SKILLS DEVELOPMENT FUND (SDF)

INTRODUCING SDF

What is SDF?

- The Singapore Workforce Development Agency-Skills Development Fund (WDA-SDF) was established in order to encourage employers to invest in skills upgrading of the workforce. The SDF does this by offering assistance as an incentive to companies to send their employees for training.

What is the WDA SkillsConnect system?

- The SkillsConnect system, https://www.skillsconnect.gov.sg is an e-portal which serves as a central gateway for the Singapore Workforce Agency’s (WDA’s) business partners and customers to apply for accreditation and training incentives.
- Under this system, companies can enroll their employees for SDF approved courses via the SkillsConnect and need only pay the nett course fees to the training providers.

Application for CAT under SAA

- Companies can enroll their staff for the CAT or ATTS Diploma in Taxation course via the SkillsConnect system. Funding will be up to 90% of the course fees, so companies pay only the nett fees (portion that is not funded). At the end of each level, SAA will claim the training assistance from SDF if the trainee fulfills the 75% class attendance and have sat for the examination within the duration stated.
- Note: Funding is available only for course fees less GST. SDF does not cover student membership fees / exam fees.

Who is Eligible for Assistance?

- All companies registered or incorporated in Singapore
- Training must be fully sponsored by companies
- Trainees must be employees who are Singaporean or Singapore PR.
- For CAT, approval for application is by CAT level only, i.e.,
  - Introductory (T1 and T2)
  - Intermediate (T3 and T4)
  - Advanced (T5, T6, T7, T9 and T10)
  - Diploma (TT5, TT6 and TT7)
  - CAT Option Papers (T9 and T10)
- Trainees who have completed some papers on their own or have exemptions in the particular level will not be eligible to apply for this subsidy for that level.
- For ATTS Diploma, approval for application is for the full course only (i.e. 4 papers). Trainees who have completed some papers in the course are not eligible to apply for this subsidy.
What Are The Funding Awards for Eligible Students?

- The SDF funding awards are as follows:
  - SDF training assistance – helps to defray cost of training

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<th>With effect from 1 April 2007</th>
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<td>40 years old and above, GCE “A” Levels &amp; below</td>
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<td>90% of course fee or $11 per training hour, whichever is lower</td>
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*Different funding rate applies for courses under the Employability Skills System (ESS)*

Skills Redevelopment Programme (SRP)

- The SRP absentee payroll is awarded to Applicant Company for the purpose of defraying the manpower costs incurred when they send their employees for training during working hours.
- If the training is conducted outside the working hours of employees, the absentee payroll funding is awarded for the purpose of alleviating the opportunity costs of employees, and the funding is to be paid to employees via the employer with the mandatory top-up to be made by the employer.
- The SRP training allowance is an ‘add-on’ to the SDF funding and cannot be applied on its own.
- To register for the SRP absentee payroll, the website to go to is [https://www.skillsconnect.gov.sg](https://www.skillsconnect.gov.sg)

Terms and Conditions:

- The trainee must complete the full course whilst in the Company's employment.
- The trainee must attain a minimum of 75% attendance for each class and must sit for all the examinations for the papers under that CAT level within the stipulated duration given.
  - The trainee is to sign in the attendance list before every class. The attendance list is located in the classroom. If at any time, attendance is below 75%, the Trainee will be required to account for those days absent, if not the Applicant Company will have to pay the school the full course fees.
- For the CAT course, the trainee can opt to enroll for the papers in the Advanced Level over a maximum of 2 intakes, i.e. 1 year. However, payment for the whole level must be made during the point of initial enrolment. Papers in the Introductory and Intermediate Levels have to be taken during the same intake, i.e. 6 months.
- For the ATTS Diploma, the trainee can opt to enroll for the 5 papers over a maximum of 3 intakes. However, payment for the whole course must be made during point of initial enrolment.
APPLICATION PROCEDURE

Step 1: Register to be a Student Member

- **CAT Student Membership**
  
  Applicants can submit educational documents to *ICPAS Examination and Student Registry (ESR)* to assess exemptions to determine which level of CAT they are applying the subsidy for.
  
  - Do note that *any exemption granted for any papers in the CAT-Introductory / Intermediate level means that you will not be eligible for funding for that level*. For CAT-Advanced, a maximum of 1 paper exemption is allowed if you wish to apply for funding.
  
