

IBF

TPGateway Briefing

15 & 23 Sep 2022



Before we start...



Please mute your microphone during the briefing

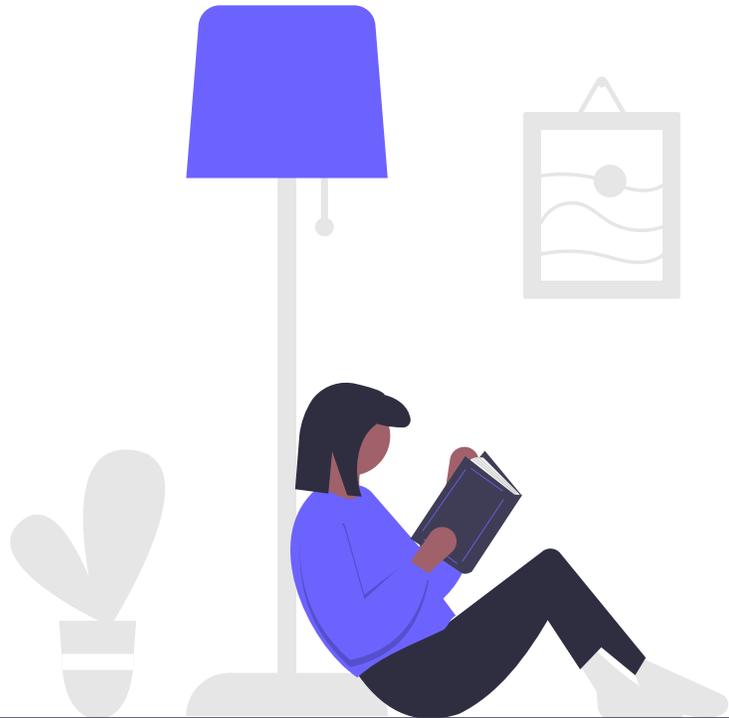


This session will be recorded



You may post your questions relating to the covered content in the chat function. We will address posted questions via the chat or live at the end of the session

Agenda



1 Introduction to TPGateway & TGS ▶▶

2 Logging in to TPGateway ▶▶

3 Submitting Organisation & Course Application ▶▶

4 Grants Process ▶▶

5 Next Steps & Reminder to Training Providers ▶▶

6 Question & Answer ▶▶



<https://TPGateway.gov.sg>

A **one-stop portal** that provides Training Partners with a **comprehensive list of resources and digital services**, from getting started to managing courses and grants

Introduction to Training Grants System



Used by **Training Partners**



One-stop portal for Training Partners to perform transactions, for example:

- Submit Course Applications
- Upload enrolment records
- Check training grants disbursement details



Used by **Agency Users**



Back-end system for Agency Users to process transactions submitted by Training Partners, for example:

- Process Course Applications
- Review training grants
- Release of training grants disbursements

TPGateway Onboarding Timeline



From 10 Oct 2022 onwards, IBF Portal will co-exist with TPGateway to support *selected* transactional services

29 Aug 2022: Introduction Communications to Training Providers

- Introduction to TPGateway
- Note that submissions are accepted but processed at best effort basis
- Go-live date announcement

15 and 23 Sep 2022: FTP Briefings

- Briefing session with IBF-TPs to introduce key functions of TPGateway

3 Oct 2022: Pre Go-live circular

- Additional self-help resources to be provided to TPs

10 Oct 2022:

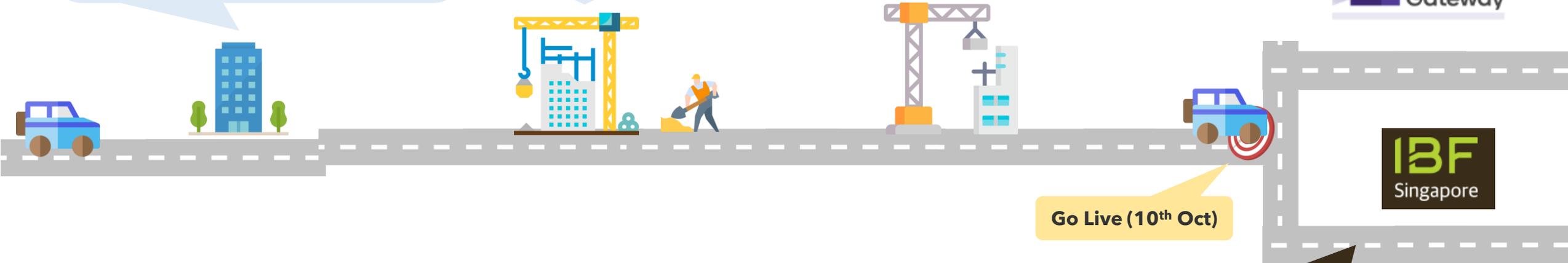
TPs transact in **TPGateway** for transactions for courses starting on or after 10 October 2021



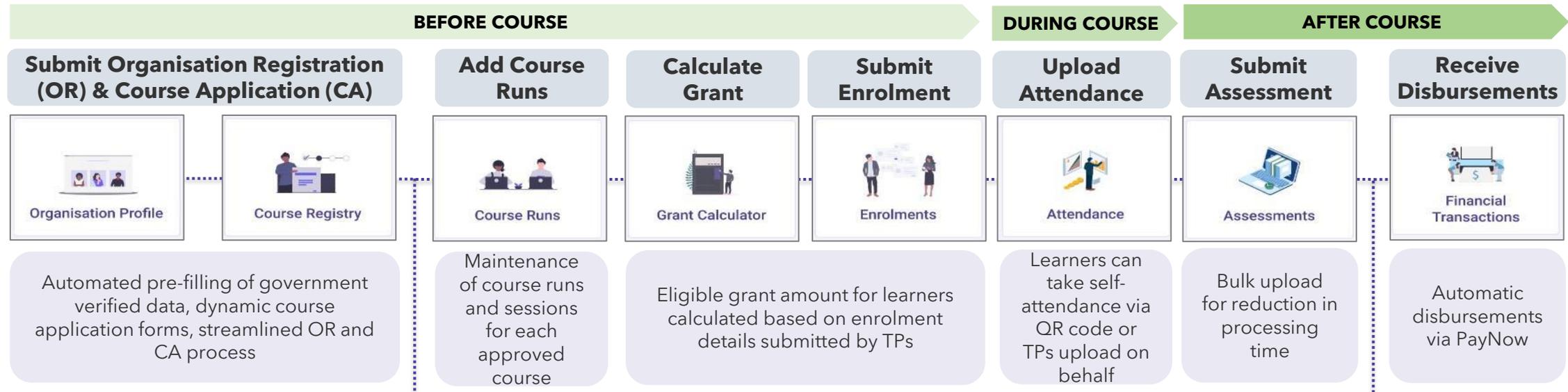
Go Live (10th Oct)

5 Oct 2022: Cut-off for OE and Course Applications

10 Oct 2022: Claims to be submitted in IBF Portal for courses starting before 10 October 2022

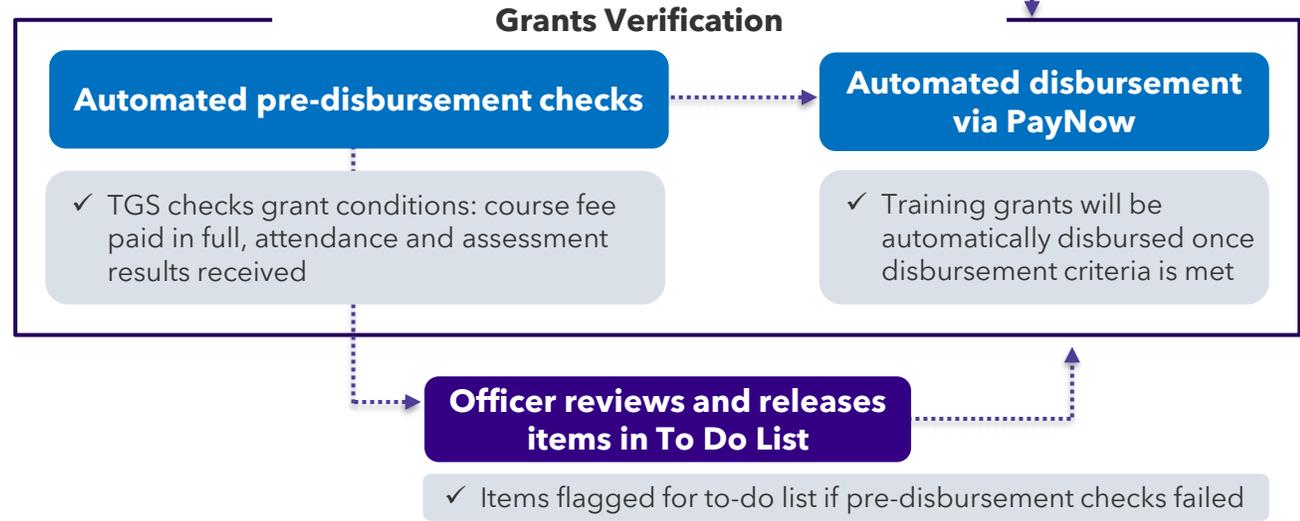


End-to-end Process in TPGateway



Officer processes OR & CA applications

- ✓ Quality control of TPs and the courses that they offer through validation of course applications
- ✓ Verification of TP's educators and course details
- ✓ Check against TP Blacklist to ensure credibility of TPs



Changes Associated with TPGateway



1 Where to perform transactional services (from 10 October 2022)

TPGateway:

- All Organisation and Course Applications
- Course Runs, Enrolment, Attendance and Assessment for courses starting on or after 10 October 2022

IBF Portal:

- All transactions for courses starting before 10 October 2022

2 Setup Corppass for TPGateway

- Corppass Administrator should assign users with "TPGAdmin" or "TPGUser" permissions on Corppass portal
- Users with "TPGAdmin" permission will log into TPGateway to set up user profiles for other users

3 Grants Process in TPGateway

- Create "**Course Runs**" and "**Course Run Sessions**", preferably before Course Start Date
- Submit "**Trainee Enrolment**" by 45 (public course runs) or 105 (in-house course runs) calendar days after Course Start Date
- Upload "**Attendance**" after each Course Run Session by 45 (public course runs) or 105 (in-house course runs) calendar days after Course End Date
- Upload "**Assessment**" by 45 (public course runs) or 105 (in-house course runs) calendar days from Course End Date
- Update "**Fee Collection Status**" of Enrolments by 120 calendar days after Course End Date

 Course Runs must be created before Enrolments / Attendance / Assessments can be submitted

4 Setup PayNow

- Set up Corporate PayNow for the organisation
- Add PayNow account in the "Organisation" tile on TPGateway

Logging into TPGateway

- TPGateway website
- Corppass permissions
- User management

TPGateway Homepage



TPGateway consists of a **comprehensive list of resources and digital services** to facilitate seamless training grant administration and improve productivity.



- Who We Are
 - Get Started
 - Plan Courses
 - Administer Courses
 - Training Grants
 - Resources
- [Log in with singpass](#)

What are you looking for?

Resources to support TPs in adopting innovative and digital practices and trends

Partnering with you to deliver quality courses

- Training Grants
- Digital Services
- Jobs and Skills Insights
- Resources



TRAINING GRANTS FROM GOVERNMENT AGENCIES

I want to find training grants from

Select an Agency

TRAINING GRANTS FOR ENTERPRISES

Enhanced Training Support for SMEs >

SkillsFuture Enterprise Credit

TRAINING GRANTS FOR INDIVIDUALS

SkillsFuture Mid-Career Enhanced Subsidy >

SkillsFuture Credit >

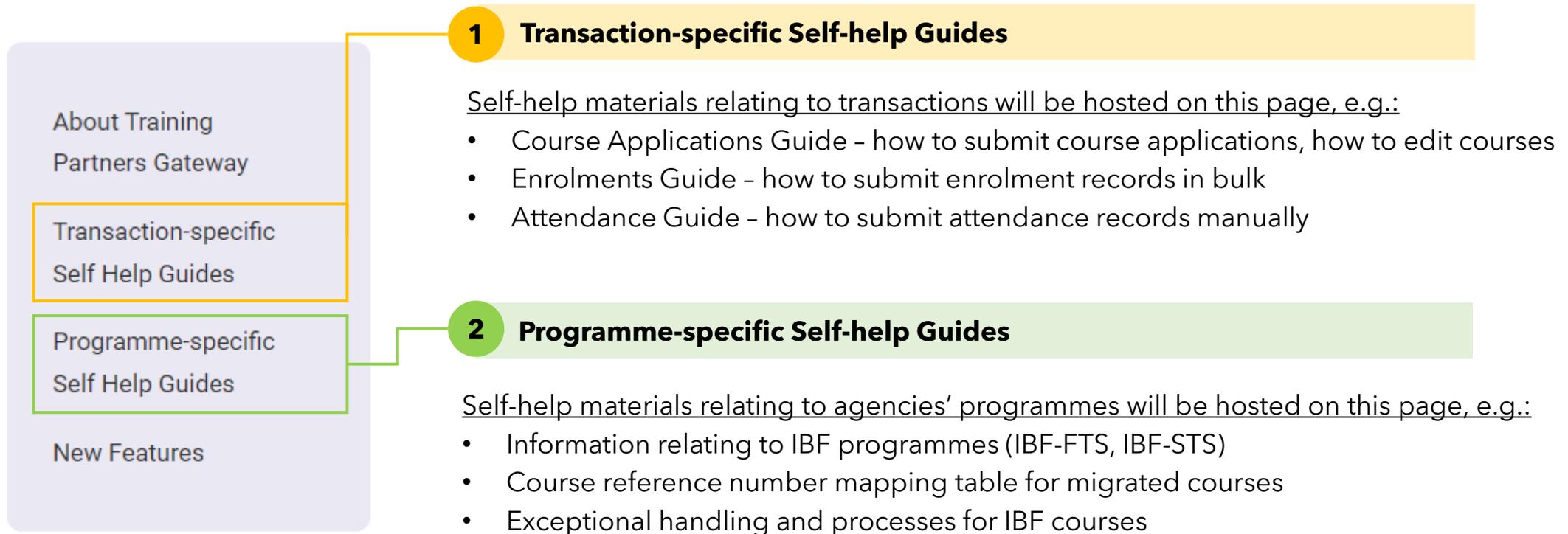
Self-Help Materials



Training Providers will be able to find self-help guides under “**Who We Are**” section.

The screenshot shows the Training Partners Gateway website. The navigation bar includes the logo, 'Who We Are', 'Get Started', 'Plan Courses', 'Administer Courses', 'Training Grants', 'Resources', a search icon, and a 'Log in with singpass' button. A search bar contains the text 'What are you looking for?' and a 'Search' button. The 'Who We Are' dropdown menu is open, listing 'About Training Partners Gateway', 'Transaction-specific Self-help Guides' (highlighted with a red dashed box), 'Programme-specific Self Help Guides', and 'New Features'. Below the navigation is a main heading 'Partners to deliver quality courses' and four service icons: Training Grants, Digital Services, Jobs and Skills Insights, and Resources. At the bottom, there are three columns for training grants: 'TRAINING GRANTS FROM GOVERNMENT AGENCIES' with a dropdown menu, 'TRAINING GRANTS FOR ENTERPRISES' with links for SMEs and Enterprise Credit, and 'TRAINING GRANTS FOR INDIVIDUALS' with links for Mid-Career Subsidy and Credit.

There will be two different pages of self-help guides upon go-live.

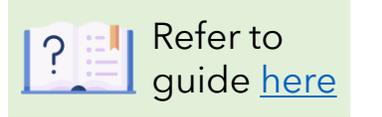


TPGateway Corppass Roles



Training Providers

The **Corppass Administrator** should assign users with “TPGAdmin” or “TPGUser” role on Corppass portal



Refer to guide [here](#)

CorpPass Role ID	Role Name	Role Description
TPGAdmin	TPGateway Admin	Assigned users will be given the rights to manage users and permissions for transactions in the TPGateway. This role should be assigned to company’s Training Grant Administrator or equivalent.
TPGUser	TPGateway User	Assigned users will be able to create, view, edit and submit applications for transactions granted to them. This role should be assigned to employees performing organisation administration, course administration and grants related submission.

There should be **at least 1** TPGAdmin user for each organisation



For more information on Corppass, please visit www.corppass.gov.sg
Alternatively, contact Corppass Helpdesk at Tel: (65) 6335 3530 or Email: support@corppass.gov.sg

Logging in to TPGateway



Training Providers can log in to TPGateway using their **Singpass credentials** after permissions have been granted on Corppass portal via their Corppass Administrator

Company Setup Page



New Training Partners will fill up the Company setup page to get started



Get Started

Plan Courses

Administer Courses

Training Grants

Resources



Organisation Information

Registration Number

Registered Name of Organisation



Pre-filled company data from ACRA - Any updates to these fields needs to be done at ACRA

Mailing Address *

Address Type *

Singapore Foreign

Block/Building Number

Enter Block/Building Number

Building Name

Enter Building Name

Street Name

Contact Details *

Office Telephone

Enter Telephone Number

Email

Enter Email ID

Fax

Enter Fax Number

TPGateway Post-Login Workspace



This is how the post-login workspace will look like

The screenshot displays the TPGateway post-login workspace. At the top left is the 'Training Partners Gateway' logo. The navigation menu includes 'Get Started', 'Plan Courses', 'Administer Courses', 'Training Grants', and 'Resources'. On the right side of the menu are icons for a grid, a bell, and a user profile. The main workspace consists of a 3x6 grid of 18 tiles, each with a lock icon. The tiles are: Organisation Profile, Qualifications, Course Registry, Course Runs, Enrolments, Attendance, Assessments, Grants, SkillsFuture Credit, SGUnited Skills, Financial Transactions, Certificates, TRAQOM, Grant Calculator, User Management, SkillsConnect, FMS, and Tax Invoice. The 'User Management' and 'FMS' tiles are the only ones that are not locked.



