

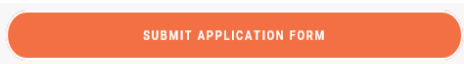
FREQUENTLY ASKED QUESTIONS FOR NTUC TRAINING FUND (SEPs)

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A	<u>General Questions</u>
1.	What is the NTUC Training Fund (SEPs)?
	<p>1. The Covid-19 outbreak has caused Self-Employed Persons (SEPs) to incur a significant drop in earnings. Together with the Ministry of Manpower (MOM), the National Trade Union Congress (NTUC) is introducing the NTUC Training Fund (SEPs) to help Self-Employed Persons to supplement their income and, also prepare them to be future-ready through skills upgrading and training.</p> <p>2. Under the Government SEP Training Support Scheme and NTUC Training Fund, a total of \$40m will now be available to support our SEPs to go for training. This training fund will allow SEPs to get paid an allowance whilst taking up training during this lull time.</p> <p>3. This joint initiative will be referred to as the “NTUC Training Fund (SEPs)” and comprises the Government’s \$36m SEP Training Support Scheme and NTUC Training Fund \$4m.</p>
2.	Who is considered as SEP?
	<p>Definition of Self-Employed Persons (SEPs)</p> <ul style="list-style-type: none"> SEPs refer to persons who operate their own trade or business. Those who do not employ any paid worker and are not contributing family members are also known as “own account workers”. “Own account worker” is the more formal term

	<p>used in MOM's Labour Force Supplementary Survey on Own Account Workers, and which closely follows the International Labour Organisation's classification of Status in Employment. SEPs are also known loosely as "freelancers" or "independent contractors".</p> <ul style="list-style-type: none"> • SEPs work in diverse occupations and include taxi drivers, real estate agents, insurance agents, private hire car drivers and private tutors. • SEPs are not casual, temporary, or term-contract employees who are on employment contracts for fixed periods of time. • SEPs also include Sole Proprietors 													
3.	<p>What can SEPs benefit from the NTUC Training Fund (SEPs)?</p> <p>When Self-Employed Persons attend and complete courses under SkillsFuture Series and approved sector-specific training programmes, they will receive a Training Allowance as indicated in the table below:</p> <table border="1" data-bbox="259 1024 1433 1533"> <thead> <tr> <th></th> <th colspan="2">Training Allowance</th> </tr> </thead> <tbody> <tr> <td rowspan="2"><i>Government SEP Training Support Scheme</i></td> <td><i>Course commence between (1 April – 30 April 2020):</i></td> <td><i>Course commence between (1 May 2020 – 31 March 2021):</i></td> </tr> <tr> <td>SEP Training Allowance: S\$7.50/hour</td> <td>SEP <u>Enhanced</u> Training Allowance: S\$10/hour</td> </tr> <tr> <td rowspan="2"><i>NTUC Training Fund (SEPs)</i></td> <td colspan="2">S\$1.00/hour: For Existing NTUC Union Member who join before or on 1 March 2020.</td> </tr> <tr> <td colspan="2">S\$0.50/hour: For New NTUC Union Member who join after 1 March 2020.</td> </tr> </tbody> </table>		Training Allowance		<i>Government SEP Training Support Scheme</i>	<i>Course commence between (1 April – 30 April 2020):</i>	<i>Course commence between (1 May 2020 – 31 March 2021):</i>	SEP Training Allowance: S\$7.50/hour	SEP <u>Enhanced</u> Training Allowance: S\$10/hour	<i>NTUC Training Fund (SEPs)</i>	S\$1.00/hour: For Existing NTUC Union Member who join before or on 1 March 2020.		S\$0.50/hour: For New NTUC Union Member who join after 1 March 2020.	
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4.	<p>What is the Training Allowance (TA)?</p> <p>The TA is offered as an incentive to help defray SEPs' expenses incurred when they attend and completed these approved training programmes under the scheme.</p>													
5.	<p>When is the start date of the NTUC Training Fund (SEPs)?</p> <p>The NTUC Training Fund (SEPs) starts from 1 April 2020.</p>													

