

Click here if you are a
FUNDING AGENCY

Click here if you are a
TRAINING PROVIDER

Productivity Solutions Grant SkillsFuture Training Subsidy PSG (SFTS)

For Funding Agencies



[Click Here!](#) to view FAQs

Agenda



1 Introduction to PSG (SFTS)

2 Claims Process for PSG (SFTS)

3 Questions You May Have (FAQ)

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Introduction to PSG (SFTS)

What is PSG (SFTS)?

The PSG (SFTS) is part of the government's effort to **support enterprises in upskilling their workforce** as part of their productivity improvement and transformation efforts

Productivity Solutions Grant (PSG)



Financial grant of up to **70% of qualifying costs**

- Supports Enterprises keen on adopting IT solutions and equipment to enhance business processes and increase productivity
- For Enterprises registered and operating in Singapore
- Purchased/Leased IT solutions and/or equipment must be used in Singapore
- Other sector specific requirements may apply

PSG (SkillsFuture Training Subsidy) PSG (SFTS)



Training subsidy of **70% of out-of-pocket training costs**, capped at **\$10,000 per enterprise**

- For Enterprises with approved PSG applications from 1 April 2018
- Subsidy is on top of existing government course fee subsidies provided to Enterprises
- Application starts from 1 July 2019 and ends on 31 March 2021
- Upon approval of application, each Enterprises has 2 years to use the subsidy
- Subsidy could be used for all employees, including foreigners

Add-on
component
to PSG

What are the key roles of Public Agencies?



To **upload, manage and update** PSG (SFTS) eligible courses provided by your Training Providers and ensure these courses meet the necessary criteria and are funded by your agency



To **verify and endorse enterprises' claims for** courses funded by your agency and delivered by your appointed Training Providers*



To **assist** SSG in **investigations and audits** into public complaints or disputes about courses funded by your agency

Please ensure that your Corppass Role – **PSGSFTSAGY** for PSG (SFTS) has been assigned to you by your Corppass Admin through the following link: **<https://corppass.gov.sg>**

You can access the PSG (SFTS) through the Quick Links or Related Services sections on the SkillsFuture Singapore Corporate Website (ssg.gov.sg)

**Note: Verification and endorsement of claims process is covered in more detail in the following slides*

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What types of courses are eligible for PSG (SFTS)?



ELIGIBLE

- SSG-certifiable courses which are aligned to the Skills Frameworks
- Agency-funded courses* which are mapped to the Skills Frameworks
- Agency-conducted courses* by LTA Academy, BCA Academy, and IPOS Academy



INELIGIBLE

In-house courses*

**Enterprises can continue to apply for existing training support (e.g. course fees funding and absentee payroll) by SkillsFuture Singapore for their in-house courses (i.e. courses that are conducted by an employer for its own staff).*

* Agency-funded and conducted courses must also be eligible for SkillsFuture credit and be listed in MySkillsFuture Course directory.

PSG (SFTS) COURSE TAGGING - WHY IS IT IMPORTANT?

PSG (SFTS)
eligible courses*
must be tagged
with the SFTS
identifier



If courses are not tagged, Enterprises will not be able to submit claims for those courses starting 1 Jan 2020



Tagging will allow courses to be made available for Enterprises during their SFTS claim submission



Enterprises will also be able to search for these courses more readily when enrolling employees

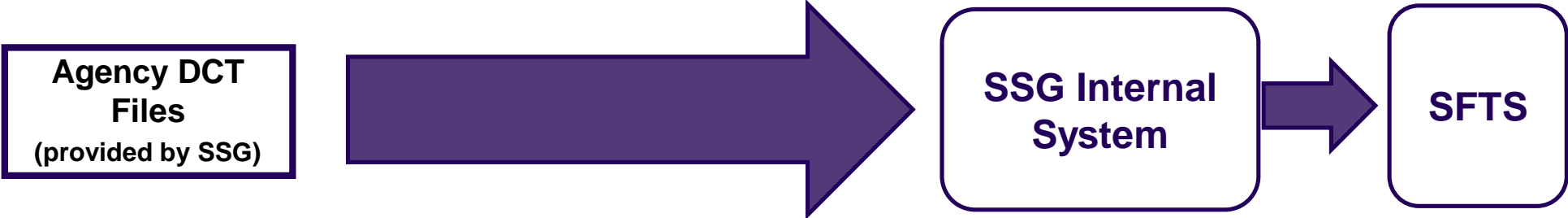


* Course validity is not expired or within the claimed course start date

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How to tag the PSG (SFTS) eligible courses?



To tag **PSG (SFTS) eligible courses**, select “40” in the ‘Course Tagging’ column

DCT File Tagging

| AO | AP | AQ | AR | AS | AT | AU | AV | AW | AX |
|-----------|-----------|-----------|---------------|-----------|---------------------------|--------------------------|-------------------------|----------------|----|
| Field Not | Field Not | Field Not | Email Address | Field Not | Training Organisation UEN | Public Funding Indicator | Organisation Name Alias | Course Tagging | |
| | | | abc@xyz.com | | UENNUMBER | AS | ABC Company | 30011:30021 | |
| | | | | | | | | | |
| | | | | | | | | | |

Important Note:
To remove the PSG (SFTS) tagging, remove the course that has been tagged and resubmit the file.

Reminder: Remove inactive courses promptly

Select “40” for
PSG (SFTS)
eligible courses

Where can the list of approved courses be found?

The full list of approved courses and suggested courses for each sector can be found at <https://courses.enterprisejobskills.gov.sg>

| SKILLS FRAMEWORKS | | |
|----------------------------------|--------------------------------|------------------------------|
| Accountancy | Environmental Services | Media |
| Aerospace | Food Manufacturing | Precision Engineering |
| Air Transport | Food Services | Public Transport |
| Biopharmaceuticals Manufacturing | Healthcare | Retail |
| Construction | Hotel & Accommodation Services | Sea Transport |
| Design | Human Resource | Security |
| Early Childhood Care & Education | Infocomm Technology | Social Service |
| Electronics | Intellectual Property | Tourism |
| Energy and Chemicals | Landscape | Training and Adult Education |
| Energy and Power | Logistics | Wholesale Trade |
| Engineering Services | Marine and Offshore | |