Locked tiles indicate either the feature is not in TPGateway yet, or the user has not been granted permission to access the tile(s).

TPGateway Post-Login Workspace



Let's look at the features in the post-login homepage



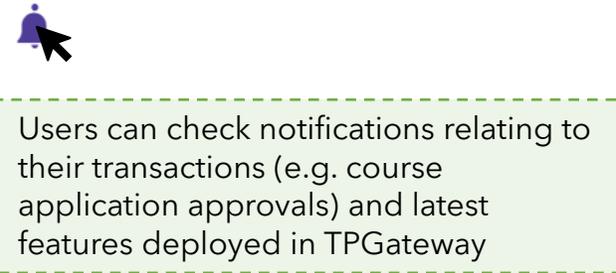
Get Started Plan Courses Administer Courses Training Grants Resources



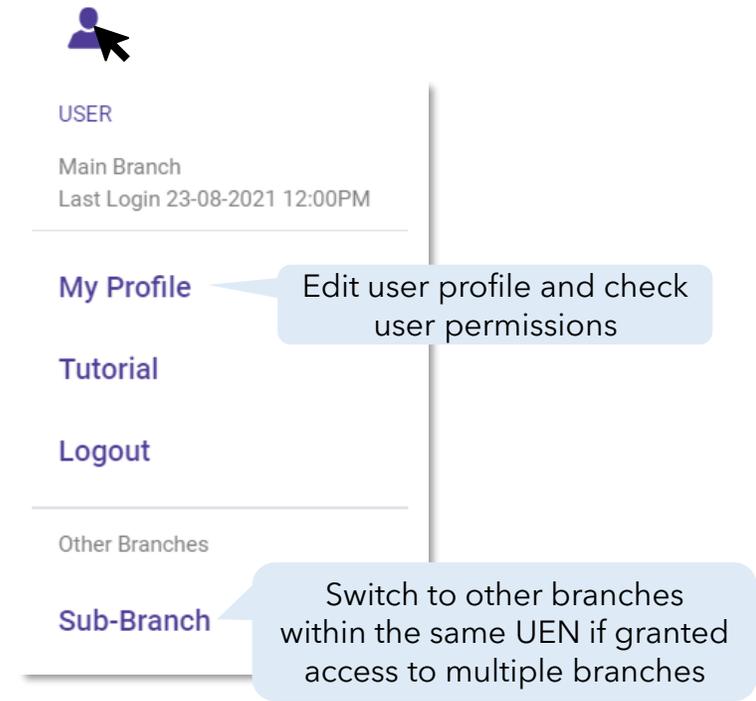
1 Quick navigation to other tiles



2 In-system notifications



3 Quick navigation to profile information



User Management



Click on the **“User Management”** tile to create users and manage access rights for other users within the organisation

Refer to guide [here](#)



Get Started Plan Courses Administer Courses Training Grants Resources



Organisation Profile	Qualifications	Course Registry	Course Runs	Enrolments	Attendance
Assessments	Grants	SkillsFuture Credit	SGUnited Skills	Financial Transactions	Certificates
TRAQOM	Grant Calculator	User Management	SkillsConnect	FMS	Tax Invoice

Walk Me Through



“User Management” tile is only available to users with **“TPGAdmin”** Corppass permission or TPGUsers who have been granted access to this tile by their TPGAdmin

User Management - Configure Permissions



Let's find out how to configure a user's permission. Click on the user's "Name" to manage his/her permissions.

Refer to guide [here](#)



- Get Started
- Plan Courses
- Administer Courses
- Training Grants
- Resources

Home > User Management

Users

Create Branch Create new user

Bulk Activate/Deactivate Clear Filter Search

Name: Main Branch

Name	Singpass NRIC / FIN / Foreign ID	Email	Status
User A	XXXXX2711	UserA@email.com	Active
User B	XXXXX2951	UserB@email.com	Active

User Management - Configure Permissions



Scroll to the bottom of the page and click on "Edit User Details" button



Get Started Plan Courses Administer Courses Training Grants Resources



TRAQOM

No Access

User Management

No Access

SkillsFuture Enterprise Credit

No Access

Claim

No Access

Agreement

No Access

Grant Calculator

No Access

Tax Invoice

No Access

SkillsFuture Training Subsidy

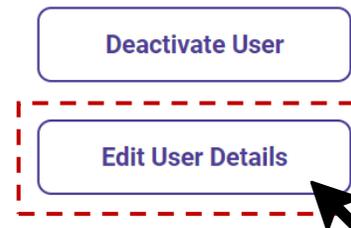
No Access

Claim Refund

No Access

Outcome Submission

No Access



User Management - Configure Permissions



Configure the permissions under "Permissions" section and click "Save"

Refer to guide [here](#)



Get Started Plan Courses Administer Courses Training Grants Resources



Permissions

Organisation Profile

Full Access

Qualifications

No Access

Course Registry

Read Only

No Access

Full Access

Read Only

- No access: Tile will be locked
- Read-only: Can view, but cannot write
- Full access: Can view and write

Course Runs, Attendance and Certificates

Full Access

Cancel Save

Upon successful update...

✔ User A has been updated. ✕

TPGateway Post-Login Workspace



After "Saving", the workspace will be updated with the new configurations. This is an example of an unlocked workspace.



Get Started Plan Courses Administer Courses Training Grants Resources



 Organisation Profile	 Qualifications	 Course Registry	 Course Runs	 Enrolments	 Attendance
 Assessments	 Grants	 SkillsFuture Credit	 SGUnited Skills	 Financial Transactions	 Certificates
 TRAQOM	 Grant Calculator	 User Management	 SkillsConnect	 FMS	 Tax Invoice



Locked tiles indicate either the feature is not in TPGateway yet, or the user has not been granted permission to access the tile(s).

User Management - Create new profile



Users who are granted with **TPGUser** Corppass permissions need to have their profiles created on TPGateway before they can log into the portal. Click on "Create new user" to create a new user profile

Refer to guide [here](#)



Get Started Plan Courses Administer Courses Training Grants Resources



Home > User Management

Users

Create Branch **Create new user**

Bulk Activate/Deactivate Clear Filter Search

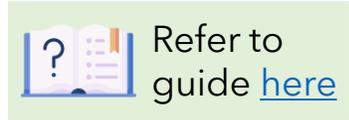
Name: Main Branch

Name	Singpass NRIC / FIN / Foreign ID	Email	Status
User A	XXXXX2711	UserA@email.com	Active
User B	XXXXX2951	UserB@email.com	Active

User Management - Create new profile



Complete the particulars of the new user to be created



Get Started

Plan Courses

Administer Courses

Training Grants

Resources



Home > User Management > New User

New User

Full Name

Full name will be synchronized from Singpass upon user's next login.

Singpass NRIC / FIN / Foreign ID

Please input user's identification number (NRIC, FIN or Foreign ID) used for their CorpPass registration.

Branch Name

Company UEN

XXXXXXXXXX

If the user should be granted access to more than one branch, one user profile should be created for each branch

Email

Status

Active

User Management - Create new profile



Training Providers

Configure the permissions under "Permissions" section and "Save"

Refer to guide [here](#)



Get Started Plan Courses Administer Courses Training Grants Resources



Permissions

Organisation Profile

Full Access

Qualifications

No Access

Course Registry

Read Only

- No Access
- Full Access
- Read Only



- No access: Tile will be locked
- Read-only: Can view, but cannot write
- Full access: Can view and write

Course Runs, Attendance and Certificates

Full Access

Cancel

Save

Upon successful update...

✔ User C has been updated

User Management - Create new profile



Refer to guide [here](#)

The new profile should appear on the list of users under the branch it was created under



Get Started Plan Courses Administer Courses Training Grants Resources



Home > User Management

Users

HELP Create Branch Create new user

Bulk Activate/Deactivate Clear Filter

Search

Name: Main Branch

Name	Singpass NRIC / FIN / Foreign ID	Email	Status
User A	XXXXX271I	UserA@email.com	Active
User B	XXXXX295I	UserB@email.com	Active
User C	XXXXX334G	UserC@email.com	Active

3 records



To log into TPGateway, users must:

- ✓ Have been granted with either "TPGAdmin" or "TPGUser" **Corppass role**
- ✓ For "TPGUser", have a **user profile created** within TPGateway under "User Management" tile



Users with "**TPGAdmin**" Corppass role will be able to:

- ✓ Access "User Management" tile by default
- ✓ Manage access rights of users across branches (if applicable)



From the "**User Management**" tile, users can:

- ✓ Create new user profiles
- ✓ Configure user access rights for the various transaction tiles



Refer to these user guides:

- ✓ [Getting Started Quick Reference Guide for new TPs](#)
- ✓ [User Management Quick Reference Guide](#)

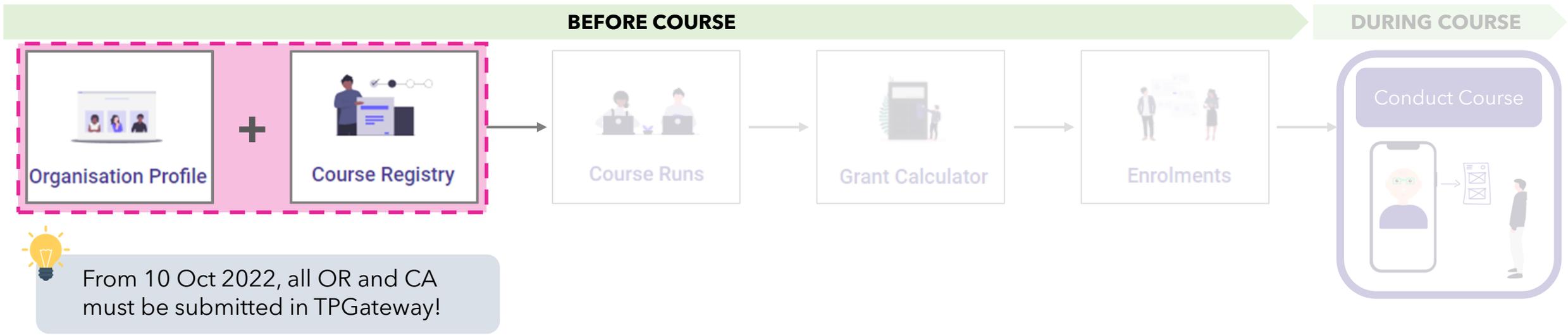
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Submitting Organisation and Course Applications

- Submitting Organisation Registration (This will not be covered in this session as Training Providers with Organisation Registration and Course approved will be migrated to TPGateway)
- Submitting Course Application
- Retrieving Tax Invoices



Organisation Registration (OR) & Course Application (CA)



Submitting a New Organisation Profile



Only new Training Providers with IBF are required to submit an Organisation Profile. Existing IBF TPs' Organisation Profile will be migrated upon go-live.

Training Partners Gateway

Get Started Plan Courses Administer Courses Training Grants Resources

Organisation Profile

Qualifications

Course Registry

Course Runs

Enrolments

Attendance

Assessments

Grants

SkillsFuture Credit

SGUnited Skills

Financial Transactions

Certificates

TRAQOM

Grant Calculator

User Management

SkillsConnect

FMS

Tax Invoice

Submitting a New Organisation Profile



Users are directed to their Organisation Profile under SSG by default. Click on "Switch Profile" and select "IBF" from the drop-down menu



Get Started Plan Courses Administer Courses Training Grants Resources



Home > Organisation Profile > SSG

Training Provider

Registered Business Address
Telephone
Target Training Group
Nature of Business (Main)

Mailing Address
Email
Type of Organisation
Year of Establishment

Switch Profile

Switch Profile
SSG
WSG
IBF
IMDA

New Application

Submitting a New Organisation Profile



Click on "New Application" if no profile under IBF exists



- Get Started
- Plan Courses
- Administer Courses
- Training Grants
- Resources
-
-
-

Home > Organisation Profile > IBF

Training Provider

Switch Profile

New Application

Registered Business Address

Telephone

Target Training Group

Nature of Business (Main)

Mailing Address

Email

Type of Organisation

Year of Establishment



Existing IBF Training Providers will not be required to submit any OR applications. However, an existing Training Provider (e.g. with SSG) but has not transacted with IBF will need to submit an OR under IBF.

Submitting a New Organisation Profile



Complete the pre-application checks so that better advice can be provided on the application journey and to **facilitate quicker processing**



Get Started

Plan Courses

Administer Courses

Training Grants

Resources



Home > Courses > Getting you started

Getting you started

Before you start your application, please allow us to better understand your needs.

Please answer the following questions so we can advise you on how to proceed with your application journey.

Your responses below will determine the type of course application form generated and payment fees that you are required to pay. Please ensure all responses are accurate as you will not be able to amend them once you have proceeded to the next steps. If there are errors in the below responses, it may result in a rejection of the application and your application fees will be forfeited.

If you have further enquiries on the questions below, you may contact us via the TPGateway feedback portal.

Is your organisation an Institute of Higher Learning (IHL) or Government Agency?

None Of These



For Training Partners with a valid hashcode, what type of course are you applying for?

Which agency does this course fall under?

-



-
- SSG
- WSG
- IBF
- IMDA



A new Organisation Registration **must** be accompanied by a Course Application

Submitting a New Organisation Profile



After selecting the agency, select the programme which the course falls under



Get Started

Plan Courses

Administer Courses

Training Grants

Resources



Is your organisation an Institute of Higher Learning (IHL) or Government Agency?

None Of These ▼

For Training Partners with a valid hashcode, what type of course are you applying for?

Which agency does this course fall under?

IBF ▼

What is the programme that this course falls under?

▼

- IBF FTS
- IBF STS
- IBF Core SFA/FAA CPD
- IBF FTS and Core SFA/FAA CPD
- IBF STS and Core SFA/FAA CPD

Submitting a New Organisation Profile



The “**Journey Ahead**” page will provide users with an overview of the application forms to be completed ahead.



- Get Started
- Plan Courses
- Administer Courses
- Training Grants
- Resources



Home > Courses > Journey Ahead

Journey Ahead

Thank you for your responses. Based on the information provided in ‘Getting You Started’, you are applying on behalf of your organisation for:

1. Organisation Registration
2. Course Application

Is your organisation an Institute of Higher Learning (IHL) or Government Agency?
Government Agency

What is the programme that this course falls under?
IBF FTS

For Training Partners with a valid hashcode, what type of course are you applying for?
Not Applicable - I do not have a hashcode

Course Requires Course Permission
No

Submitting a New Organisation Profile



The “**Journey Ahead**” page will provide users with an overview of the application forms to be completed ahead.



[Get Started](#) [Plan Courses](#) [Administer Courses](#) [Training Grants](#) [Resources](#)



[Home](#) > [Courses](#) > [Journey Ahead](#)

- 1 Organisation Registration
- 2 Course Application
- 3 Payment

More information for each step will be displayed for each section

You are about to proceed to fill in your application. Please ensure that all information above is accurate before proceeding as you will not be able to amend this in the subsequent steps. If there are errors in the above responses, this may result in a rejection of the application and your application fees will be forfeited. If any changes are required, please click 'Back' and amend accordingly.

