

Guide for Company Sponsorship

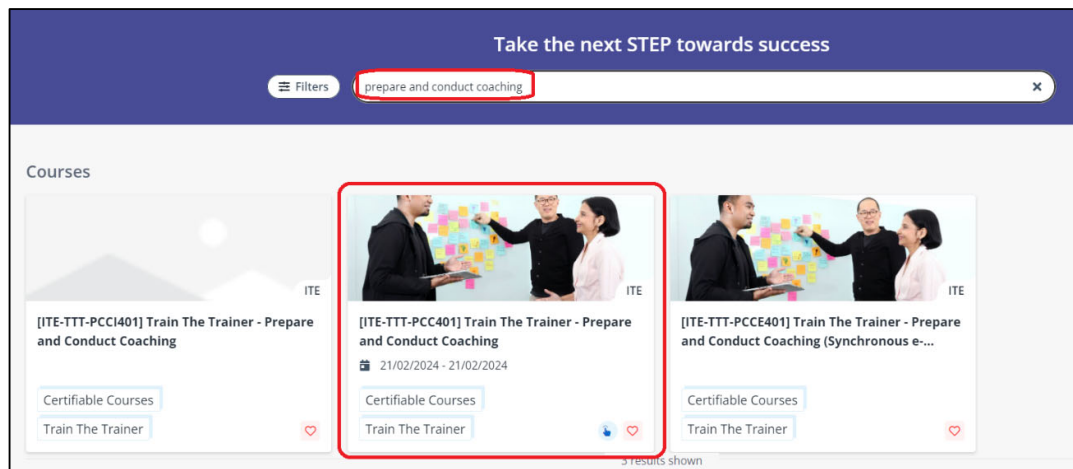
Important Please update your contact details and relevant billing details under 'My profile' in Company Portal. Otherwise, email notifications will be sent to the primary contact person and primary billing contact person setup under company profile. Refer [here](#) for steps to update contact and billing details.

- 1) (a) Sponsored employee identifies the course in STEP and inform his/her company training coordinator* to sign up. Otherwise, course application will be taken as self sponsored; **OR**
(b) Company training coordinator* identifies the course in STEP for sponsored employee and sign up.

*Coordinator must be a Corppass Admin account holder who has the STEP Corppass e-Service assigned. Please refer to '[Guide to link STEP e-Service to Corppass and assign users](#)'.

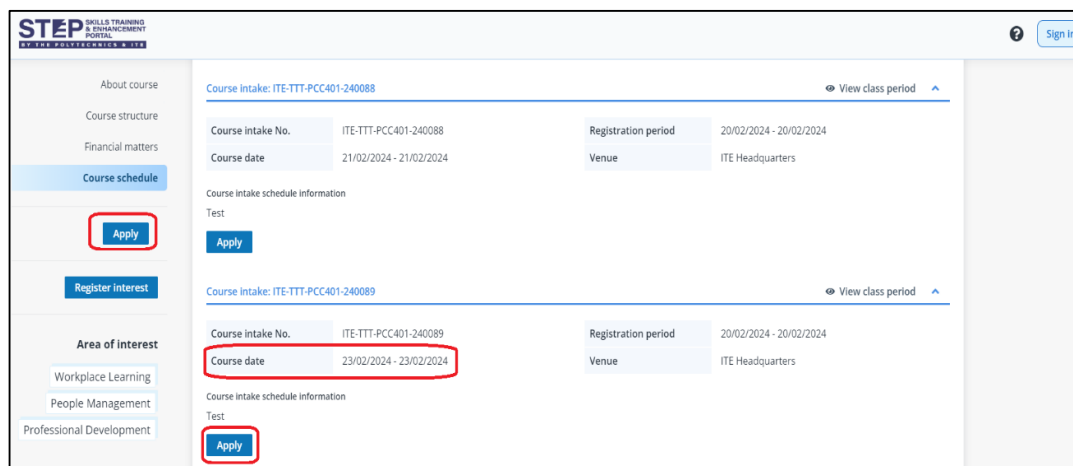
- 2) (a) **Scenario A: Company training coordinator has yet to sign in to Company portal and search for course first**

Search for the course to sponsor employee. Click on the course.



