

SKILLS DEVELOPMENT FUND (SDF)

INTRODUCING SDF

What is SDF?

- The Singapore Workforce Development Agency-Skills Development Fund (WDA-SDF) was established in order to encourage employers to invest in skills upgrading of the workforce. The SDF does this by offering assistance as an incentive to companies to send their employees for training.

What is SDF EasyNet?

- The SDF EasyNet is a web-based application system, which allows all SDF transactions to be made via the Internet. Under this system, training providers may apply to SDF for in-principle approval to support their public courses. Companies can enrol their employees for these courses via the SDF EasyNet and need only pay the nett course fees to the training providers.

Application for CAT under SAA

- Companies can enroll their staff for the CAT course via the SDF EasyNet. Funding will be up to 90% of the course fees, so companies pay only the **nett fees** (portion that is not funded). At the end of each level, SAA will claim the training assistance from SDF.

Note: Funding is available only for course fees. SDF does not cover student membership fees / exam fees.

Who is Eligible for Assistance?

- All companies registered or incorporated in Singapore
- Training must be **fully sponsored** by companies
- Trainees must be employees who are Singaporean or Singapore PR.
- Approval for application is by Level only. Trainees who have completed some papers in the same level are not eligible to apply for this subsidy.

What Are The Funding Awards for Eligible Students?

- The SDF funding awards are as follows:
 - SDF training assistance – helps to defray cost of training

With effect from 1 April 2007	
40 years old and above, GCE "A" Levels & below	Others
90% of course fee or \$11 per training hour, whichever is lower	80% of course fee or \$7* per training hour, whichever is lower

**Different funding rate applies for courses under the Employability Skills System (ESS)*

Skills Redevelopment Programme (SRP)

- SRP (Skills Redevelopment Programme) training allowance for company sponsored and low wage workers
 - Those earning below \$1000 (Basic Salary) / \$1200 (Gross) / hourly pay of \$5.70 and below are eligible for training allowance of \$5 per hour of course attended
 - Work in a Small & Medium Enterprise (company with not more than 200 staff)
Have at least 3 months of continuous paid up union membership prior to course start date
 - The company will have to submit the application for their employees

Important Things to Note:

- The trainee must complete the full course whilst in the Company's employment.
- The trainee must attain a minimum of 75% attendance at each and every module/term/semester and must sit for all examinations if the Approved Course leads to certification.
- The trainee is to sign in the attendance list before every class. The attendance list is located at the reception counter. The trainee must provide reason for absence from any class/es and the Company will be informed if the Trainee is absent without prior notification. If, at any time, attendance is below 75%, the Trainee will be required to pay SAA the course fees in full. Subsequently, upon course completion, the fees will be refunded, provided the trainee fulfills the 75% class attendance.
- The trainee can opt to enroll for the papers in the Advanced Level over a **maximum of 2 intakes**. However, payment for the whole level must be made during point of initial enrolment. Papers in the Introductory and Intermediate Levels have to be taken during the same intake.
- Registration for membership as usual. Fees are £55 to "The Association of Chartered Certified Accountants" and S\$100 to "CAT (S) Ltd". Closing date for registration is 31 July (for first eligible exam sitting in December) and 15 December (for first eligible exam sitting in June).

APPLICATION PROCEDURE

Step 1: Register to be a ACCA / CAT Student Member

- Applicants can submit educational documents to *ICPAS Membership Department* to assess exemptions to determine which level of CAT they are applying the subsidy for.
- Do note that any exemption granted for any papers in the CAT-Introductory / Intermediate level means that you will not be eligible for funding. For CAT-Advanced, a maximum of 1 paper exemption is allowed if you wish to apply for funding.
- All students intending to sit for examinations **MUST register with ACCA (UK) and CAT(S) Ltd**. The ACCA / CAT(S) Technician Registration Form should be duly completed and submitted along with the following:
 - Originals and 2 copies of educational certificates and transcripts
 - 1 photocopy of **NRIC** (Both sides) OR photocopy of **Passport** for foreigners
 - 1 passport sized photograph
 - \$100 payable by cash, NETS, credit card or cheque to '**CAT (S) Ltd**'.
 - £56 payable by credit card / money order / bank draft to '**The Association of Chartered Certified Accountants**'.

- Closing dates for applications to be:
 - 15 December: if you wish to sit for the June Examination
 - 31 July: if your wish to sit for the December Examination

Step 2: Funding Application By Company's HR Personnel

- If the company is not an SDF-approved company, the HR personnel have to register the company with SDF. Once that is done, the HR personnel may proceed to enroll the student online if SAA has uploaded the schedule for that intake. The schedule should be up approximately 1.5 months before class commencement.

What if the Company is NOT a Registered SDF EasyNet User yet?

- SDF EasyNet Account Registration

- a. Companies to register with SDF EasyNet www.sdf.gov.sg as a User.
- b. Click on "Registration" and follow the instructions given.
- c. A Username and Password will be issued upon approval (**within 7 days**).

Company is a Registered SDF EasyNet User

- Proceed with funding application for employee

- a. Companies to complete an on-line enrolment form via the SDF EasyNet **at least one day** before course commencement.
- b. Log into SDF EasyNet using your Username and Password and click "Make Enrolment".
- c. SAA will then confirm enrolment on the SDF EasyNet and contact the trainee / Company. A confirmation of enrolment, tax invoice and terms and conditions letter will be emailed to the Company by SDF.

Application for Absentee Payroll Funding - SRP Registration

- Student / companies who wish to apply for absentee payroll subsidy for the student, will have to do so via the SRPNet. Log on at <http://www.srp.org.sg/> to key staff details
 - a. Register as a SRP participating company
 - b. Fill up and submit Interbank GIRO Scheme Direct Credit Authorisation Form
 - c. Submit an online application before course commencement
 - d. SRPNet will generate a claim automatically upon course completion
 - e. Training institution will confirm fulfillment of 75% attendance and sitting for examinations
 - f. Claim will be sent to the participating company for confirmation and submission to the SRP Secretariat for processing via the SRPNet
 - g. The SRP Secretariat will disburse absentee payroll to participating company via GIRO.

Application Deadline

Intakes	Submit Online Application on EasyNet by:
January	25 December
March	25 February
July	25 June
September	25 August

Step 3: Class Enrolment

- Once the enrollment for the student has been confirmed online, a Tax Invoice, Terms and Conditions and a Letter of Confirmation will be sent to the company, attention to the student.
 - The student now needs to fill in the Course Enrolment Form, which can be obtained from SAA or downloaded from <http://saa.org.sg/pdf/enrolment.pdf>
 - Provide the company cheque payment for the **unfunded portion of the course fees**
 - The signed Terms and Condition and the Enrolment Form can both be submitted via fax / mail / hand in personally to SAA.
 - Student can report for class as per schedule and attendance has to be signed in class.
 - Students can start class and await their ACCA / CAT registration card which will be mailed to them by ACCA UK. Upon receipt of the registration card, students can check out with SAA for the next available exam session to sit for the Computer Based Exams (CBE).

Further Clarification

- If you require further clarification, please contact Brian Wong at 67449700 Ext. 127 or brian@saa.org.sg
- Alternatively, you can also find out more CAT information via our SAA Website at <http://saa.org.sg/cat.html>