[Back](#)

[Proceed](#)

Submitting a New Organisation Profile



Once 'Proceed' is clicked, it will bring users to the **combined Organisation Registration and Course Application form**



Get Started Plan Courses Administer Courses Training Grants Resources



Home > Organisation Registration



Progress bar to track progress through the application

Pre-populate

Filer Information

Salutation *

Designation *

Name *

NRIC/Passport No
XXXXX334G

Contact No *

Email *

Submitting a New Organisation Profile



Company information will be **pre-filled** from ACRA and will be non-editable



Get Started Plan Courses Administer Courses Training Grants Resources



Home > Organisation Registration



Basic Information

Registration Number

Registered Name of Organisation

Registered Business Address

Block/Building Number

Building Name

Mailing Address **Same as Registered Address**

Address Type *

Singapore Foreign

Block/Building Number *

Enter Block/Building Number

Submitting a New Organisation Profile



Training Providers will be required to provide information about their training facilities and finances



Get Started Plan Courses Administer Courses Training Grants Resources



Home > Organisation Registration



Facilities and Finances

Training Venue Address (Main)

Address Type *

Singapore Foreign

Block/Building Number *

Enter Block/Building Number

Building Name *

Enter Building Name

Training Providers may indicate their registered address as the Training Venue

Submitting a New Organisation Profile



Training Providers need to ensure that the necessary supporting documents are uploaded to facilitate a smoother processing



Get Started Plan Courses Administer Courses Training Grants Resources



Home > Organisation Registration



Supporting Documents

Download Template

[Supporting Documents to Upload Checklist](#)

Upload Supporting Documents

Upload Documents

Acceptable File Format: doc, docx, xls, xlsx, pdf, zip

Training Providers can download the checklist to find out more details of the necessary documents required for each agency

Submitting a New Organisation Profile



Training Providers are also required to accept IBF's Terms & Conditions before they can proceed



Get Started Plan Courses Administer Courses Training Grants Resources



Home > Organisation Registration



Review your application

Basic Information	Edit	^
Filer Information	⋮	

I agree to IBF's [Organisation Registration Terms & Conditions](#)

Training Providers can click to view IBF's Terms & Conditions

Back

Save As Draft

Proceed to Payment

Submitting a Course Application



After completing the Organisation Registration form, there will be a redirection to **Course Application**



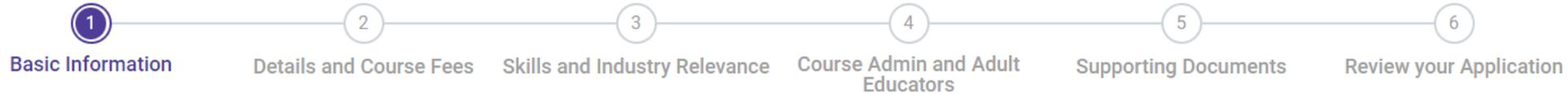
Get Started Plan Courses Administer Courses Training Grants Resources



Home > Courses > Course Application

Course Application

The application will be saved as draft only when 'Next' is clicked for each page



Is your organisation an Institute of Higher Learning (IHL) or Government Agency?
Government Agency

What is the programme that this course falls under?
IBF FTS

For Training Partners with a valid hashcode, what type of course are you applying for?
Not Applicable - I do not have a hashcode

Course Requires Course Permission
No

Submitting a Course Application



Depending on the programme selected by the Training Provider in the pre-application form, the relevant pages and fields will be displayed in the Course Application



Get Started Plan Courses Administer Courses Training Grants Resources



Home > Courses > Course Application

Course Application

The application will be saved as draft only when 'Next' is clicked for each page



Basic Information

Course Title

Introduction to Marketing

Course Description

Max 2000 Characters

Course Objectives ⓘ

Max 2000 Characters

Submitting a Course Application



There will be in-system instructions to guide Training Providers to completing some of the fields on the Course Application



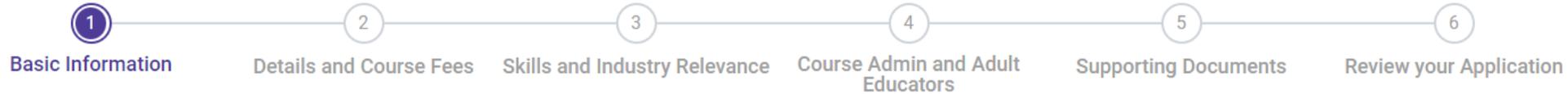
Get Started Plan Courses Administer Courses Training Grants Resources



Home > Courses > Course Application

Course Application

The application will be saved as draft only when 'Next' is clicked for each page



What is the training type?

Please note that Training and Assessment is mandatory for the following schemes:

- 1. IBF FTS E-learning
- 2. IBF Core FAA / SFA CPD
- 3. IBF FTS and Core FAA/SFA CPD
- 4. IBF - STS
- 5. IBF - STS and Core FAA/SFA CPD

Training and Assessment Training Only

Instructions to ensure Training Providers select "Training and Assessment" for relevant IBF programmes

Back

Next

Submitting a Course Application



There will be in-system instructions to guide Training Providers to completing some of the fields on the Course Application

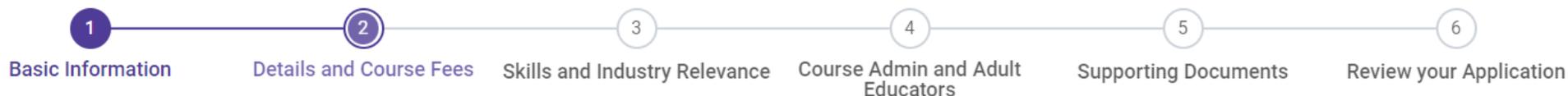


Get Started Plan Courses Administer Courses Training Grants Resources



Home > Courses > Course Application

Course Application



Details and Course Fees

Is this a blended training programme?

Yes No

What is/are the mode(s) of training for this course?

- 1. If you offer both Classroom & Synchronous E-learning training for the same course, please submit 2 separate applications (one for each training methodology). Please supplement application(s) for Synchronous E-learning with your duly completed IBF Criteria Checklist_Online Training form.
- 2. Proposed duration should exclude breaks.

Is this a refresher course?

Yes No

How many CPD hours will be earned for this course?

Type of CPD Hours Hours

Select 0

An additional question will be included only for "Core SFA/FAA CPD" courses. This question will not be triggered for IBF-STS and IBF-FTS only courses

Mode Of Training *	Proposed Duration (in hours) *
--------------------	--------------------------------

Submitting a Course Application



Under “Details and Course Fees” section, Training Providers are also able to opt for their course to be SkillsFuture Credit eligible

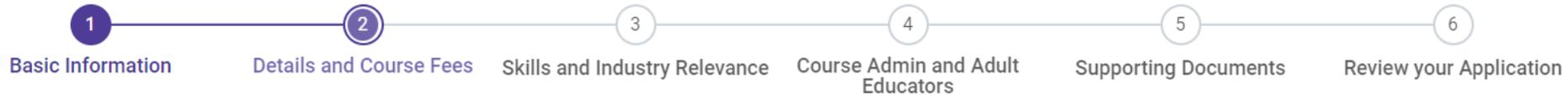


Get Started Plan Courses Administer Courses Training Grants Resources



Home > Courses > Course Application

Course Application



Consider course for SFC eligibility under SkillsFuture Singapore

For further information on SFC eligibility under SkillsFuture Singapore, please refer to the below link.

<https://www.tpgateway.gov.sg/training-grants/training-grants-from-government-agencies/skillsfuture-credit>

Yes No

If TPs select “Yes” and IBF supports the course to be SFC-eligible, trainees will be able to use their SkillsFuture Credits to offset the Nett Fee payable

Back

Next

Submitting a Course Application



Training Providers will need to provide information relating to the skills and industry that the course is associated to



Get Started Plan Courses Administer Courses Training Grants Resources



Home > Courses > Course Application

Course Application

The application will be saved as draft only when 'Next' is clicked for each page



Skills and Industry Relevance

Which job role(s) would this course be suitable for?

Select the Industry Transformation Map (ITM) that this course is referenced to

Cluster

Sector

Sector

Sub Sector

- Capital Markets
- Compliance
- Corporate Banking
- Digital and Data Analytics
- Financial Markets

If "Financial Services" is selected as the sector, Training Provider will need to indicate the sub-sector

Submitting a Course Application



All courses with the exception of Future Enabled Skills must be financial sector contextualised.



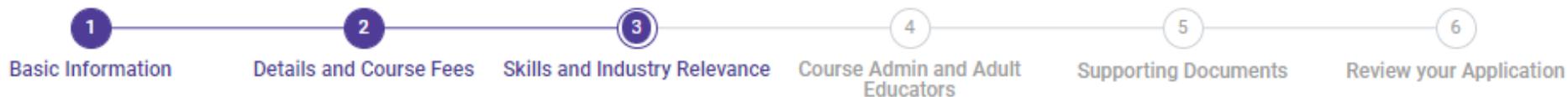
Get Started Plan Courses Administer Courses Training Grants Resources



Home > Courses > Course Application

Course Application

The application will be saved as draft only when 'Next' is clicked for each page



Which skill(s) is this course mapped to? ⓘ

Application for course that has been recognised by other Agencies will be rejected by IBF. All courses with the exception of Future Enabled Skills must be financial sector contextualised. Please refer to <link> for the list of skills title and skills code applicable for IBF accreditation.

Skill Title *	Skill Code *	Framework	Proficiency Level	Credit Value	Skill Certificate Template
+ Add Record					

For IBF courses, please select skill codes with prefix "FI" or "FSE". At least 1 skill must be selected for each course

Back

Next

Submitting a Course Application



Training Providers are only required to indicate the trainers' years of industry experience in TPGateway

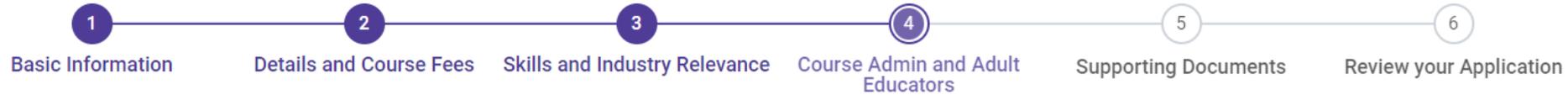


Get Started Plan Courses Administer Courses Training Grants Resources



Home > Courses > Course Application

Course Application



Adult Educators

Identification No. *	Email Address *	Contact Number *	Highest Academic Qualification *	Other Professional Qualification	Proposed Role *	Years Of Experience *
----------------------	-----------------	------------------	----------------------------------	----------------------------------	-----------------	-----------------------

For IBF courses, trainers are still required to possess **both** industry and training experience. Training Providers will continue to declare the experience on the **Fit & Proper form** as per existing processes. Fit & Proper form to be submitted under Section 5.

Submitting a Course Application



As the last step of the course application before reviewing the application, users will be required to upload **supporting documents** for the application



Get Started Plan Courses Administer Courses Training Grants Resources



Home > Courses > Course Application

Course Application

The application will be saved as draft only when 'Next' is clicked for each page



Supporting Documents

Download Template

[Supporting Documents to Upload Checklist](#)

Upload Supporting Documents

Upload Documents

Acceptable File Format: doc, xlsx, pdf

Supporting documents required for course application include:

- Course Prospectus
 - Lesson Plan
- Full set of Training and Assessment Materials
 - Completed Checklist Mapping (for STS)
- Course Validation Checklist including SME's Profile
- CVs and Fit & Proper Declaration Forms of all Course Developers, Trainers and Assessors
- CVs and Fit & Proper Declaration Form and relevant qualifications of Assessor Coach(es)

Submitting a Course Application



After completing both Organisation Registration and Course Application, there will be a redirection to the payment page



Get Started Plan Courses Administer Courses Training Grants Resources



Home > Courses > Payment



Payment Request

You have requested to make the following payment to The Institute of Banking and Finance

Application Fees:

<Breakdown of fees will be shown>

Cancel

Pay Online

Payment Methods

eNETS

VISA

Next >

Payments will be consolidated for both OR and CA fees

Note: OR fee is waived

Successful Submission of OR and CA



There will be an acknowledgement once the payment has been completed



Get Started

Plan Courses

Administer Courses

Training Grants

Resources



[Home](#) > [Courses](#) > [Application Acknowledgement](#)

Application Acknowledgement

Your payment has been received successfully.

Application Reference Number

Course Application: APP2020011730

Organisation Registration Reference Number

Organisation Registration: ORG2022001969

Date and Time

DD-MM-YYYY HH:MM:SS

Please keep the application reference number for future reference.

Once complete and processed, an email notification on the outcome of the application will be sent to your inbox.

Click [here](#) to view your application status.

Courses

Organisation Registration Dashboard



Once an application is submitted, it can be viewed in the **Organisation Registration** tile



Get Started Plan Courses Administer Courses Training Grants Resources



Home > Organisation Registration

Organisation Registration

Clear Filter

Type ▾

Status ▾

📅 Dates

🔍 Search

OR Transaction ID ▾	Date Submitted ▾	Type ▾	Company Name ▾	Status ▾	Remark ▾	Agency
ORG2022001969	11-08-2021	OR		Processing		IBF

1 record

Note: IBF will process and review both Organisation Registration and Course Application(s) collectively. To achieve overall approval, TPs must obtain approvals for both



If the organisation has branches under the parent entity, a separate OR will have to be submitted for each branch

Course Application Dashboard



Under the submission page, **all course applications** can be viewed, including those which are still being processed



[Get Started](#) [Plan Courses](#) [Administer Courses](#) [Training Grants](#) [Resources](#)



[Home](#) > [Courses](#)

Courses

[New Course](#)

Submissions

[Course Listing](#)

[Inactive Courses](#)

[Rejected Applications](#)

Courses can be filtered by their status

[Clear Filter](#)

Course Type



Status



Type



Date

Search

Date Submitted	Application Ref. No.	Course Ref. No.	Course Title	Submission Type	Course Type	Status	Remarks
11-08-2021	TGS2020011730		Introduction to Marketing	New	IBF Financial Training Scheme (FTS)	Processing	

1 record

OR and CA Processing

Submit Organisation Registration & Course Application



**TRAINING
PARTNER**



Organisation Profile



Course Registry



Organisation Registration & Course Application Processing



**AGENCY
OFFICER**



Organisation Profile Dashboard



Once the Organisation Registration has been approved, Training Providers will have an active Organisation Profile under IBF



Get Started Plan Courses Administer Courses Training Grants Resources



Home > Organisation Profile > IBF

Training Provider

Withdraw

Update Profile

View Dashboard

Switch Profile

Click "**View Dashboard**" for details of Organisation Registration submissions and status

Registered Business Address

Telephone

Target Training Group

Nature of Business (Main)

Mailing Address

Email

Type of Organisation

Year of Establishment

Officer(s) / Authorised Representatives

ID Type	ID Number	Name	Designation
NRIC	XXXXX969B	XXX	Manager

My Company/Entity does not consist of Shadow Director(s).

Organisation Profile Dashboard



All Organisation Registration submissions will be shown on the dashboard



[Get Started](#)

[Plan Courses](#)

[Administer Courses](#)

[Training Grants](#)

[Resources](#)



[Home](#) > [Organisation Registration](#)

Organisation Registration

[Clear Filter](#)

Type



Status



Dates

Search

OR Transaction ID	Date Submitted	Type	Company Name	Status	Remark	Agency
OR-XXXX	DD-MM-YYYY	OR		Approved		IBF

1 record

Course Listing Dashboard



Once courses are approved, they will be listed under the 'Course Listing'



Get Started Plan Courses Administer Courses Training Grants Resources



Home > Courses

Courses

New Course

Submissions

Course Listing

Inactive Courses

Rejected Applications

Clear Filter

Course Type

Skill Code

Skill Title

Dates

Search

Course Ref. No. ▾	Course Title ▾	Valid From ▾	Valid To ▾	Status	Course Type ▾	Version ▾	
TGS-202011730	Introduction to Marketing	26-09-2021	29-11-2021	Active	FTS	1	⋮

1 record

- Edit
- Renew
- Copy

Users will also be able to edit, renew or replicate their approved courses within the "Course Listing" dashboard



All edits or updates to existing approved courses must be performed in TPGateway.



Minor Edits - Minor changes to existing course information will be auto-approved. No approval is required from IBF to make these edits.

Critical Edits - Critical or major changes to existing course will information will require an approval from IBF. Depending on the nature and degree of the edits, TPs may be required to re-submit a new Course Application and this will involve additional payment fees.



TPs can apply for course renewal in TPGateway. Course renewal applications can be requested from the Course Listing dashboard.



