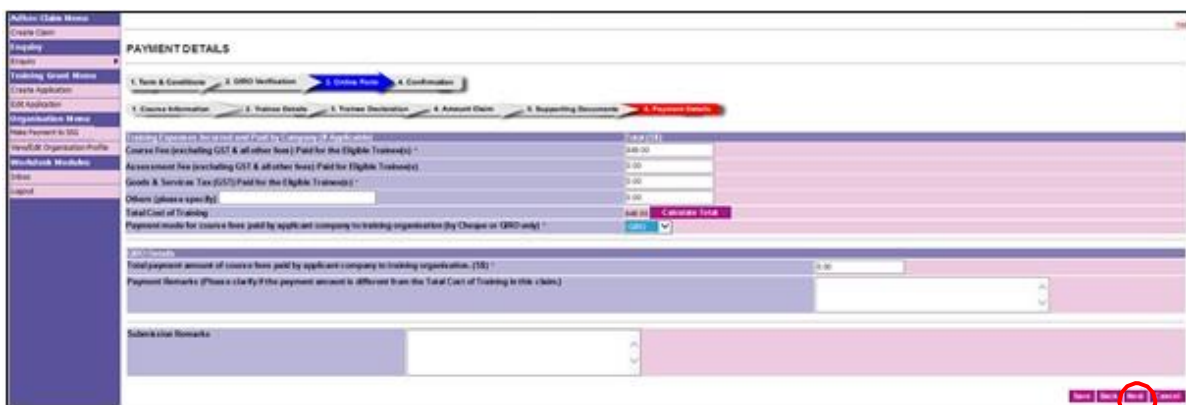


42. Enter all the mandatory fields. If there are other expenses, please input the description into the “**Others (please specify)**” field. Click the “**Calculate Total**” button. Note: Please input full course fees before SSG grant in the field “Course Fee (excluding GST & all other fees) Paid for the Eligible Trainee(s)”.

43. To make payment by CHEQUE, select “**CHEQUE**” from the “**Payment Mode**” drop down list. Enter the cheque details in the appropriate fields. Click the “**Add**” button.



44. To make payment by GIRO, select “**GIRO**” as the Payment Mode from the dropdown list provided. The system will expand the page with the GIRO Details section. Enter all the required information. Click the “**Next**” button.





## SkillsConnect System Training Guide

45. 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.
46. The system will display the Confirmation page.

**CLAIM DETAIL**

1. Term & Conditions 2. SSG Notification 3. Online Form 4. Confirmation

**Company Information**

Registration Type: Government/Statutory Board  
 Organisation Registration No.: A10- Singapore  
 Course Reference No.: CRS-Q-9003389-02  
 Course Title: Provide Advice on Fashion & Apparel  
 Location of Training: -  
 Country: -  
 Fee Type: Full Fee  
 Course Start Date: 23 Feb 2017  
 Course End Date: 24 Feb 2017  
 Language Medium Provided: English  
 Number of Overseas Training Days: 0  
 Course Duration Components: 2  
 Description: Classroom Training Hours: 19.0, Assessment Hours: 1.0, Cost (\$): 44.00, CETC Funding: 396.00

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**Trainees Details**

SN	NRIC/IN	Name of Trainee	Citizenship	Age 40 Years & Above?	Educational Qualification	WTS-eligibility declared by applicant	Designation
1	S1234567A	lee	Singapore Citizen	Yes	O' Level or equivalent	Declared	Supervisors and Technicians

**Trainees Declaration**

Q1. How many number of training hours the trainee(s) included in this claim has attended the course?  
 Q2. Is training conducted during trainee(s) working hours?  
 Q3. Did the trainee(s) sit for and pass all required examinations/assessments where applicable?  
 Q4. Please note that passing of examinations/assessments is a mandatory requirement to be eligible for funding for Certifiable Skills Training Courses.  
 Q5. How many core modules have been completed by the trainee(s) in this claim?

SN	NRIC/IN	Name	Q1	Attendance Percentage (%)	Q2	Q3	Q4	Q5
1	S1234567A	lee	16	100	Yes	Yes	1	0

**Trainees Amount Claim**

SN	NRIC/IN	Name of Trainee	Business Description	Amount Type / Grant Amount(\$\$)
1	S1234567A	lee	Absentee Payroll Cov, Non-SME, WTS, In-hour Absentee Payroll - 95% of hourly basic salary	Absentee Payroll \$ 151.52

Grand Total Claim Amount (\$\$) : 151.52

**Supporting Documents**

**Payment Details**

Training Expenses Incurred and Paid by Company (if applicable)	Total (\$)
Course Fee (including GST & all other fees) Paid for the Eligible Trainee(s)	0.00
Recruitment Fee (including GST & all other fees) Paid for the Eligible Trainee(s)	0.00
Goods & Services Tax (GST) Paid for the Eligible Trainee(s)	0.00
<b>Grand Total</b>	<b>0.00</b>

**DECLARATION**

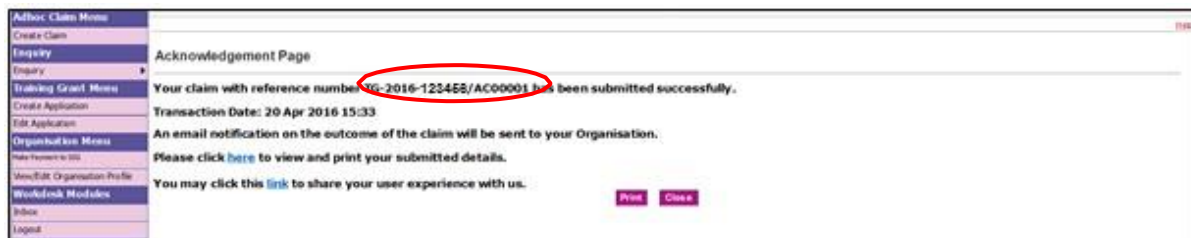
I/we declare that the information stated in this training grant application and the accompanying attachments are true and correct and the expenses incurred have been paid by us for the approved training course and that I/we agree to the application, its other applications have been made for these expenses. All relevant documents pertaining to this application are with us and can be inspected by the Statutory Singapore Agency (SSG) if required. We warrant that the application and its attachments are true and correct and that we are not aware of any false or misleading information in this application.

Yes, we confirm the above declaration.

Next Submit Back Cancel

47. Read the Declaration carefully. To confirm, check the box **“Yes, we confirm the above declaration”**, and click the **“Submit”** button.
48. Upon submission, the claim will be routed to SSG for processing. (Note: Amount Type/Grant Amount is only an indicative amount subject to SSG’s confirmation.)

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



50. Click the “Close” button.