

**SKILLS DEVELOPMENT FUND  
APPLICATION FOR NON – PRE-APPROVED TRAINING COURSES**

For Official Use Only :

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This form may take you 10 minutes to fill in.  
You will need the following information to fill in the form:

- Company registration record
- Training course details
- Trainee(s) details

**INSTRUCTIONS**

- 1) One copy of this form is required for each course. Please submit separate forms when applying for mature worker funding.
- 2) All items  are to be completed. Please indicate where information is not applicable.
- 3) Applications must be received by the Singapore Workforce Development Agency, Incentives and Finance Division, **at least one working day before the commencement date of the course**. For overseas training, commencement date is taken as the day trainee departs Singapore. Late applications will not be supported.
- 4) Please tick  at the appropriate boxes.

**PART I – INFORMATION ON COMPANY**

**1 Registered name of company with Accounting & Corporate Regulatory Authority(ACRA)**

**Company registration number with Accounting & Corporate Regulatory Authority(ACRA)**

**Correspondence Address**

Tel :

Fax :

Email :

Is this the first time your company is applying to the SDF? Yes  No

**2 Nature of Business**

(1) Manufacturing  (2) Service  (3) Government/Statutory Board

**3 Main Business Activities**

**4 Ownership**

(1) Wholly foreign  (2) Wholly local  (3) Foreign/Local joint-venture

Country :

Foreign countries :

% Foreign :

**5 Total Employment**

**6 Annual training budget as a percentage of company payroll**

 %

**7 Fixed Assets Investment (at Net Book Value) S\$**

## PART II - DETAILS OF TRAINING COURSE

8 Course title

**Note:** 1. Course contents must be attached. If training is conducted in-house by own instructors, please submit details of the trainers' qualifications and a set of training materials.  
2. For On-the-Job (OJT) Training Programme, please submit an OJT Training Plan. An OJT Training Plan should contain information on the main tasks, task elements, key points, task standards, skills and knowledge required, training guidelines and OJT hours. More information is obtainable from the SDF EasyNet website, <http://www.sdf.gov.sg>

9 Please explain the relevance of the training course to your company's needs and/or objective

10 Name of course provider (eg. school or institution)

Tel :

Fax :

11 Location of training

(1) Local

(2) Overseas

(3) Both

Please state country(s)

Please state country(s)

12 Mode of training

(1) Full-time

(2) Part-time

(3) On-the-job training

13 Duration of training per trainee (excluding meal breaks)

Local

No. of classroom training hours

No. of on-the-job training hours

Total no. of training hours

Overseas

No. of days

Total no. of training hours

(Detailed daily schedule must be attached)

Is training fully conducted during trainee's working hours ?

Yes

No

14 Nature of training

(1) In-house (Own instructors)

(2) In-house (external instructors)

(3) Study mission

(4) Overseas attachment

(5) Publicly-conducted course

(6) Apprenticeship

(7) Others

Please specify :

15 Nature of certification

(1) Degree and above

(2) NITEC

(3) Cert. of attendance/performance/NIL

(4) Diploma

(5) NITEC (Intermediate)

(6) Higher NITEC

(7) Certificate

(8) Master NITEC

Please specify :

## PART III - PARTICULARS OF TRAINEE(S)

**16 Training dates and total no. of trainee(s)**

Start date	End date (including exam)	Departure date from Singapore (for overseas training only)	Total No. of trainee(s)

**17 Current designation**

	No. of trainee(s)
(1) Managers & Heads .....	
(2) Executives & Engineers .....	
(3) Supervisors & Technicians .....	
(4) Production / Admin Support Staff .....	
(5) General Workers & Unskilled Workers .....	

**18 Salary range (salary per month)**

	No. of trainee(s)
(1) Below \$750 .....	
(2) \$750 - \$999 .....	
(3) \$1000 - \$1499 .....	
(4) \$1500 - \$2999 .....	
(5) \$3000 & above .....	

**19 Educational qualifications**

	No. of trainee(s)
(1) PSLE & below .....	
(2) Secondary education / NITEC Intermediate (less than 'O' Levels) .....	
(3) 'O' Levels / NITEC or equivalent .....	
(4) 'A' Levels / Higher NITEC or equivalent .....	
(5) Diploma ( Including professional & vocational ) .....	
(6) Degree / Post graduate .....	

**20 Age range**

	No. of trainee(s)
(1) Below 20 years .....	
(2) 20 - 24 years .....	
(3) 25 - 29 years .....	
(4) 30 - 34 years .....	
(5) 35 - 39 years .....	
(6) 40 years & above .....	

**21 Citizenship**

	No. of trainee(s)
(1) Singaporean / PR of Singapore .....	

**With effect from 1 January 2005, SDF funding support will only be extended to Singapore Citizen(s) and Permanent Resident(s) of Singapore. This revision is applicable to courses commencing on/after 1 January 2005.**

## PART IV - COST OF TRAINING

**22 Company's estimate**

**Total Cost (S\$)**

External Training # This includes in-house training conducted by external instructors

Nett Course/Tuition fee (exclude GST) @ \$  per trainee

(payable to external institutions, vendors and other third party providers, **excluding** discounts and rebates, if any)

Goods & Services Tax (GST) @ \$  per trainee

Others (eg. exam, registration, certification, library, refreshments, etc)

1)

2)

In-House Training

Cost of in-house training conducted by company's own personnel, or instructors from parent/sister company

Overseas Training

Projected cost of overseas course (including course fee, economy return airfare, hotel accommodation, food and transport costs) in Singapore currency

Grand Total cost of training :

**23 Please declare the following :**

a) Are the trainees direct employees on your Company's payroll ? Yes  No

If No, please clarify :

b) Are the trainees financially sponsored in full by your Company ? Yes  No

If No, please clarify :

c) Has your Company applied for any form of financial support for this particular training course from other government funds apart from the SDF and Skills Redevelopment Programme (SRP)? Yes  No

We declare that the facts stated in this application and the accompanying information are true and correct to the best of our knowledge and that we have not withheld/distorted any materials facts. We understand that if we obtain the training assistance by false or misleading statements, we may be prosecuted under Section 12 of the Skills Development Levy Act (Cap.306) and, in addition, the SDF may, at its discretion, withdraw the training assistance and recover immediately from us any amount of the training assistance that may have been disbursed.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
FULL NAME & DESIGNATION OF  
CHIEF EXECUTIVE OFFICER / MD / GM\*

*\* Delete appropriately*

\_\_\_\_\_  
FULL NAME & DESIGNATION OF  
OFFICER-IN-CHARGE

DATE: \_\_\_\_\_

Please send the completed form to :

**Singapore Workforce Development Agency  
Incentives and Finance Division**  
No 1 Marina Boulevard  
#16-01 ONE Marina Boulevard  
Singapore 018989  
Tel : (65) 6883 5885 Fax : (65) 6512 1333  
E-mail : [wda\\_sdf@wda.gov.sg](mailto:wda_sdf@wda.gov.sg)