

[IBF CIRCULAR/2022/03]

9 October 2022

Dear Management Representatives, Programme Managers, Claims Administrators,

[IMPORTANT NOTICE] Official Launch of IBF Course Recognition and Grants Administration Features on TPGateway

1. Please note that IBF e-services on Training Partners Gateway (TPGateway) will go live on 10 October 2022. The services that are available on TPGateway are:
 - (i) Organisation Eligibility Application
 - (ii) IBF Standards Training Scheme (IBF-STS), Financial Training Scheme (FTS) and Core Financial Advisory Representatives / Capital Markets Services Representatives Continuing Professional Development (FAA/SFA CPD) Course Application
 - (iii) IBF-STS and FTS Claims submission (only for courses commencing from 10 October 2022 onward)
2. All IBF accredited or recognized courses have been migrated to TPGateway, and these courses have been assigned with new course reference numbers for training records submission and funding claims purposes.
3. Training Providers should verify that all your IBF accredited and recognised courses have been listed in the TPGateway course listing and update the information under Organisation Profile and Course Information to ensure its accuracy. The relevant sections / information that require verification / update are summarized below:

Section	Verification / Update Required
Organisation Profile > Basic Information	A. Complete information under "Contact Details" section Please refer to this guide for steps to update your Organisation Profile details.
Course Listing > Active Courses	B. Verify the accuracy of the details of all your IBF-STS or FTS courses. For example I. Information required for claims eligibility <ul style="list-style-type: none">▪ Validity periods of the IBF Accredited or Recognised course(s)▪ Approved Course Fees Any discrepancies or inaccuracies noted for these information should be reported to standards@ibf.org.sg before 20 October 2022. II. Information relating to IBF Accredited and Recognised courses <ul style="list-style-type: none">▪ Mode of Training & Training Duration▪ Mode of Assessment & Assessment Duration

	<ul style="list-style-type: none"> ▪ Educator(s) information e.g., trainer, assessor, course developer, assessor coach <p>Please refer to this guide for steps to update your approved courses before 20 October 2022.</p> <p>C. Please note that courses that are currently allowed to switch to alternative modes of training (e.g., courses can be conducted in either Classroom Facilitated Training or Synchronous e-learning), will now only reflect the Classroom Facilitated Training, as only one training mode is allowed for each course application in TPGateway.</p> <p>If your course(s) are offered in different modes for different cohorts, a new course application should be submitted for each alternative mode of training.</p>
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- Please also note that eNets payment gateway is currently not available to process your payment for new course applications. Notwithstanding, you will still be able to submit your course application(s) and save your application(s) under draft mode while pending for payment arrangements. IBF will provide further updates once eNETs payment gateway is available. You may also refer to our [website](#) for status update.
- For all other information regarding access to the TPGateway, please refer to the IBF Circular/ 2022/01 and IBF Circular/2022/02 which we have included under “References” below for your ease of reference. More information on TPGateway, including the new Grants Process and key steps to perform transactions on the system, can also be found in [existing guides on TPGateway](#).
- With the various reference materials to serve as guidance, we wish all a successful transition to TPGateway. Should you have any further enquiries, please write to us at <https://portal.ssg-wsg.gov.sg/feedback> or call our hotline at 6952 3011.

References:

- [\[IBF CIRCULAR/2022/01\]: All services related to IBF Standards Training Scheme, Financial Training Scheme and Core CPD course accreditation/recognition and claims submission will be moved to Training Partners Gateway on 10 October 2022](#)
- [\[IBF CIRCULAR/2022/02\]: Countdown to TPGateway and impact to existing SkillsFuture Credit \(SFC\)-eligible courses supported by IBF](#)
- [TPGateway Briefing Resources](#) – slides and videos

Thank you.

IBF