Refer to this user guide:

- ✓ [Organisation Registration for New TPs Guide](#)
- ✓ [Organisation Registration for Existing TPs Guide](#)
- ✓ [Course Application Guide](#)

Retrieving Tax Invoices



Training Providers can retrieve invoices for the Organisation Registration and Course Application Fees paid in the "Tax Invoice" tile

The screenshot shows the Training Partners Gateway dashboard. At the top left is the logo. The navigation bar includes: Get Started, Plan Courses, Administer Courses, Training Grants, Resources, a grid icon, a bell icon, and a user profile icon. The main area contains a grid of 18 tiles:

- Organisation Profile
- Qualifications
- Course Registry
- Course Runs
- Enrolments
- Attendance
- Assessments
- Grants
- SkillsFuture Credit
- SGUnited Skills
- Financial Transactions
- Certificates
- TRAQOM
- Grant Calculator
- User Management
- SkillsConnect
- FMS
- Tax Invoice** (highlighted with a red dashed border and a mouse cursor)

Retrieving Tax Invoices



Training Providers may select multiple invoices and download in bulk



Get Started Plan Courses Administer Courses Training Grants Resources



Home > Tax Invoice

Tax Invoice

Start Date End Date Course Title Agency Name Application Ref No Invoice No

Clear Filter **Download**

Search for invoices using the filters

<input type="checkbox"/>	Invoice Date	Invoice No	Application Ref No	Course Title	Agency Name	
<input type="checkbox"/>	DD-MM-YYYY	XXX-XXXX-XXXXXXXX	XXX-XXXX-XXXXXXX	XXX	The Institute of Banking and Finance	Preview Download
<input type="checkbox"/>	DD-MM-YYYY	XXX-XXXX-XXXXXXXX	XXX-XXXX-XXXXXXX	XXX	The Institute of Banking and Finance	Preview Download

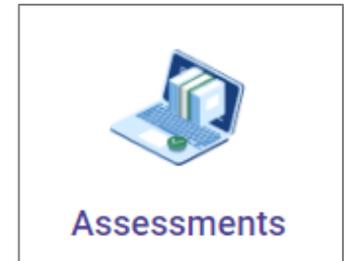
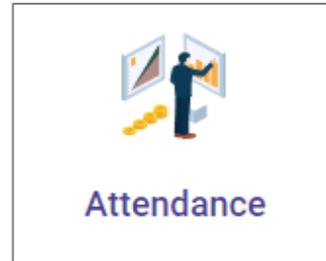
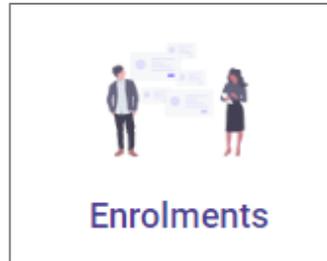
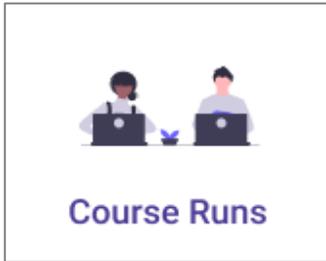
Grants Process

- Grants Disbursement Criteria
- Course Runs and Course Run Sessions
- Grant Calculator & Trainee Enrolment
- Attendance
- Assessment
- Grants & Financial Transactions

Grants Disbursement Criteria



For grants to be disbursed, the following **disbursement criteria** and **submission deadlines** must be adhered to



- ✓ Create Course Runs and Session(s) before course run start date

- ✓ Trainee must have paid the nett course fees and fee collection status must be updated by 120 days from course run end date

- ✓ Submit Trainee Enrolment(s) by 45 (public course runs) / 105 (in-house course runs) calendar days after course start date

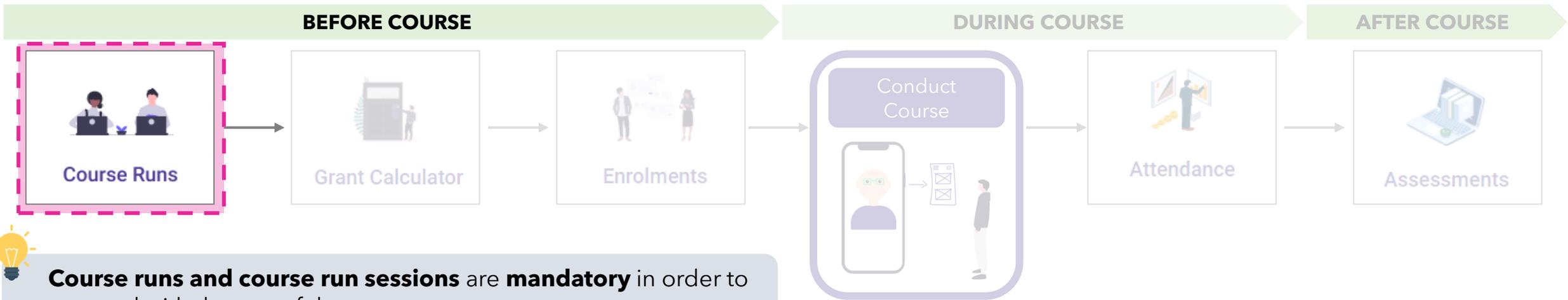
- ✓ Trainee must have met at least 75% of attendance

- ✓ Submit manual Attendance Record(s) by 45 (public course runs) / 105 (in-house course runs) calendar days after course run end date

- ✓ Trainee must have passed assessment (for courses with assessment)

- ✓ Submit Trainee Assessment Record(s) by 45 (public course runs) / 105 (in-house course runs) calendar days after course run end date

Course Runs



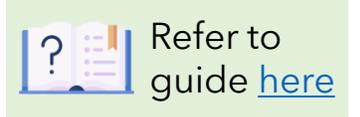
 **Course runs and course run sessions** are **mandatory** in order to proceed with the rest of the grant management steps

Course Runs



Training Providers

There are two methods to create course runs



1 Creating via User Interface

ADD COURSE RUN

- ✓ Only **future-dated** course runs and course run sessions can be created
- ✓ Instant validation of fields entered
- ✓ "Repeat" and "Exception" functions available for population of course run sessions



Recommended for first-time users and/or for course runs with regular course run sessions

2 Creating via Excel Upload Function

UPLOAD COURSE RUNS

- ✓ **Future-dated and back-dated** course runs and course run sessions can be created
- ✓ Fields validated only after excel template is uploaded into the system



Recommended for users familiar with required fields and/or for course runs with irregular course run sessions

Creating Course Runs Using User Interface



Click on the **"Course Runs"** tile

Refer to video [here](#)



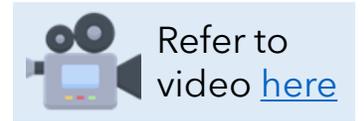
Get Started Plan Courses Administer Courses Training Grants Resources   

 Organisation Profile	 Qualifications	 Course Registry	 Course Runs	 Enrolments	 Attendance
 Assessments	 Grants	 SkillsFuture Credit	 SGUnited Skills	 Financial Transactions	 Certificates
 TRAQOM	 Grant Calculator	 User Management	 SkillsConnect	 FMS	 Tax Invoice

Creating Course Runs Using User Interface



A listing of **approved and active course applications** will be displayed here



Get Started Plan Courses Administer Courses Training Grants Resources



COURSE RUNS

Manage course information and course runs

UPLOAD COURSE RUNS

UPLOAD COURSE DETAILS

SORT BY

Course Start Date (from Earliest)

Search by keyword

SEARCH

Search for course(s) using the search bar

7 result(s) found

FILTER BY

Course Runs

Upcoming (1)

Ongoing (1)

INTRODUCTION TO MARKETING

TGS-2020011730
Nanyang Polytechnic

Area of Training Business
Training Duration 7.00 hours
Location 180 Ang Mo Kio Avenue 8, Singapore 569830
Course Date 24 Sep - 28 Nov 2021
No more runs available

Full Fee ⓘ

For the selected course posting, click on **"Maintain Course Runs"**

MAINTAIN COURSE RUNS
 EDIT ADDITIONAL COURSE INFORMATION

Creating Course Runs Using User Interface



Click on **"Add Course Run"** to create new course run



Get Started Plan Courses Administer Courses Training Grants Resources



← MAINTAIN COURSE RUNS

Maintain course runs information

To create course runs for past dates (back-dated course runs), please use the Upload Course Run function from the Course Run Menu. Back-dated course run creation is only allowed using the Upload Course Run function.



Only **future-dated** course runs can be created via the user interface

0 result(s) found

Creating Course Runs Using User Interface



Training Providers

Click on **"Add Course Run"** to create new course run



Get Started Plan Courses Administer Courses Training Grants Resources



ADD COURSE RUN

Please note that both Course Run and Course Session(s) are required for Attendance to be taken. Attendance can only be submitted up to 215 days for in-house courses and 215 days for public courses after Course Session End date.

INTRODUCTION TO MARKETING

TGS-2020011730

1. COURSE RUN INFORMATION

2. COURSE RUN SCHEDULE

COURSE ADMIN EMAIL

user@tp.com

REGISTRATION DATE

Calendar input fields for registration date

UPLOAD DOCUMENT (optional)

Document upload field with upload icon

Maximum file size: 2MB. File types supported: png, jpg, gif, pdf

COURSE DATE ⓘ

Calendar input fields for course date

INTAKE SIZE (optional)

e.g 50

THRESHOLD (optional)

e.g 10

The **Course Administrator** will receive notifications relating to the course run, such as email containing the link to QR code for digital attendance taking

Submission deadlines are tied to these dates. Input the Course end date or assessment end date, whichever is later

More fields below ↓

Creating Course Runs Using User Interface



Continued from previous slide



Get Started Plan Courses Administer Courses Training Grants Resources



VACANCY (optional)

NUMBER OF USERS REGISTERED (optional)

MODE OF TRAINING

Mode of Training is "Classroom" by default. There are also other options e.g. Asynchronous eLearning, In-house, On-the-Job. Practical/Practicum, Supervised Field, Traineeship, Assessment, Synchronous eLearning

TRAINERS

+ Add trainer

Add existing or new trainer information. Trainers will receive the link containing the attendance code and QR code via email from MySkillsFuture

PRIMARY VENUE

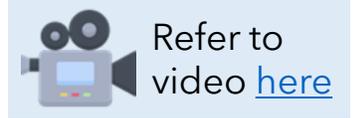
Wheelchair Accessible

UNIT NO

 -

ROOM NAME

Creating Course Runs Using User Interface



Create course run sessions in the second section "Course Run Schedule"



Get Started

Plan Courses

Administer Courses

Training Grants

Resources



← ADD COURSE RUN

Please note that both Course Run and Course Session(s) are required for Attendance to be taken. Attendance can only be submitted up to 215 days for in-house courses and 215 days for public courses after Course Session End date.

INTRODUCTION TO MARKETING

TGS-2020011730

1. COURSE RUN INFORMATION

2. COURSE RUN SCHEDULE

26 SEP 2021 - 28 NOV 2021

List View



Select All | Unselect All

ADD SESSIONS



Creating Course Runs Using User Interface



Enter the course run session details such as date, time, mode of training and venue



Get Started Plan Courses Administer Courses Training Grants Resources



ADD SESSION(S)



START DATE

26/09/2021



END DATE

28/11/2021



SESSION START TIME



SESSION END TIME



MODE OF TRAINING

Classroom



Copy from Primary Venue

VENUE

Enter Postal Code

UNIT NO

ROOM NAME

Wheelchair Accessible

More fields below ↓

Creating Course Runs Using User Interface



Training Providers

The repeat function can also be used for course runs with regular schedules (e.g. sessions are conducted every week on the same days)



Get Started Plan Courses Administer Courses Training Grants Resources



ADD SESSION(S) X

REPEAT

REPEAT

Weekly

EVERY

1

Week(s)

EXCEPTION

EXCEPTION START DATE - EXCEPTION END DATE

-

+ Add Exception Date

ON

Monday
Tuesday
Wednesday
Thursday



Remember to adjust the "start date" and "end date" so that the system can create the recurring sessions within the stipulated start and end date according to the frequency indicated

Indicate any dates within the stipulated start and end date where no sessions will be conducted (e.g. term break, public holidays) - and the system will not create sessions during the period

POPULATE CANCEL

Creating Course Runs Using User Interface



In this example, repeat function was used to create sessions every Wednesday from 10am to 12pm within the course run start and end date



Get Started Plan Courses Administer Courses Training Grants Resources



24 SEP 2021 - 28 NOV 2021

List View

Select All | Unselect All

ADD SESSIONS

<input type="checkbox"/>	Sep 2021	^
<input type="checkbox"/>	Wed, 29 Sep 2021 10:00 AM - 12:00 PM	v
<input type="checkbox"/>	Oct 2021	^
<input type="checkbox"/>	Wed, 06 Oct 2021 10:00 AM - 12:00 PM	v
<input type="checkbox"/>	Wed, 13 Oct 2021 10:00 AM - 12:00 PM	v
<input type="checkbox"/>	Wed, 20 Oct 2021 10:00 AM - 12:00 PM	v
<input type="checkbox"/>	Wed, 27 Oct 2021 10:00 AM - 12:00 PM	v
<input type="checkbox"/>	Nov 2021	v

Select All | Unselect All

ADD SESSIONS

PREVIOUS

CANCEL

SAVE AS DRAFT

SUBMIT RUN

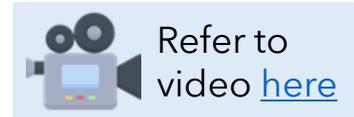
Click "Submit Run" to publish course run

Creating Course Runs Using User Interface



Training Providers

View the published course run information, including the Course Run ID and link to QR code attendance taking



Refer to video [here](#)



Get Started Plan Courses Administer Courses Training Grants Resources



1 24 SEP 2021 ~ 28 NOV 2021 COURSE RUN ID: 226492 PUBLISHED

This is the **Course Run ID**

COURSE ADMIN EMAIL
user@tp.com

REGISTRATION DATE	COURSE RUN DATE	INTAKE SIZE	THRESHOLD
24/09/2021 ~ 24/09/2021	24/09/2021 ~ 28/11/2021		

VACANCY
Available

NUMBER OF USERS REGISTERED

TRAINER INFORMATION

PRIMARY VENUE
#07-123 Pelangi 180 ANG MO KIO AVENUE 8 NANYANG POLYTECHNIC Singapore 569830

MODE OF TRAINING
Classroom

ATTENDANCE QR CODE LINK
<https://uat.myskillsfuture.gov.sg/api/uat/take-attendance/4fff7c193cc3d3c9f1fc9e6bc11bf1dd>

SESSION(S)

View Sessions

Note: The link for attendance taking will only be emailed to the Course Admin and Trainer(s) above.

REPLICATE COURSE RUN EDIT

After a course run has been successfully created, it will take 1.5 - 2 hours before the new course run is synced to other functionalities such as "Enrolment" and "Assessment"

The QR code link will also be sent to the **Course Administrator** and **Trainer** indicated in the course run 3 days before the course run start date.
Note: The link will remain the same throughout the course run.

Creating Course Runs Using User Interface

A Singapore Government Agency Website

Training Partners Gateway

Who We Are | Get Started | Plan Courses | Administer Courses | Training Grants | Resources

Welcome, TP User

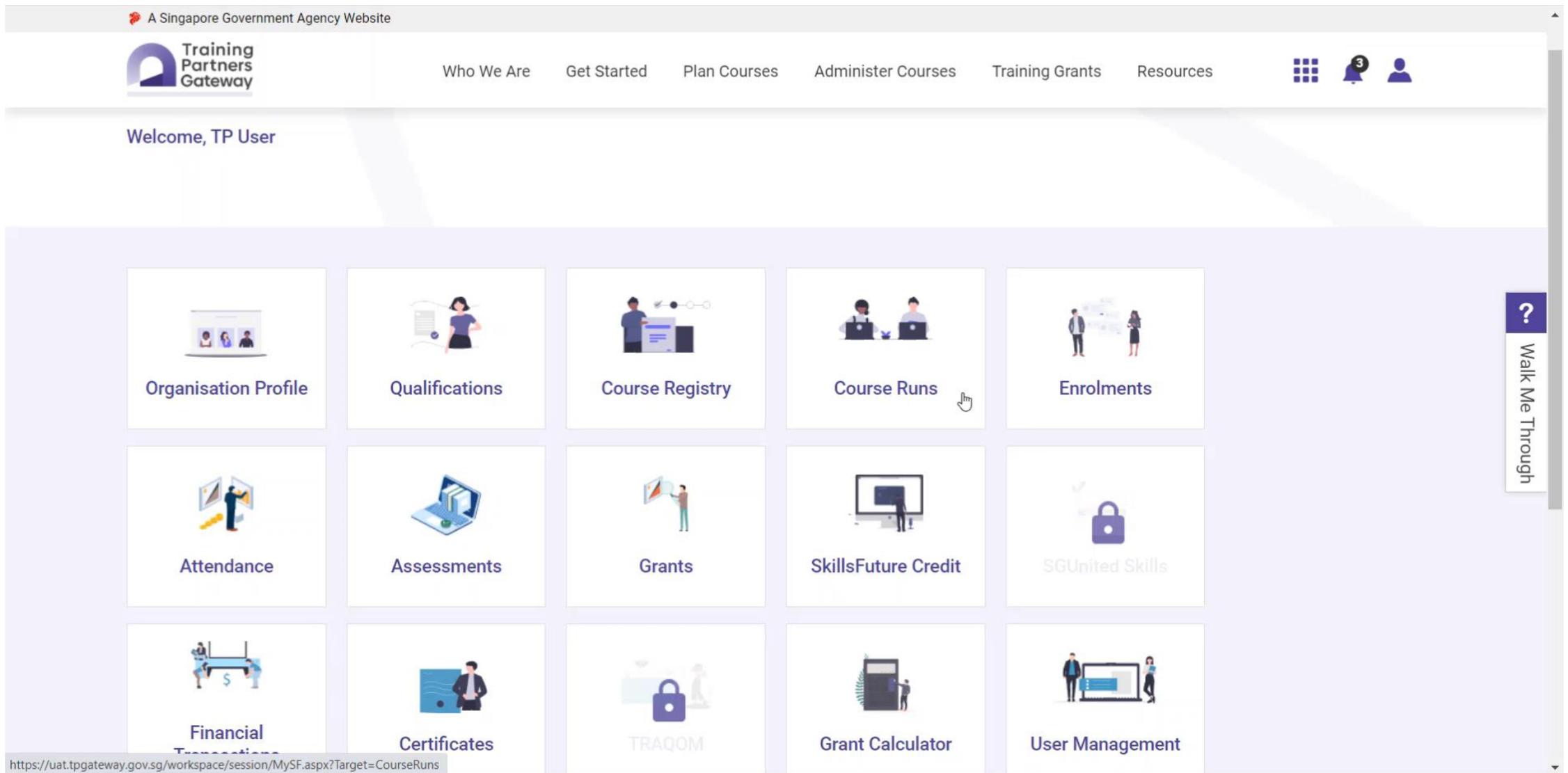
Organisation Profile | Qualifications | Course Registry | **Course Runs** | Enrolments

Attendance | Assessments | Grants | SkillsFuture Credit | SGUnited Skills

Financial Transactions | Certificates | TRAQOM | Grant Calculator | User Management

Walk Me Through

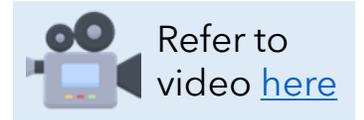
<https://uat.tpgateway.gov.sg/workspace/session/MySF.aspx?Target=CourseRuns>

The screenshot displays the Training Partners Gateway user interface. At the top, there is a navigation bar with the logo and menu items: 'Who We Are', 'Get Started', 'Plan Courses', 'Administer Courses', 'Training Grants', and 'Resources'. A 'Walk Me Through' button is located on the right side of the navigation bar. Below the navigation bar, a welcome message 'Welcome, TP User' is displayed. The main content area features a grid of 15 interactive tiles, each with an icon and a label: 'Organisation Profile', 'Qualifications', 'Course Registry', 'Course Runs' (highlighted with a mouse cursor), 'Enrolments', 'Attendance', 'Assessments', 'Grants', 'SkillsFuture Credit', 'SGUnited Skills', 'Financial Transactions', 'Certificates', 'TRAQOM', 'Grant Calculator', and 'User Management'. A URL is visible at the bottom left of the page.

