

NTUC TRAINING FUND (SEPs) INFOKIT

STEP 1: APPLY FOR THE LETTER OF ELIGIBILITY

All self-employed (i.e. freelancers and sole-proprietors) Singapore citizens and Permanent Residents are eligible to apply for the NTUC Training Fund (SEPs) from the NTUC's Employment and Employability Institute (e2i).

Before applying/registering for any courses, you must first receive a Letter of Eligibility from NTUC's e2i.

However, if you have received the following:

- SIRS Letter/Email by NTUC or
- SIRS Letter by CPF Board

You will not need to apply for the Letter of Eligibility.

If you do not have any of the above, please proceed to apply for the Letter of Eligibility.

To apply for the Letter of Eligibility:

A. Click  to submit your personal details on <https://e2i.com.sg/sep2020-form>

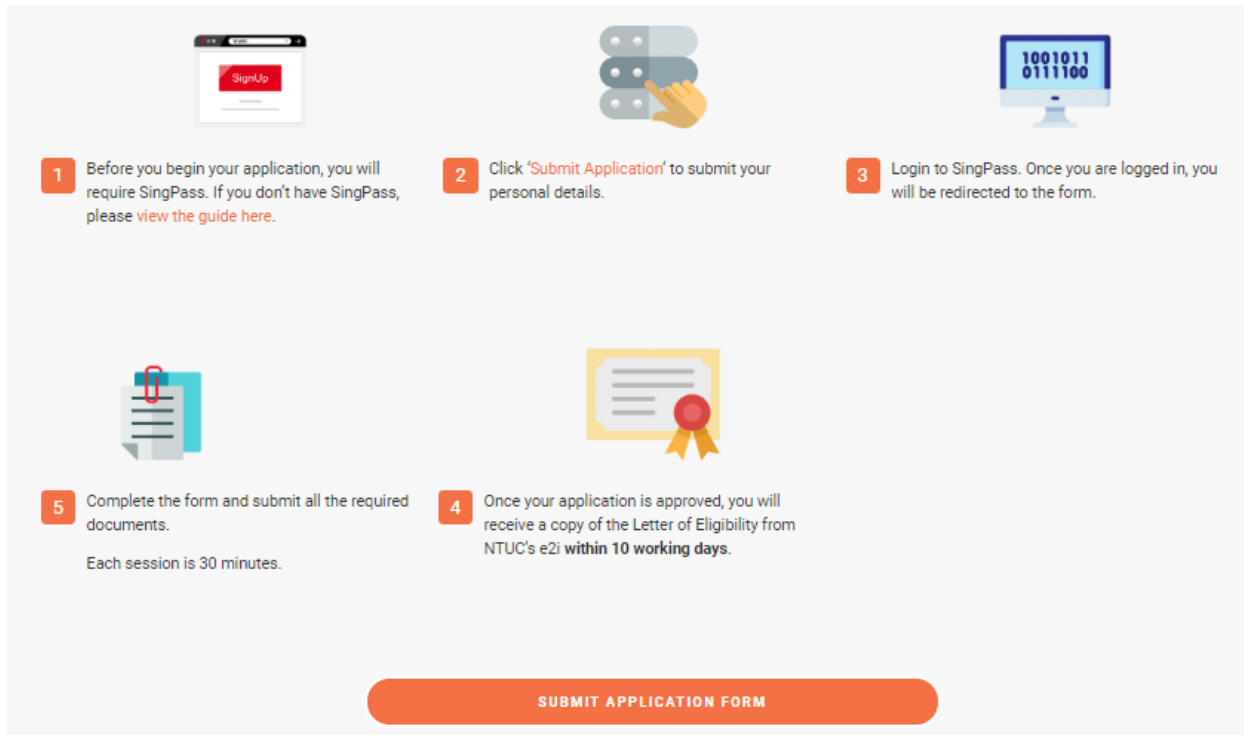
B. Provide the following documents that indicate that you are a self-employed person;






- **Consolidated statement of income / Notice of Assessment for year of assessment 2020 submitted to IRAS in capacity of SEP**

Note: You must be a self-employed person (SEP) at the point of application and your main source of income is and has been from self-employment with positive Net Trade Income. You will not be eligible for this scheme if you have been suspended from claiming training grants from government agencies.