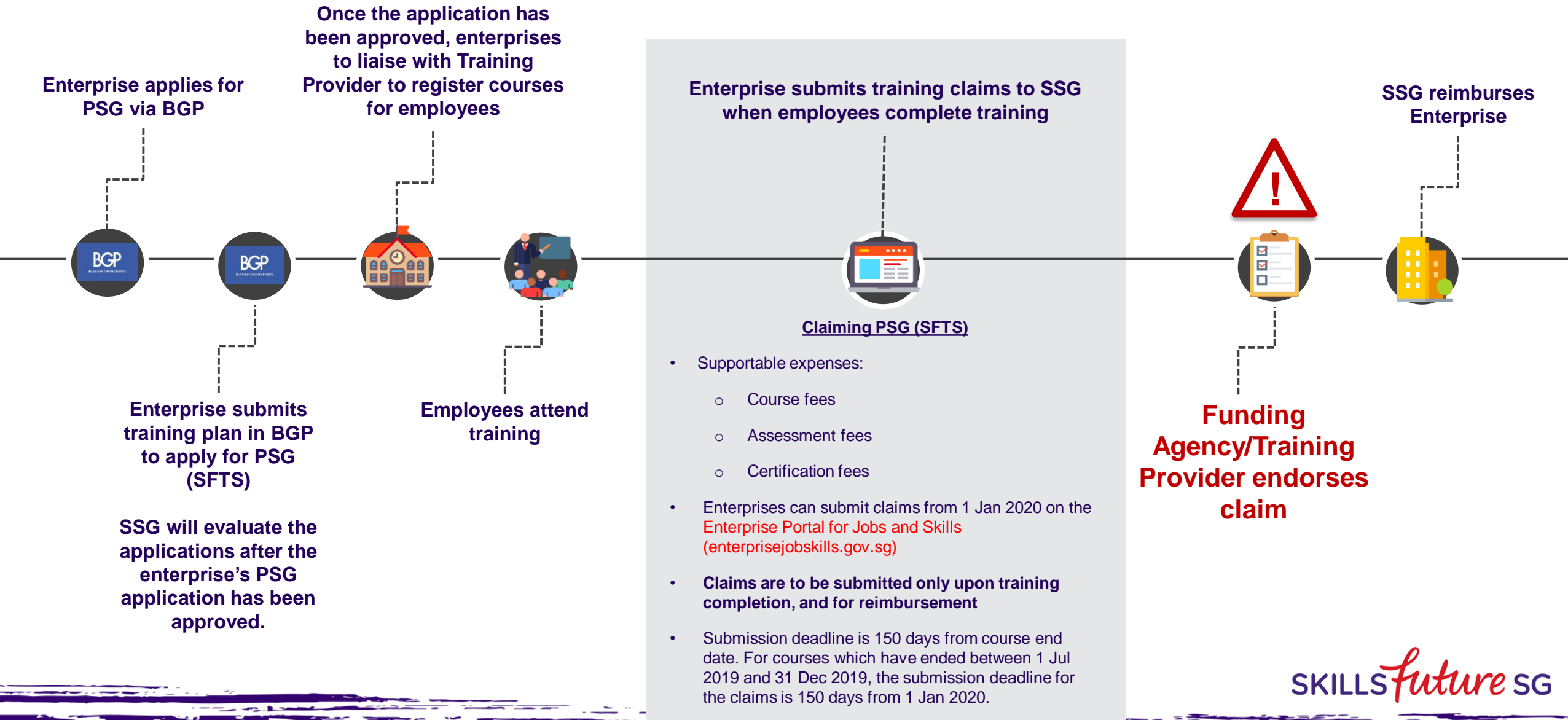
*From **1 Jan 2020**, the approved list of courses will be available on [enterprisejobskills.gov.sg](https://courses.enterprisejobskills.gov.sg)

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Claim Process for PSG (SFTS)

PSG (SFTS) claim process



Claim Endorsement by Funding Agencies



Claim Endorsement by Funding Agency



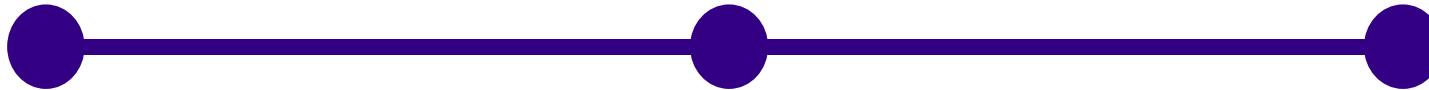
Enterprises can begin **submitting PSG (SFTS) claims** for courses funded by you from 1 Jan 2020



You will **receive an email notification*** upon claim submission. Click on the link in the email, login with Corppass and view claim details



Begin **3 step process** to endorse PSG (SFTS) claims



Alternatively, you can login with Corppass to view your dashboard and select the claim to endorse

**Note: Upon first login, please verify your email address*

Log in with your assigned Corppass ID



Corppass Login

Website:

<https://www.corppass.gov.sg>

Corppass Role:

PSGSFTSAGY

Log in with Corppass

☐ Remember Entity ID

Cancel

Login ▶

Forgot [Entity /Corppass ID](#) or [Password](#)

New toCorppass? [Register](#) Now.

You will be directed to your Funding Agency's dashboard

Click to view claims overdue for endorsement

Click to view claims pending endorsement*

Click to view endorsed claims

Claims Endorsement For Funding Agency

0
OVERDUE

2
PENDING

4
PROCESSED

Search by submission ID

Search

Clear

| Submission ID | Submission Date | Course Title | Course Date | Company Name |
|---------------|-----------------|-------------------------------|-------------|----------------------------|
| SF\xxxxxxx... | 10/10/2019 | Effective Business Writing | 10/10/2019 | Heng Heng Solution Pte Ltd |
| SF xxxxxxxx | 10/10/2019 | Effective Email Communication | 01/10/2019 | Heng Heng Solution Pte Ltd |

2 records

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Click on Submission ID to begin 3-step claim endorsement process

**Note: Funding Agencies are required to endorse claims within 7 calendar days of first receiving notification to avoid such claims being flagged as overdue.*

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3 Step Process



VERIFY

1



ENDORSE

2



DECLARE

3

1) Verify that claim details submitted by the Enterprise are correct

Please **verify** the following:

- Course and trainee information
- Course, assessment, and certification fees paid by the Enterprise
- Supporting documents (invoice/receipt)
- Funding provided by your agency*

*As both Singaporean/PRs and foreigners are eligible to claim for SFTS funding, SSG will only be able to extend funding to courses that are run by agencies if agencies are able to make endorsements for trainees that attend their agency conducted courses. Agencies would have to verify accordingly for these trainees based on their own criteria.