Creating Course Runs Using Excel Upload Function



To upload course runs using the excel upload function, click on the **"Course Runs"** tile



Get Started Plan Courses Administer Courses Training Grants Resources



 Organisation Profile	 Qualifications	 Course Registry	 Course Runs	 Enrolments	 Attendance
 Assessments	 Grants	 SkillsFuture Credit	 SGUnited Skills	 Financial Transactions	 Certificates
 TRAQOM	 Grant Calculator	 User Management	 SkillsConnect	 FMS	 Tax Invoice

Creating Course Runs Using Excel Upload Function



Click on **"Upload Course Runs"** button



Get Started

Plan Courses

Administer Courses

Training Grants

Resources



COURSE RUNS

Manage course information and course runs

UPLOAD COURSE RUNS

UPLOAD COURSE DETAILS

SORT BY

Course Start Date (from Earliest) ▾



Search by keyword

SEARCH

7 result(s) found

FILTER BY

Course Runs ^

Upcoming (1)

Ongoing (1)

INTRODUCTION TO MARKETING

TGS-2020011730
Nanyang Polytechnic

Area of Training	Business
Training Duration	7.00 hours
Location	180 Ang Mo Kio Avenue 8, Singapore 569830
Course Date	24 Sep - 28 Nov 2021 No more runs available

Full Fee ⓘ

MAINTAIN COURSE RUNS

EDIT ADDITIONAL COURSE INFORMATION

Creating Course Runs Using Excel Upload Function



Download the file template



Get Started

Plan Courses

Administer Courses

Training Grants

Resources



← UPLOAD COURSE RUNS

Review & Publish Course Runs

Please note that both Course Run and Course Session(s) are required for Attendance to be taken. Attendance can only be submitted up to 215 days for in-house courses and 215 days for public courses after Course Session End date.

COURSE RUNS DATA FILE

UPLOAD FILE



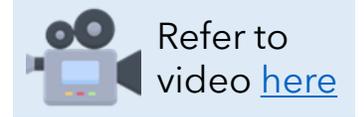
DOWNLOAD FILE TEMPLATE



Creating Course Runs Using Excel Upload Function



In the Excel template, complete the "Course Runs Data" tab with reference to the "Definition" tab



1 Refer to the "Definition" tab to complete the "Course Runs Data" tab

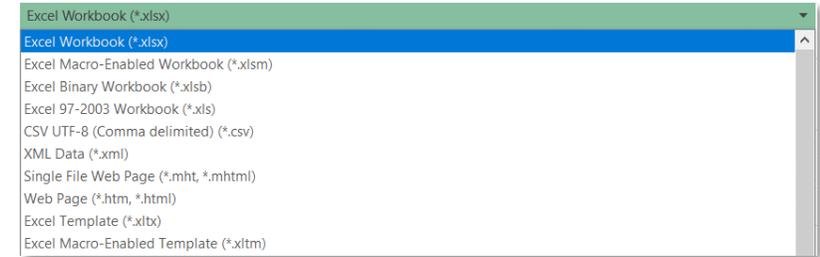
2 Save the document in .xlsx and upload the file

Course Reference Number	Course Title	Registration Opening Date	Registration Closing Date	Course Start Date	Course End Date	Course Run Mode of Training	Course Admin Email	Intake Size	Threshold
TGS-2020001965	Introduction to Course 1						admin@tp.com		
TGS-2020002229	Introduction to Course 2						admin@tp.com		
TGS-2021002286	Introduction to Course 3						admin@tp.com		
TGS-2021002295	Introduction to Course 4						admin@tp.com		
TGS-2021002310	Introduction to Cou								
TGS-2021002532	Introduction to Cou								
TGS-2021002600	Introduction to Cou								
TGS-2021002616	Introduction to Cou								
TGS-2021002625	Introduction to Cou								
TGS-2021002629	Introduction to Cou								
TGS-2021002632	Introduction to Cou								
TGS-2021002642	Introduction to Cou								
TGS-2021002644	Introduction to Cou								
TGS-2021002675	Introduction to Cou								
TGS-2021002750	Introduction to Cou								

Attribute	Description	Format	Mandatory
Course Reference Number	This field is the unique key for each courses. It will be auto-populated in the downloaded file template ensure the course runs will be associated to the correct courses. NOTE: Do not change the Course Reference Number	X(100)	Yes
Course Title	This field is to show the Course Title for each courses. It will be auto-populated in the downloaded file template to facilitate identification of the course. NOTE: Do not change the Course Title	X(255)	Yes
Registration Opening Date	This field is used to indicate Registration Opening Date. NOTE: Registration Opening Date must be earlier than or same as Course Start Date.	YYYYMMDD	Yes
Registration Closing Date	This field is used to indicate Registration Closing Date. NOTE: Course End Date must be later than or same as Registration Closing Date.	YYYYMMDD	Yes
Course Start Date	This field is used to indicate Course Start Date. NOTE: Course Start Date should be within the Course Support Period Start Date and Course Support Period End Date.	YYYYMMDD	Yes

"Course Runs Data" tab

"Definitions" tab



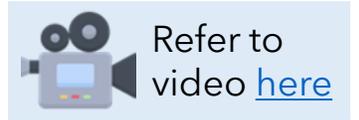
COURSE RUNS DATA FILE



Creating Course Runs Using Excel Upload Function



Review course run information before publishing the course run



Get Started Plan Courses Administer Courses Training Grants Resources



1 16 JUL 2021 ~ 20 JUL 2021

✓ Ready to publish ^

INTRODUCTION TO MARKETING

TGS-2020001965

<Course run information will be populated based on inputs from the excel>

SESSION(S)

View Sessions

EDIT

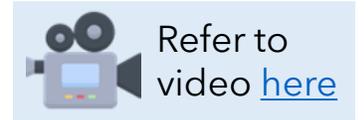
DELETE

PUBLISH COURSE RUNS

Creating Course Runs Using Excel Upload Function



Confirm course run has been created - a Course Run ID will be generated



Get Started Plan Courses Administer Courses Training Grants Resources



MAINTAIN COURSE RUNS

Maintain course runs information

ADD COURSE RUN

To create course runs for past dates (back-dated course runs), please use the Upload Course Run function from the Course Run Menu. Back-dated course run creation is only allowed using the Upload Course Run function.

INTRODUCTION TO MARKETING

TGS-2020001965

1 result(s) found

Select All | Unselect All

<input type="checkbox"/>	1	16 JUL 2021 ~ 20 JUL 2021	COURSE RUN ID: 226490	PUBLISHED
--------------------------	---	---------------------------	-----------------------	-----------

Uploading Course Runs

A Singapore Government Agency Website

Training Partners Gateway

Who We Are | Get Started | Plan Courses | Administer Courses | Training Grants | Resources

Profile | **Course Run** | Trainers | Course Tagging | Brochures | Certificates Download | Attendance

Home > Course Run A- A+

COURSE RUNS

Manage course information and course runs

UPLOAD COURSE RUNS | **UPLOAD COURSE DETAILS**

SORT BY

FILTER BY

No Option Available

SEARCH

Area of Training

Training Duration

Location

Course Date

more runs available No more runs available

Full Fee ⓘ

Free

Waiting for uat-ds.tpgateway.gov.sg...

Editing and Deleting Course Runs



There are some limitations to the edit and delete functionalities of course runs

1 Editing Course Runs



- ✓ Course runs can be edited as long as the course run has not ended
- ✓ Course run start and end dates can only be edited if the original date indicated has **not** lapsed
- ✓ Only future-dated course run sessions can be added into existing course runs via the user interface

2 Deleting Course Runs



- ✓ Course runs created via the user interface can only be deleted before the course run start date
- ✓ Course runs created via the excel upload function can be deleted before the course run start date, or 14 days after the creation - *whichever is later*



Course runs and course run sessions are **mandatory**. Otherwise, TPs will not be able to proceed with Enrolment, Attendance and Assessment steps to obtain funding.



Course runs can be created using two methods:

- ✓ via User Interface (supports only future-dated course runs)
- ✓ via Excel Upload Function (supports both back-dated and future-dated course runs)



Course runs and course run sessions should be created as soon as possible and before course run start date to facilitate the remaining grant process



Refer to these videos:

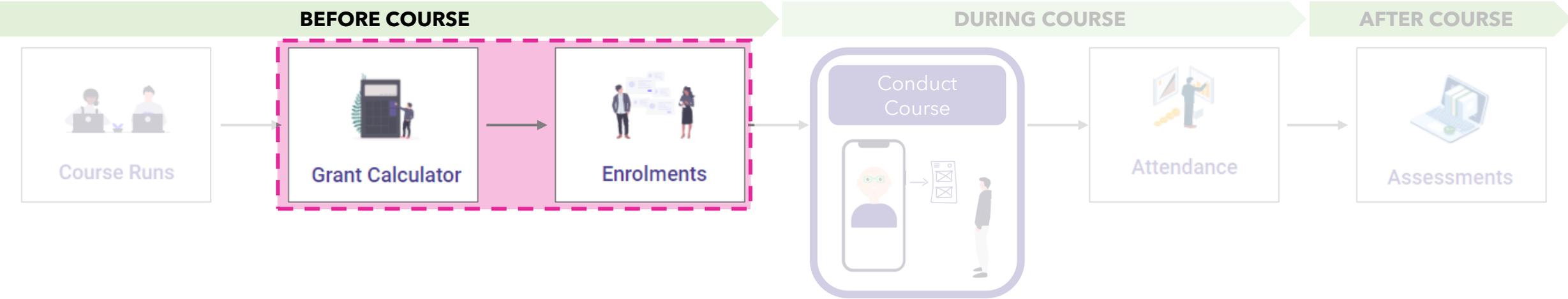
- ✓ [Creating Course Runs and Sessions Using User Interface](#)
- ✓ [Uploading Course Runs and Sessions Using Excel Template](#)
- ✓ [Deleting and Editing Course Runs and Sessions](#)



Refer to this user guide:

- ✓ [Course Runs Quick Reference Guide](#)

Grant Calculator & Training Enrolment



Grant Calculator



Use the **“Grant Calculator”** function to calculate the *estimated* funding for a future-dated course run

Refer to guide [here](#)



Get Started Plan Courses Administer Courses Training Grants Resources



 Organisation Profile	 Qualifications	 Course Registry	 Course Runs	 Enrolments	 Attendance
 Assessments	 Grants	 SkillsFuture Credit	 SGUnited Skills	 Financial Transactions	 Certificates
 TRAQOM	 Grant Calculator	 User Management	 SkillsConnect	 FMS	 Tax Invoice

Grant Calculator



Training Providers need to enter the trainee details to get a personalised funding calculation

Refer to guide [here](#)



Get Started Plan Courses Administer Courses Training Grants Resources



Course Information

Course *

Course Run (Start Date) *

 Only **future-dated course runs** can be selected

Trainee Details (Optional)

ID Type

ID

Date Of Birth

Sponsorship Type

Employer UEN

Calculate

Grant Calculator



Training Providers

The grant calculator will show the amount of training grants applicable based on the information provided

Refer to guide [here](#)

1 Trainee information **not** provided

Course Fee Grant Summary

Approved Course Fees	\$1,000.00
Total Funding	\$0.00
<hr/>	
Nett Fee	\$1,000.00

No funding will be shown if trainee information has not been provided

2 Trainee's information provided

Course Fee Grant Summary

Approved Course Fees	\$1,000.00
Total Funding	\$700.00
<hr/>	
Nett Fee	\$300.00

IBF STS \$700.00

If trainee's information was provided, the Grant Calculator will verify the trainee's entitlement against the grant schemes available to **determine the grant amount** for the trainee

Eligible for:

Absentee Payroll	No
Training Allowance	No
SkillsFuture Credits	Yes

! It does not mean that the trainee has sufficient SkillsFuture Credit even if "Yes" is indicated for "SkillsFuture Credit". **This table shows only the eligibility.**

Enrolments



There are two methods to submit trainee enrolments

Refer to guide [here](#)

1 Submit Single Enrolment



- ✓ Enrolment records created one at a time
- ✓ Instant validation and process of enrolment record



Recommended if there are few trainees to be enrolled **OR** if the enrolment submission deadline is approaching

2 Upload Bulk Enrolment



- ✓ **Multiple enrolment records** can be created across different course runs (but must belong to the same course)
- ✓ Only formatting of excel file validated during upload, additional processing time required before enrolment records are processed



Recommended if there are multiple trainees to be enrolled across the same course **AND** if there are sufficient time before enrolment submission deadline

Submit Single Enrolment



Click on the **"Enrolments"** tile

Refer to guide [here](#)



Get Started Plan Courses Administer Courses Training Grants Resources



 Organisation Profile	 Qualifications	 Course Registry	 Course Runs	 Enrolments	 Attendance
 Assessments	 Grants	 SkillsFuture Credit	 SGUnited Skills	 Financial Transactions	 Certificates
 TRAQOM	 Grant Calculator	 User Management	 SkillsConnect	 FMS	 Tax Invoice

Submit Single Enrolment



Click **"Add Enrolment"** to submit a single enrolment record

Refer to guide [here](#)



Get Started Plan Courses Administer Courses Training Grants Resources



Home > Enrolments

Enrolments

Bulk Upload

Add Enrolment

Clear Filters

01-08-2021

07-05-2022

Course/Course Title

Course Run

Course Run	Course Title	Course	Start Date	End Date	Pending Payment (Confirmed Enrolments)	Full Payment (Confirmed Enrolments)
226492	Introduction to Marketing	TGS-2020011730	26-09-2021	28-11-2021	1	0

1 record

Submit Single Enrolment



Enter the trainee's particulars

Refer to guide [here](#)



Get Started Plan Courses Administer Courses Training Grants Resources



Home > Enrolment > Add Enrolment

Add Enrolment

Bulk Upload

Cancel

Trainee Details

ID Type *

Select ID Type

ID *

Date Of Birth *

DD-MM-YYYY

If the trainee has incomplete Date of Birth information, kindly input "01" for the appropriate day and/or month fields

Submit Trainee



Submit Single Enrolment



Training Providers

Enter the Enrolment details



Get Started

Plan Courses

Administer Courses

Training Grants

Resources



Enrolment Details

Course *

Select a course ▼

Course Title

Course Run *

Select Course Run

Course Fee Discount (where applicable)

\$0.00

Sponsorship Type *

Select Sponsorship Type ▼

Employer UEN

If Sponsorship Type = Employer, enter sponsoring Employer's UEN



Once the enrolment record has been created, the sponsorship type and employer UEN **cannot** be amended.

Submit Single Enrolment



After entering the information required for enrolment, scroll down to confirm the funding amount, based on the discount course fee (if any).

Refer to guide [here](#)



Get Started Plan Courses Administer Courses Training Grants Resources



Enrolment Fees

Enrolment Fee Collection Status *

Pending Payment

Select Fee Collection Status

- Pending Payment
- Partial Payment
- Full Payment
- Cancelled

Value of this field will be "Pending Payment" by default

! To receive funding, the trainee's "Fee Collection Status" should be updated to "Full Payment" within 120 calendar days from the course run end date.

Course Fee Grants

Discounted Course Fee	\$1,000.00
Approved Course Fees	\$1,000.00
Less Course Fee Discount (where applicable)	\$0.00
Total Funding	\$700.00
IBF-STs	\$700.00
Nett Fee	\$300.00

Eligible for:

Absentee Payroll

Training Allowance

SkillsFuture Credits

Submit Single Enrolment



Refer to guide [here](#)

A unique enrolment ID will be generated after saving the enrolment record



Get Started Plan Courses Administer Courses Training Grants Resources



Home > Enrolment > Training Summary > ENR-2107-000090

Enrolment Detail

[Back to Enrolments](#) [Cancel Enrolment](#) [Add Enrolment](#)

ENR-2107-000090

An "Enrolment ID" will be created after the record has been processed successfully

Trainee is eligible for funding

Trainee Details

ID Type *

ID *

Trainee Email *

NRIC

Upon successful update...

