

[IBF CIRCULAR/2023/01]

16 August 2023

[IMPORTANT NOTICE] INTRODUCTION OF NEW ATTENDANCE-TAKING MODE: E-ATTENDANCE VIA SINGPASS

Dear Training Providers,

As part of SSG/ IBF's continuous review and improvement of Training Providers' operations, SSG/ IBF will be introducing a new digital attendance taking mode: e-attendance via Singpass. This will be the default attendance-taking mode for **physical face-to-face** and **synchronous e-learning** courses from 1 October 2023.

Background

2. Currently, Training Providers (TPs) use varying methods for the taking of attendance for the approved courses and some TPs have used the e-attendance via Singpass since the onboarding to TPGateway.

3. This new digital mode of attendance-taking would replace the existing attendance-taking modes and help TPs better manage the attendance-taking and administration process.

Key Benefits of e-attendance via Singpass

- I. **Increased Productivity:** TPs can achieve time and effort savings as you no longer need to manually upload attendance to TPGateway and there would be no need to retain hard-copy attendance.
- II. **Improved Grant Disbursement Process:** TPs can look forward to a more efficient grant disbursement process as manual efforts to provide required information would be reduced.
- III. **Increased Data Reliability:** TPs can have greater assurance that trainees are bona fide as their identities are verified via Singpass.
- IV. **Increased Convenience:** Trainees would just need to use their Singpass mobile application for their identity to be verified and attendance would be taken.

Briefing Sessions for TPs

4. SSG will be conducting briefing sessions for TPs to provide you with further details on this implementation.

Areas that will be covered during the session include:

- Why e-attendance via Singpass?
- How will this attendance-taking method benefit you as a Training Provider?
- Getting ready for e-attendance via Singpass - What's required from you and your Trainees?
- Addressing common queries

You may attend ONE of the briefing sessions listed below.

Date	Time	Link to session (MS Teams)
25 August 2023	10.30am – 12pm	click here to register
30 August 2023	10am – 11.30am	click here to register

5. For enquiries on e-attendance via Singpass, TPs can submit an online enquiry to <https://service-portal.skillsfuture.gov.sg/s/feedback/>

Thank you.

IBF