SKILLSfuture SG Claims Endorsement James Toh

Things To Note

- Claim endorsement will take up to 10 minutes to complete
- Please use the remarks column where necessary to provide directions for the enterprise or SSG.
- You will be able to view the supporting documents provided by the Enterprise (Payment Invoice and/or Receipt)
- You will be presented with the below details
 - Funding Details of the Enterprise
 - Training Provider Information
 - Course and Trainees Information

Details for Endorsement

Company Information

| | | | |
|----------------|---------------|---------------|-------------|
| UEN: | 100000000F | Company Name: | ABC Pte Ltd |
| Submitted By: | Peter Parker | Contact No.: | 9888 8888 |
| Company Email: | jerry@abc.com | | |

Course Information

| | | | |
|--------------------|-------------------------------|--------------------|-------------------|
| Training Provider: | Institutes of Higher Learning | Course Start Date: | 10/07/2019 |
| Course Title: | AWS Academy Cloud Foundations | Course End Date: | 10/09/2019 |
| Course Code: | RP-SFS-179 | Course Fee: | \$1,500.00 |
| Funded By Agency: | SSG | Course Duration: | 3 Days (24 Hours) |

Attendee Information

| Trainee Name | NRIC/FIN No. | Course Fee | Assessment Fee | Certification Fee |
|--------------|--------------|------------|----------------|-------------------|
| Simon S | XXXXXXXX | \$1,000.00 | \$0.00 | \$0.00 |
| Bart John | XXXXXXXX | \$400.00 | \$0.00 | \$0.00 |
| Mary Jane | XXXXXXXX | \$1,000.00 | \$100.00 | \$100.00 |
| Jason Lee | XXXXXXXX | \$500.00 | \$50.00 | \$100.00 |
| Jerry Tan | XXXXXXXX | \$1,000.00 | \$100.00 | \$100.00 |
| Audrey Toh | XXXXXXXX | \$500.00 | \$50.00 | \$100.00 |

Funding Provided By Agency

| Training Provider Endorse | Remarks | Funding Provided By Agency |
|---------------------------|------------------------------------|----------------------------|
| Endorsed Base Claim | | |
| Endorsed Base Claim | | |
| No attendance record - | Trainee attendance is less than... | |
| Endorse | Add Remarks | \$1,000.00 |
| Endorse | Add Remarks | \$500.00 |
| No record of trainee - | Add Remarks | |

Supporting Documents (Please attach invoice or receipt)

Claim_Receipt_PMP_Certification.pdf

Route Back Back Proceed

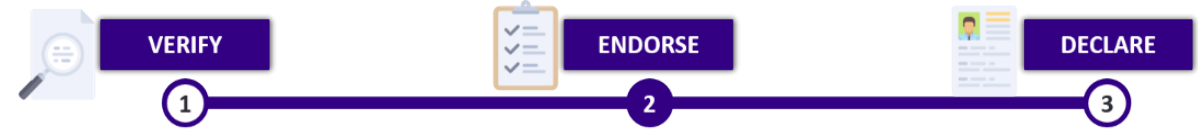
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[Click Here!](#) to view FAQs

3 Step Process



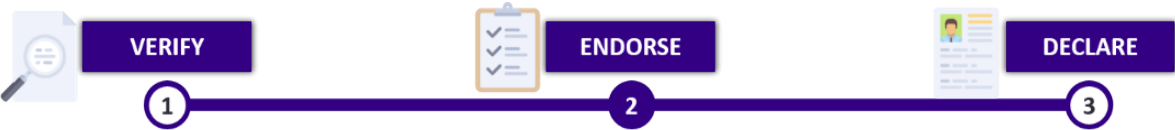
2) Endorse each trainee submitted individually

| Attendee Information | | | | | | | |
|----------------------|--------------|------------|----------------|-------------------|------------------------|------------------------------------|----------------------------|
| Trainee Name | NRIC/FIN No. | Course Fee | Assessment Fee | Certification Fee | Funding Agency Endorse | Remarks | Funding Provided By Agency |
| Simon S | S xxxxxxx | \$1,000.00 | \$0.00 | \$0.00 | Endorsed Base Claim | | |
| Bart John | S xxxxxxx | \$400.00 | \$0.00 | \$0.00 | Endorsed Base Claim | | |
| Mary Jane | S xxxxxxx | \$1,000.00 | \$100.00 | \$100.00 | No attendance record | Trainee attendance is less than... | |
| Jason Lee | G xxxxxxx | \$500.00 | \$50.00 | \$100.00 | Endorse | + Add Remarks | \$1,000.00 |
| Jerry Tan | F xxxxxxx | \$1,000.00 | \$100.00 | \$100.00 | Endorse | + Add Remarks | \$500.00 |
| Audrey Toh | S xxxxxxx | \$500.00 | \$50.00 | \$100.00 | No record of trainee | + Add Remarks | |

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- Proceed to **endorse** each trainee individually by selecting the appropriate option from the drop-down box
- Indicate remarks for SSG to note upon submission of your endorsement or for the Enterprise to clarify or act on if you are returning the claim to them
- Trainees who do not meet your eligibility criteria or have incorrect details should not be endorsed

3 Step Process



2a) Endorse each trainee submitted individually

Scenario A

You have verified that the claim details for trainee Jerry Tan are correct and he meets all eligibility criteria

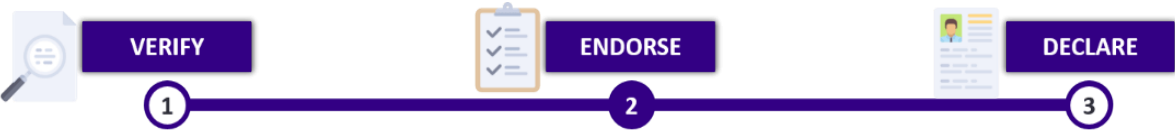
Action:

- Trainee Jerry Tan can be endorsed as he meets all eligibility criteria
- Select the “Endorse” option from the drop-down selection
- Consider indicating in the remarks if there is anything that SSG should note about the trainee

| Attendee Information | | | | | | | |
|----------------------|--------------|------------|----------------|-------------------|------------------------|------------------------------------|----------------------------|
| Trainee Name | NRIC/FIN No. | Course Fee | Assessment Fee | Certification Fee | Funding Agency Endorse | Remarks | Funding Provided By Agency |
| Simon S | S xxxxxxx | \$1,000.00 | \$0.00 | \$0.00 | Endorsed Base Claim | | |
| Bart John | S xxxxxxx | \$400.00 | \$0.00 | \$0.00 | Endorsed Base Claim | | |
| Mary Jane | S xxxxxxx | \$1,000.00 | \$100.00 | \$100.00 | No attendance record | Trainee attendance is less than... | |
| Jason Lee | G xxxxxxx | \$500.00 | \$50.00 | \$100.00 | Endorse | + Add Remarks | \$1,000.00 |
| Jerry Tan | F xxxxxxx | \$1,000.00 | \$100.00 | \$100.00 | Endorse | + Add Remarks | \$500.00 |
| Audrey Toh | S xxxxxxx | \$500.00 | \$50.00 | \$100.00 | No record of trainee | + Add Remarks | |

ILLUSTRATIVE

3 Step Process



2b) Endorse each trainee submitted individually

Scenario B

Trainee Mary Jane did not attend at least 75% of the course, and thus fails to meet the minimum attendance requirement*

Action:

- Trainee Mary Jane should not be endorsed for funding as she does not meet all eligibility requirements
- Select the “No attendance record” option from the drop-down selection
- Suggested remarks to indicate: *Mary Jane did not obtain at least 75% attendance for the duration of the course*

*Taking attendance as an eligibility requirement for the agency’s funding (for illustration)

| Attendee Information | | | | | | | |
|----------------------|--------------|------------|----------------|-------------------|------------------------|------------------------------------|----------------------------|
| Trainee Name | NRIC/FIN No. | Course Fee | Assessment Fee | Certification Fee | Funding Agency Endorse | Remarks | Funding Provided By Agency |
| Simon S | S xxxxxxx | \$1,000.00 | \$0.00 | \$0.00 | Endorsed Base Claim | | |
| Bart John | S xxxxxxx | \$400.00 | \$0.00 | \$0.00 | Endorsed Base Claim | | |
| Mary Jane | S xxxxxxx | \$1,000.00 | \$100.00 | \$100.00 | No attendance record | Trainee attendance is less than... | |
| Jason Lee | G xxxxxxx | \$500.00 | \$50.00 | \$100.00 | Endorse | + Add Remarks | \$1,000.00 |
| Jerry Tan | F xxxxxxx | \$1,000.00 | \$100.00 | \$100.00 | Endorse | + Add Remarks | \$500.00 |
| Audrey Toh | S xxxxxxx | \$500.00 | \$50.00 | \$100.00 | No record of trainee | + Add Remarks | |

ILLUSTRATIVE

3 Step Process



VERIFY

1



ENDORSE

2



DECLARE

3

2c) Endorse each trainee submitted individually

Scenario C

The Enterprise submitted a claim for trainee Audrey Toh, but you are unable to find records that trainee Audrey Toh was funded by your agency for this course run

Action:

- Do not endorse trainee, Funding Agencies should not endorse trainees that they do not provide base funding for
- Select the “No record of trainee” option from the drop-down selection
- Suggested remarks to indicate: *Audrey Toh was not funded for this course run*

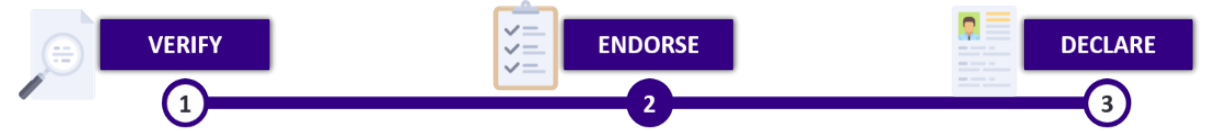
| Attendee Information | | | | | | | |
|----------------------|--------------|------------|----------------|-------------------|------------------------|------------------------------------|----------------------------|
| Trainee Name | NRIC/FIN No. | Course Fee | Assessment Fee | Certification Fee | Funding Agency Endorse | Remarks | Funding Provided By Agency |
| Simon S | S xxxxxxx | \$1,000.00 | \$0.00 | \$0.00 | Endorsed Base Claim | | |
| Bart John | S xxxxxxx | \$400.00 | \$0.00 | \$0.00 | Endorsed Base Claim | | |
| Mary Jane | S xxxxxxx | \$1,000.00 | \$100.00 | \$100.00 | No attendance record | Trainee attendance is less than... | |
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| Jerry Tan | F xxxxxxx | \$1,000.00 | \$100.00 | \$100.00 | Endorse | + Add Remarks | \$500.00 |
| Audrey Toh | S xxxxxxx | \$500.00 | \$50.00 | \$100.00 | No record of trainee | + Add Remarks | |

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[Click Here!](#) to view FAQs


3 Step Process




2) You may view the documents uploaded by the Enterprise and/or upload supporting documents

Click on the icon to download files

Supporting Documents Uploaded

| Filename | Uploaded By |
|---|-----------------|
| UpdateEmail_MDM.pdf  | Enterprise User |

Upload Supporting Documents

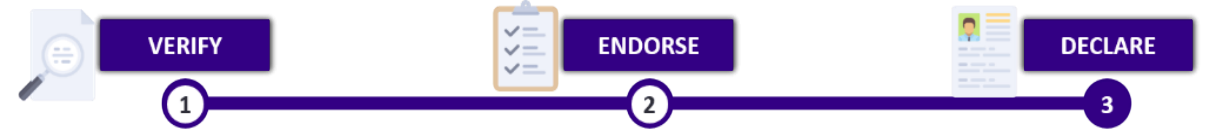
 Upload Files

| Filename |
|---------------------|
| No items to show... |

ILLUSTRATIVE

Click on the icon to upload any additional files for SSG

3 Step Process



3) Check against declaration questions before submitting your endorsement

Declaration ILLUSTRATIVE

☒ I verify and confirm that the information provided for endorsement above is accurate.

[Route Back](#) [Back](#) [Submit](#)

Check against the declaration question and click on “Submit” to complete your endorsement of the claim

Should the claim require amendment or further clarification, click on “Route Back” to return the claim to the Enterprise

Questions you may have (FAQ)

Claim Endorsement Role Related Questions

Why do agencies have to perform the claims endorsement function?

The endorsement by agencies is a key safeguard to mitigate the risk of single party fraud by enterprises. We seek agencies' understanding and cooperation to ensure that the PSG (SFTS) claims process remains efficient and robust.

Our agency does not have information to endorse claims by foreign trainees as we do not fund them. What is the approach for such situations?