Click '**Apply**' on the left panel and select the course intake; **OR**
Click '**Apply**' for the Intake under **Course schedule**.

Double check the course dates before applying.





TRAIN THE TRAINER PROGRAMME

Click on 'Sign in/Sign up'.

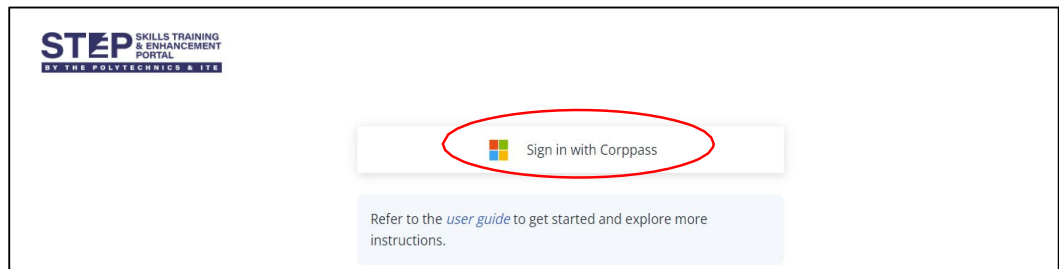
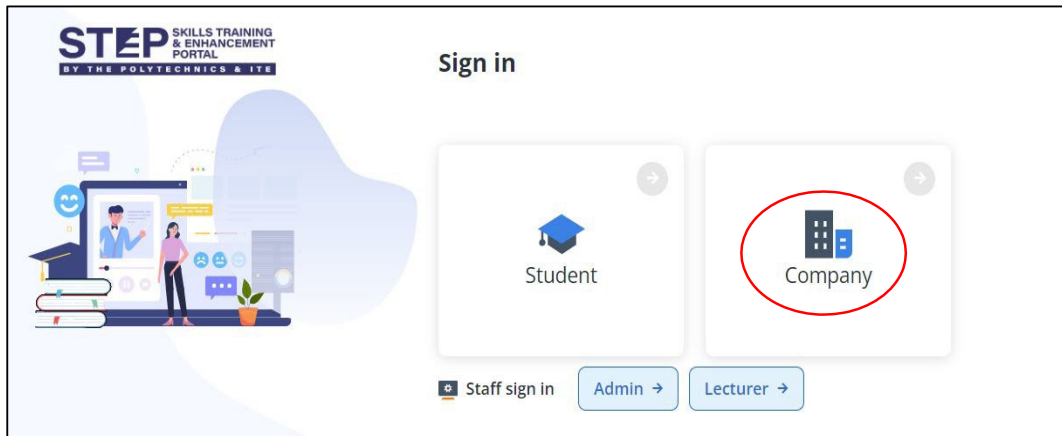
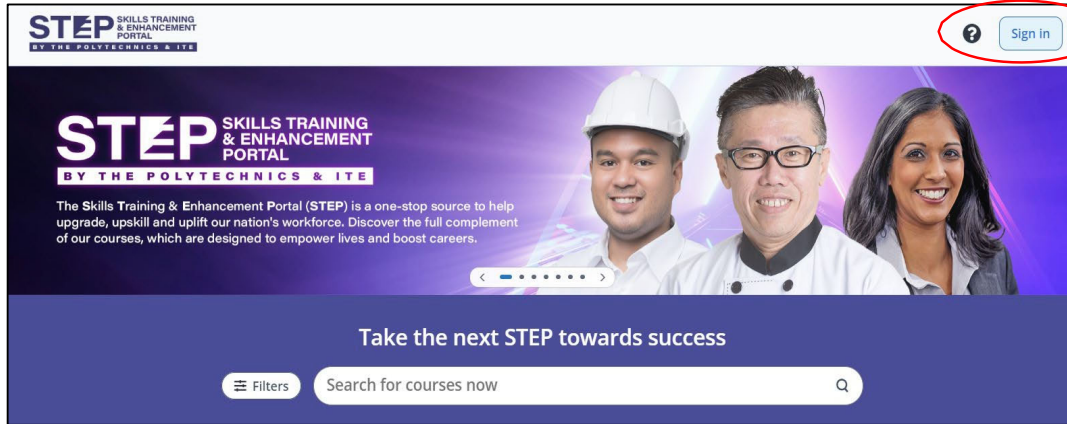
The screenshot shows the STEP Skills Training & Enhancement Portal interface. On the left, there is a navigation menu with options like 'About course', 'Course structure', 'Financial matters', 'Course schedule', 'Apply', 'Register Interest', 'Area of interest', 'Workplace Learning', 'People Management', and 'Professional Development'. The main content area displays course intake information for 'ITE-TTT-PCC401-240088', including the course intake number, date, registration period, and venue. An 'Alert' dialog box is overlaid on the screen, containing the following text: 'If you are a new user, click "Sign in/Sign up" to create a new account before applying for the course. Refer to the user guide to get started and explore more instructions. If you have an account, click "Sign in/Sign up" to apply for the course.' The 'Sign in/Sign up' button in the alert is highlighted with a red box.