  - All students *intending to sit for examinations MUST register with ACCA (UK) and CAT(S) Ltd*. The ACCA / CAT(S) Technician Registration Form should be duly completed and submitted along with the following:
    - Originals and 2 copies of educational certificates and transcripts
    - 1 photocopy of NRIC (Both sides) OR photocopy of Passport for foreigners
    - 1 passport sized photograph
    - S$100 payable by cash, NETS, credit card or cheque to ‘CAT (S) Ltd’.
    - £60 payable by credit card / 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 Association of Taxation Technicians (S) Limited*. The following has to be submitted:
    - Copies of Birth Certificate, Identity Card or Passport;
    - Deed Poll Certificate, if your name differs from that stated on your Birth Certificate;
    - All Education (including GCE 'O' level) and Professional certificates in support of your application. Please remember to enclose official translation for any documents in a language other than English.
    - A softcopy of passport size photograph sent via email to mandy.chin@icpas.org.sg for the processing of student registration card.
      (This is required upon confirmation; please state your full name and registration 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 an exemption notification (if applicable). The annual subscription of S$65 to the ATTS is due on 1 January or July of each year immediately following the date of registration.

  - Closing dates for ATTS membership registration to be received by the Association of Taxation Technicians (S) Limited:
    - 15 February: if you wish to sit for the June Examination
    - 15 August: if your wish to sit for the December Examination
Step 2: SDF Funding Application By Company's HR Personnel

- If the company is not an SDF-approved company, the HR personnel have to register the company with SDF. Once that is done, the HR personnel may proceed to enroll the student online if SAA has uploaded the schedule for that intake. The schedule should be up approximately 1.5 months before class commencement.

What if the Company is NOT a Registered WDA SkillsConnect User yet?
- WDA SkillsConnect Account Registration
  
a. Company to register for a company profile with WDA SkillsConnect.
b. Please refer to WDA’s guideline for first time user, [https://www.skillsconnect.gov.sg/web/guest/firstimehelp](https://www.skillsconnect.gov.sg/web/guest/firstimehelp)

- Company is a Registered WDA SkillsConnect User
  - Proceed with funding application for employee

  a. Companies to complete an on-line enrolment form via the SkillsConnect system at least one day before course commencement.
b. Log into WDA SkillsConnect using your SingPass and click “Create Application”.
c. Once successful, SAA will then confirm the funding application on the SkillsConnect system and contact the trainee / Company. A confirmation of enrolment letter, tax invoice and terms and conditions will be mailed to the Company by SDF.

### Application Deadline

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<thead>
<tr>
<th>Intakes</th>
<th>Level</th>
<th>CAT Course</th>
<th>Intakes</th>
<th>Submit Online Application on SkillsConnect by</th>
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<tbody>
<tr>
<td>January</td>
<td>All</td>
<td>30 December</td>
<td>January</td>
<td>30 December</td>
</tr>
<tr>
<td>March</td>
<td>Intro/Inter</td>
<td>Check with SAA for exact date</td>
<td>July</td>
<td>30 June</td>
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<td>September</td>
<td>Intro/Inter</td>
<td>Check with SAA for exact date</td>
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Step 3: Class Enrolment

- Once the enrollment for the student has been confirmed online, a Tax Invoice, Terms and Conditions and a Letter of Confirmation will be sent to the company, attention to the student.

  - The student now needs to fill in the SAA Course Enrolment Form, which can be obtained from SAA or downloaded from [http://saa.org.sg/pdf/enrolment.pdf](http://saa.org.sg/pdf/enrolment.pdf)
  
    - Provide the company cheque payment for the unfunded portion of the course fee made payable to SAA Global Education Centre Pte Ltd.
    - The signed Terms and Condition and the Enrolment Form can both be submitted via mail or by hand in person to SAA.
    - Student can report for class as per schedule and attendance has to be signed for every class.

Further Clarification

- For CAT and ATTS funding information, please contact Brian Wong at 65975673 or brian@saa.org.sg

- Any updates on our new intakes can be found at the ‘News and Events’ section of our homepage at [http://saa.org.sg](http://saa.org.sg) and you can also find out more CAT and ATTS information via our SAA Website at [www.saa.org.sg](http://www.saa.org.sg)