In such situations, the agency can consider referring claims by foreign trainees to its appointed training provider to perform the endorsement check. This is similar to SSG's own approach for such claims. Otherwise, in the absence of an endorsement (either by the agency or its appointed training provider), claims by foreign trainees will be ineligible for the PSG (SFTS).

Claim Endorsement Role Related Questions

How do I get Corppass Roles assigned for claim endorsement?

Corppass Administrator can login to <https://www.corppass.gov.sg> to assign **PSGSFTSAGY** to officer-in-charge of claim endorsement. For more information on role assignment, please refer to the user guide from the following link: <https://www.corppass.gov.sg/corppass/common/userguides>.

How do I access PSG (SFTS)?

You can access the PSG (SFTS) through the Quick Links or Related Services sections on the **SkillsFuture Singapore Corporate Website** (ssg.gov.sg)

Claim Endorsement Role Related Questions

How do I verify my email to receive notifications?

Upon logging in for the first time, you will be prompted to confirm or amend your email address. To receive email notifications for claim endorsement, please check and ensure that the email address is correct. If there are amendments made to the email, a verification email will be sent.

Claim Endorsement Related Questions

What if I do not have enough information to endorse a claim?

You may route the claim back to the Enterprise and request for more information.



How quickly should the claims be endorsed?

Agencies should aim to endorse the claims within 7 days upon receipt.

Note: More FAQs on the PSG (SFTS) and claims endorsement process are available at the PSG (SFTS) webpage

For further enquiries,
please contact SSG at:
PSG_SFTS@ssg.gov.sg
or +65 6785 5785

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Productivity Solutions Grant SkillsFuture Training Subsidy PSG (SFTS)

For Training Providers



Agenda



Introduction to PSG (SFTS)

Claims Process for PSG (SFTS)

Questions You May Have (FAQ)

Introduction to PSG (SFTS)

What is PSG (SFTS)?

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Productivity Solutions Grant (PSG)



Financial grant of up to **70% of qualifying costs**

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- For Enterprises registered and operating in Singapore
- Purchased/Leased IT solutions and/or equipment must be used in Singapore
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- Subsidy could be used for all employees, including foreigners

Add-on
component
to PSG

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- Agency-conducted courses* by LTA Academy, BCA Academy, and IPOS Academy



INELIGIBLE

In-house courses*

**Enterprises can continue to apply for existing training support (e.g. course fees funding and absentee payroll) by SkillsFuture Singapore for their in-house courses (i.e. courses that are conducted by an employer for its own staff).*

* Agency-funded and conducted courses must also be eligible for SkillsFuture credit and be listed in MySkillsFuture Course directory.

PSG (SFTS) COURSE TAGGING - WHY IS IT IMPORTANT?

PSG (SFTS)
eligible courses*
must be tagged
with the SFTS
identifier



If courses are not tagged, Enterprises will not be able to submit claims for those courses starting 1 Jan 2020



Tagging will allow courses to be made available for Enterprises during their SFTS claim submission



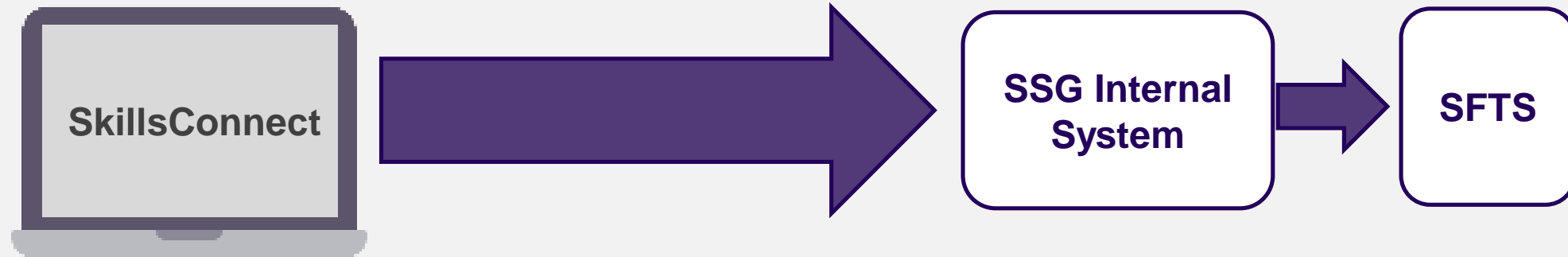
Enterprises will also be able to search for these courses more readily when enrolling employees



* Course validity is not expired or within the claimed course start date

[Click Here!](#) to view FAQs

How to tag the PSG (SFTS) eligible courses?



What you need to know?

- ➡ **No additional steps** required to tag the PSG SFTS eligible courses.
- ➡ **Existing courses** will be **tagged automatically** through business rules.

Reminder: *Remove inactive courses promptly.*

Where can the list of approved courses be found?

The full list of approved courses and suggested courses for each sector can be found at <https://courses.enterprisejobskills.gov.sg>

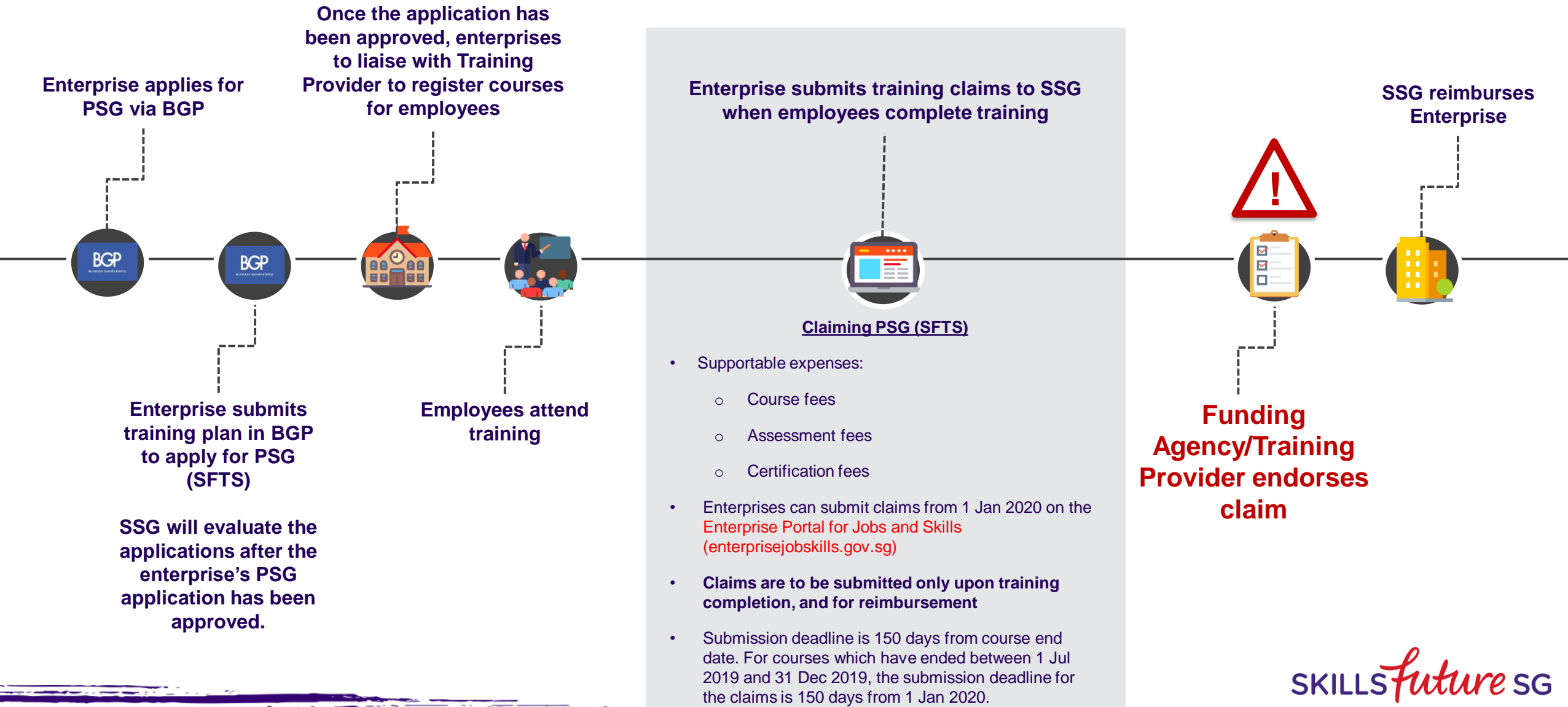
| SKILLS FRAMEWORKS | | |
|----------------------------------|--------------------------------|------------------------------|
| Accountancy | Environmental Services | Media |
| Aerospace | Food Manufacturing | Precision Engineering |
| Air Transport | Food Services | Public Transport |
| Biopharmaceuticals Manufacturing | Healthcare | Retail |
| Construction | Hotel & Accommodation Services | Sea Transport |
| Design | Human Resource | Security |
| Early Childhood Care & Education | Infocomm Technology | Social Service |
| Electronics | Intellectual Property | Tourism |
| Energy and Chemicals | Landscape | Training and Adult Education |
| Energy and Power | Logistics | Wholesale Trade |
| Engineering Services | Marine and Offshore | |

*From **1 Jan 2020**, the approved list of courses will be available on [enterprisejobskills.gov.sg](https://courses.enterprisejobskills.gov.sg)

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Claim Process for PSG (SFTS)

PSG (SFTS) claim process





Claim Endorsement by Training Provider - Walkthrough



Enterprises can begin **submitting PSG (SFTS) claims** for courses conducted by you from 1 Jan 2020



You will **receive an email notification*** upon claim submission. Click on the link in the email, login with Corppass and view claim details



Begin **3 step process** to endorse PSG (SFTS) claims



Alternatively, you can login with Corppass to view your dashboard and select the claim to endorse

**Note: Upon first login, please verify your email address*

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[Click Here!](#) to view FAQs

Log in with your assigned Corppass ID



Corppass Login

Website:

<https://www.corppass.gov.sg>

Corppass Role:

PSGSFTSTP

Log in with Corppass

☐ Remember Entity ID

Cancel

Login ▶

Forgot [Entity /Corppass ID](#) or [Password](#)

New toCorppass? [Register](#) Now.

You will be directed to your Training Provider's dashboard

Click to view claims overdue for endorsement

Click to view claims pending endorsement

Click to view endorsed claims

Claims Endorsement For Funding Agency

0
OVERDUE

2
PENDING

4
PROCESSED

Search by submission ID

Search

Clear

| Submission ID | Submission Date | Course Title | Course Date | Company Name |
|---------------|-----------------|-------------------------------|-------------|----------------------------|
| SFxxxxxxx | 10/10/2019 | Effective Business Writing | 10/10/2019 | Heng Heng Solution Pte Ltd |
| SFxxxxxxx | 10/10/2019 | Effective Email Communication | 01/10/2019 | Heng Heng Solution Pte Ltd |

2 records

Click on Submission ID to begin 3-step claim endorsement process

ILLUSTRATIVE

**Note: Training Providers are required to endorse claims within 7 calendar days of first receiving notification to avoid such claims being flagged as overdue.*

3 Step Process



VERIFY

1



ENDORSE

2



DECLARE

3

1) Verify that claim details submitted by the Enterprise are correct

Please **verify** the following:

- Course and trainee information
- Course, assessment, and certification fees paid by the Enterprise
- Supporting documents (invoice/receipt)
- Trainee attendance*

*As enterprises do not submit the attendance of their trainees, training providers are to check that the trainee submitted meets the attendance requirement and sits for and passes all assessments (if applicable). Training providers will be required to upload the attendance sheet as part of claim endorsement for SSG-funded courses.

The screenshot displays the 'Claims Endorsement' page on the SkillsFuture SG portal. It includes sections for 'Things To Note', 'Details for Endorsement', 'Attendee Information', and 'Supporting Documents'. Key elements include:

- Things To Note:** Instructions on how to complete the claim endorsement and what details will be presented.
- Details for Endorsement:** A section with two sub-tables:
 - Company Information:** UEN: 100000000F, Submitted By: Peter Parker, Company Email: jerry@abc.com, Company Name: ABC Pte Ltd, Contact No.: 9888 8888.
 - Total Course Fee Components:** Total Course Fee: \$4,400.00, Total Assessment Fee: \$300.00, Total Certification Fee: \$400.00, Total Funding Provided By Agency: \$1,500.00, Estimated SFTS Claimable Amount: \$3,570.00.
- Course Information:** Training Provider: Institutes of Higher Learning, Course Title: AWS Academy Cloud Foundations, Course Code: RP-SFS-179, Funded By Agency: SSG, Course Start Date: 10/07/2019, Course End Date: 10/09/2019, Course Fee: \$1,500.00, Course Duration: 3 Days (24 Hours).
- Attendee Information:** A table listing trainees and their fees.

| Trainee Name | NRIC/FIN No. | Course Fee | Assessment Fee | Certification Fee |
|--------------|--------------|------------|----------------|-------------------|
| Simon S | S XXXXXXX | \$1,000.00 | \$0.00 | \$0.00 |
| Bart John | S XXXXXXX | \$400.00 | \$0.00 | \$0.00 |
| Mary Jane | S XXXXXXX | \$1,000.00 | \$100.00 | \$100.00 |
| Jason Lee | C XXXXXXX | \$500.00 | \$50.00 | \$100.00 |
| Jerry Tan | F XXXXXXX | \$1,000.00 | \$100.00 | \$100.00 |
| Audrey Toh | S XXXXXXX | \$500.00 | \$50.00 | \$100.00 |
- Supporting Documents:** A section for uploading documents, with a file named 'Claim_Receipt_PMP_Certification.pdf' already uploaded.
- Training Provider Endorse:** A section for the training provider to endorse the claim, with options to 'Endorse' or 'Add Remarks'.
- Buttons:** 'Route Back', 'Back', and 'Proceed' buttons at the bottom.

ILLUSTRATIVE

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[Click Here!](#) to view FAQs

3 Step Process



VERIFY

1



ENDORSE

2



DECLARE

3

2) Endorse each trainee submitted individually

| Attendee Information | | | | | | | |
|----------------------|--------------|------------|----------------|-------------------|------------------------|------------------------------------|----------------------------|
| Trainee Name | NRIC/FIN No. | Course Fee | Assessment Fee | Certification Fee | Funding Agency Endorse | Remarks | Funding Provided By Agency |
| Simon S | Sxxxxxxx | \$1,000.00 | \$0.00 | \$0.00 | Endorsed Base Claim | | |
| Bart John | Sxxxxxxx | \$400.00 | \$0.00 | \$0.00 | Endorsed Base Claim | | |
| Mary Jane | Sxxxxxxx | \$1,000.00 | \$100.00 | \$100.00 | No attendance record | Trainee attendance is less than... | |
| Jason Lee | Gxxxxxxx | \$500.00 | \$50.00 | \$100.00 | Endorse | + Add Remarks | \$1,000.00 |
| Jerry Tan | Fxxxxxxx | \$1,000.00 | \$100.00 | \$100.00 | Endorse | + Add Remarks | \$500.00 |
| Audrey Toh | Sxxxxxxx | \$500.00 | \$50.00 | \$100.00 | No record of trainee | + Add Remarks | |

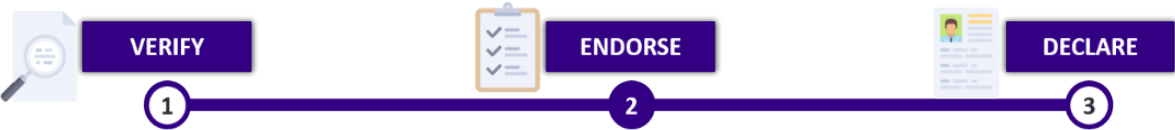
ILLUSTRATIVE

- Proceed to **endorse** each trainee individually by selecting the appropriate option from the drop-down box
- For trainee with “Endorsed Base Claim”, there is no action required on your part.
- For trainee without “Endorsed Base Claim”, check your records to confirm if trainee has a Base Claim pending. A Base Claim is a claim which has received SSG funding and has been processed and paid via the SkillConnect System (SCN). Ensure that where a trainee’s record shows that there is a Base Claim pending processing and payment in SCN, the trainee’s SFTS claim is not to be endorsed but is to be routed back to the enterprise with remarks for enterprise to resubmit only when the Base Claim has been processed
- Otherwise, proceed to endorse and indicate remarks for SSG to note upon submission of your endorsement or for the Enterprise to clarify or act on if you are returning the claim to them
- Trainees who do not meet the eligibility criteria or have incorrect details are not be endorsed

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3 Step Process



2a) Endorse each trainee submitted individually

Scenario A

You have verified that the claim details for trainee Jerry Tan are correct and he meets all eligibility criteria

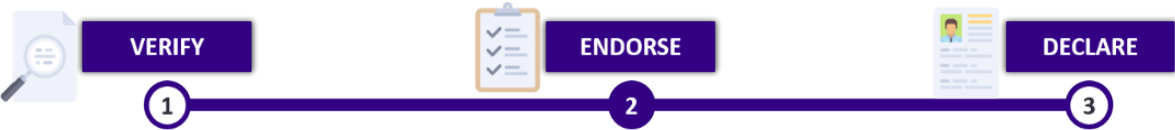
Action:

- Trainee Jerry Tan can be endorsed as he meets all eligibility criteria
- Select the “Endorse” option from the drop-down selection
- Consider indicating in the remarks if there is anything that SSG should note about the trainee

| Attendee Information | | | | | | | |
|----------------------|--------------|------------|----------------|-------------------|------------------------|------------------------------------|----------------------------|
| Trainee Name | NRIC/FIN No. | Course Fee | Assessment Fee | Certification Fee | Funding Agency Endorse | Remarks | Funding Provided By Agency |
| Simon S | S xxxxxxx | \$1,000.00 | \$0.00 | \$0.00 | Endorsed Base Claim | | |
| Bart John | S xxxxxxx | \$400.00 | \$0.00 | \$0.00 | Endorsed Base Claim | | |
| Mary Jane | S xxxxxxx | \$1,000.00 | \$100.00 | \$100.00 | No attendance record | Trainee attendance is less than... | |
| Jason Lee | G xxxxxxx | \$500.00 | \$50.00 | \$100.00 | Endorse | + Add Remarks | \$1,000.00 |
| Jerry Tan | F xxxxxxx | \$1,000.00 | \$100.00 | \$100.00 | Endorse | + Add Remarks | \$500.00 |
| Audrey Toh | S xxxxxxx | \$500.00 | \$50.00 | \$100.00 | No record of trainee | + Add Remarks | |

ILLUSTRATIVE

3 Step Process



2b) Endorse each trainee submitted individually

Scenario B

Trainee Mary Jane did not attend at least 75% of the course, and thus fails to meet the minimum attendance requirement*

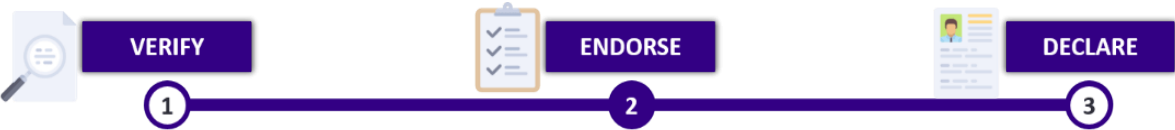
Action:

- Trainee Mary Jane should not be endorsed for funding as she does not meet all eligibility requirements
- Select the “No attendance record” option from the drop-down selection
- Suggested remarks to indicate: *Mary Jane did not obtain at least 75% attendance for the duration of the course*

| Attendee Information | | | | | | | |
|----------------------|--------------|------------|----------------|-------------------|------------------------|------------------------------------|----------------------------|
| Trainee Name | NRIC/FIN No. | Course Fee | Assessment Fee | Certification Fee | Funding Agency Endorse | Remarks | Funding Provided By Agency |
| Simon S | S xxxxxxx | \$1,000.00 | \$0.00 | \$0.00 | Endorsed Base Claim | | |
| Bart John | S xxxxxxx | \$400.00 | \$0.00 | \$0.00 | Endorsed Base Claim | | |
| Mary Jane | S xxxxxxx | \$1,000.00 | \$100.00 | \$100.00 | No attendance record | Trainee attendance is less than... | |
| Jason Lee | G xxxxxxx | \$500.00 | \$50.00 | \$100.00 | Endorse | + Add Remarks | \$1,000.00 |
| Jerry Tan | F xxxxxxx | \$1,000.00 | \$100.00 | \$100.00 | Endorse | + Add Remarks | \$500.00 |
| Audrey Toh | S xxxxxxx | \$500.00 | \$50.00 | \$100.00 | No record of trainee | + Add Remarks | |

ILLUSTRATIVE

3 Step Process



2c) Endorse each trainee submitted individually

Scenario C

The Enterprise submitted a claim for trainee Audrey Toh, but you are unable to find records that trainee Audrey Toh was funded by your agency for this course run

Action:

- Do not endorse trainee
- Select the “No record of trainee” option from the drop-down selection
- Suggested remarks to indicate: *Audrey Toh was not funded for this course run*

| Attendee Information | | | | | | | |
|----------------------|--------------|------------|----------------|-------------------|------------------------|------------------------------------|----------------------------|
| Trainee Name | NRIC/FIN No. | Course Fee | Assessment Fee | Certification Fee | Funding Agency Endorse | Remarks | Funding Provided By Agency |
| Simon S | S xxxxxxx | \$1,000.00 | \$0.00 | \$0.00 | Endorsed Base Claim | | |
| Bart John | S xxxxxxx | \$400.00 | \$0.00 | \$0.00 | Endorsed Base Claim | | |
| Mary Jane | S xxxxxxx | \$1,000.00 | \$100.00 | \$100.00 | No attendance record | Trainee attendance is less than... | |
| Jason Lee | G xxxxxxx | \$500.00 | \$50.00 | \$100.00 | Endorse | + Add Remarks | \$1,000.00 |
| Jerry Tan | F xxxxxxx | \$1,000.00 | \$100.00 | \$100.00 | Endorse | + Add Remarks | \$500.00 |
| Audrey Toh | S xxxxxxx | \$500.00 | \$50.00 | \$100.00 | No record of trainee | + Add Remarks | |

ILLUSTRATIVE


3 Step Process



2) You may view the documents uploaded by the Enterprise and/or upload supporting documents

Click on the icon to download files


Supporting Documents Uploaded

| Filename | Uploaded By |
|---|-----------------|
| UpdateEmail_MDM.pdf  | Enterprise User |

Upload Supporting Documents

Filename

No items to show...

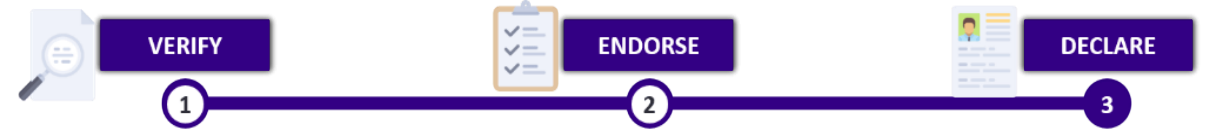
Upload Files 

Click on the icon to upload any additional files for SSG*

ILLUSTRATIVE

**Note: It is mandatory for Training Providers to upload trainees' attendance sheet*

3 Step Process



3) Check against declaration questions before submitting your endorsement

Declaration ILLUSTRATIVE

☒ I verify and confirm that the information provided above is accurate.

☒ I have read and agree to the [Productivity Solutions Grant \(SkillsFuture Training Subsidy\) Terms and Conditions](#)

[Route Back](#) [Back](#) [Submit](#)

Check against both declaration questions and click on “Submit” to complete your endorsement of the claim

You may click on the hyperlink to view the PSG (SFTS) Terms and Conditions*

*Training providers will be informed of the PSG (SFTS) Terms and Conditions before 1 Jan 2020

Should the claim require amendment or further clarification, click on “Route Back” to return the claim to the Enterprise

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Questions you may have (FAQ)

Claim Endorsement Role Related Questions

How do I get Corppass Roles assigned for claim endorsement?

Corppass Administrator can login to <https://www.corppass.gov.sg> to assign **PSGSFTSTP** to person-in-charge of claim endorsement. For more information on role assignment, please refer to the user guide from the following link: <https://www.corppass.gov.sg/corppass/common/userguides>.

How do I access PSG (SFTS)?

You can access the PSG (SFTS) through the Quick Links or Related Services sections on the **SkillsFuture Singapore Corporate Website** (ssg.gov.sg)

Claim Endorsement Role Related Questions

How do I verify my email to receive notifications?

Upon logging in for the first time, you will be prompted to confirm or amend your email address. To receive email notifications for claim endorsement, please check and ensure that the email address is correct. If there are amendments made to the email, a verification email will be sent.

Claim Endorsement Related Questions

What if I do not have enough information to endorse a claim?

You may route the claim back to the Enterprise and request for more information.



How quickly should the claims be endorsed?

Training providers should aim to endorse the claims within 7 days upon receipt.

Claim Endorsement Related Questions

Can I endorse a claim before the base claim has been approved?

No, please check that the base claim has been approved before endorsing any PSG (SFTS) claims.

Note: More FAQs on the PSG (SFTS) and claims endorsement process are available at the PSG (SFTS) webpage

For further enquiries,
please contact SSG at:
PSG_SFTS@ssg.gov.sg
or +65 6785 5785

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