

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 <u>here</u> for steps to update contact and billing details.

- (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'.

 (a) Scenario A: Company training coordinator has <u>yet to sign in to Company portal</u> 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**.

Course Intake:	ITE-TTT-PCC401-240088		 View class per 	riod 🔨
ructure Course intake	No. ITE-TTT-PCC401-240088	Registration period	20/02/2024 - 20/02/2024	
Course date	21/02/2024 - 21/02/2024	Venue	ITE Headquarters	
Арру				
rest Course Intake:	ITE-TTT-PCC401-240089		View class period	riod 🔦
erest Course intake:	ITE-TTT-PCC401-240089	Registration period	View class pe 20/02/2024 - 20/02/2024	riod 🔨

Double check the course dates before applying.



Click on 'Sign in/Sign up'.

About course	Course intake: ITE-TTT-P	CC401-240088			View class period	
Course structure Course intake No. ITE-TTT-PCC401-2400			0088	Registration period	20/02/2024 - 20/02/2024	
Financial matters	Course date	21/02/2024 - 21/02/	2024	Venue	ITE Headquarters	
Apply Test Apply Apply Register Interest Course Intake: ITE-ITT-PCC401-240089		CC401-240089	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.			
Avea of interest	Course intake No.	ITE-TTT-PCC401-2	If you have an account apply for the course.	, click "Sign in/Sign up" to	20/02/2024 - 20/02/2024	
orkplace Learning	Course date	23/02/2024 - 23/0		Cancel Sign in/Sign up	ITE Headquarters	

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

STEP POLICE TRANSCO		
	Sign in with Singpass / Student ID	
	Refer to the user guide to get started and explore more instructions. • For self-sponsored applicant, you may proceed to apply after signing in with Singpass / Student ID. • For company-sponsored applicant, please approach your company HR to put in the application via the company portal using Corpass at CTEP	
	Local account	
	🛍 User name	
	Password	
	Sign in	

Sign in with Corppass
Refer to the <i>user guide</i> to get started and explore more instructions.



(b) Scenario B: Company training coordinator signed in to <u>STEP (polite.edu.sg)</u> Company Portal first and then search for course.





STEP SKILLS TRAINING & ENHANCEMENT PORTAL BY THE POLYTECH NICE & ITE	
	Sign in with Corppass
	Refer to the <i>user guide</i> to get started and explore more instructions.

Search for the course to sponsor the employee.

0	쑴 All courses			(ə 🏴	ABC Business 201756411Z
All courses				prepare and conduct coaching	×	₩ Filters
Oashboard		A M				
My course	ITE		ITE			
iponsorsh	Prepare and Conduct Coaching	Internet Prepare and Conduct Coaching ¹⁰ 09/02/2024 - 09/02/2024				
و Transaction	Certifiable Courses	Certifiable Courses				
	Train The Trainer	Train The Trainer	•			
Grant			2 results shown			



Click 'Apply' on the left panel; OR

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

0	All courses / Course details				0	¥10	ABC Business 201756411Z
*	About course	Course schedule	2				
All courses	Course structure	Course intake: ITE-TTT-P	CC401-240085		Wiew class period	^	
Ø Dashboard	Financial matters		_		-		
	Course schedule	Course intake No.	ITE-TTT-PCC401-240085	Registration period	08/02/2024 - 08/02/2024		
e Mu course		Course date	09/02/2024 - 09/02/2024	Venue	ITE Headquarters		
ing course	Apply	Course intake schedule info	rmation				
Sponsorsh		Test					
Q,	Area of interest	Apply					
Transaction	Workplace Learning	Course intake: ITE-TTT-P	CC401-240086		 View class period 	^	
Ŧ	People Management		_				
Grant	Professional Development	Course intake No.	ITE-TTT-PCC401-240086	Registration period	08/02/2024 - 15/02/2024		
		Course date	16/02/2024 - 16/02/2024	Venue	ITE Headquarters		
		Course intake schedule info	rmation				
		Test					
		Apply					

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).

	[ITE-TTT-PCC401-240086] Train The Trainer - Prepare and Conduct Coaching Certifiable Courses
Declaration and	Course date: 16/02/2024 - 16/02/2024
invoice setup	Maximum pax: 0
2 Identify sponsorship	
	Instructions
urse	To sponsor your staff for the course, fill up the information required below.
	A unique link will be generated for your company to forward to the staff and complete the course application. Once the annitration is submitted via the senerated link your company will be notified to verify the sonosorshin again. For more details, refer to STEP Knowledge Portal for Company
rsh	once an opproace on a second contract or and your company ran or realized or really use species sing against or rank or contract or real contracts or and or contracts.
tion	I declare that my company is a Small Medium Enterprise (SME)
	For more information on how to qualify, update, and retrieve the Small and Medium Enterprise status, please refer to https://sfec.enterprisejobskills.gov.sg.
	O No
t	• Yes
	Supporting documents *
	Drag files here, or browse
	Up to 10 MB (DOC; DOC; PPT; more)
	Max No. of sponsorship 🛈 Link expiry date 🛈
	16/02/2024
	Cancel Next

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

skills future sg	Courses		
		For Enterprises Please access the login below to submit or manage your claims. You will require a Corppass account as well as the Corpoass role "FPJS user"	
		 Login 	
		User Guides and Information Absentee Payroll Funding claim submission (PDF, 1470 KB) Corppass roles and descriptions for SSG/WSG e-services (PDF, 182 KB) SME declaration (PDF, 1378 KB)	
		If you have not registered for Corppass, please register and create Corppass user accounts for your entity. For more information, click here	