Click on the 'STEP' at second bulleted paragraph to access the Company Portal Corppass sign in page.

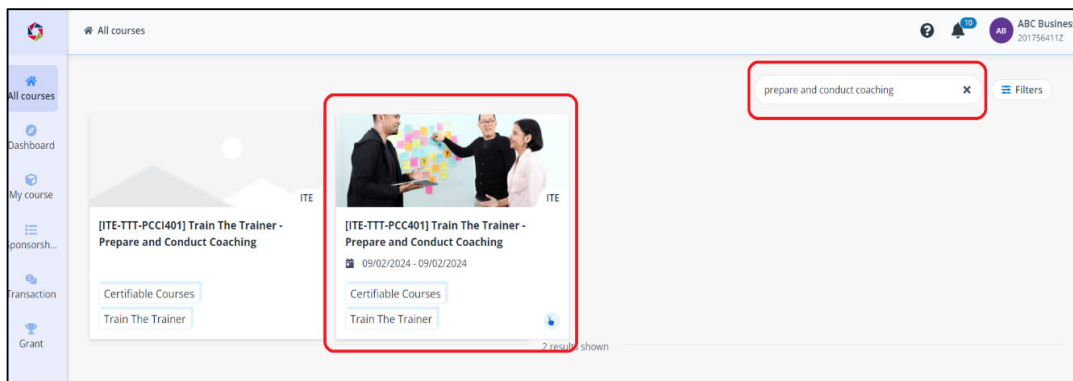
This screenshot shows the sign-in page of the STEP Skills Training & Enhancement Portal. At the top, there is a 'Sign in with Singpass / Student ID' button. Below it, a text box instructs users to refer to the 'user guide' for more instructions. A bulleted list provides further guidance: 'For self-sponsored applicant, you may proceed to apply after signing in with Singpass / Student ID.' and 'For company-sponsored applicant, please approach your company HR to put in the application via the company portal using Corppass at STEP'. The word 'STEP' in the second bullet point is highlighted with a red box. Below the instructions, there is a 'Local account' section with input fields for 'User name' and 'Password', and a 'Sign in' button at the bottom.

This screenshot shows the same sign-in page as the previous one, but with the 'Sign in with Corppass' button highlighted by a red box. The rest of the page content, including the Singpass/Student ID button and the local account section, remains visible.

- (b) **Scenario B:** Company training coordinator signed in to [STEP \(polite.edu.sg\)](https://polite.edu.sg) Company Portal first and then search for course.

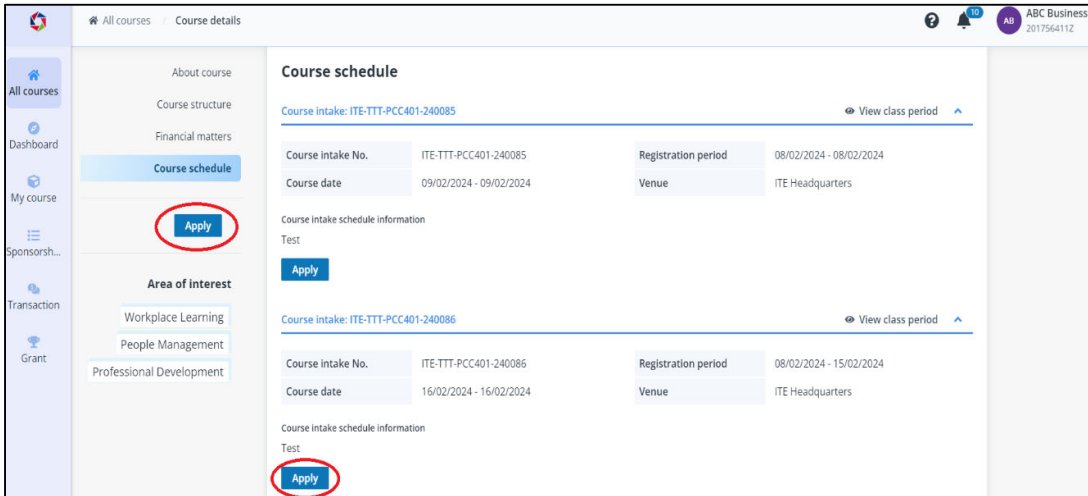


Search for the course to sponsor the employee.



Click 'Apply' on the left panel; OR

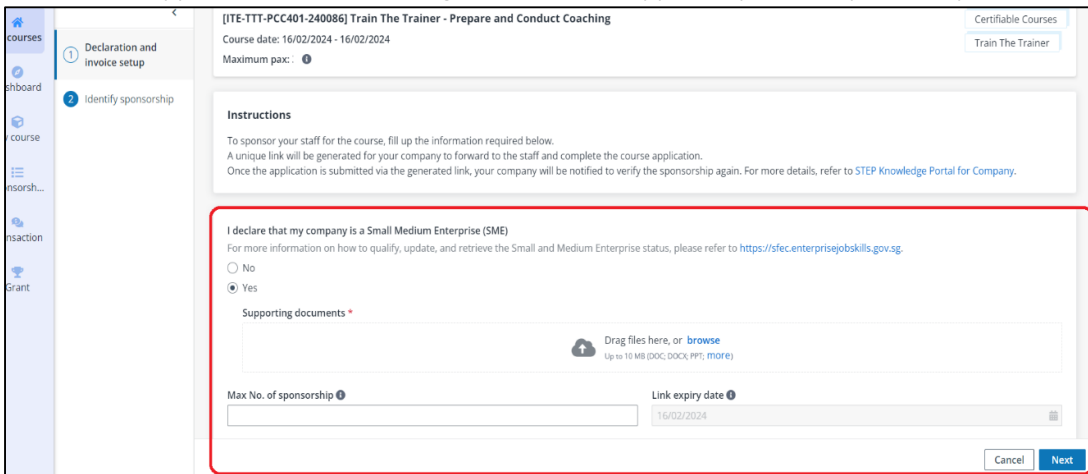
Click 'Apply' for the Intake that you wish to sponsor the employee under **Course schedule**.



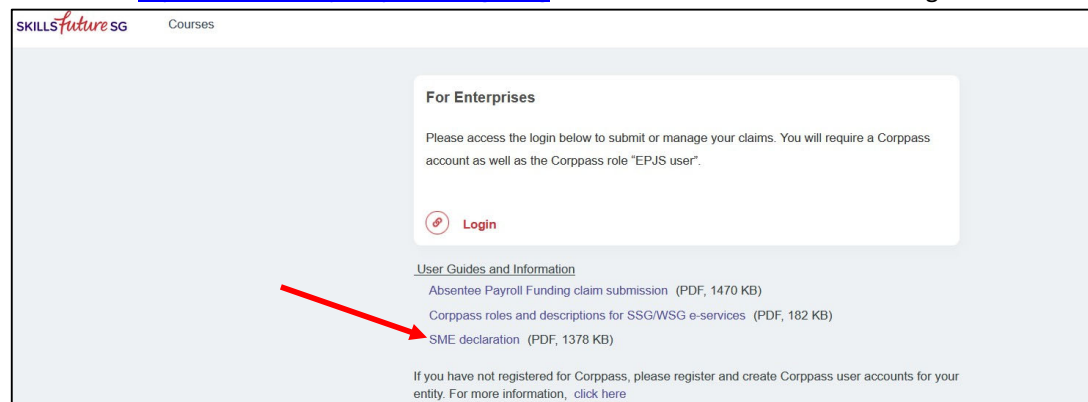
- 3) Company training coordinator to declare Small Medium Enterprise (SME) status if applicable. Supporting document is required for declaration of SME status.