C. Once your application is approved, you will receive a copy of the Letter of Eligibility from NTUC's e2i.

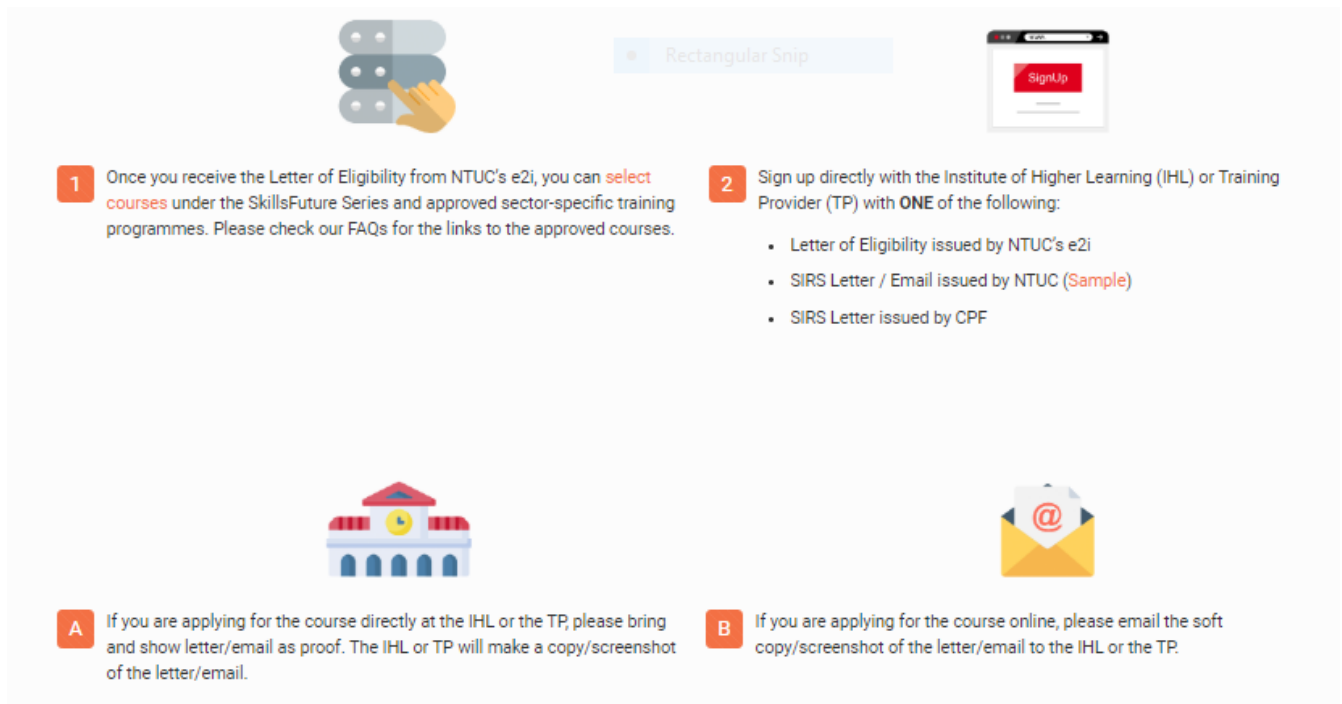
Table 1: How to Submit Your Application for the Letter of Eligibility


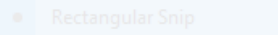


- 1  Before you begin your application, you will require SingPass. If you don't have SingPass, please [view the guide here](#).
- 2  Click 'Submit Application' to submit your personal details.
- 3  Login to SingPass. Once you are logged in, you will be redirected to the form.
- 4  Once your application is approved, you will receive a copy of the Letter of Eligibility from NTUC's e2i **within 10 working days**.
- 5  Complete the form and submit all the required documents.
Each session is 30 minutes.