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

1	Upon clicking on	"SME Status", you will be directed to th	e SME declaration dash	board.
	SKILLS future SG Courses SFEC Train	aing Claims AP Funding SME Status		Company: Beverage X Pte Ltd
	SME Declaration Search by Declaration ID or Status Q Searce	th 🛛 🕽 Clear		
	Declaration ID	SME Declaration Status	Submission Date	• Click on the
		Tip There are 3 different statuses: 1. Approved 2. Rejected 3. Pending SSG Approval		SME Declaration

4) Click 'Generate' and 'Confirm

0	🔗 All courses 👘 Course d	ietails Apply						0 🍋	ABC Business 201756411Z
All courses	<	Step 2.Identify sponsorship							
() Dashboard	invoice setup Identify sponsorship	Sponsoring supplementary fees: No Sponsoring reassessment / makeup ass Refer to the modules below that you will b	A Confirm	×					
My course		Core modules Module name	Are you sponsoring the supplementary fee of the course, if any? Supplementary fee may include Group Personal Accident (GPA) insurance fee. Lab fee. etc.	f	Credit unit	Core/Elective	Semester/Term	Class period	
Sponsorsh		Train The Trainer - Prepare and Condu	No Yes Are you sponsoring the reassessment / make assessment of the course, if any? No Yes	зup		Core			
Grant			You are about to generate the link. Once generat the sponsorship modules cannot be modified. Au you sure you want to proceed?	ied, re					
							[Cancel B	ack Generate

5) A unique sponsorship URL link will be generated. This link can only be generated once for the same course date. Company training coordinator <u>to email</u> 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 D 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.

0	My course / Course deta	ails				0	¥10	ABC Business 201756411Z
All courses	← ITE-TTT-PCC401 - Tra	in The Trainer - Prepare and Conduct Coaching						
Ø Dashboard	Check the details of your	neck the details of your sponsorship for this course.						
🕞 My course	Institution	Institute of Technical Education	Course ca	egory	Certifiable Courses			
<u> </u>	Course type	Train The Trainer	Course int	ake No.	ITE-TTT-PCC401-240086			
Sponsorsh	Course start date	16/02/2024	Course en	d date	16/02/2024			
9	Registration end date	15/02/2024						
Transaction	Sponsorship links S Deactivat 🖉 📕 Gener	rate link						
Grant	Link		Created	Expiry date	Max No. of sponsorship	Sponsorship taken	S	tatus 🌣
	https://ite-stg-test.s	tms.edutech-online.com/cetapi/api/v1/custom/extendauthorize?id_toke	8/02/2024 17:28	16/02/2024	Unlimited	0	•	Active

- 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.

Ø	i≣ Sponsorship						0 📌	ABC Business 201756411Z
All courses	Pending verification Verified applicants	Active enrolments	Historical enrolments	Cancelled applicants				
Ø Dashboard	Institution: All	Request by: All	Application status: All	2			Search by appl	lication ID, Q
My course	✓ Approve 🗙 Reject							
:=	Application ID ()	Applicant name	Email address	Contact number	NRIC last four digits	Institution 🤤	Course name 🗘	Course intake
sponsors	ITE-TTT-PCC401-240086-00001	Johanna Lorenz	johannal@M365x5	88990099	2521	Institute of Technical	Train The Trainer	ITE-TTT-PCC40
Nansaction		Debra Berger	debrab@M365x55	88990099	986Z	Institute of Technical	Joint ITE-UPEC	ITE-JIND-HC25
🟆 Grant	Total 2 items					Show rows: 10	• K < 1 > X	1 Go



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'.

0	i≣ Sponsorship					Approve	×
All courses	Pending verification Verified applicants	Active enrolments	PO No.				
Dashboard	Institution: All 2 Request type: All	Request by: All	Contact profile None Require Vendors@Gov e-invoice No				
IE	Application ID	Applicant name	Email address	Contact number	NRIC last four digits	O Yes	
ponsors	ITE-TTT-PCC401-240086-00001	Johanna Lorenz	johannal@M365x5	88990099	2521		
Q Transaction		Debra Berger	debrab@M365x55	88990099	986Z		
Grant	a ca 2 items						
	Contact Feedback Report Vulnerability Privacy Statement Best viewed using the latest 3 versions of M	Terms of Use Aicrosoft Edge, Mozilla Fir		Cancel			



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.

Ø	I≣ Sponsorship					04	ABC Business	
All courses	Pending verification Verified applicants Act	tive enrolments	Historical enrolments	Cancelled applicants				
Dashboard	Institution: All 2 Application status: All 2 Search by application ID, Q							
i≡ iponsors	Application ID Application	pplicant name	Email address	Contact number	NRIC last four digits 🗘	Institution ≑	Course name 🗘	Course intake
	ITE-TTT-PCC401-240086-00001 Jol	hanna Lorenz	johannal@M365x5	88990099	2521	Institute of Technical	Train The Trainer -	ITE-TTT-PCC4(
(Nansaction	ITE-JIND-HC2901CJUP-240001 Di	iego Siciliani	diegos@M365x558	88990099	999A	Institute of Technical	Joint ITE-UPEC	ITE-JIND-HC29

10) You may refer to the complete <u>step-by-step guide</u> to manage employees' learning activities, such as application and sponsorships, as well as to track transactions and billing statuses.