'Max No. of sponsorship' can be left blank if there is no restriction on the number of employee company wants to sponsor. This is subject to remaining vacancies in the course intake.

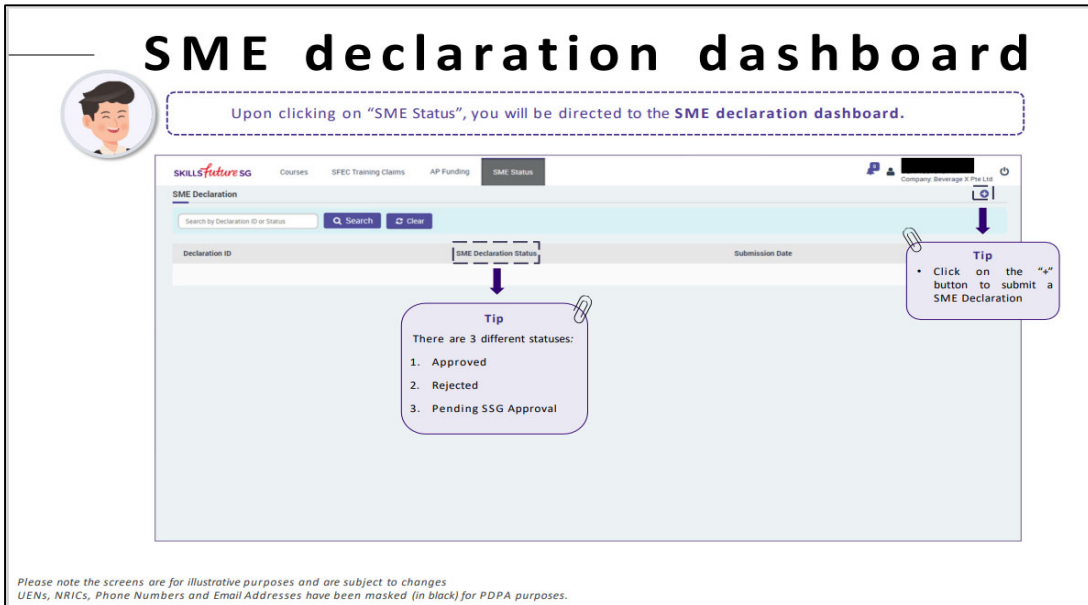
Please note the link expiry date. This expiry date is the deadline for sponsored employee to submit their course application and for training coordinator to approve sponsorship (see step 7).



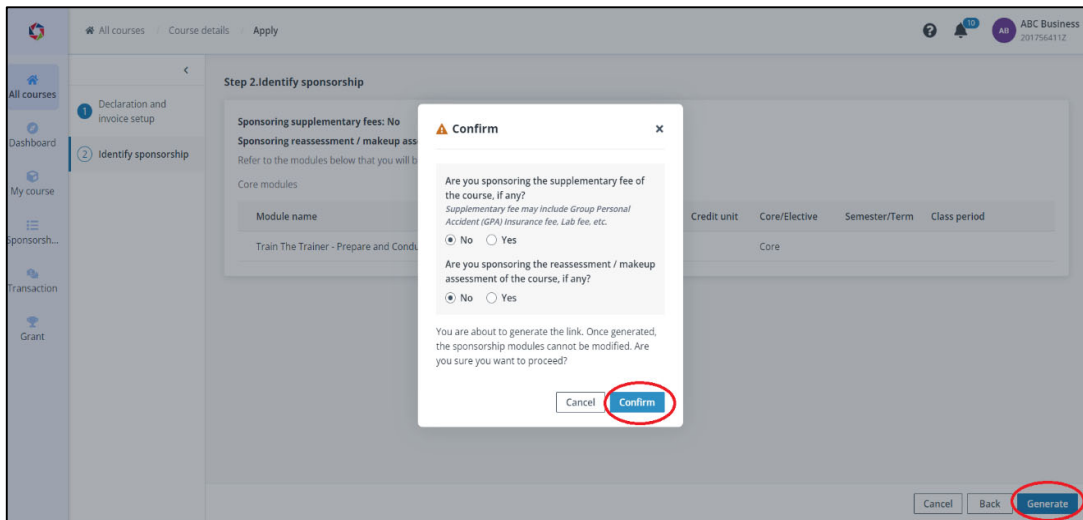
Please visit <https://sfec.enterprisejobskills.gov.sg> and refer to the SME declaration guide.



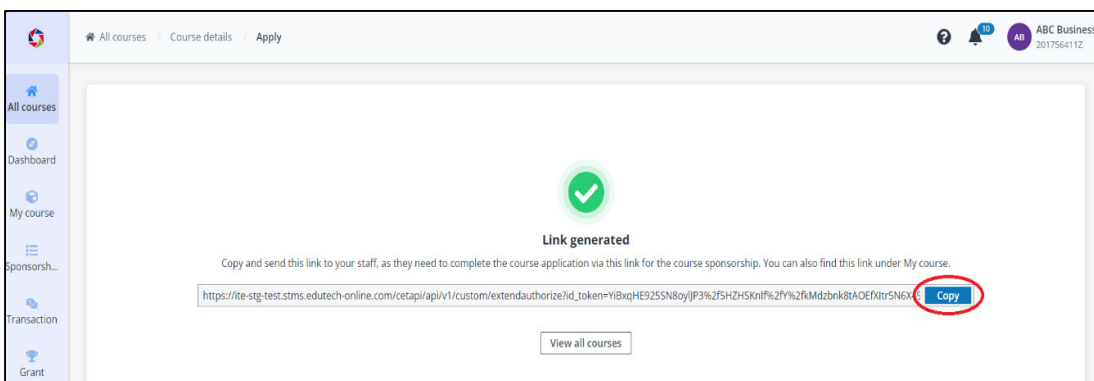
Company training coordinator can screenshot the view below from the SME declaration dashboard, and upload as supporting document.



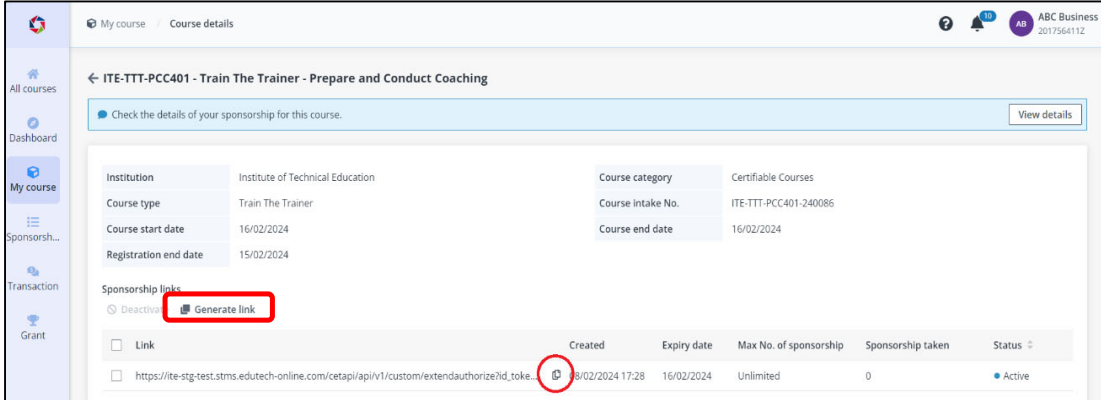
4) Click 'Generate' and 'Confirm'



5) A unique sponsorship URL link will be generated. This link can only be generated once for the same course date. Company training coordinator **to email** the unique URL link to the employee for application. Please note the link expiry date mentioned in Step 3.

