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 gainfully 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).

Who qualifies for the NTUC-SEP?

- For CAT/FIA, approval for application is by Level only. Trainees who have completed some papers in the same level are not eligible to apply for this subsidy.

- For ATTS Specialist Certificate in Taxation, approval for application is for the full course only. Trainees who have completed some papers in the course are not eligible to apply for this subsidy.

- 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 under funding at any one time (note that each CAT /FIA level is treated as a separate course)
  - Courses with the same 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.

Terms and Conditions

- 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 CAT /FIA paper in that level under funding.
  - Sat for all prescribed examinations within the stipulated duration given and upon receipt of your examination result, to furnish SAA-GE a copy so as to certify that you have sat for the exams.
  - 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

Funding Rates with effect from 1 December 2010

<table>
<thead>
<tr>
<th>Funding Component</th>
<th>Courses Targeted at Rank &amp; File</th>
<th>Course Targeted at PMETS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course fee supported</td>
<td>80% of course fee capped at $7/hr</td>
<td>50% of course fee capped at $15/hr</td>
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<tr>
<td>Absentee payroll support</td>
<td>80% of hourly basic salary capped at $4.50/hr</td>
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*PMET = Professionals, Managers, Executives and Technicians

Training Allowance under NTUC-SEP for the Lower Income Union Members

- To make training more affordable and accessible for the lower income union members, and to encourage more to come forward for training, additional incentives are also provided.

For all new applications received on or after 1 January 2007, for courses commencing on or after 1 January 2007, lower income union members who are taking the NTUC-SEP programme will be eligible for a training allowance of **S$5 per hour capped at $9000 per year** (based on the number of actual course hours attended) **if they fall under any one of the following salary categories**:

  - monthly gross income of S$1,700 & below or;
  - monthly basic income of S$1,400 & below or;

- NTUC will automatically apply absentee payroll (training allowance) for those students under the NTUC-SEP scheme for lower income union members.
When will I know the outcome of my application?

- If you had submitted via NTUC’s online portal, you will be notified on the outcome within 3 weeks after NTUC had given the approval to your funding application to SAA-GE. Upon NTUC’s approval of the NTUC-SEP application, the school will send a tax invoice, terms and conditions and a confirmation letter to your mailing address.

- 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 (SAA Global Education) 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).

When can I expect the claims reimbursement?

- You can expect to receive the reimbursement within 2 months from the date of receipt of all required documents by NTUC-SEP. The funds will be credited directly into your bank account through GIRO.

- Your claims may be rejected if,
  - You have not fulfilled the criteria
  - If there has been a late/incomplete submission of the documents.

- In order to prevent any possible delay to the claims reimbursement, kindly inform NTUC-SEP and SAA-GE immediately if there is a change to your residential address and bank account.

Where can I get more information on NTUC-SEP?

1) NTUC Customer Service Centre,
   #B1-01, NTUC Centre
   Singapore 018989

2) e2i (Employment and Employability Institute Pte Ltd)
   141 Redhill Road
   #01-01 Blk A
   Singapore 158828

   Hotline 6213 8088
   Email ubi@e2i.com.sg
   NTUC Website www.ntuc.org.sg
   Funding Application https://skillsupgrade.ntuc.org.sg
**APPLICATION PROCEDURE**

**Step 1: Register to be a Student Member**

- **FIA/CAT Student Membership**
  - From SAA-GE, applicants can submit educational documents to ICPAS Examination and Student Registry (ESR) to assess exemptions to determine which level of CAT /FIA they are applying the subsidy for.
  - Do note that any exemption granted for any papers in FIA-Introductory Certificate in Financial and Management Accounting / Intermediate Certificate in Financial and Management Accounting means that you will not be eligible for funding for that level. For FIA – Diploma in Accounting and Business, a maximum of 1 paper exemption is allowed to be eligible for funding.
  - All students intending to sit for examinations MUST register with ACCA (UK) and CAT(S) Ltd. The Foundations in Accountancy Registration form should be duly completed and submitted along with the following:
    - Originals and photocopies of all official educational certificates and transcripts (2 copies required if you are submitting Singapore qualifications.)
    - Original and photocopy of NRIC (Both sides) for Singaporeans and Singapore PRs or Original and photocopy of Passport for foreigners
    - Official translations where documents are not in English.
    - A passport-sized photograph.
    - A non-refundable initial registration fee of S$110 payable by Cash, NETS, credit/debit cards or cheque made payable to ‘CAT (S) Ltd’.
    - £72 payable by credit/debit cards / money order / bank draft to ‘The Association of Chartered Certified Accountants’.
  - Closing dates for applications to be:
    - 31 December if you wish to sit for the June Examination
    - 15 August if your wish to sit for the December Examination

