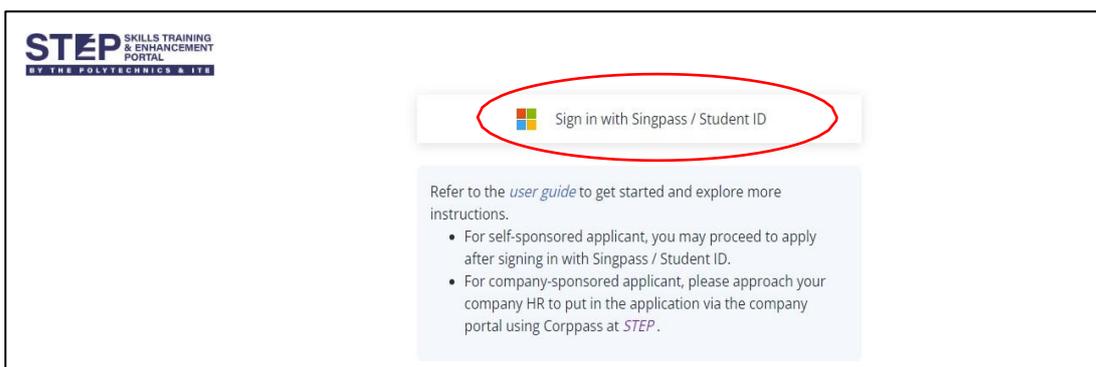


## Guide for Company-sponsored Employee (Public run)

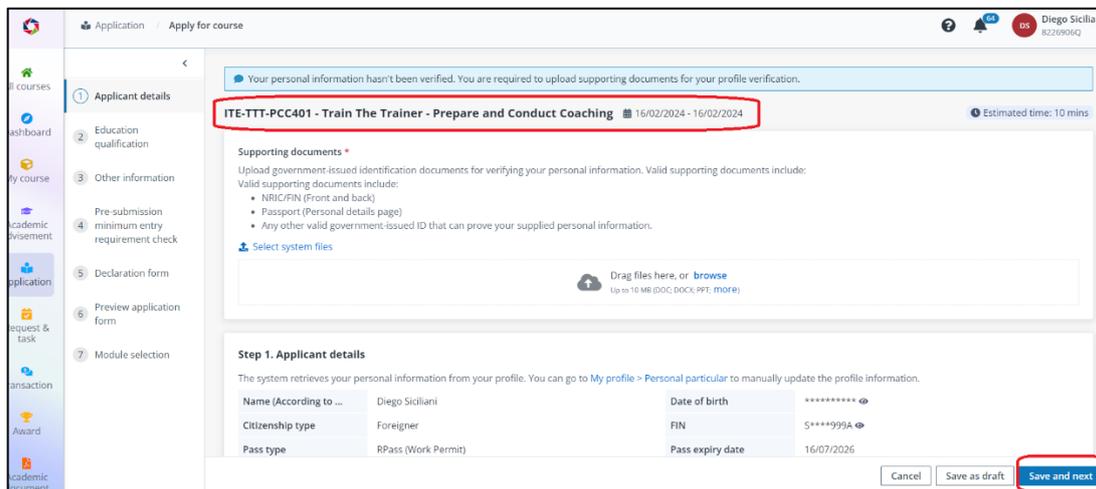
**\*Important\*** If you are a new user to Skills Training & Enhancement Portal (STEP), please go to <https://stms.polite.edu.sg/identity> to set up your account and profile first. You may refer [here](#) for guidance. This is a one-time exercise and takes about 5 mins to complete. You do not need to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



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

The screenshot shows the 'Step 2. Education qualification' form. The left sidebar contains a navigation menu with items like 'All courses', 'Dashboard', 'My course', 'Academic advisement', 'Application', 'Request & task', 'Transaction', 'Award', and 'Academic document'. The main content area has a progress indicator with 7 steps, where 'Education qualification' is the current step. The form includes a 'Sync education qualification' button, a table for adding education qualifications (with columns for No., Qualification type, Full-time/Part-time, Academic qualification/professional certification, Completed with no pass, Grade/GPA, Year of award, and Award institution), and a 'Supporting documents' section with a file upload area. At the bottom, there are buttons for 'Cancel', 'Save as draft', 'Back', and 'Save and next'.

4) Update your working experience.

The screenshot shows the 'Step 3. Working experience' form. The left sidebar is similar to the previous screenshot. The main content area has a progress indicator with 6 steps, where 'Working experience' is the current step. The form includes a 'Sync working experience' button, an 'Add working experience' button, and a table for adding working experience (with columns for No., Start date, End date, Working experience type, Field of work, Name of employer, Position held, and Brief job description). There is also a 'Supporting documents' section with a file upload area. At the bottom, there are buttons for 'Cancel', 'Save as draft', 'Back', and 'Save and next'.

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'**.