6.	How much training allowance am I entitled if I took a course in 2021?
	Approved courses attended during the period of 1 January 2021 to 31 March 2021 will be entitled \$10 per hour, if you've been a NTUC member before 1st March 2020 you are entitled an additional top up of \$1 per hour. And \$0.50 per hour top up if you are a NTUC member after 1 March 2020 .
7.	When do I have to take my course in order to qualify for \$10 training allowance?
	If your course is an approved course, and it starts from May 2020 till March 2021, you will be entitled \$10 per hour of Training Allowance. The course start date must commence on/before 31 March 2021.
B	<u>Eligibility Criteria</u>
8.	Who can qualify for the NTUC Training Fund (SEPs)?
	All Singapore Citizens or Permanent Residents who are Self-Employed Persons (SEPs), with provision of the supporting documents as listed: <ul style="list-style-type: none"> • Consolidated statement of income / Notice of Assessment for year of assessment 2020 submitted to IRAS in capacity of SEP <p>Note: <u>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.</u></p>
9.	How does the consolidated statement of income and Notice of Assessment look like for Self-Employed Persons?
	SEPs may refer to the sample of the requested supporting document at www.e2i.com.sg/SEP2020
10.	Who is eligible for the NTUC's Training Allowance top-up?
	NTUC Union Members who are SEPs and completed courses under SkillsFuture Series and/or approved Sector-specific training programmes, are qualify for NTUC's Training Allowance Top-Up. They must ensure that their membership are paid. <ul style="list-style-type: none"> ○ \$S1.00/hour: For Existing NTUC Union Member who join before or on 1 March 2020.

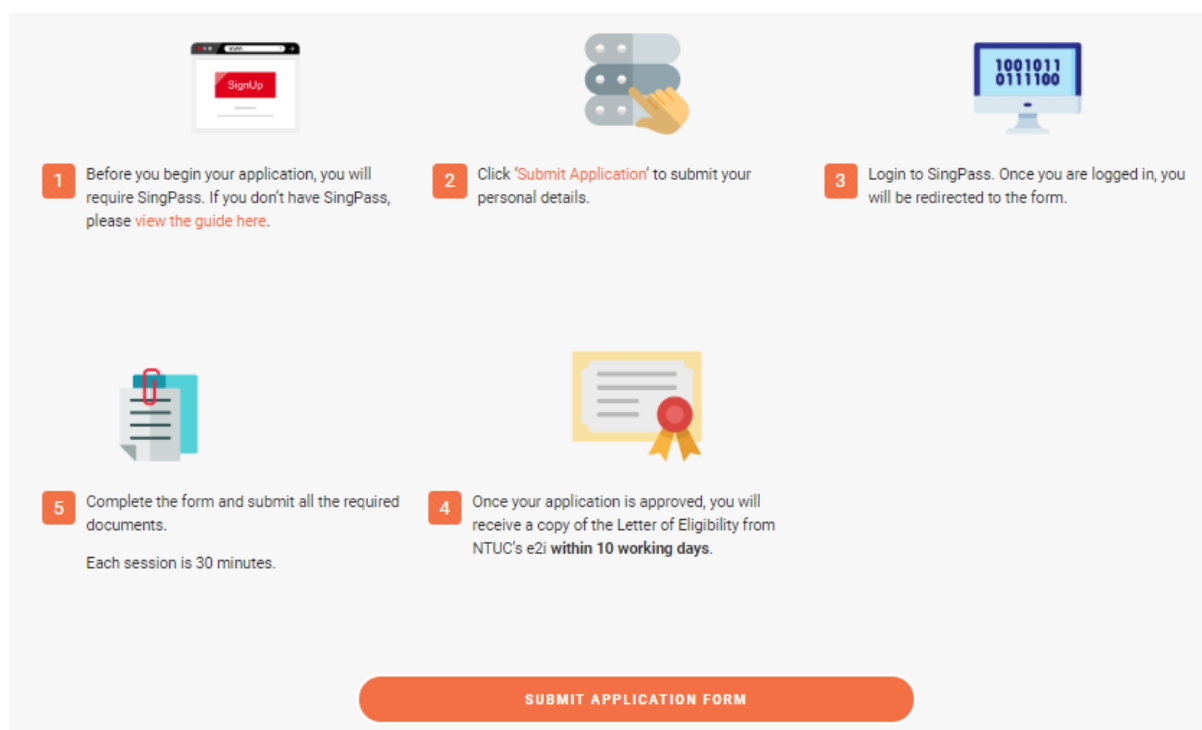
	<ul style="list-style-type: none"> ○ S\$0.50/hour: For New NTUC Union Member who join after 1 March 2020.
11.	How can SEPs sign up to be a NTUC Union Member?
	If SEPs would like to sign up as a NTUC Union Member, they can register at http://www.ntuc.co/SEP2020 to sign up for NTUC membership.
12.	How do SEPs check his/her NTUC Union Membership status?
	SEPs may check their NTUC Union membership status by calling the NTUC hotline at 6213 8008 and select the following options: <ul style="list-style-type: none"> A. Press 1 for member B. Provide your NRIC number C. Press 1 again to check your membership status
C	<u>Registration for SEPs</u>
13.	How do SEPs sign up for NTUC Training Fund (SEPs)?
	<p>Before applying/registering for any courses, you must first receive a Letter of Eligibility from NTUC's e2i.</p> <p>However, if you have received the following:</p> <ul style="list-style-type: none"> • SIRS Letter/Email by NTUC or • SIRS Auto-Eligibility Letter <p>You <u>will not</u> need to apply for the Letter of Eligibility.</p> <p>If you do not have any of the above, please proceed to apply for the Letter of Eligibility.</p> <p>To apply for the Letter of Eligibility:</p> <ul style="list-style-type: none"> 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; <ul style="list-style-type: none"> • 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



