

Guide for Company administrator on signing up staff for CET programmes (NSA)

- 1) Staff to inform their company administrator to assist with the course sign up on which course date/intake they wish to attend.
- 2) Company logs on to the STEP portal via the link that is provided by Republic Polytechnic.
- 3) Click on **'Sign in with Corppass'**



- 4) Company will be routed to the application form.
Company to indicate if you are a SME or non-SME.
If there is no restriction on the number of staff to sponsor, leave 'Max number of sponsorship' blank and click **'Next'**

The screenshot shows the 'Step 1. Declaration and invoice setup' application form. The left sidebar contains navigation options: 'All courses', 'Dashboard', 'My course', 'Sponsorsh...', 'Transaction', and 'Grant'. The main content area shows the course details: '[RP-FSMS-230020] Fun Start Move Smart! Fundamental Movement Skills Introductory Workshop (Classroom & Synchronous e-Learning)'. Below this, there are 'Instructions' and a declaration section: 'I declare that my company is a Small Medium Enterprise (SME)'. This section has two radio buttons: 'No' (selected) and 'Yes'. Below the declaration are two input fields: 'Max No. of sponsorship' and 'Link expiry date'. At the bottom right, there are 'Cancel' and 'Next' buttons. The 'Next' button is circled in red.

If company selects SME, supporting document is required.

I declare that my company is a Small Medium Enterprise (SME)
For more information on how to qualify, update, and retrieve the Small and Medium Enterprise status, please refer to <https://sfec.enterprisejobskills.gov.sg>.

No
 Yes

Supporting documents *

Drag files here, or [browse](#)
Up to 10 MB (DOC, DOCX, PPT; [more](#))

Max No. of sponsorship

Link expiry date

Please visit <https://sfec.enterprisejobskills.gov.sg> and refer to the SME declaration guide.

SKILLSfuture SG Courses

For Enterprises

Please access the login below to submit or manage your claims. You will require a Corppass account as well as the Corppass role "EPJS user".

[Login](#)

User Guides and Information

- [Absentee Payroll Funding claim submission \(PDF, 1470 KB\)](#)
- [Corppass roles and descriptions for SSG/WSG e-services \(PDF, 182 KB\)](#)
- [SME declaration \(PDF, 1378 KB\)](#)

If you have not registered for Corppass, please register and create Corppass user accounts for your entity. For more information, [click here](#)

Company can screenshot the below status from the dashboard, and submit this as supporting document.

SME declaration dashboard

Upon clicking on "SME Status", you will be directed to the **SME declaration dashboard**.

SKILLSfuture SG Courses SFEC Training Claims AP Funding SME Status

SME Declaration

Search by Declaration ID or Status

| Declaration ID | SME Declaration Status | Submission Date |
|----------------|------------------------|-----------------|
|----------------|------------------------|-----------------|

Tip

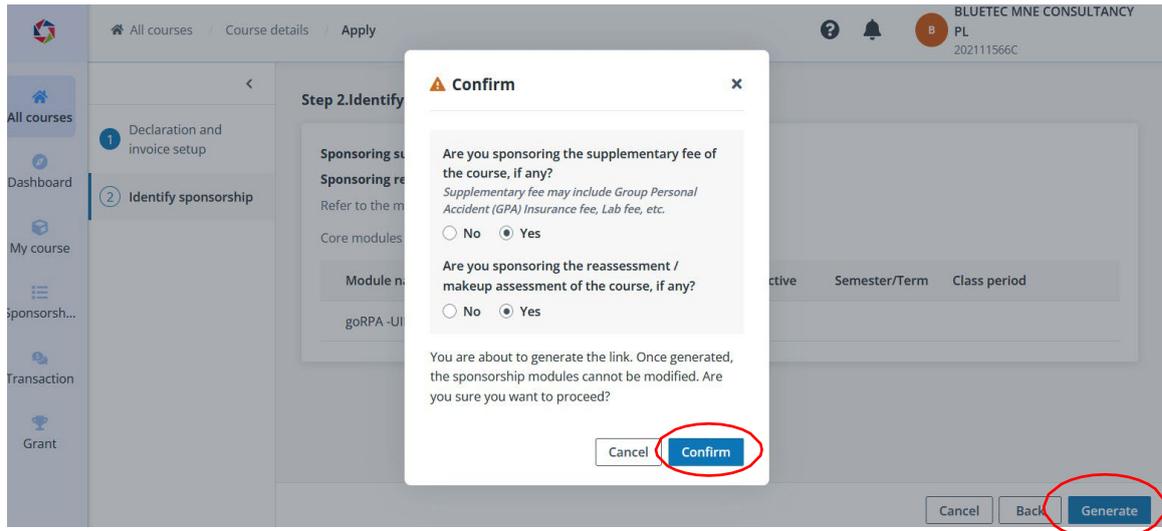
- Click on the "+" button to submit a SME Declaration