SUBMIT APPLICATION FORM

STEP 2: REGISTER FOR TRAINING



- 1  Once you receive the Letter of Eligibility from NTUC's e2i, you can **select courses** under the SkillsFuture Series and approved sector-specific training programmes. Please check our FAQs for the links to the approved courses.
- 2  Sign up directly with the Institute of Higher Learning (IHL) or Training Provider (TP) with **ONE** of the following:
 - Letter of Eligibility issued by NTUC's e2i
 - SIRS Letter / Email issued by NTUC ([Sample](#))
 - SIRS Letter issued by CPF

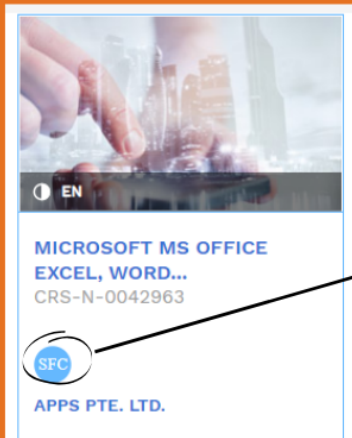
Rectangular Snip

- A  If you are applying for the course directly at the IHL or the TP, please bring and show letter/email as proof. The IHL or TP will make a copy/screenshot of the letter/email.
- B  If you are applying for the course online, please email the soft copy/screenshot of the letter/email to the IHL or the TP.

Please view the list of SSG approved courses under SkillsFuture Series at <https://www.skillsfuture.sg/series>

Please view the list of approved Sector-specific training programmes at <https://www.ntuclearninghub.com/ntuc-training-fund-seps/>

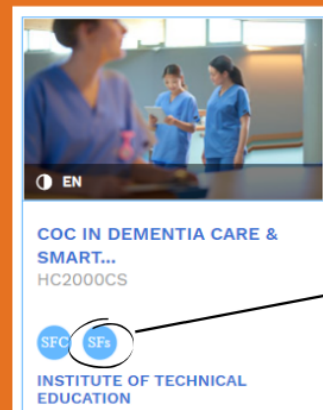
Not approved for NTUC Training Fund (SEPs)



This course is only approved for **SkillsFuture Credit**, NOT the NTUC Training Fund (SEPs), UNLESS it is a sector-specific training programme*.

SFC

Approved for NTUC Training Fund (SEPs)!



Only courses under the **SkillsFuture Series (SFs)** and **sector-specific training programmes*** are approved for the NTUC Training Fund (SEPs).

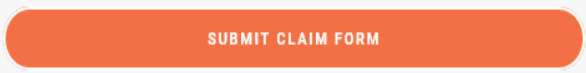
SFs

*Check here for the list of sector-specific training programmes approved for the fund:
www.ntuclearninghub.com/ntuc-training-fund-seps/

STEP 3: SUBMIT YOUR CLAIM FOR THE TRAINING ALLOWANCE

At the end of training, you must

- A. Bring along a copy of the **Training Certification Slip (Form A1)** and obtain endorsement from the IHL/TP;


- B. Click  to submit your personal details on www.e2i.com.sg/SEP2020-claimform. For every course claim, you will need to submit the claim form and the required documents.

- C. Upon submission of the Claim Form, you will receive a Claim ID number.


Table 2: How to Submit Your Claim for the Training Allowance




You will need the following documents:



TAX INVOICE



TRAINING CERTIFICATION SLIP
PDPA



SIRS/LOE

<p>Tax Invoice / Payment Receipt should include:</p> <ul style="list-style-type: none">• Serial Number• Company Letterhead / Logo• Company Stamp / Sign off• Course Title / Course Date• Name of Trainee	<p>Endorsed Training Certification Slip (Form A1) + PDPA Form (Form B1) [Forms]</p> <ul style="list-style-type: none">• Training Certification Slip should be endorsed by the IHL or Training Provider• PDPA Form should be endorsed by the SEP	<p>Copy of issued Letter/Email –</p> <ul style="list-style-type: none">• LOE issued by e2i or• SIRS Letter/Email by NTUC or• SIRS Letter by CPF Board
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You will have 30 minutes to complete the Form once you login with your SingPass.

Additionally, please provide your email address in the form so that you can receive an automated email notification after submitting your claim.

Eligible SEPs who have submitted the required documents and provided the required information to NTUC's e2i, can expect to receive their claims within 30 working days upon validation and receiving email confirmation from NTUC's e2i.

SUBMIT YOUR CLAIM

Only upon verification of the submitted documents, NTUC's e2i will disburse the training allowance directly to your indicated payment mode.