✔ Enrolment record created successfully ✕

Upload Bulk Enrolment



Training Providers

Click on the **"Enrolments"** tile



Get Started Plan Courses Administer Courses Training Grants Resources

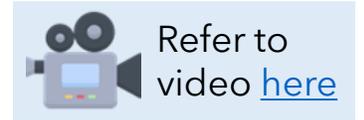


 Organisation Profile	 Qualifications	 Course Registry	 Course Runs	 Enrolments	 Attendance
 Assessments	 Grants	 SkillsFuture Credit	 SGUnited Skills	 Financial Transactions	 Certificates
 TRAQOM	 Grant Calculator	 User Management	 SkillsConnect	 FMS	 Tax Invoice

Upload Bulk Enrolment



Click **"Bulk Upload"** to submit multiple enrolment records



Get Started Plan Courses Administer Courses Training Grants Resources



Home > Enrolments

Enrolments

Bulk Upload **Add Enrolment**

Clear Filters

01-08-2021

07-05-2022

Course/Course Title

Course Run

Course Run	Course Title	Course	Start Date	End Date	Pending Payment (Confirmed Enrolments)	Full Payment (Confirmed Enrolments)
226492	Introduction to Marketing	TGS-2020011730	26-09-2021	28-11-2021	1	0

1 record

Upload Bulk Enrolment



Select a course to upload enrolments for submission



1 Click on the drop-down list

Bulk Upload Enrolments [X]

Please choose course to upload enrolments for

Course

Select a course [v]

Cancel Submit

2 Select the course to upload enrolments

Bulk Upload Enrolments [X]

Please choose course to upload enrolments for

Course

Select a course [v]

Search [Q |]

- TGS-2020011696 - NWSQ Qual
- TGS-2020011697 - NWSQ Qual 1
- TGS-2020011698 - Acad CET Qual**
- TGS-2020011699 - Acad CET Qual 1

3 Upload the completed excel for submission

Bulk Upload Enrolments [X]

Please download [the attached excel template](#) to input the enrolment details. The file needs to be **saved in .csv** format before uploading.

Maximum record count per upload file - 500

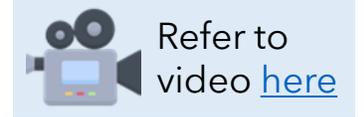
Drop a file here or browse to upload

Cancel Submit

Upload Bulk Enrolment



In the Excel template, complete the “Enrolment Upload Template” tab with reference to the “Instructions” tab



1 Refer to the “Instructions” tab to complete the “Enrolment Upload Template” tab

2 Save the document

Complete all mandatory fields and note that there should be no more than 500 records

Attribute	Description	Mandatory	Allowed Values	Sample Values
Trainee ID Type	This field is a dropdown list to select the trainee's ID type	Yes	The dropdown list has the following values: 1. NRIC 2. FIN 3. Others	NRIC
Trainee ID	Trainee's ID number	Yes	Text with maximum 50 characters	S970111D
Date of Birth (DD-MM-YYYY)	Trainee's date of birth Before submitting records please ensure that the date format is DD-MM and not MM-DD. If 1st of Feb is submitted as 02-01 instead of 01-02, system will assume the date to be 2nd of Jan instead	Yes	Date has to be in either DD-MM-YYYY or DD/MM/YYYY format	09-03-1997
Trainee Name (as on government ID)	Trainee's name as shown on his/her ID If the Trainee's ID is NRIC, the trainee's name as shown on his/her ID will be auto-populated after the upload has been processed	Yes (if Trainee ID type is selected as "Others" or "FIN")	Text with maximum 60 characters	Angelina Lim
Course Run	Course run reference number for which the trainee is being enrolled	Yes	Text with maximum 50 characters	12311
Trainee Email	Trainee's email address	Yes	Text with maximum 250 characters	angelina@mail.com
Trainee Phone Country Code (+xx)	Trainee's contact number country code	Yes	Country code only accepts digits and "+" sign. User has the option to upload with or without the "+" sign at the front. For example: 1. +65 is acceptable 2. 65 is acceptable 3. (+65) not acceptable 4. (65) not acceptable	65
Trainee Phone Area Code	Trainee's contact number area code	No	Numerical value up to 10 digits	33
Trainee Phone	Trainee's contact number	Yes	Numerical value from 6 to 10 digits	98761234
Sponsorship Type	This field is a dropdown list to select the sponsorship type of the trainee	Yes	The dropdown list has the following values: 1. Individual	Individual

“Enrolment Upload Template” tab

“Instructions” tab

Save the document in CSV (comma delimited) (*.csv format) before uploading

Upload Bulk Enrolment

Template Walkthrough:

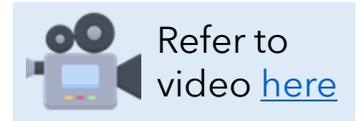
How to complete Bulk Enrolment excel template

Upload Bulk Enrolment



Training Providers

Once the upload is complete, this page will display the records as read from the uploaded file



Get Started Plan Courses Administer Courses Training Grants Resources



Enrolments > Upload Enrolment

Bulk Upload Enrolments

Cancel Add Enrolment Save

TGS-2020011730 - Introduction to Marketing

Course : TGS-2020011730

Enrolment records can be uploaded for different course runs (**within the same course**) in the same template by specifying the course run ID

Clear Filter

Sponsorship Type

Search

	Course Run	Trainee ID Type	Trainee ID	Trainee Name	Date Of Birth
	210719	NRIC	S7890559Z	Tan Chang Kee	14-08-1978
	310701	FIN	F7920220R	Van Morri Son	19-01-1979
	210719	NRIC	S7860541C	Walter Bishop	11-11-1978

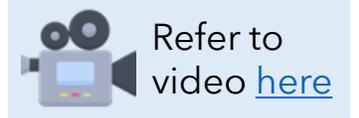
Changes can be made to all fields except trainee name as this will be derived from the ID

There will be more fields on the right →

Upload Bulk Enrolment



The user will be redirected back to the "Enrolments" page as the enrolment records are sent for processing



Get Started Plan Courses Administer Courses Training Grants Resources



Home > Enrolments

Enrolments

Bulk Upload

Add Enrolment

Clear Filters

01-08-2021

07-05-2022

Course/Course Title

Course Run

Course Run	Course Title	Course	Start Date	End Date	Pending Payment (Confirmed Enrolments)	Full Payment (Confirmed Enrolments)
226492	Introduction to Marketing	TGS-2020011730	26-09-2021	28-11-2021	1	0

Upon successful upload submission...

Batch reference 374 generated for successfully submitting 10 enrolments. You will be notified when processing is complete

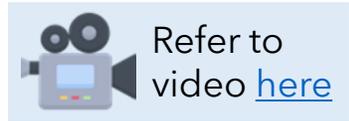


The enrolments are **still not created** at this juncture as the system still needs to process the submitted records

Upload Bulk Enrolment



Once the bulk upload has been processed, there will be a notification with a URL link to the enrolment records



Get Started Plan Courses Administer Courses Training Grants Resources



There will be an in-system notification once the bulk upload has been processed

Home > Notifications

Notifications

Clear Filters

Select Category

Show unread notifications only

Title

Notification for Enrolment – Bulk Upload confirmation for Batch 374

Click on the relevant bulk upload confirmation for the URL link to the enrolment records

Home > Notifications > Notification for Enrolment – Bulk Upload confirmation for Batch 374

Notification for Enrolment – Bulk Upload confirmation for Batch 374

Category	Time
Enrolments	14-07-2021 04:30 PM

Message
14-07-2021

Dear Sir / Mdm,

Notification for Enrolment – bulk upload confirmation

We refer to the bulk upload of enrolment that you have submitted on 14-07-21 for TGS-2020011730 - Testing skills table 6/11.

The bulk upload of enrolment has been completed. You can refer to link below for more details of the enrolment.

Thank you.

URL
<https://tgsosqaez.sakurasystem.cloud/workspace/grants/BulkUploadEnrolment.aspx?EnrolmentBatchId=374>

Mark as Read

Upload Bulk Enrolment



An Enrolment ID will be created for each successfully saved enrolment record. Otherwise refer to the "Reason for Failure" column to rectify the errors and re-upload for processing.



Get Started Plan Courses Administer Courses Training Grants Resources



Home > Manage Enrolments

Manage Enrolments

Introduction to Marketing

Course : TGS-2020011730

Total Records Passed:

1

Total Records Failed:

2

A unique Enrolment ID will be created for each successfully saved enrolment record.

Clear Filter

Search

Enrolment ID	Trainee	Course Run	Sponsorship Type	Employer Name	Employer UEN	Fee Collection Status	Approved Course Fees
ENR-2107-000091	S7860541C	210719	Individual	-	-	Pending Payment	\$200.00
	F7920220R	310701	Individual	-	-	Pending Payment	-
	S7890559Z	210719	Individual	-	-	Pending Payment	-

For failed records, refer to the "Reason for Failure" column to rectify the errors

Scroll for the "Reason for Failure" column on the right →

Error messages



Examples of error messages for enrolments:

FORMATTING AND SIZE ERRORS

ERROR MESSAGE	WHAT WENT WRONG?	HOW TO FIX THE ERROR?
<i>Maximum record count exceeded in upload file. Please try again with 500 records or less.</i>	Bulk import file exceeds 500 records	<ul style="list-style-type: none">• Ensure no more than 500 records are included in the upload file
<i>Date of Birth is mandatory in DD-MM-YYYY format</i>	Missing or Incorrect date format	<ul style="list-style-type: none">• Ensure that the date format is either DD-MM-YYYY or DD/MM/YYYY format
<i>File exceeds size limit of 5 MB</i>	File exceeds size limit	<ul style="list-style-type: none">• Ensure file size is within 5MB

Error messages



Examples of error messages for enrolments:



TRAINEE/EMPLOYER DETAIL ERRORS

ERROR MESSAGE	WHAT WENT WRONG?	HOW TO FIX THE ERROR?
<i>Please check particulars of this trainee</i>	One of the following errors found: <ul style="list-style-type: none">• Trainee ID and ID type mismatch• Trainee ID not valid• Trainee ID and DOB do not match	<ul style="list-style-type: none">• Check the particulars of the trainees to ensure there is no typo
<i>Invalid Trainee ID type</i>	Trainee ID type is incorrect	<ul style="list-style-type: none">• Only values in the dropdown list are allowed ("NRIC", "FIN" or "Others")
<i>Invalid trainee / employer contact country code</i>	Country code for trainee's contact number is invalid	<ul style="list-style-type: none">• Ensure that only digits and "+" sign are indicated.• Note: "+" sign is optional
<i>Invalid trainee / employer contact phone number</i>	Trainee's contact number is invalid	<ul style="list-style-type: none">• Ensure that the contact number indicated is valid
<i>Invalid trainee / employer email address</i>	Trainee's email address is invalid	<ul style="list-style-type: none">• Ensure that the email address indicated is valid

Error messages



Examples of error messages for enrolments:

OTHER ERRORS

ERROR MESSAGE	WHAT WENT WRONG?	HOW TO FIX THE ERROR?
<i>Course run does not belong to the course</i>	Course run is not associated to the course reference number in the request	<ul style="list-style-type: none">• Ensure no typos for course run ID indicated
<i>Invalid enrolment sponsorship type</i>	Sponsorship type does not match the values in the static entity	<ul style="list-style-type: none">• Only values in the dropdown list are allowed ("Individual" or "Employer")
<i><Field Name> is mandatory</i>	Missing mandatory fields from the upload file	<ul style="list-style-type: none">• Ensure all mandatory fields are filled



The **personalised grant amount** is calculated based on validated trainee information. The enhanced grant calculation produces a summary of grant amount, relevant schemes and components



Trainee Enrolments can be submitted using two methods:

- ✓ via Single Enrolment
- ✓ via Excel Bulk Upload (supports enrolments across multiple course runs **within the same course**)



TPs can start submitting enrolment records from anytime before and **up to 45 (public course runs) / 105 (in-house course runs) calendar days after the course start date**. Submissions thereafter are considered late.



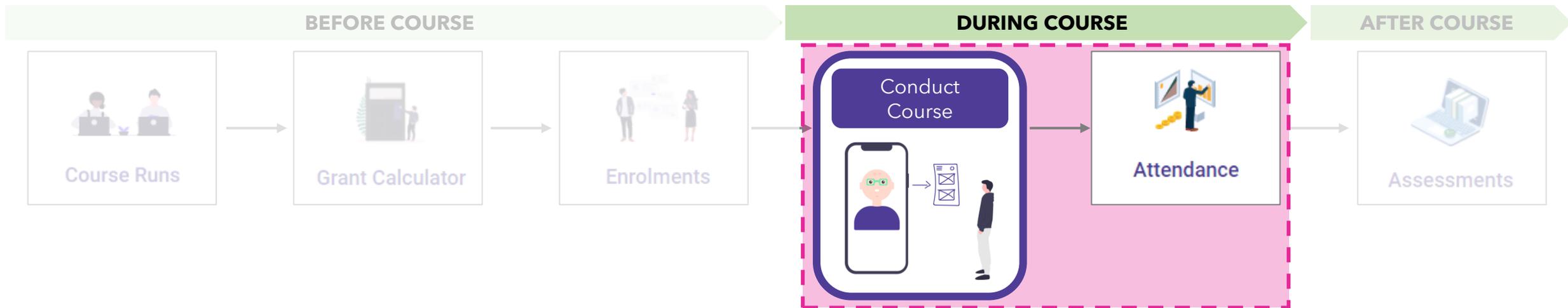
Refer to these videos:

- ✓ [Bulk Upload of Enrolment Records](#)
- ✓ [Rectifying Errors for Bulk Upload of Enrolment Records](#)



Refer to this user guide:

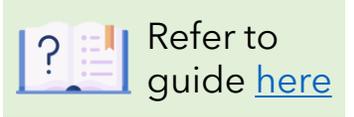
- ✓ [Training Enrolment Guide](#)



Attendance



There are two methods to submit trainee attendance



1 Digital Attendance Taking **RECOMMENDED!**

- ✓ Trainees can take digital attendance by scanning QR code or entering attendance code into MySF link
- ✓ Attendees' details are automatically captured and instantly synced to TPGateway



Recommended as trainers do not have to keep track of manual/ physical attendance

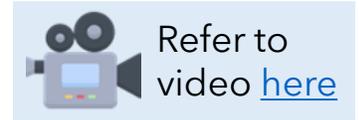
2 Manual Attendance Upload

- ✓ Multiple attendances can be uploaded for multiple course sessions
- ✗ Might run into the risk of providing inaccurate trainee details (i.e. wrong ID number)
- ✗ More steps to be taken to upload attendance
- ✗ There is a deadline for submission - Upload "Attendance" after each Course Run Session **by 45 (public course runs) / 105 (in-house course runs)** calendar days after course end date



Can be used to capture any attendance records that were missed out in digital attendance.

Digital Attendance Taking



1

Trainer and Course Admin will receive an email containing the link to QR code and attendance code 3 days before the course run start date



2

To take attendance digitally, **trainees** can either scan the QR code or go to MySkillsFuture portal to key in the attendance code



3

Attendance will be automatically synced to TPGateway!
TPs do not need to confirm attendance unless there is missing information



The QR code link can also be retrieved from the Course Runs tile

Digital Attendance Taking



Example of email containing the link to QR Code/ Attendance Code

QR Code for Taking Course Attendance (Course-Title-103 - 07/08/2020 ~ 10/08/2020)



noreply@tpgateway.gov.sg

To Jap Show Foong (NCS); Swapnil ; Singhai Priyam NCS; Manisha Sathyanarayana (NCS); Zhang Wei Wei (NCS)



Fri 7/8/2020 5:55 PM

If there are problems with how this message is displayed, click here to view it in a web browser.

[External email] Please be cautious when clicking on any links or attachments.

Hi,

Click on below link to display QR code for attendees to take attendance:

<https://uat.myskillsfuture.sg/api/uat/take-attendance/d2e0fff535fbc264771c3041976ef396>

Course Run Information is as below:

Course Name : Course-Title-103

Course Run Date : 07/08/2020 ~ 10/08/2020

Mode Of Training : Classroom

No Of Users Registered : 0

Primary Venue : #1-1 1 RIVER ISLES 56 EDGEDALE PLAINS Singapore 828822

Attendees can use following link to download MySkillsFuture app. Post download, they can use the mobile app to scan QR code.