Tip

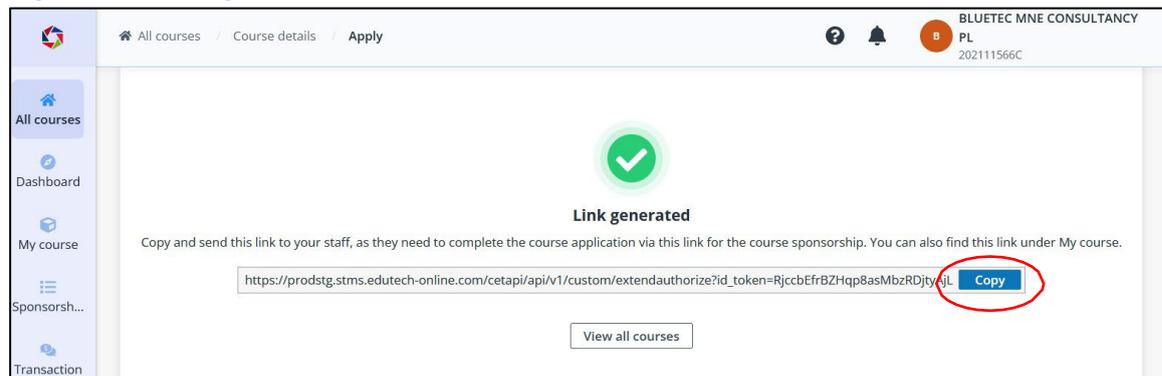
There are 3 different statuses:

1. Approved
2. Rejected
3. Pending SSG Approval

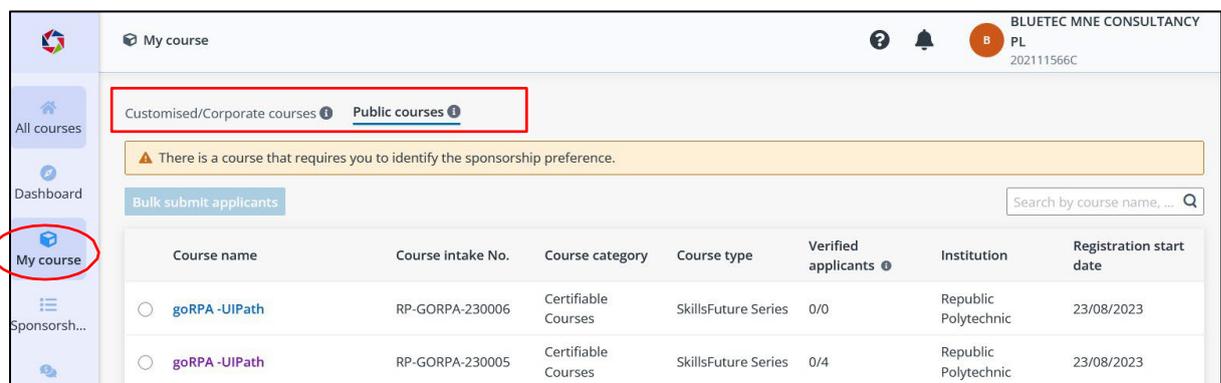
- 5) Click 'Generate'. Select if the sponsorship includes supplementary fees. Click 'Confirm'.



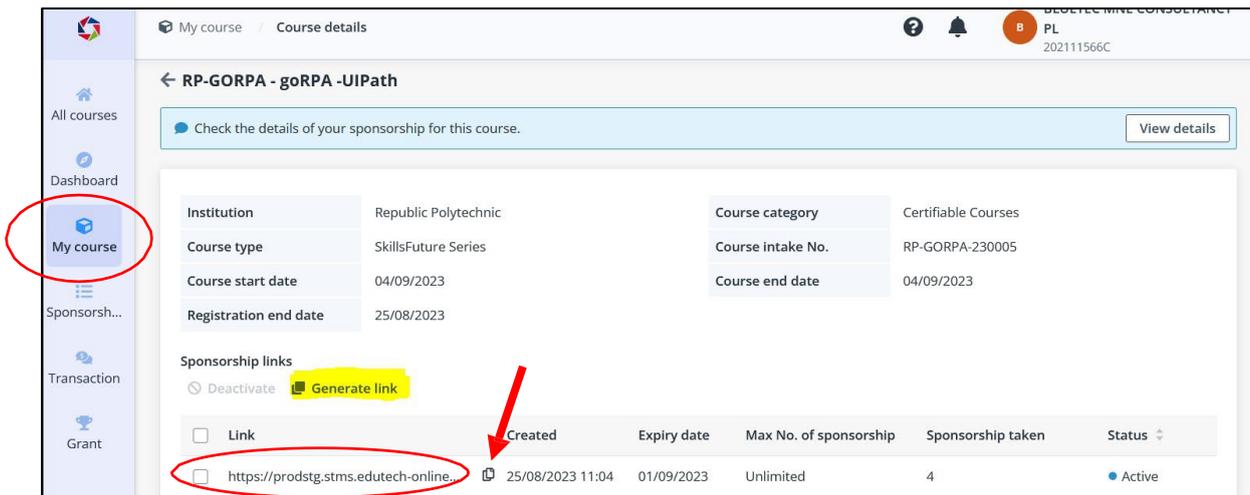
- 6) A Unique link is generated. Company **to email** the unique link to the staff for application. Please take note of the expiry date of the link (14 working days from date of generation or the registration closing date, whichever is earlier)



In the event if company needs to retrieve the URL link or to generate a new link, please go to 'My course' and search for the specific course in **Customised/Corporate courses** or **Public courses** tab. Click on the course name.



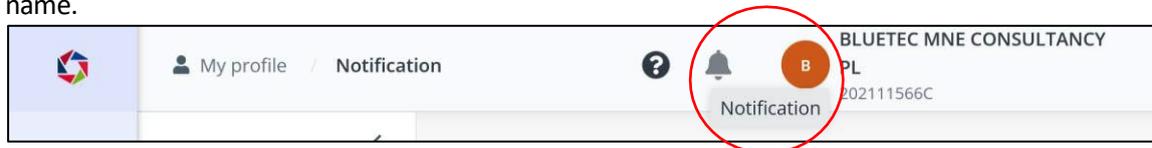
7) Click 'Generate link' and copy the link for forwarding to your staff.



8) The staff upon receiving the URL link will need to complete their application. Please refer to 'Guide for company sponsored staff to CET programmes' for details on the actions required by staff.

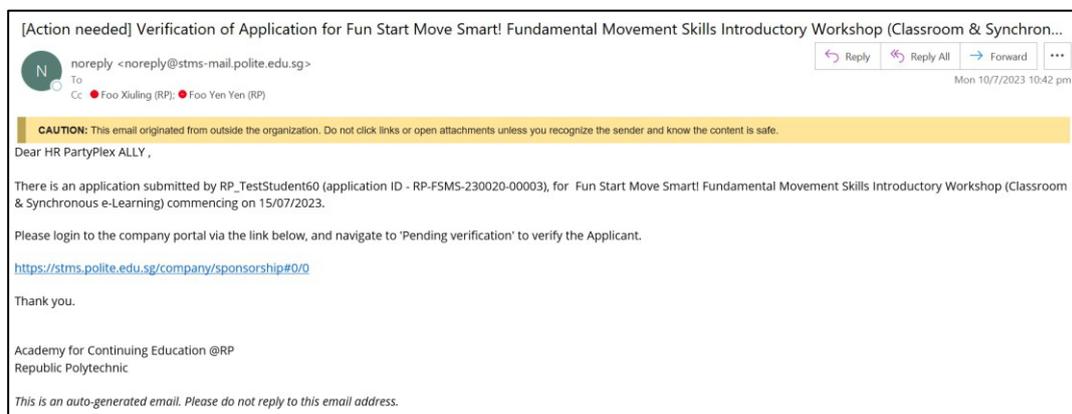
9) Upon successful application by the staff, company will receive (a) notification and (b) email to proceed with the sponsorship verification.

(a) To view the notification in STEP. Navigate to  on the top right corner next to your company name.

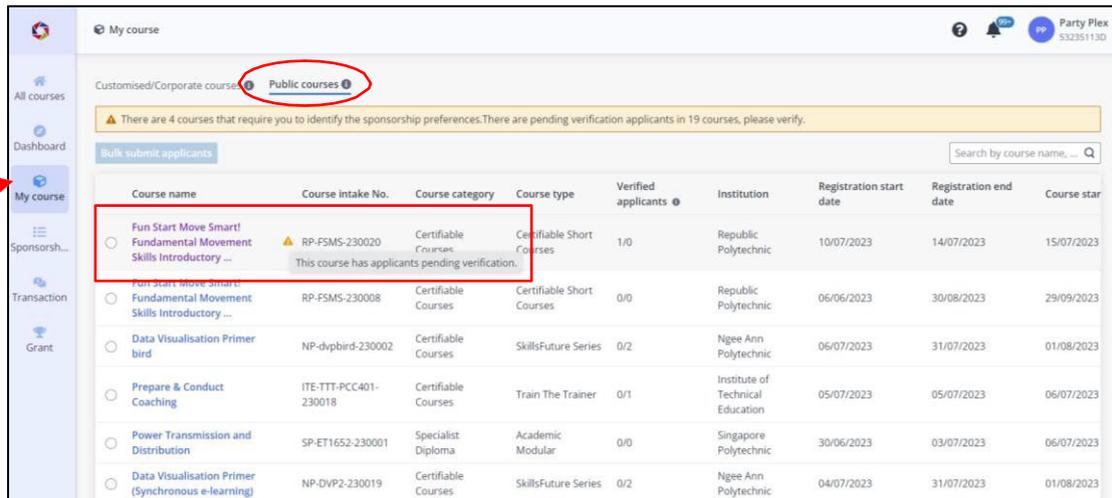


b) Sample of email notification.

- i) Click on the link given in the email. Login with Corppass and proceed with the verification. Or,
- ii) Login to Company Portal, go to 'My Course' -> 'Public courses', and click on the course name.

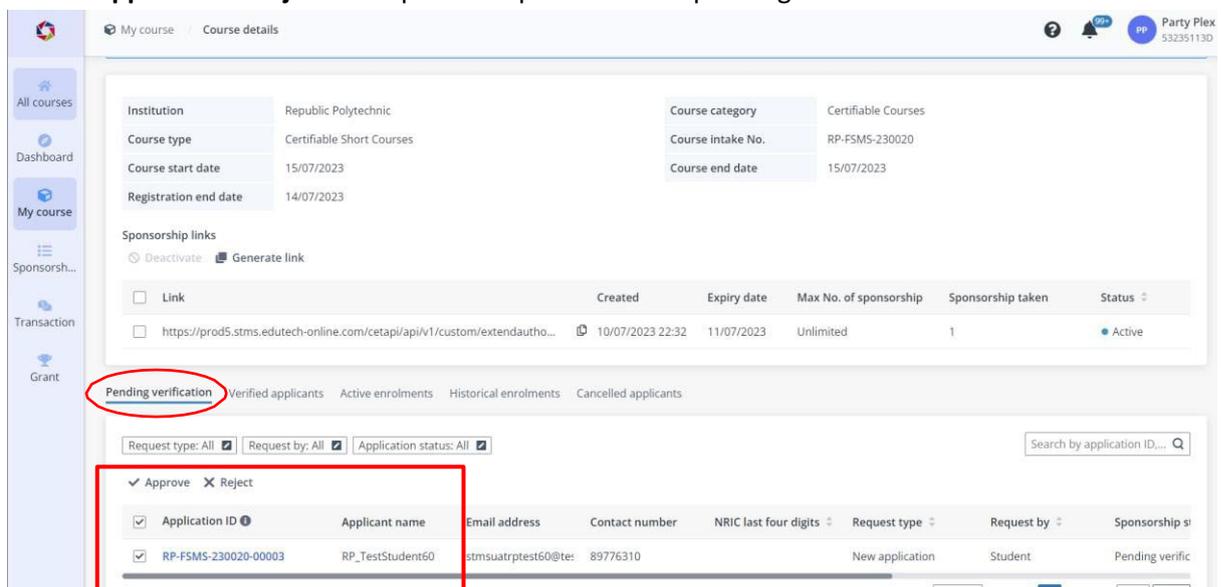


Company will see  next to the course name as reminder that there are applicants pending verification.



| Course name | Course intake No. | Course category | Course type | Verified applicants | Institution | Registration start date | Registration end date | Course star |
|--|-----------------------|---------------------|---------------------------|---------------------|----------------------------------|-------------------------|-----------------------|-------------|
| Fun Start Move Smart! Fundamental Movement Skills Introductory ... | RP-FSMS-230020 | Certifiable Courses | Certifiable Short Courses | 1/0 | Republic Polytechnic | 10/07/2023 | 14/07/2023 | 15/07/2023 |
| Fun Start Move Smart! Fundamental Movement Skills Introductory ... | RP-FSMS-230008 | Certifiable Courses | Certifiable Short Courses | 0/0 | Republic Polytechnic | 06/06/2023 | 30/08/2023 | 29/09/2023 |
| Data Visualisation Primer bird | NP-dvpbird-230002 | Certifiable Courses | SkillsFuture Series | 0/2 | Ngee Ann Polytechnic | 06/07/2023 | 31/07/2023 | 01/08/2023 |
| Prepare & Conduct Coaching | ITE-TTT-PCC401-230018 | Certifiable Courses | Train The Trainer | 0/1 | Institute of Technical Education | 05/07/2023 | 05/07/2023 | 06/07/2023 |
| Power Transmission and Distribution | SP-ET1652-230001 | Specialist Diploma | Academic Modular | 0/0 | Singapore Polytechnic | 30/06/2023 | 03/07/2023 | 06/07/2023 |
| Data Visualisation Primer (Synchronous e-learning) | NP-DVP2-230019 | Certifiable Courses | SkillsFuture Series | 0/2 | Ngee Ann Polytechnic | 04/07/2023 | 31/07/2023 | 01/08/2023 |

10) Company will see the staff that is pending approval in 'Pending verification' tab. Select 'Approve' or 'Reject' the sponsorship of the corresponding staff.



| Link | Created | Expiry date | Max No. of sponsorship | Sponsorship taken | Status |
|---|------------------|-------------|------------------------|-------------------|--------|
| https://prod5.stms.edutech-online.com/cetapi/api/v1/custom/extendautho... | 10/07/2023 22:32 | 11/07/2023 | Unlimited | 1 | Active |

| Application ID | Applicant name | Email address | Contact number | NRIC last four digits | Request type | Request by | Sponsorship |
|----------------------|------------------|---------------------|----------------|-----------------------|-----------------|------------|-----------------|
| RP-FSMS-230020-00003 | RP_TestStudent60 | stmsuatrpctest60@te | 89776310 | | New application | Student | Pending verific |

11) Upon clicking 'Approve', company will be prompted to key in additional details on **PO number** and **Contact profile**.

PO number:

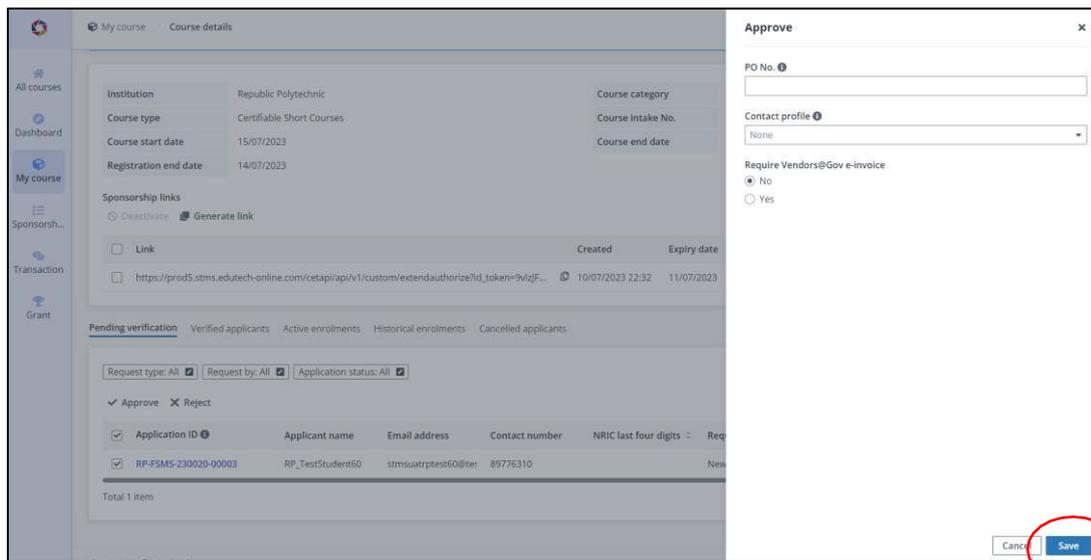
Can leave blank if not required.

Contact Profile:

If no contact profile is chosen, invoice will be sent to the main contact person setup in the company profile.

Vendor@Gov e-invoice:

If there are several Sub-BU to invoice for each/group of applicants, company must select the respective applicants to tag to the correct sub-BU for billing purpose. click 'Save'.



12) After approval, the staff will appear in either the **‘Verified applicants’** tab (if the course has not met min pax) or **‘Active enrolments’** tab (if the course has meet min pax, applicants will be considered as enrolled).

The staff will also receive an auto-generated email from STEP on the course status.