SEPs can refer to www.e2i.com.sg/SEP2020 for more details. Alternatively, SEPs can also approach NTUC's e2i for assistance.






NTUC's e2i

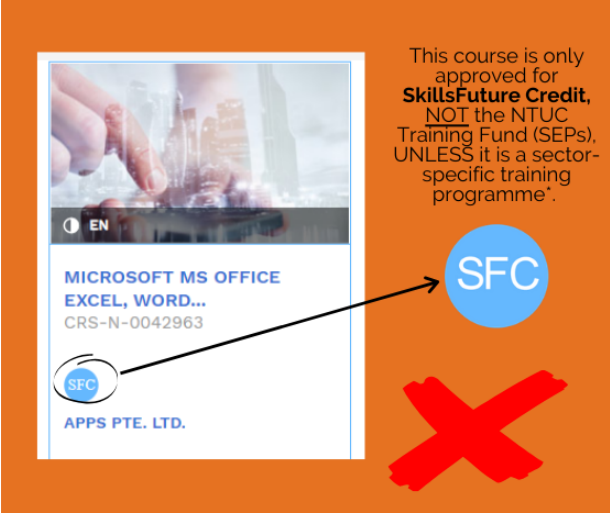
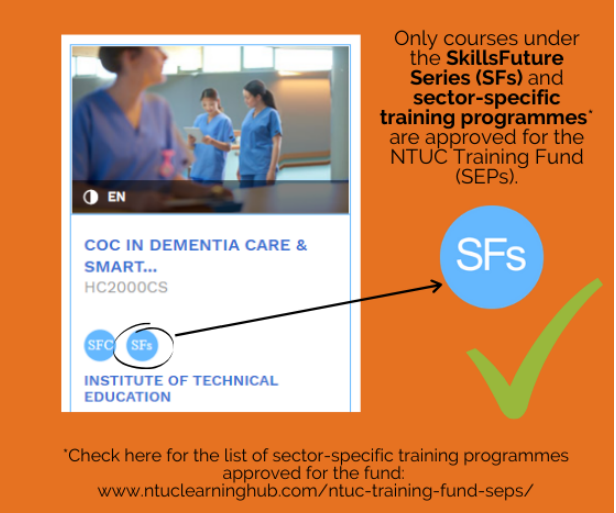
Hotline: 6474 0606

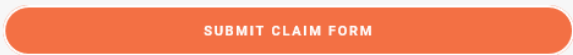
Email: SEP2020@e2i.com.sg

Address: Devan Nair Institute for Employment and Employability

	80 Jurong East St 21, Level 2 Singapore (609607)
14.	What if SEPs have limited/no access to the Internet to be able to submit their application online?
	SEPs may walk in to <u>e2i West Career Centre (Level 2)</u> as below: <u>Address:</u> Devan Nair Institute for Employment and Employability 80 Jurong East St 21, Level 2 Singapore (609607) <u>Operating Hours:</u> Monday – Friday: 9am to 5pm
15.	How can SEPs check on the status of their application?
	The application process will take up to 10 working days, SEPs may email to SEP2020@e2i.com.sg to check on their status.
16.	Is there a deadline for SEPs to submit their application?
	Training allowance is claimable for courses that start on any date from 1 Apr 2020 to 31 Mar 2021 . SEPs would need to submit all their claims by 31 May 2021 .
17.	What supporting documents do SEPs need to submit upon course registration at Institute of Higher Learning (IHLs) and Training Providers (TPs)

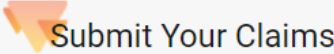
	<p style="text-align: center;"> Apply For Training</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p>1 Once you receive the Letter of Eligibility from NTUC's e2i, you can select courses under the SkillsFuture Series and approved sector-specific training programmes. Please check our FAQs for the links to the approved courses.</p> </div> <div style="text-align: center;">  <p>2 Sign up directly with the Institute of Higher Learning (IHL) or Training Provider (TP) with ONE of the following:</p> <ul style="list-style-type: none"> • Letter of Eligibility issued by NTUC's e2i • SIRS Letter / Email issued by NTUC (Sample) • SIRS Auto-Eligibility Letter </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center;">  <p>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.</p> </div> <div style="text-align: center;">  <p>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.</p> </div> </div>
<p>18.</p>	<p>How do the SEPs know which courses they are eligible for Training Allowance?</p>
	<p>SEPs who are interested to participate in the scheme can refer to the below links to view the list of SSG approved courses under SkillsFuture Series and Sector-specified training programmes.</p> <p>Please view the list of SSG approved courses under SkillsFuture Series at https://www.skillsfuture.sg/series</p> <p>Please view the list of approved Sector-specific training programmes at https://www.ntuclearninghub.com/ntuc-training-fund-seps/</p>

	<p align="center">Not approved for NTUC Training Fund (SEPs)</p> 	<p align="center">Approved for NTUC Training Fund (SEPs)!</p>  <p align="center">*Check here for the list of sector-specific training programmes approved for the fund: www.ntuclearninghub.com/ntuc-training-fund-seps/</p>
19.	<p>How can SEPs sign up for the courses that they are interested?</p>	
	<p>SEPs can approach the respective Institute of Higher Learning (IHLs) and Training Providers (TPs) directly for course registration. Please bring along <u>ONE</u> of the following to show your eligibility.</p> <ol style="list-style-type: none"> 1. Letter of Eligibility issued by NTUC's e2i 2. SIRS Letter / Email issued by NTUC 3. SIRS Auto-Eligibility Letter 	
20.	<p>Are there any approved courses which can be conducted virtually?</p>	
	<p>SEPs can approach the respective Institute of Higher Learning (IHLs) and Training Providers (TPs) directly to check on the list of approved online learning courses.</p>	
21.	<p>Is there any minimum or maximum training duration for the NTUC Training Fund (SEPs)?</p>	
	<p>There is no minimum or maximum training duration under the scheme. The training</p>	