NOTE:

- *You will not be eligible for this scheme if you have been suspended from claiming training grants from government agencies.*
- *Providing false information during claims submission to fraudulently obtain training allowance is an offense. Kindly submit the correct information.*
- *Training allowance is claimable for courses that start on any date from **1 Apr 2020 to 31 Dec 2020***
- *SEPs must submit all claims documents by **28 February 2021**.*
- *SEPs are also not allowed to use the same course/training programme that they have claimed under NTUC Training Fund (SEPs) to apply for funding/training allowance from other support schemes such as the Workfare Training Support Scheme (WTS), Workfare Skills Support Scheme (WSS) and SGUnited Skills Programme.*

FORM A1

**NTUC TRAINING FUND (SEPs)
TRAINING CERTIFICATION SLIP**

1. This form is to be filled in by Training Providers to certify the Self-employed Person (SEP) has completed training approved in the SkillsFuture Series or approved sector-specified course.
2. Do note that Training Allowance will be tabulated based on the approved course duration for SkillsFuture Series / Sector-specific training programmes that are approved by SSG.
3. It should be completed and handed to SEPs upon the completion of training and assessment(s).
4. To be eligible for Training Allowance under the NTUC Training Fund (SEPs), all fields must be filled and completed. Any amendments made are to be counter- signed by the Training Provider.

To be completed by Trainee			
Name as per NRIC:		NRIC:	
Course Title <i>(as approved in SkillsFuture Series / Sector-specific training programmes)</i>			
Course Code <i>(Training Provider to ensure Course Code is accurate)</i>			
Course Start Date		Course End Date	
Course Duration <i>(as approved in SkillsFuture Series / Sector-specific training programmes)</i>		Specified Timeslot	
To be completed by Training Provider			
Trainee attained at least 75% attendance?		[] Yes [] No	
Trainee completed and passed all necessary assessment(s), if relevant. [] Yes [] No [] NA			
Name of Training Provider			
Certified By (Name of Officer)		Contact	
Designation		Email	
Signature		Company Stamp	
Date			

FORM B1

By signing below, I hereby agree, acknowledge, and consent to the following:

- a. that National Trades Union Congress (“NTUC”) and the Employment and Employability Institute Pte Ltd (“e2i”), acting on behalf of Workforce Singapore Agency (“WSG”) for the purposes of the PDPA, may collect, use, disclose and/or process any information relating to me (including any personal data, such as NRIC provided by me to NTUC/e2i) to accurately establish or verify the identity of individuals for the purposes of:
 - i. processing, administering and/or managing my registration and relationship with NTUC/e2i, which may include contacting me on matters relating to my relationship with NTUC/e2i, carrying out my instructions or responding to any enquiries made by me;
 - ii. carrying out due diligence or other screening activities (including background and verification checks) in accordance with legal or regulatory obligations or risk management procedures that may be required by law or that may have been put in place by NTUC/e2i;
 - iii. processing, administering and/or managing my interests in the NTUC Training Fund (SEPs), for the purposes of training assistance and/or provision of training allowance
- b. that NTUC/e2i may disclose my personal data to Singapore governmental departments, statutory boards or other regulatory bodies for the purposes of (1) data and statistical analysis, (2) formulating and reviewing relevant employment or social welfare policies and (3) employment facilitation.
- c. that e2i may transfer my personal data out of Singapore to its third party service providers, or agents where such third party service providers or agents are sited (whether in Singapore or outside of Singapore), for the Purposes described above.
- d. that my personal data may/will be disclosed by NTUC/e2i to its third party service providers or agents (including its lawyers / law firms), for one or more of the above Purposes;
- e. that NTUC/e2i shall be entitled to use and disclose my personally identifiable information which may be disclosed to it (NTUC/e2i) by third party sources including, without limitation, the Government of the Republic of Singapore or the Central Provident Fund Board (CPF Board) or any other statutory board to any third party for one or more of the above Purposes;
- f. I hereby declare that all information provided by me in connection with this application is true, accurate and complete. I understand that NTUC/e2i reserves the right to decline assistance for any inaccurate, incomplete or false information given or any omission of information required.
- g. I understand and agree that it is my sole responsibility to inform and update NTUC/e2i of any changes to my personal information. I hereby agree to indemnify and absolve NTUC/e2i of any liability arising out of any use and/or disclosure by NTUC/e2i of any inaccurate or incomplete information due to my failure to update NTUC/e2i promptly of any changes to my personal information.

**Trainee’s
Signature:**

Date:
