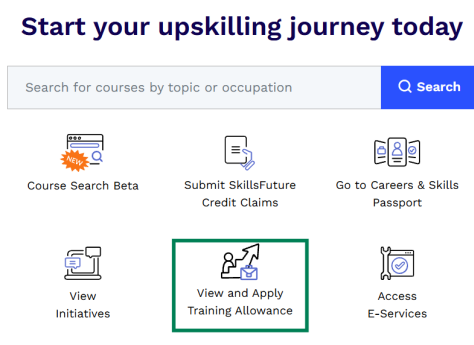


SkillsFuture Mid-Career Training Allowance (Part-Time) application submission guide.

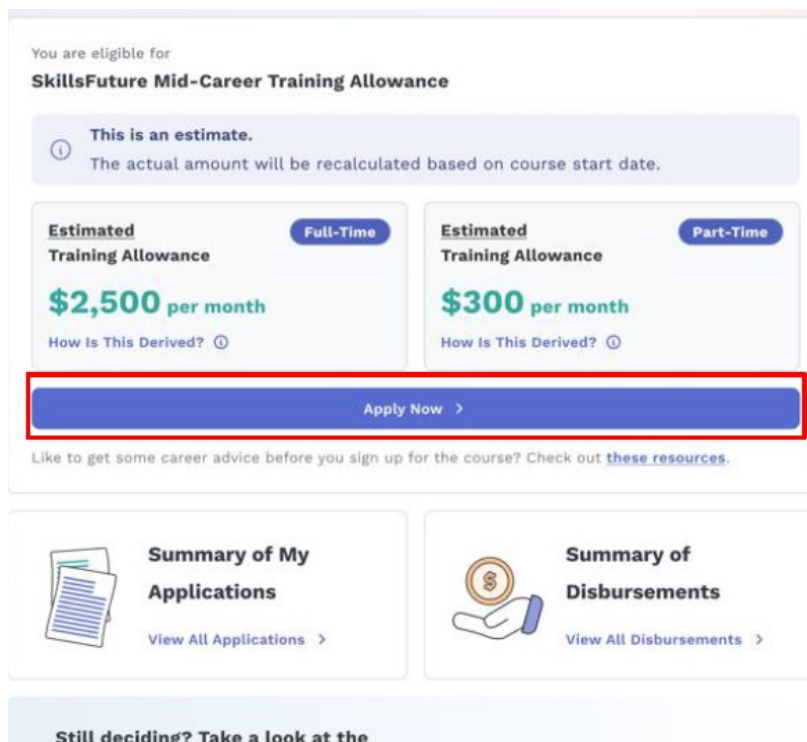
1. Register and Enrol in an SP course via <https://stms.polite.edu.sg/>.

You must first be offered and admitted (course fee paid) in the course before submitting your Training Allowance application.

2. Log in to the **Training Allowance Application Portal** via [MySkillsFuture](#) using your Singpass.
3. Click on the Icon “View and Apply Training Allowance”



4. Click on “Retrieve myinfo with singpass”
5. Click on “Apply Now”



6. Select “Part-Time” > Enter the Course Details (Supporting document(s) need to be uploaded when making your Training Allowance application.
 - Save and reference from your copy of the **official course invoice** via STEP student portal.

Apply for SkillsFuture Mid-Career Training Allowance

1 Course Details | Review Application

Select your Training Commitment

☐ Full-Time ☒ Part-Time

Estimated Training Allowance

\$300 per month

How is This Derived? ⓘ

The training allowance eligibility is based on your current employment data from Myinfo. Your final eligibility will be confirmed at the course start date or application date (whichever is later), based on you meeting the employment requirement.

Course Details

Training Provider
Select Training Provider

Course Title
Select Course Title

Have you enrolled for the course?
☐ Yes ☐ No

Indicative Course Start Date
Select Course Start Date

Next >

7. Refer below to fill up the required blanks
 - **Training Provider:** Singapore Polytechnic
 - **Course Title:** Refer to the course invoice (retrievable via STEP student portal), example in green highlight box.



500 Dover Road Singapore 139651

To:

UEN No.: T08GB0056A
GST Registration No.:
Invoice No.:
Invoice Issue Date:

Payment Due Date:
Course Title:
Course Date:

Fee description	Amount	GST
Post-Diploma Certificate in Nutrition		

Total Before GST

GST

Invoice amount

- **Have you Enrolled for the course?** Select “Yes” (Ensure payment has been made to Singapore Polytechnic)
- **Indicative Course Start Date:** Follow the **Course Date** found on the course invoice. Example in yellow highlight box.



500 Dover Road Singapore 139651

To:

UEN No.: T08GB0056A
GST Registration No.:
Invoice No.:
Invoice Issue Date:

Payment Due Date:
Course Title:

Course Date: 20/04/2026 to 30/09/2026

Fee description	Amount	GST
Post-Diploma Certificate in Nutrition		

Total Before GST

GST

Invoice amount

- Personal particulars are pre-populated from MyInfo, while selected fields are editable for contact information.

Review your Personal Particulars

Full Name (as in NRIC)
Fayth Lee Kai Ting

NRIC
S8150358F

Residential Status
Singapore Citizen

Sex
Female

Date of Birth
01/01/1981

Contact Information

Mobile Number
91234567

Email Address
fayth.lee@gmail.com

Education and Occupation

Highest Education Level
DIPLOMA

Current Occupation
ACCOUNTANT

- You will receive an **email notification** from SSG when your **TA application** has been **successfully submitted** and upon **successful enrolment** into the TA application. Do also check in the spam/junk folder. You should receive 2 emails.

Application Submitted

You will receive an email confirmation of your submitted application.

If you do not see the email notification in your inbox, please check your junk mail folder. To ensure you are able to receive future updates regarding your SkillsFuture Mid-Career Training Allowance application, do add TA_MidCareer@skillsfuture.gov.sg to your Safe Sender List.

Summary of Application [Download](#)

Application ID APP2502082919	Application Date 08/02/2025 4:20PM
Training Provider NTUC Learninghub	Course Title Introduction to Digital Marketing
Course ID 123456789	Indicative Course Start Date 01/03/2025
Training Commitment Part-time	Application Status Pending Enrolment Confirmation

We are unable to find recent employment/income information from your MyInfo and could not proceed to estimate your TA. Please ensure your employment/income records are updated in the government sources to be eligible for the SkillsFuture Mid-Career Training Allowance (Part-Time).

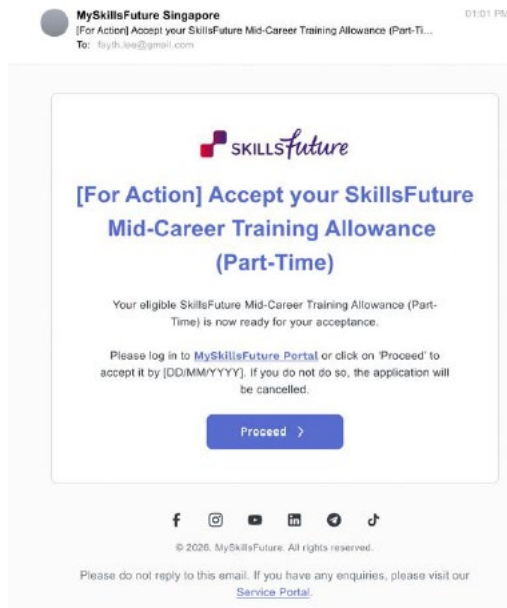
Please enrol in the course if you have not done so. Your application may be cancelled if SkillsFuture Singapore fails to receive your enrolment confirmation.

Next Steps

- 1. Complete Course Enrolment**
If you have not enrolled for the course, please do so with your training provider as soon as possible. If you have enrolled, please remind your training provider to submit your enrolment records. If not, your applications will be cancelled.
- 2. Accept Training Allowance Offer**
After enrolment confirmation, you will be notified via email within 5 days from course start date or application date (whichever is later), to accept your training allowance offer within the deadline, or it will be cancelled.
Check your inbox and spam folder for the training allowance offer. If you don't receive it, log into MySkillsFuture to check your application status.
- 3. Receive Training Allowance**
Please ensure that your training provider submits your attendance. If you meet the conditions, you will receive your training allowance via your PayNow account linked to NRIC, by the end of the following month after each eligible training month.

[View Application](#)

10. You will receive your Training Allowance (TA) offer from SSG within five (5) calendar days from the course start date. Please follow the on-screen instructions to accept the offer.



11. You must accept the offer within the stipulated date in the notification to be eligible for Training Allowance payouts.
12. TA is paid monthly via PayNow-NRIC, following each eligible training month. Disbursement will be made by the end of the subsequent month, provided all criteria are met.