	duration for each course is approved by SkillsFuture Singapore (SSG). Eligible SEPs are to attain at least 75% course attendance, complete and pass necessary assessments related to the course (s), if relevant.
22.	Is there any maximum cap on the number of trainings that SEPs can sign up for?
	No, there is no maximum cap. Training allowance is claimable for courses that start on any date from 1 Apr 2020 to 31 Mar 2021 . SEPs would need to submit all their claims by 31 May 2021 .
23.	Do SEPs need to collect any supporting document from IHLs & TPs upon course completion?
	SEPs would need to bring along a copy of the <u>Training Certification Slip</u> to obtain endorsement from the IHL/TP upon course completion. The Training Certification Slip will be required for claims submission. SEPs can download a copy of the Training Certification Slip from www.e2i.com.sg/SEP2020
24.	Is there a deadline for SEPs to complete the approved courses to be eligible for training allowances?
	Training allowance is claimable for courses that start on any date from 1 Apr 2020 to 31 Mar 2021 . SEPs would need to submit all their claims by 31 May 2021 .
D	<u>Claims for SEP</u>
25.	How do eligible SEPs claim for the Training Allowance and what are the documents required for claim?
	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.


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




Submit Your Claims

- 

1 To submit the claim form, you will require SingPass. If you don't have SingPass, please view the guide [here](#).
- 


2 Click 'Submit Claim Form' to begin your claim submission.
- 

3 Login to SingPass. Once you are logged in, you will be redirected to the form.
- 

4 Complete the form and submit all the required documents. **Each session is 30 minutes.**
- 


5 Eligible SEPs who have submitted the required documents and provided the required information to NTUC's e2i, can **expect to receive their claims within 6 – 8 weeks** upon validation and receiving email notification from NTUC's e2i.**

You will need the following documents:



Endorsed Training Certification Slip (Form A1)

- Training Certification Slip should be endorsed by the IHL or Training Provider



Copy of issued Letter/Email –

- LOE issued by e2i or
- SIRS Letter/Email by NTUC or
- SIRS Auto-Eligibility Letter

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 6 – 8 weeks**** upon validation and receiving email confirmation from NTUC's e2i.

****Thank you for your interest in the NTUC Training Fund (SEPs). Due to overwhelming response, we will temporarily require a longer time to process your claims (approximately 6 to 8 weeks). Thank you for your patience and your kind understanding.**

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

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 March 2021***
- *SEPs must submit all claims documents by **31 May 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.*

26. **Can SEPs submit multiple claims for the TA?**

Yes, there is no maximum cap on the number of trainings that SEPs can sign up for.

27. **After completion of the course, will NTUC's e2i prompt eligible SEPs to submit their claim?**

No, there is no notification from NTUC's e2i to remind eligible SEPs to submit their claim. It is the responsibility of SEPs to submit the required supporting documents

	upon course completion to claim the training allowances from NTUC's e2i.
28.	When should SEPs submit their claims?
	<p>After SEPs complete their course/training programmes, they would need to submit completed claims documents within 30 days upon every course completion.</p> <p>SEPs must submit all claims document by 31 May 2021.</p>
29.	How long will it take for the SEPs to receive the claim?
	<p>Eligible SEPs who have submitted the required documents and provided the required information to NTUC's e2i, can expect to receive their claims within 6 – 8 weeks** upon validation and receiving email notification from NTUC's e2i.</p> <p>**Thank you for your interest in the NTUC Training Fund (SEPs). Due to overwhelming response, we will temporarily require a longer time to process your claims (approximately 6 to 8 weeks). Thank you for your patience and your kind understanding.</p> <p>Please ensure that the required supporting documents are properly attached in the email and to provide NTUC's e2i with the required information to prevent a delay in the processing time of the claim.</p>
30.	Can SEPs still claim for training allowance if the original enrolled course date is postponed beyond 31 May 2021 due to unforeseen circumstance?
	<p>IHL/TP to notify NTUC's e2i of the rescheduling before 28 February 2021 and assist the affected SEPs to attend <u>same course</u> or <u>other approved courses</u> that start before / on 31 March 2021.</p> <p>Note: SEPs are required to submit all claims for Training Allowance by 31 May 2021.</p>