The screenshot shows the 'Step 5. Declaration form' in the application system. The left sidebar is similar to the previous screenshots. The main content area has a progress indicator with 7 steps, where 'Declaration form' is the current step. The form contains a declaration text and a 'Confirm' button. A dialog box with the title 'Alert' is open, displaying the message: 'You have completed the application form. You cannot edit the form after you submit it.' The dialog box has 'Close' and 'Confirm' buttons. At the bottom of the form, there are buttons for 'Cancel', 'Save as draft', 'Back', and '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'.

**Step 7. Module selection**

View the modules that you need to complete for this course. You need to meet the minimum requirement of completing all modules to get the course certificate.

You need to finish all core modules to get the certificates.

Module name	Module code	Credit unit	Core/Elective	Semester/Term	Class period
Train The Trainer - Prepare and Conduct Coaching	ITE-PC401		Core		

By this declaration, the institution reserves the rights to amend the schedule of the programme. Once it's confirmed, we will inform you.

[View payment summary](#)

**View payment summary**

Fee description	Amount
Course Fee	\$5620.00
Course Fee - GST (9%)	\$555.80
Amount payable by company	\$5675.80
<b>Total amount payable</b>	<b>\$50.00</b>

[Close](#)

- 8) Click 'Submit' and 'Confirm'.

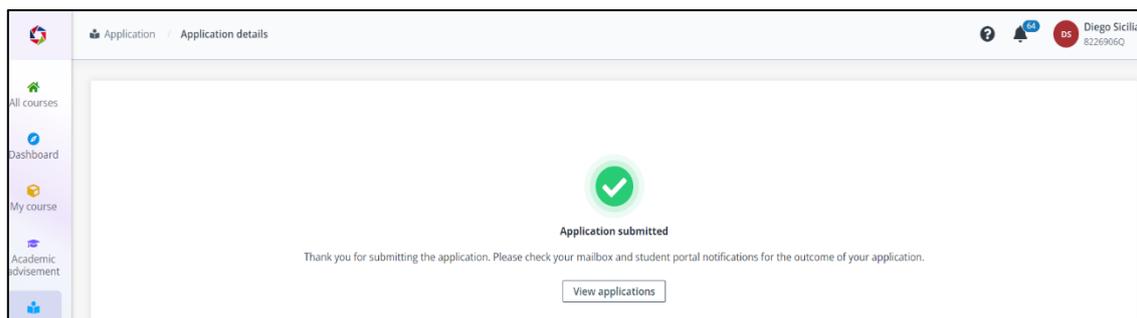
**Confirm**

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?

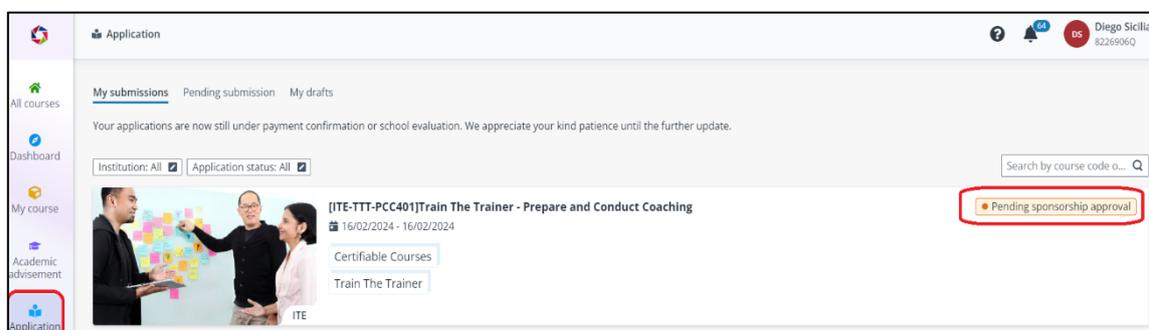
[Cancel](#) [Confirm](#)

[Cancel](#) [Save](#) [Submit](#)

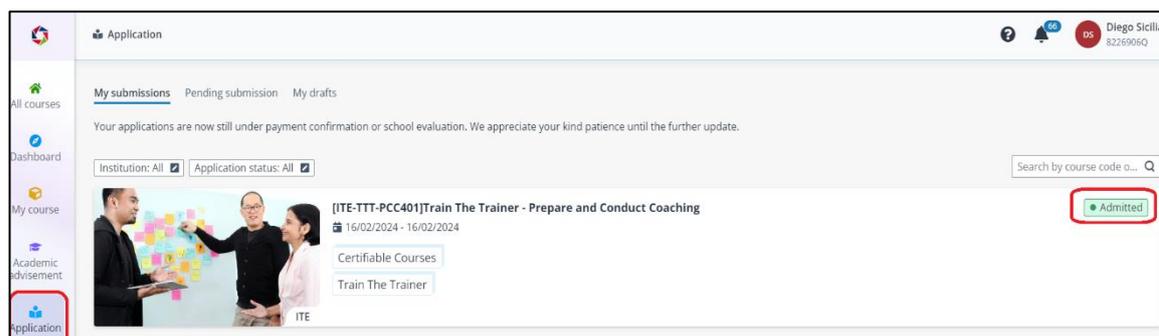
Application has been submitted.



- 9) 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 [step-by-step guide](#) to manage your learning activities.