Google Play - <https://play.google.com/store/apps/details?id=sg.skillsfuture.msf>

iTunes - <https://itunes.apple.com/sg/app/myskillsfuture/id1256315705?mt=8>

Attendance Taking



Introduction to TPGateway L1
TGS-2021002865
16 Jul 2021 - 30 Jul 2021

Session
Mode of Training: Classroom
🕒 16 Jul 2021 03:30 PM - 05:30 PM
📍 #01-01, A, 11, EUNOS ROAD 8, LIFELONG LEARNING INSTITUTE, Singapore 408601

Alternatively, attendees can use below link to register their attendance on MySkillsFuture Portal,
<https://uat.myskillsfuture.gov.sg/content/portal/en/individual/take-attendance.html>

Attendance Code:
AC12351

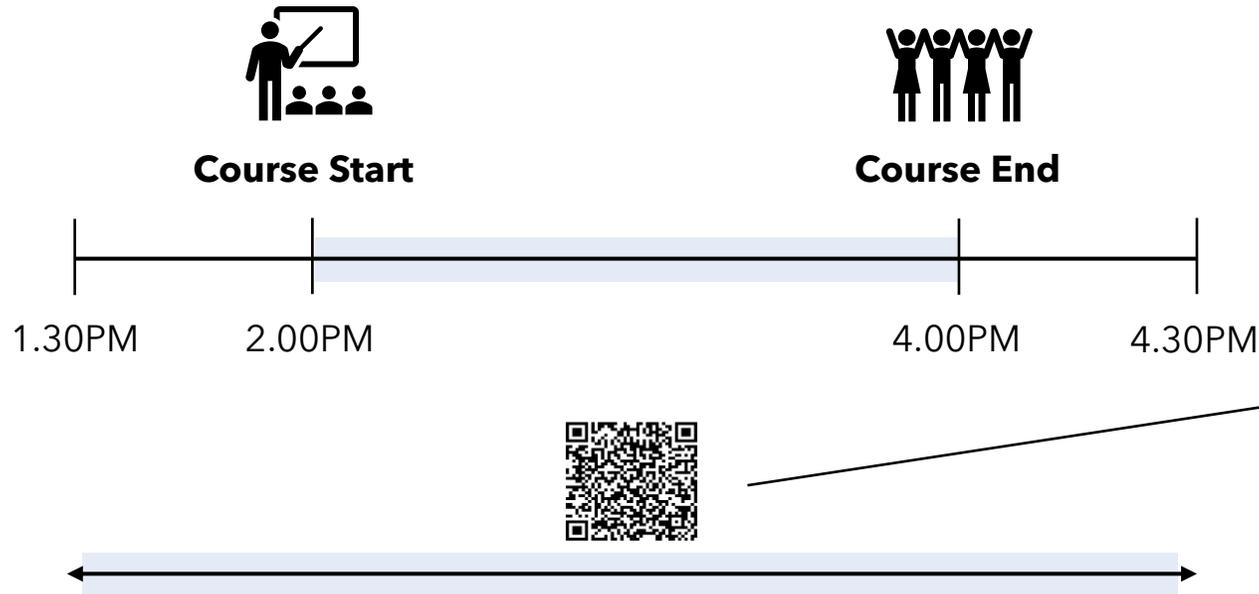
Digital Attendance Taking



The QR code link is the same throughout the course run, but the QR code **refreshes for each session**



 QR code for each session will be available **30 mins before the session start till 30 mins after session ends**



Introduction to TPGateway L1
TGS-2021002865
16 Jul 2021 - 30 Jul 2021

Attendance Taking



Session
Mode of Training: Classroom
16 Jul 2021 03:30 PM - 05:30 PM
#01-01, A, 11, EUNOS ROAD 8, LIFELONG LEARNING INSTITUTE, Singapore 408601

Alternatively, attendees can use below link to register their attendance on MySkillsFuture Portal,
<https://uat.myskillsfuture.gov.sg/content/portal/en/individual/take-attendance.html>

Attendance Code:
AC12351



“If I scan the QR at the end of the course, will I be marked as late?”

No, if trainees record attendance anywhere within this window, the attendance will be recorded as 100% for the session.

Digital Attendance Taking



Training Providers

Trainees can take digital attendance by scanning the QR code



Refer to video [here](#)

1 Scan the QR code using a QR reader



Attendance Taking



Introduction to TPGateway L1

TGS-2021002865

16 Jul 2021 - 30 Jul 2021

Session

Mode of Training: Classroom

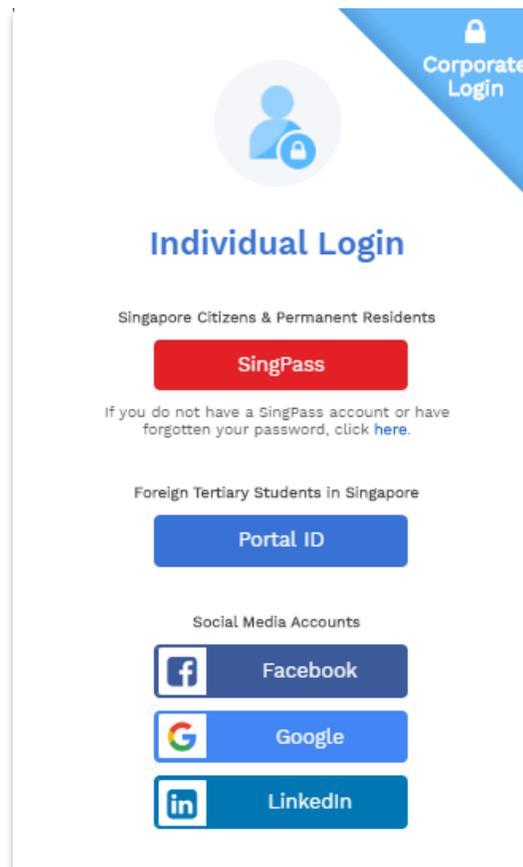
16 Jul 2021 03:30 PM - 05:30 PM

#01-01, A, 11, EUNOS ROAD 8, LIFELONG LEARNING INSTITUTE, Singapore 408601

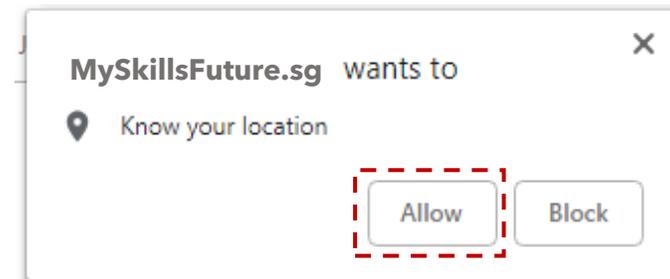
Alternatively, attendees can use below link to register their attendance on MySkillsFuture Portal, <https://uat.myskillsfuture.gov.sg/content/portal/en/individual/take-attendance.html>

Attendance Code:
AC12351

2 Log in using Singpass or Social Media



3 Allow MySkillsFuture to capture location



Digital Attendance Taking



Trainees can take digital attendance by scanning the QR code

4 Click on "Take Attendance"

5 Attendance will be taken

MySKILLSfuture Hello, Sharilyn

Home > Attendance Taking A- A+

Attendance Taking

Attendance Code
GU5342 Done

3D DIGITAL COMMERCE MARKETING
CRS-N-0027076

Course Session(s):

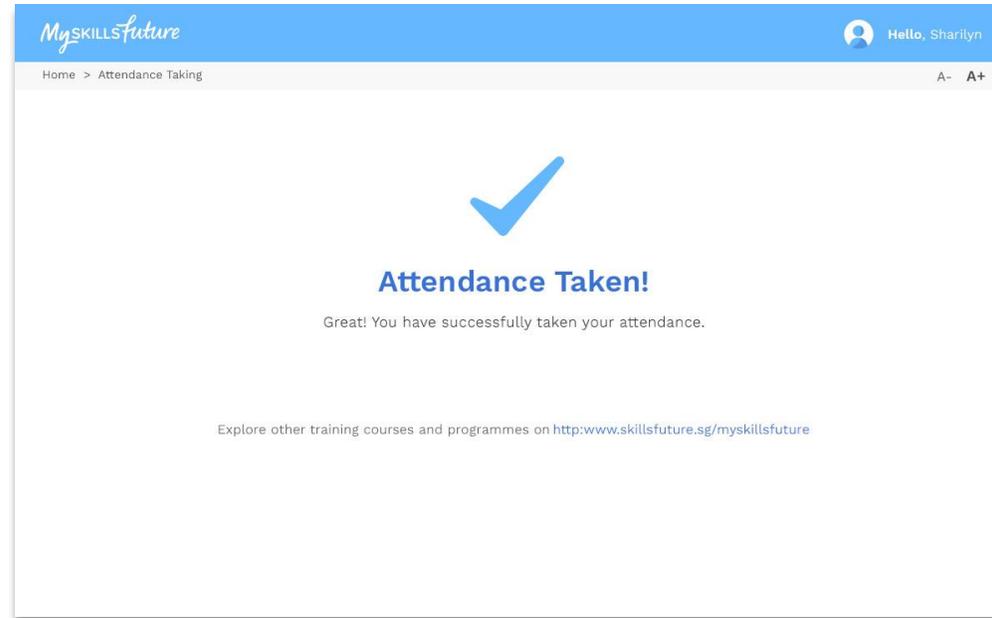
- 18 Sep 2018 9:00am to 12:30pm
- MDIS, #05-230, West Wing, 501 Stirling Road, Singapore 148951

Preferred Name: William
Email Address: william.loh@gmail.com

ID Type: FIN/Work Permit/SAF 11B
FIN/Passport: 123456789

Country: Singapore (+65)
Number: 9887 6543

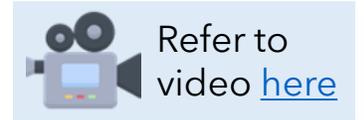
Cancel Take Attendance



Digital Attendance Taking



Trainees can also take digital attendance using **Attendance code**



1 Access attendance taking link/ QR Code



Attendance Taking



Introduction to TPGateway L1

TGS-2021002865

16 Jul 2021 - 30 Jul 2021

Session

Mode of Training: Classroom

16 Jul 2021 03:30 PM - 05:30 PM

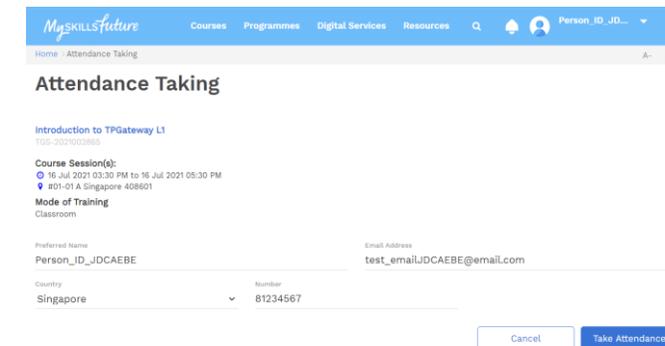
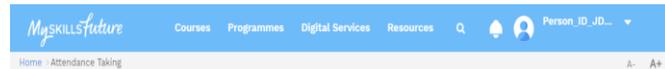
#01-01, A, 11, EUNOS ROAD 8, LIFELONG LEARNING INSTITUTE, Singapore 408601

Alternatively, attendees can use below link to register their attendance on MySkillsFuture Portal,
<https://uat.myskillsfuture.gov.sg/content/portal/en/individual/take-attendance.html>

Attendance Code:

AC12351

2 Enter attendance code and particulars



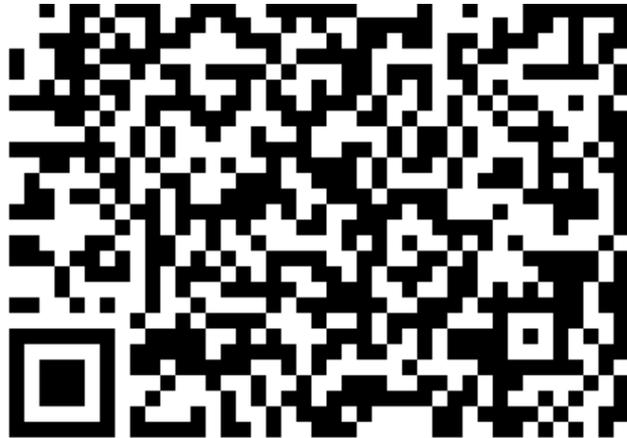
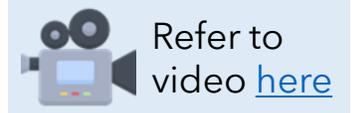
3 Confirm check-in has been successful



Digital Attendance Taking



The names of the trainees who have taken digital attendance successfully will be reflected



Session

Mode of Training: Classroom

🕒 16 Jul 2021 03:30 PM - 05:30 PM

📍 #01-01, A, 11, EUNOS ROAD 8, LIFELONG LEARNING INSTITUTE, Singapore 408601

Alternatively, attendees can use below link to register their attendance on MySkillsFuture Portal,

<https://uat.myskillsfuture.gov.sg/content/portal/en/individual/take-attendance.html>

Attendance Code:

AC12351

Person_ID_AAAAIDG [XXXXX836B]

swapnil s [XXXXX219L]

swapnil s [XXXXX219L]

Person_ID_BDGDHDA [XXXXX730Z]

Person_ID_BDGDHDA [XXXXX730Z]

Manual Attendance Upload



Click on the **"Attendance"** tile

Refer to guide [here](#)



Get Started Plan Courses Administer Courses Training Grants Resources



 Organisation Profile	 Qualifications	 Course Registry	 Course Runs	 Enrolments	 Attendance
 Assessments	 Grants	 SkillsFuture Credit	 SGUnited Skills	 Financial Transactions	 Certificates
 TRAQOM	 Grant Calculator	 User Management	 SkillsConnect	 FMS	 Tax Invoice

Submit attendance by 45 (public course runs) /105 (in-house course runs) calendar days after course end date

Anything after this deadline is late and will not be taken into consideration

Manual Attendance Upload



Search and select the course run sessions to upload attendance records for

Refer to guide [here](#)



Get Started

Plan Courses

Administer Courses

Training Grants

Resources



Please note that both Course Run and Course Session(s) are required for Attendance to be taken.

ATTENDANCE

Course Title

Course Run

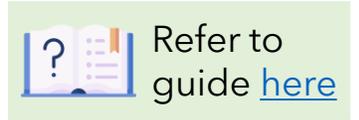
Session

SEARCH

Manual Attendance Taking



TPs can upload attendance onto TGS manually via the Excel spreadsheet



1 Access the session(s) to upload attendance for

Training Partners Gateway

Who We Are Get Started Plan Courses Administer Courses Training Grants Resources

Profile Course Run Trainers Course Tagging Brochures Certificates Download Attendance

> Add Attendance A- A+

ADD ATTENDEE(S)

INTRODUCTION TO TPGATEWAY L1

TGS-2021002865
19 May 2021 - 04 Jun 2021 Classroom #02-01 Training Room 21 11 EUNOS ROAD 8 LIFELONG LEARNING INSTITUTE Singapore 408601

Session(s)

<input type="checkbox"/>	21/05/2021	21/05/2021	02:30 PM - 05:30 PM	Classroom	#01-01 Training Room 1 Singapore 408601
<input type="checkbox"/>	24/05/2021	24/05/2021	06:45 PM - 07:45 PM	Classroom	#02-01 Training Room 21 Singapore 408601
<input type="checkbox"/>	26/05/2021	26/05/2021	02:30 PM - 05:30 PM	Classroom	#01-01 Training Room 1 Singapore 408601
<input checked="" type="checkbox"/>	28/05/2021	28/05/2021	03:00 PM - 05:00 PM	Classroom	#02-01 Training Room 21 Singapore 408601

UPLOAD ATTENDEE(S)

UPLOAD FILE  

UPLOAD

3 Select 'Upload'

Training Partners Gateway

Who We Are Get Started Plan Courses Administer Courses Training Grants Resources

Profile Course Run Trainers Course Tagging Brochures Certificates Download Attendance

> Add Attendance A- A+

ADD ATTENDEE(S)

INTRODUCTION TO TPGATEWAY L1

TGS-2021002865
19 May 2021 - 04 Jun 2021 Classroom #02-01 Training Room 21 11 EUNOS ROAD 8 LIFELONG LEARNING INSTITUTE Singapore 408601

Session(s)

<input type="checkbox"/>	21/05/2021	21/05/2021	02:30 PM - 05:30 PM	Classroom	#01-01 Training Room 1 Singapore 408601
<input type="checkbox"/>	24/05/2021	24/05/2021	06:45 PM - 07:45 PM	Classroom	#02-01 Training Room 21 Singapore 408601
<input type="checkbox"/>	26/05/2021	26/05/2021	02:30 PM - 05:30 PM	Classroom	#01-01 Training Room 1 Singapore 408601
<input checked="" type="checkbox"/>	28/05/2021	28/05/2021	03:00 PM - 05:00 PM	Classroom	#02-01 Training Room 21 Singapore 408601

UPLOAD ATTENDEE(S)

UPLOAD FILE  

UPLOAD

2 Download Attendance File Template and fill in the relevant attendees' details. The following fields would be mandatory to be filled:

- ✓ Identification Number
- ✓ Identification Type
- ✓ Email address
- ✓ Mobile number

4 Click on 'Publish Attendees'

UPLOAD ATTENDEE(S)

UPLOAD COURSE RUN SESSION ATTENDANCE  

UPLOAD

1 result(s) found

Select All | Unselect All

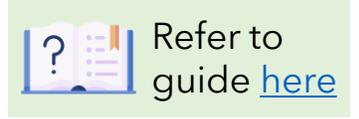
<input checked="" type="checkbox"/>	ATTENDEE 1	S8642526B	Ready to publish
-------------------------------------	------------	-----------	------------------

ATTENDEE NAME	ATTENDEE ID	ID TYPE	EMAIL
Attendee 1	S8642526B	Singapore Blue Identification Card	attendee1@attendee.com
MOBILE COUNTRY CODE	MOBILE AREA CODE	MOBILE	SURVEY LANGUAGE

Manual Attendance Taking



TPs can upload attendance onto TGS manually via the Excel spreadsheet



5 Select the checkbox of the attendee to upload attendance for and click 'Confirm'

INTRODUCTION TO TPGATEWAY L1
TGS-2021002865

1 Session(s) found

Select All | Unselect All

EDIT CONFIRM UNCONFIRM VOID DELETE

28/05/2021 - 28/05/2021 15:00-17:00 Classroom LIFELONG LEARNING INSTITUTE,#02-Training Room 21,01,11 EUNOS ROAD 8,Singapore 408601

ATTENDEE NAME	ATTENDEE ID	ID TYPE	EMAIL	MOBILE	ENTRY MODE	EDITED BY TRAINING PROVIDER	SURVEY LANGUAGE	STATUS
<input type="checkbox"/> Attendee 1		Singapore Blue Identification Card	attendee1@attendee.com		Manual	Yes	English	Confirmed TRAQOM: Pending Upload to TRAQOM.

