

Guide for Company-sponsored Employee (Public run)

Important If you are a new user to Skills Training & Enhancement Portal (STEP), please go to <u>https://stms.polite.edu.sg/identity</u> to set up your account and profile first. You may refer <u>here</u> for guidance. This is a one-time exercise and takes about 5 mins to complete. You do not need to do this step if you already have a STEP account.

For registration under company sponsorship, please follow the steps below for existing STEP account holder.

1) Click on the sponsorship URL link for course registration sent from your company training coordinator, and sign in with Singpass / Student ID.



2) Ensure you are registering for the correct course and dates and upload supporting document(s) where applicable. After checking your details, click **'Save and next'**.

0	Application / Apply for co	0	ф ⁶⁴ р	Diego Siciliani 8226906Q					
A Il courses	< Applicant details	 Your personal information 	hasn't been verified. You are required to upload supporting docum	ents for your profile verification	٦.				
ashboard (y course (cademic dvisement	2 Education qualification 3 Other information Pre submission mission et minimu entry requirement check ITE-TTT-PCC401 - Train The Trainer - Prepare and Conduct Coaching								
pplication	5 Declaration form 6 Preview application form		Drag files h	ere, or browse DC; DOCK; PPT; more)					
ansaction Award	7 Module selection	Step 1. Applicant details The system retrieves your pe Name (According to Citizenship type Pass type	rsonal information from your profile. You can go to My profile > Pen Diego Siciliani Foreigner RPass (Work Permit)	ional particular to manually up Date of birth FIN Pass explry date	date the profile information. ********* @ S****999A @ 16/07/2026				
cademic ocument					Cancel Sav	e as draft	Save and next		



3) Update your education qualifications. Click 'Save and next'.

0	Application / Apply for	course	Piego Siciliar Diego Siciliar 8226906Q
All courses Ø Dashboard	 Applicant details Education qualification 	Step 2. Education qualification No formal qualification Provide the information of your education qualifications for course application.	Sync education qualification
🕞 My course	3 Other information	+ Add education qualification	
ाड Academic advisement	Pre-submission 4 minimum entry requirement check	Academic No. Qualification type Full-time/Part-time qualification/professional Completed with no pass Grade/GPA certification	Year of award Award institution
Application	5 Declaration form	No items to show in this view.	
Carlor Ca	6 Preview application form	Supporting outcoments Select system files	
	7 Module selection	Drag files here, or browse Up to the (DOC, poct, PPT; more)	
Academic		Cancel S	ave as draft Back Save and next

4) Update your working experience.

0	Application Apply for	course	P Alex Wilber
All courses	 Applicant details Education qualification 	Step 3. Working experience No working experience Provide the information of your relevant working experience for course application.	Sync working experience
😯 My course	(3) Working experience	Add working experience No. Start data. End data. Working experience tune. Eield of work. Name of employer Pacition held	Brief job description
Academic advisement	 Other information Pre-submission minimum entry requirement check 	No. Just use End use working experience type read of work in this view. No items to show in this view. Supporting documents Select system files	bile jou description
Request & task	6 Internal staff declaration	Urag files here, or browse Up to 10 MR (DOC BOCK PPT; more)	

- 5) Complete next few steps of application accordingly. Click 'Save and next'.
- 6) Preview your application form and click 'Back' to update if necessary. Click '**Complete**' and '**Confirm**'.

Ø	Application / Apply for	course		0 4	Diego Siciliani 8226906Q
*	<	I confirm that I have met the minimum entry requirements	and wish to proceed		1
All courses	1 Applicant details	Step 5. Declaration form			^
Ø Dashboard	2 Education qualification	Declaration form Declaration			
😥 My course	3 Other information	1. I/We declare that the information given is true and correct i	to the best of mv/our knowledge.		
advisement	Pre-submission minimum entry requirement check	2. I/We declare that I/We am aware of and 3. I/We understand that classes will be con- 4. I/We declare that I/We am aware of the edit the form a	K	erves the right to cancel or postpone classes due to unforeseen of	rcumstances.
Application	5 Declaration form	account. For company, please ensure that number to receiving bank account, please		UEN is linked to company bank account. For details on how to lin	ik your FIN/NRIC/UEN
Request &	6 Preview application form	5. Do note that photographs and videos m	Close Confirm	d fillidisclosed to ITE and its relevant partners for rourse administra	tion/funding
Q Fransaction	7 Module selection	7. I have read and agree to the POLITE Info-Communications 1	echnology Acceptable Use Policy (ICT AUF	P) at https://for.edu.sg/ict-aup.	constanting.
nteres and the second s		I hereby acknowledge all information under this declaration	n form		7
Academic document				Cancel Save as draft	Back Complete



7) Ensure that the application is reflected as 'Company-sponsored'. You may click on '**View payment** summary' to view the breakdown of course fees.

As you are under company sponsorship, total amount payable will be reflected as zero. The invoice will be sent to your sponsoring company. Click **'Close'**.

0	Application / Apply for	course					0 🍋	Diego Siciliani 8226906Q
All courses	 Applicant details Education qualification 	Step 7. Module selection View the modules that you need to complete for this cour You need to finish all core modules to get the certificates.	rse. You need to meet the min	imum requirement of completing	, all modules to get	the course certificate.	Cor	mpany-sponsored
😭 My course	Other information	Module name	Module code	Credit unit	Core/Elective	Semester/Term	Class perio	d
📚 Academic dvisement	Pre-submission minimum entry requirement check	Train The Trainer - Prepare and Conduct Coaching By this declaration, the institution reserves the rights te 	ITE-PCC401 o amend the schedule of the i	programme. Once it's confirmed,	Core we will inform you.			
pplication	5 Declaration form	View payment summary						
Request &	Preview application form							



8) Click 'Submit' and 'Confirm'.

٥	Application / Apply for	course						0	¢64	Diego Siciliani 8226906Q
All courses	Applicant details Education qualification	Step 7. Module selection View the modules that you need to complete You need to finish all core modules to yet th	for this course. You need to meet the minimum reque	irement of c	completing all	modules to get t	he course certificate.		Com	pany-sponsored
My course	③ Other information	Module name	🔺 Confirm	× Cre	edit unit 🛛	Core/Elective	Semester/Term	Class	period	
Academic Advisement	Pre-submission minimum entry requirement check	Train The Trainer - Prepare and Condu	You are about to complete your module selection. Check and ensure all information selected is accurate. You will not be able to make any changes after confirmation. Are you sure you want to proceed?	it's o	Core it's confirmed, we will inform you.					
Application	(5) Declaration form	View payment summary								
Request & task	form		Cancel							
Q Transaction	7 Module selection									
P Award										
Academic document								Can	cel	Save Submit



Application has been submitted.

¢	Application / Application details	0	. 64	Diego Siciliani 8226906Q
All courses				
Dashboard	O			
Academic advisement	Application submitted Thank you for submitting the application. Please check your mailbox and student portal notifications for the outcome of your application. View applications			

 You can also view the course in 'Application' tile. Status will be 'Pending Sponsorship approval'.
 Please inform your company training coordinator to verify and approve your application in Company Portal.



10) After your company training coordinator has verified and approved company sponsorship, the application status will be updated to '**Admitted**'.



- 11) Once the course has meet its minimum pax, you will receive enrollment details via email and STEP portal about 2 weeks prior to course commencement date.
- 12) You may refer to the complete **<u>step-by-step guide</u>** to manage your learning activities.