31.	If SEP completed a course which took place from 29 April to 2 May 2020, is the SEP entitled the enhanced training allowance of \$10/hour?
	If the course starts between 1 April to 30 April 2020, SEP will be entitled \$7.50/hour for the entire course duration even if the course ends on/after 1 May 2020. If the approved course starts on/after 1 May 2020 till 31 March 2021, you will be entitled up to \$11 Training Allowance per hour.
32.	If SEP attended the same course twice, can the SEP claim for both courses?
	SEPs are unable to claim for the same course twice. i.e. if the SEP took the same course from the same training provider twice, only 1 course is eligible for claim.
E	<u>Others</u>
33.	If SEPs are NTUC Union Members, what other benefits are there for them?
	<p>NTUC Union Members can further defray the training cost by enjoying 50% *unfunded course fee support for up to \$250 each year when they sign up for courses supported under UTAP.</p> <p>Upon course registration, NTUC Union Members may check with the training provider if the course that they are intending to sign up is supported under UTAP to enjoy course subsidy.</p> <p>Do note that the following criteria must be met to be eligible for UTAP:</p> <ol style="list-style-type: none"> 1. Paid-up NTUC membership fees before course commenced, throughout whole course duration and at the point of claim 2. Course by training provider must be supported under UTAP, and training must commence within the supported period 3. Course must not be fully funded through company sponsorship or other types of funding

	<p>4. *Unfunded course fee must be S\$20 and above</p> <p>5. You must achieve a minimum of 75% attendance for each application and sat for all prescribed examination(s), if any</p> <p>6. UTAP application must be submitted within 6 months after course completion</p> <p><i>*Unfunded course fee refers to the balance course fee payable after applicable government subsidy. This excludes GST, registration fees, misc. fees etc.</i></p>
34.	How to submit claims for UTAP?
	<p>NTUC Union Members can login to the U Portal account to submit the UTAP application and should apply for their UTAP claim within 6 months after course ends.</p> <p>Please refers here for more details.</p> <p>http://skillsupgrade.ntuc.org.sg/wps/portal/skillsupgrade/home/skillsupgradeavailable/featuredindustries/featuredindustriesdetails?WCM_GLOBAL_CONTEXT=/content_library/skillsupgrade/home/skills+upgrade+available/featured+industries/da9571804f32741a9d86fdbda6c1e78c</p>
35.	Can SEPs use the same course/training programme that they have claimed under NTUC Training Fund (SEPs) to apply funding from other support schemes such as WTS?
	<p>No, SEPs should not claim the training allowance from different funding source for the same course that they have attended (i.e. no double dipping). NTUC's e2i shall reserve the right to recover the full amount of training allowances disbursed.</p>
36.	How do SEPs retrieve their Consolidated Statement of Income for year of assessment 2020 with IRAS?
	<p>If you have filed your income tax for the year, please follow these steps to attain your consolidated statement for YA2020,</p>