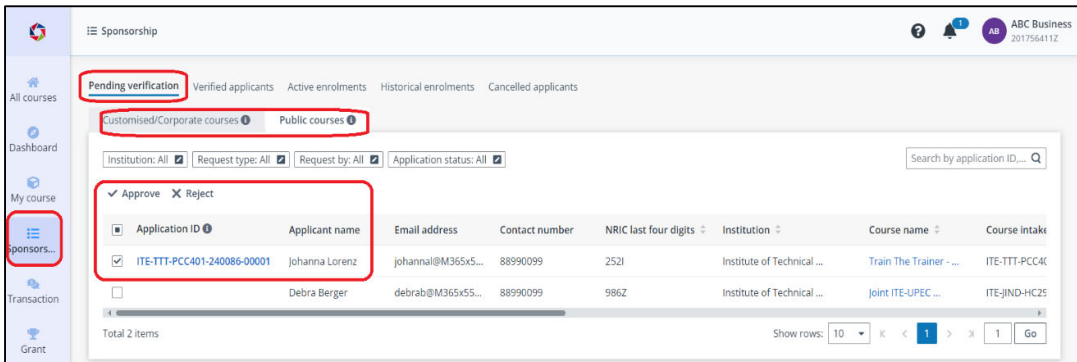


In the event company training coordinator needs to retrieve the same generated URL link, go to **'My course'** and search for the specific course in **Public courses** tab. Click on the course name and the icon to copy the link. If the generated link has expired, please click **'Generate link'** to generate a new link to send to sponsored employee.



- 6) The sponsored employee needs to submit his/her course application in STEP via the sponsorship URL link by the link expiry date. He/she may refer to **'Guide for Company-sponsored Employee'**.
- 7) Upon application submitted by the employee, company will receive both (a) notification in STEP Company Portal () beside company name) and (b) email for verification of company sponsorship.
 - i) Click on the link in the email. Login with Corppass and proceed with the verification;
OR
 - ii) Login to Company Portal, go to 'Sponsorship' tile to find the corresponding applicant and verify.

Select **'Approve'** or **'Reject'** the sponsorship of the corresponding applicant.



- 8) Upon clicking 'Approve', company training coordinator will be prompted to key in additional details such as **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 primary billing 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.

Can leave blank if not required.

Click 'Save'.

The screenshot shows a web application interface for 'Sponsorship'. On the right, an 'Approve' modal is open. The modal contains the following fields and options:

- PO No.:** A text input field, currently empty.
- Contact profile:** A dropdown menu with 'None' selected.
- Require Vendors@Gov e-invoice:** Radio buttons for 'No' (selected) and 'Yes'.

At the bottom right of the modal, there are 'Cancel' and 'Save' buttons. The 'Save' button is highlighted with a red box. The background shows a table of applicants with columns for Application ID, Applicant name, Email address, Contact number, and NRIC last four digits.

Application ID	Applicant name	Email address	Contact number	NRIC last four digits
<input checked="" type="checkbox"/> ITE-TTT-PCC401-240086-00001	Johanna Lorenz	johanna.l@m365x5...	88990099	2521
<input type="checkbox"/>	Debra Berger	debrab@m365x55...	88990099	986Z

- 9) After approval, the employee will appear in the **'Verified applicants'** tab. At this point, the employee's course application is pending ITE for enrolment once the course has meet the minimum pax.

Sponsored employee will receive notification when the course is confirmed or cancelled at least 2 weeks before course commencement date.

The screenshot shows the 'Sponsorship' management interface. The 'Verified applicants' tab is selected. Below the tabs, there are filters for 'Customised/Corporate courses' and 'Public courses'. A table lists the following data:

<input type="checkbox"/>	Application ID	Applicant name	Email address	Contact number	NRIC last four digits	Institution	Course name	Course intake
<input type="checkbox"/>	ITE-TTT-PCC401-240086-00001	Johanna Lorenz	johanna@m365x5...	88990099	252I	Institute of Technical ...	Train The Trainer - ...	ITE-TTT-PCC401
<input type="checkbox"/>	ITE-JIND-HC2901CJUP-240001...	Diego Siciliani	diegos@m365x558...	88990099	999A	Institute of Technical ...	Joint ITE-UPEC ...	ITE-JIND-HC25

- 10) You may refer to the complete [step-by-step guide](#) to manage employees' learning activities, such as application and sponsorships, as well as to track transactions and billing statuses.