- **ATTS Student Membership**
  - All students intending to sit for examinations MUST register with the Association of Taxation Technicians Singapore (ATTS).
  - The ATTS registration form should be duty completed and submitted along with the following:
    - Original and photocopies of official educational certificates and transcripts from GCE ‘O’ Levels above.
    - Original and photocopy of NRIC for Singaporeans and Singapore PRs or Passport for foreigners.
    - Official translations where documents are not in English.
    - A softcopy of passport size photograph sent via email to atts@icpas.org.sg for the processing of student registration card. (Please state your full name and NRIC number on the email)
    - A non-refundable registration fee of S$65 by cash, NETS, credit/debit cards or cheque, payable to “ATTS”
  - If your application is successful, you will receive your registration number and all registered students are required to pay student fees from the following year onwards.
  - Closing dates for ATTS membership registration:
    - 15 February if you wish to sit for the June Examination.
    - 15 August if you wish to sit for the December Examination.
Step 2: Funding Application

- Student may proceed with the enrolment commencing around 2 months before each intake. The deadline for submission of the NTUC-SEP funding application online will be 30 days before intake commencement (the intake commencement date is a generic date; please check with Grace/Yi Jun).
  
a. Logon to the NTUC Union members NTUC-SEP application page at https://skillsupgrade.ntuc.org.sg and you will be required to prepare a PDF softcopy for each of the following for uploading (additional documental proof may be required subsequently by NTUC),
   
i. 1st page of bankbook
   ii. Both sides of NRIC

b. You will be asked the following course details which you can obtain from Grace/Yi Jun at SAA-GE,
   
i. Generic Course Start Date
   ii. Generic Course End Date

- After this all students applying for the NTUC-SEP funding scheme has to submit the Course Enrolment Form to SAA-GE as seats are limited.

- Application Deadline

<table>
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<tr>
<th>Intakes</th>
<th>Course &amp; Level</th>
<th>Window for NTUC-SEP Online Application via</th>
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<tbody>
<tr>
<td>January</td>
<td>CAT - All Levels &amp; ATTS</td>
<td><a href="https://skillsupgrade.ntuc.org.sg">https://skillsupgrade.ntuc.org.sg</a></td>
</tr>
<tr>
<td>March</td>
<td>CAT - Intro/Inter</td>
<td>Check with SAA-GE in early January for the exact window</td>
</tr>
<tr>
<td>July</td>
<td>CAT - All Levels &amp; ATTS</td>
<td>1st to 30th May</td>
</tr>
<tr>
<td>September</td>
<td>CAT - Intro/Inter</td>
<td>Check with SAA-GE in early July for the exact window</td>
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Step 3: Class Enrolment

- NTUC will approve approx. 1 week before class start date. Upon approval, the following will be sent to the student from the school.
  - Tax invoice for payment (made within 30 days from invoice date)
  - Enrolment Confirmation letter
  - Terms and Conditions

  While waiting for NTUC’s approval for the funding scheme, the student has to submit the Course Enrolment Form first, obtainable from SAA-GE counter or downloadable from http://www.saa.org.sg/CAT/109/106/page.html (Under the “Course Intakes & Scheduler”). This is necessary so that we are able to reserve a seat for the student. Students will need to hand in personally to SAA-GE Counter as all students are required to sign the student contract upon their submission of the enrolment form.

- To make payment for the full portion of the course fees as stated in the tax invoice, student can pay using cash, NETS, credit/debit card or cheque and you will need to bring the following,
  
  - The original copy of the signed Terms and Conditions form
  - The tax invoice.

- 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 (applicable for T1 – T4 only) or the written based exams in June and December (applicable for T1 – T10).

Further Clarification

- For CAT funding information, please contact Grace Tan at 6744 9700 or grace.tan@saa.org.sg
- For ATTS funding information, please contact Yi Jun at 6744 9700 or yijun.lim@saa.org.sg
- Alternatively, you can also find out more CAT and ATTS course information via our website at www.saa.edu.sg