	<ol style="list-style-type: none"> 1. https://www.iras.gov.sg/IRASHome/e-Services/Individuals/ 2. Scroll to: View Individual Tax Notices 3. Log in via SingPass 4. Go to EF File Form B Consolidated Statement for YA 2020 5. Save file as pdf, not screenshots <p>For more clarifications on income tax filing, please contact IRAS at 6356 8233</p>
37.	<p>When and How do SEPs submit an appeal?</p>
	<p>You will be required to submit an appeal if:</p> <ol style="list-style-type: none"> 1. You are unable to provide the Consolidated statement of income / Notice of Assessment for year of assessment 2020 submitted to IRAS in capacity of SEP 2. Your Employment Income is more than your Trade Income 3. You became an SEP only in 2020 4. Your main income in Year 2020 is from Self-Employment <p>To submit an appeal, you will need to submit the following additional documents:</p> <ol style="list-style-type: none"> 1. Contract for Service + Vocational License (if any) Contract for Service should include: <ul style="list-style-type: none"> • UEN registration number of applicant's company with Letterhead • Name and NRIC of applicant • Date of the service provided • Endorsement by company (client's company stamp) and signed by both parties 2. Invoice or Bank Statement to prove delivery and payment of service 3. CPF Statement of Account from Jan 2019 – Dec 2019

	<p>4. CPF Transaction History from Jan 2020 – Current</p> <p>5. Signed copy of Letter of Undertaking</p> <p><i>Note: As each situation is unique, please note that applications are subjected to approval on a case-by-case basis.</i></p>
38.	<p>I have applied for a letter of eligibility in 2020, do I need to re-apply for one in 2021?</p>
	<p>If your current Letter of Eligibility dated till 31st December as the last date of validity, you may continue to use the current Letter of Eligibility issued to you in 2020 to apply for approved courses till 31st March 2021. If you are a new SEP in 2021, you will need to apply for the Letter of Eligibility if you do not have one.</p>
39.	<p>Do SEPs need to apply for Self-Employed Person (SEP) Income Relief Scheme (SIRS) if they have already received their Letter of Eligibility?</p>
	<p>Kindly note that NTUC Training Fund (SEPs) is a separate scheme from Self-Employed Person (SEP) Income Relief Scheme (SIRS) with different eligibility criteria.</p> <p><u>More information on SIRS as below:</u></p> <p>NTUC has been appointed by the Ministry of Manpower to manage the applications and appeals of the Self-Employed Person Income Relief Scheme (SIRS) for those who do not auto-qualify. For those who auto-qualify, you will not need to submit any application. If you auto-qualify, you will receive a notification letter/SMS directly from CPF Board around end May. To find out more about the scheme and to check on eligibility criteria, please refer to https://www.mom.gov.sg/newsroom/press-releases/2020/0406-about-100000-expected-to-automatically-benefit-from-enhanced-sirs</p> <p>For any enquiries, you can drop an email to sirs@ntuc.org.sg with your details so that the customer operations can follow up with you. You can also follow www.facebook.com/NTUCUFSE/ for the latest updates and information.</p>

40.	Do I still need to apply for any Letter of Eligibility if I have received SIRS email/letter?
	<p>If you have received the following:</p> <ul style="list-style-type: none"> • SIRS Letter/Email by NTUC or • SIRS Auto-Eligibility Letter <p>You <u>will not</u> need to apply for the Letter of Eligibility as the SIRS email/letter will serve as a proof of eligibility for NTUC Training Fund (SEPs) programme. You may proceed to sign up approved courses directly with the Institute of Higher Learning (IHL) or Training Provider (TP) and submit the supporting documents for claims processing upon course completion.</p>
41.	If I do not have any SingPass, how do I register for SingPass?
	<p>Please refers to the below guide on how to register for SingPass:</p> <p>https://e2i.com.sg/individuals/employability/ntuc-training-fund-seps/how-to-register-for-singpass-guide/</p>
42.	Will trainees on the SGUnited Skills Programme be eligible for the hourly training allowance under the NTUC Training Fund (SEPs) or Workfare Skills Support (WSS) Scheme for the courses taken under the SGUnited Skills Programme?
	<p>As monthly training allowances are already provided to trainees under the SGUnited Skills Programme, they will not be eligible for the hourly training allowance under the NTUC Training Fund (SEPs) nor Workfare Skills Support Scheme (WSS).</p>