

## SKILLSFUTURE STUDY AWARD FOR DISABILITY EMPLOYMENT PROFESSIONALS FREQUENTLY ASKED QUESTIONS

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| <b>A</b> | <b>FAQs - SkillsFuture Study Award for Disability Employment Professionals (General)</b>  |
| 1.       | <p><b>When is the SkillsFuture Study Award for Disability Employment Professionals open for application?</b></p> <p>Applications open from 17 Sep 2016. Please note that applications must be for courses that have not been completed at the point of application.</p>   |
| 2.       | <p><b>How can I apply for the SkillsFuture Study Award offered through SG Enable?</b></p> <p>Application is via the SkillsFuture Website at <a href="http://www.skillsfuture.sg/studyawards">http://www.skillsfuture.sg/studyawards</a>.</p> <p>You are to download the application form from SkillsFuture website (an editable PDF document), complete and submit application through the Application Portal.</p>  |
| 3.       | <p><b>Should I apply for the SkillsFuture Study Award before or after I apply for the specific course I am keen on?</b></p> <p>You are required to provide the course/training acceptance letter at the point of application and the course must not be completed at the point of application.</p> <p>Note that application for the courses is done on your own and is separate from the application for the SkillsFuture Study Award. You may wish to refer to the websites of the respective course providers for specific information regarding the courses.</p>   |
| 4.       | <p><b>What are the courses supported under the SkillsFuture Study Award for Disability Employment Professionals? Are online courses also supported?</b></p> <p>Supportable courses include, but are not limited to, local and overseas executive courses, Bachelor's and Master's degrees, and Specialist Diploma programmes.</p> <p>The list of courses highlighted is not meant to be exhaustive and should be relevant to the sector of work. Applicants may also propose relevant course and SG Enable will evaluate the course on a case-by-case basis.</p> <p>The SkillsFuture Study Award is applicable for online courses offered under Coursera and Udemy.</p> <p>You can apply for more than one course under the SkillsFuture Study Award for Disability Employment Professionals. The total fees for all proposed applications, including the course registration fees, course fees, costs for materials and other compulsory expenses (net of any other subsidies), must amount to S\$2,500 and above.</p> |

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| 5.  | <p><b>Given SG Enable is the champion for disability employment, what courses would SG Enable recommend for Disability Employment Professionals?</b></p> <p>Supportable courses include, but are not limited to, local and overseas executive courses, Bachelor's and Master's degrees, and Specialist Diploma programmes relating to understanding disabilities, supported employment, career education, career guidance, career counselling and workforce development. Certifications leading to acquiring strengths in profiling, coaching, negotiation, or counselling skills may be considered. Proposed courses should be relevant to the sector of work.</p> |
| 6.  | <p><b>Are part-time courses supported under the SkillsFuture Study Award for Disability Employment Professionals?</b></p> <p>There is currently no restriction on the course format. The SkillsFuture Study Award for Disability Employment Professionals supports part-time, full-time, online and classroom courses.</p>  |
| 7.  | <p><b>What should I do, if I would like to apply for the SkillsFuture Study Award for Disability Employment Professionals but my total course fees do not add up to S\$5,000?</b></p> <p>The total fees for all proposed applications, including the course registration fees, course fees, costs for materials and other compulsory expenses (net of any other subsidies), must amount to S\$2,500 and above.</p>  |
| 8.  | <p><b>Could I utilise the S\$5,000 monetary award for courses that are already heavily subsidised?</b></p> <p>Yes, you can use the award monies to defray your out-of-pocket expenses associated with the course on top of existing course fee subsidies.</p>   |
| 9.  | <p><b>Would I receive \$5,000 monetary award directly? Or would it be given to my sponsoring employer?</b></p> <p>The SkillsFuture Study Award is given to the individual and meant to defray your out-of-pocket expenses associated with the course that you will be taking.</p>   |
| 10. | <p><b>Is there a limit to the number of people who can receive the SkillsFuture Study Award for Disability Employment Professionals?</b></p> <p>All applications are evaluated on a case-by-case basis and shortlisted applicants will be notified.</p>   |

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| 11.      | <p><b>My employee is receiving / has received the SkillsFuture Study Award for his/her course(s). Would I be eligible for Absentee Payroll funding from WDA?</b></p> <p>To be eligible for the Absentee Payroll funding, the following requirements must be met:</p> <ol style="list-style-type: none"> <li>i. Company must be registered or incorporated in Singapore</li> <li>ii. Trainees must be fully sponsored by their employer for supportable cost components (such as course fees) incurred on the training course;</li> <li>iii. Trainees must be full-time or permanent part-time employees of the sponsoring company;</li> <li>iv. Trainees must continue to receive their salary when they attend training;</li> <li>v. Trainees must have achieved at least 75% attendance;</li> <li>vi. Trainees must have sat for and passed the examinations/ assessments where applicable; and</li> <li>vii. Trainees must complete the course whilst under employment of the sponsoring company.</li> </ol> <p>Please refer to the SkillsConnect website (<a href="https://www.skillsconnect.gov.sg/web/guest/AP">https://www.skillsconnect.gov.sg/web/guest/AP</a>) for further information on the eligibility criteria and courses supported for Absentee Payroll funding.</p> |
| <b>B</b> | <b>FAQs – SkillsFuture Study Award for Disability Employment Professionals (Technical Issues)</b>  |
| 12.      | <p><b>What kind of track records are you looking at? Can I apply SkillsFuture Study Award, if I am currently unemployed?</b></p> <p>The track records refer to the various continual learning efforts that you have undertaken and how you have applied these learning such as benefiting others in the field of disability employment. Unemployed individuals who meet the criteria are welcome to apply, and may wish to seek an endorsement from one of your previous employers.</p>  |
| 13.      | <p><b>The online submission page only accepts the application form. How do I submit other documents besides the application form (e.g. certificates, testimonial, referees etc)?</b></p> <p>You may forward the additional supporting documents, after you have submitted your SkillsFuture Study Award application, to <a href="mailto:sfsa@sgenable.sg">sfsa@sgenable.sg</a>. Please indicate the subject title of your email in this format: <b>[Full Name] [Application Number] [Name of Study Award]</b>. For example: John Tan SGE-D-20160705-143056190 SkillsFuture Study Award for Disability Employment Professionals.</p> <p>This will ensure that the necessary attachments are linked accurately to your SkillsFuture Study Award application.</p>   |
| 14.      | <p><b>How do I know if my application is successful?</b></p> <p>Shortlisted applicants will be notified via email 6 weeks after the application closes. If you do not hear from us, feel free to email us at <a href="mailto:sfsa@sgenable.sg">sfsa@sgenable.sg</a> or call us at 1800 8585 885.</p>   |