

## **NTUC SURROGATE EMPLOYER PROGRAMME (NTUC-SEP)**

### **INTRODUCING NTUC-SEP**

#### **What is the NTUC Surrogate Employer Programme (NTUC-SEP)?**

- The NTUC-Surrogate Employer Programme (NTUC-SEP) was introduced in October 2001. It is a programme to help NTUC union members who take their own responsibility to upgrade their skills without the support of their employers.
- By acting as the Surrogate Employer (SE), NTUC assists employed union members to secure Skills Development Fund (SDF) training assistance. In addition, all union members, both employed and unemployed are eligible for training awards from the NTUC Education & Training Fund (N-ETF).
- The following information in the overview section were obtained from the NTUC website at [http://www.ntuc.org.sg/careertraining/funding\\_scheme.asp](http://www.ntuc.org.sg/careertraining/funding_scheme.asp)

#### **Who qualify for the NTUC-SEP?**

- Applicant who wishes to apply for training support must satisfy the following SDF and NTUC-SEP eligibility criteria:

##### **SDF Eligibility Criteria**

- Singaporean or Singapore Permanent Resident
- Be gainfully employed
- One course at any one time
- Course with same course title / level / module / semester will be sponsored only once

##### **NTUC-SEP Criteria**

- Applicant has to be a union member at the point of application submission and course commencement; and
- Maximum age of 65 as at course start date.
- Trainee has to inform NTUC if he /she ceased being employed anytime during the course.

#### **Upon course completion**

- Applicants will receive the secured SDF training assistance and N-ETF training award if they have fulfilled the following conditions:
  - Achieve a minimum of 75% attendance (per module/semester/course);
  - Sat for all prescribed examinations; and
  - Maintain paid-up union membership throughout the entire whole course duration (including examinations, projects and assessments).

## What are the funding supports for NTUC-SEP supported trainees?

- Under the NTUC-SEP, employed union members are eligible for both the SDF training assistance & NETF training award upon satisfying the conditions stated in paragraph 2. The SDF funding & N-ETF training award are as follows:
  - SDF training assistance – helps to defray cost of training

<b>With effect from 1 April 2007</b>	
<b>40 years old and above, GCE "A" Levels &amp; below</b>	<b>Others</b>
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)*

- N-ETF training award - reward all union members who take personal responsibility to upgrade their skills

<b>Training Hours</b>	<b>With effect from 1 Jan 2007</b>
	<b>N-ETF Training Awards</b>
<b>100 hours or below</b>	\$50
<b>More than 100 to 200 hrs</b>	\$70
<b>More than 200 to 300 hrs</b>	\$100
<b>More than 300 to 400 hrs</b>	\$150
<b>More than 400 to 500 hrs</b>	\$200
<b>More than 500 hrs</b>	\$250

- 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
- NTUC will auto apply SRP for those students under the NTUC-SEP scheme

## When will I know the outcome of my application?

- You will be notified on the outcome of your application within 2 weeks from the date of receipt of all requested documents.
- Your application will be rejected if:
  - You have not fulfilled the eligibility criteria.
  - The application form submitted is incomplete.
  - False declarations are made in your application.

## How do I file claims for SDF training assistance / N-ETF training award?

- Training providers will assist to file claims with NTUC-SEP on their trainees' behalf. Training providers will need to submit 1 original copy of the certification slip in order to file the claim. All claim documents are to reach NTUC-SEP within 1 month from the last date of training (including examinations, projects and assessments).



## APPLICATION PROCEDURE

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

- 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.
- Register as an ACCA / CAT Student Member. Documents to bring:
  - 2 copies of educational certificates
  - 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

- Student may proceed with the enrolment around 2 months before each intake. The deadline for submission of the application form and the documents will be 1 month before class commencement.
- Download the NTUC-SEP Application Form from (on page 6) [http://www.ntuc.org.sg/documents/SEP\\_Application\\_Form.doc](http://www.ntuc.org.sg/documents/SEP_Application_Form.doc)
  - Students to fill in only Section A portion and sign on Section C
  - Section B will be filled in by SAA upon submission of the form
  - Students to retain the instruction sheet and the Terms & Conditions for own reference
- Students must submit the application form with the documents below form to Brian Wong from SAA:
  - Photocopy of NRIC
  - Photocopy of the 1<sup>st</sup> page of the bankbook / passcard (Name & Account no.)
  - NETS receipts and ATM slips are not acceptable

### Step 3: Class Enrolment

- NTUC will approve approx. 2 weeks before class start date.
  - Upon approval, the following will be sent to the student.
  - Tax invoice for payment (made within 30 days from invoice date)
  - Enrolment Confirmation letter
  - Terms and Conditions
- 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**

- Student to fill in the SAA Course Enrolment Form and fax / mail / hand it personally to SAA. The form can be obtained from SAA or downloaded from <http://saa.org.sg/pdf/enrolment.pdf>
  - The Terms and Conditions form is to be signed and returned
  - Provide the payment of the net fees payable as stated on the tax invoice.
  - 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 number, 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](mailto:brian@saa.org.sg)
- Alternatively, you can also find out more CAT information via our SAA Website at <http://saa.org.sg/cat.html>