6 Select 'Confirm' to submit the attendance

The following list will be sent for confirmation:

ATTENDEE NAME	SESSION	STATUS
Attendee 1	28/05/2021 - 28/05/2021 15:00-17:00 Classroom LIFELONG LEARNING INSTITUTE,#02-Training Room 21,01,11 EUNOS ROAD 8,Singapore 408601	Unconfirmed

CANCEL CONFIRM

Manual Attendance Taking

Template Walkthrough:

How to complete Manual Attendance excel template



The QR code link for digital attendance is the same throughout the course run, but the QR code **refreshes for each session**



Attendance can be submitted using two methods:

- ✓ via Digital Taking Function (**recommended**)
- ✓ via Manual Upload



TPs need to ensure that attendance records are submitted before **45 (public course runs) / 105 (in-house course runs) calendar days after the course end date**. Submissions thereafter are considered late.



Refer to this video:

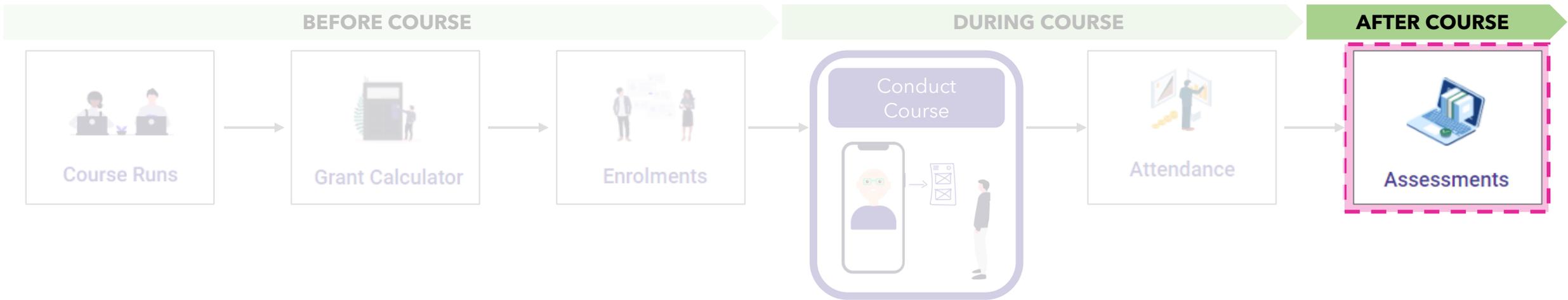
- ✓ [Digital Attendance Taking](#)



Refer to this user guide:

- ✓ [Attendance Guide](#)

Assessments

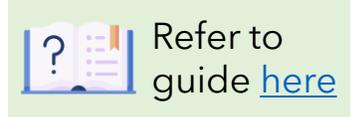


Assessments



Training Providers

There are two methods to submit trainee assessments



1 Submit Single Assessment

Add Assessment

- ✓ Assessment records created **one at a time**
- ✓ Instant validation and process of assessment record



Recommended

- If enrollments are already created
- If there is only one Skill Code for the course
- If the assessment submission deadline is approaching

2 Upload Bulk Assessment

Bulk Upload

- ✓ **Multiple assessment records** can be submitted across different courses and course runs in a single file upload
- ✓ Only formatting of excel file validated during upload, additional processing time required before assessment records are processed



Recommended

- If there are multiple assessment records to be submitted across courses or course runs
- If there are sufficient time before assessment submission deadline
- If there is more than one Skill Code for the course

Bulk upload for **enrollments** are limited to the same course

Submit Single Assessment



Training Providers

Click on the **"Assessments"** tile

Refer to guide [here](#)



Get Started Plan Courses Administer Courses Training Grants Resources



 Organisation Profile	 Qualifications	 Course Registry	 Course Runs	 Enrolments	 Attendance
 Assessments	 Grants	 SkillsFuture Credit	 SGUnited Skills	 Financial Transactions	 Certificates
 TRAQOM	 Grant Calculator	 User Management	 SkillsConnect	 FMS	 Tax Invoice

Submit Single Assessment



Search and select a course from the listing to upload assessment records for

Refer to guide [here](#)



Get Started Plan Courses Administer Courses Training Grants Resources



Home > Assessments

Assessments

Manage Assessments

Bulk Upload

Clear Filters

01-08-2021

07-05-2022

Course/Course Title

Course Run

Course Run	Start Date	End Date	Course	Course Title	Confirmed Enrolments	Assessments Received
226492	26-09-2021	28-11-2021	TGS-2020011730	Introduction to Marketing	1	0

1 record

Submit Single Assessment



Any enrolment records submitted to the course run previously will be populated in the page

Refer to guide [here](#)



Get Started Plan Courses Administer Courses Training Grants Resources



Assessments > Manage Assessments

Manage Assessments

Back

Add Assessment

Bulk Upload

Click on **"Add Assessment"** if trainee enrolment was not submitted previously

Introduction to Marketing

Course : TGS-2020011730

Confirmed Enrolments:

1

Assessments Received:

0

The current page has been filtered to a specific course run. Please proceed to the [course page](#) to view assessments across multiple runs for the course. Please save changes before adding/editing another record

Click on the **"edit" icon** to add assessment results for the selected trainee enrolment

Clear Filter

Assessment Date

Select Result

Search

Enrolment ID	Assesment No.	ID Type	Trainee ID	Trainee	Course Run	Result	Grade	Score
ENR-2107-000090	-	NRIC	SXXXXXXXX	Trainee	226492	-	-	



Assessment records can only be added or edited **within the assessment submission deadline**. The "edit button" will not appear after the submission deadline has lapsed.

Assessment submission deadlines for:

- ✓ **Public Course Runs:** 45 calendar days from course end date
- ✓ **In-house Course Runs:** 105 calendar days from course end date

Submit Single Assessment



Enter the assessment results of the trainee and click on the “save” icon on the left before adding another assessment record

Refer to guide [here](#)



Get Started Plan Courses Administer Courses Training Grants Resources

Manage Assessments

Back Add Assessment Bulk Upload

Introduction to Marketing

Course : TGS-2020011730 Confirmed Enrolments: 1 Assessments Received: 0

Clear Filter Assessment Date Select Result Search

Course Run * <input type="text"/>	Result * <input type="text"/>	Grade <input type="text"/>	Score <input type="text"/>	Assessment Date * <input type="text"/>	Skill Code <input type="text"/>
<input type="text" value="226492 (10-10-2021)"/>	<input type="text" value="Select"/> <input type="text" value="Pass"/> <input type="text" value="Fail"/> <input type="text" value="Exempt"/> <input type="text" value="Void"/>	<input type="text" value="-"/>	<input type="text" value="0"/>	<input type="text" value="DD-MM-YYYY"/>	<input type="text" value="Select"/>

“Trainee ID” and “Course Run” fields are non-editable. Any erroneous records should be voided using the “Void” status (i.e. if a trainee’s assessment record has been added to an incorrect course run)

optional

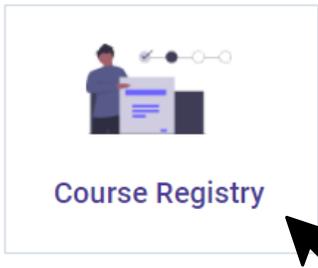
While this field is not marked as mandatory on the system, TPs **must** input the relevant Skill Code for each assessment upload for IBF Courses.

There should be **one assessment record per skill code**.
“What if I have three Skill Codes indicated in the approved course and one assessment?”
Three assessment records should be uploaded. One separate upload for each skill code.
In these cases, using bulk upload may be preferred.

Locating Skill Codes

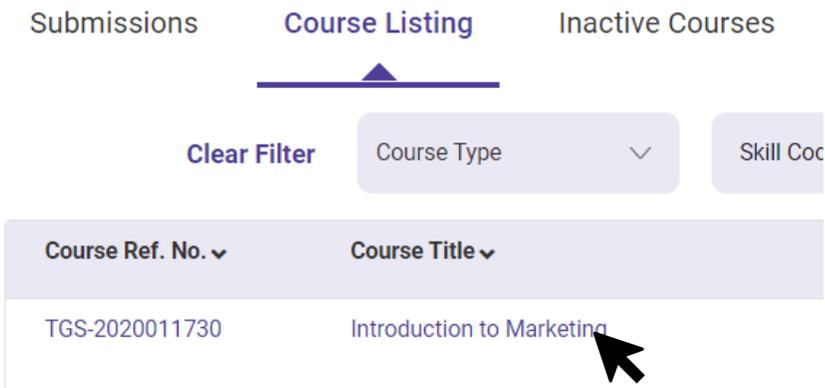


1 Click on "Course Registry" tile

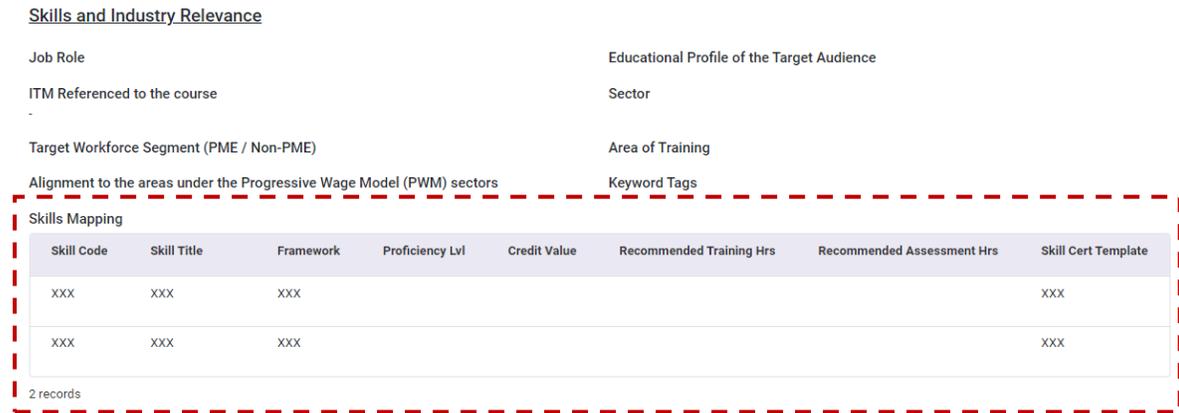


 User must have "Read Only" or "Full Access" to the "Course Registry" tile

2 Navigate to the "Course Listing" tab and locate the course



3 The skills codes will be indicated in the "Skills and Industry Relevance" section



Upload Bulk Assessment



Click on the **"Assessments"** tile



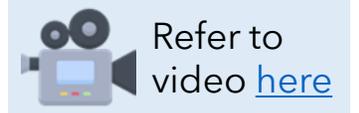
- Get Started
- Plan Courses
- Administer Courses
- Training Grants
- Resources
-
-
-

 Organisation Profile	 Qualifications	 Course Registry	 Course Runs	 Enrolments	 Attendance
 Assessments	 Grants	 SkillsFuture Credit	 SGUnited Skills	 Financial Transactions	 Certificates
 TRAQOM	 Grant Calculator	 User Management	 SkillsConnect	 FMS	 Tax Invoice

Upload Bulk Assessment

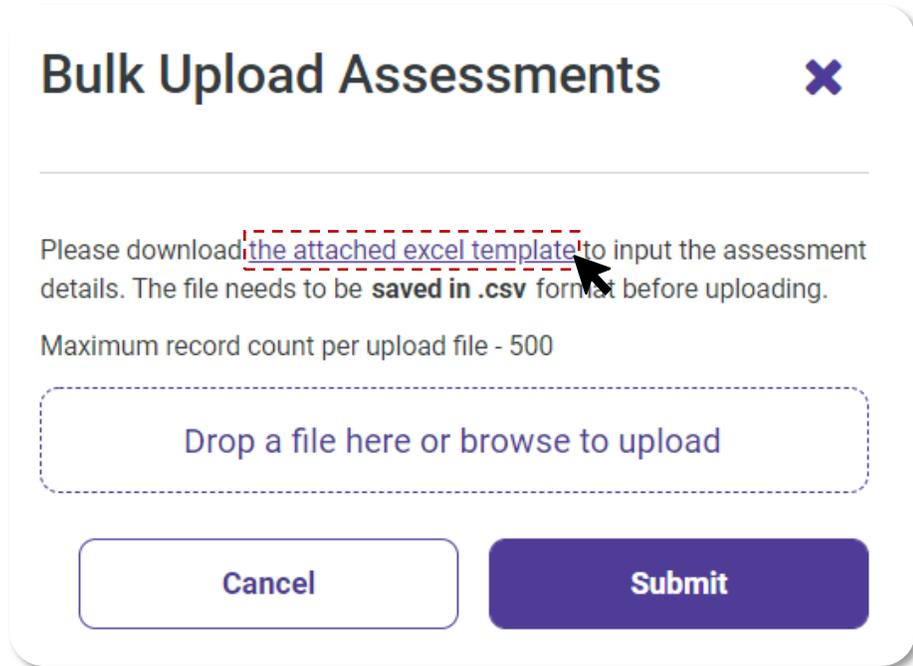


Multiple assessment records can be submitted **across different courses and course runs** in a single file upload



1 Click on "Bulk Upload" button

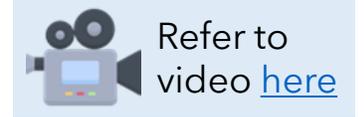
2 Upload the completed excel for submission



Upload Bulk Assessment



In the Excel template, complete the “Assessment Upload Template” tab with reference to the “Instructions” tab



1 Refer to the “Instructions” tab to complete the “Assessment Upload Template” tab

2 Save the document

Complete all mandatory fields and note that there should be no more than 500 records

Attribute	Description	Mandatory	Allowed Values	Sample Values
Trainee ID Type	This field is a dropdown list to select the trainee's ID type	Yes	The dropdown list has the following values: 1. NRIC 2. FIN 3. Others	NRIC
Trainee ID	Trainee's ID number	Yes	Text with maximum 50 characters	S9701111D
Traine Name (as on government ID)	Traine's name to be shown on eCertificate If the Traine's ID is NRIC, this field may be left blank. The trainee's name as shown on his/her ID will be auto-populated after the upload has been processed	Yes (if Traine ID type is selected as "Others" or "FIN")	Text with maximum 66 characters	Angelina Lim
Course	Course reference number for which the assessment is being uploaded	Yes	Text with maximum 50 characters	TGS-2020000123
Course Run	Course run reference number for which the assessment is being uploaded	Yes	Text with maximum 50 characters	12345
Result	This field is a dropdown list to select the trainee's assessment result	Yes	The dropdown list has the following values: 1. Pass 2. Fail 3. Exempt	Pass
Grade (A-F)	This field is a dropdown list to select the trainee's assessment grade	No	The dropdown list has the following values: 1. A 2. B 3. C 4. D 5. E 6. F	A
Score (0-100)	Numerical value of the trainee's assessment score	No	Numerical value from 0 to 100	75

“Assessment Upload Template” tab

“Instructions” tab

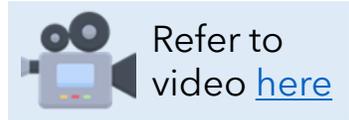
Save the document in CSV (comma delimited) (*.csv format) before uploading

Upload Bulk Assessment

Template Walkthrough:

How to complete Bulk Assessment excel template

Upload Bulk Assessment



Once the upload is complete, this page will display the records as read from the uploaded file



Get Started Plan Courses Administer Courses Training Grants Resources



Assessments > Bulk Upload Assessments

Bulk Upload Assessments

Cancel Save

Clear Filter

Assessment Date

Select Result

Search

ID Type * ▼	Trainee ID * ▼	Trainee ▼	Course * ▼	Course Run * ▼
NRIC ▼	SXXXXXXXX	Trainee	Introduction to Marketing	226492

Verify information populated and make edits if required before clicking 'Save'

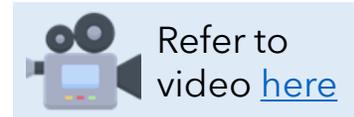
There will be more fields on the right →

Upload Bulk Assessment



Training Providers

The user will be redirected back to the "Assessments" page as the assessment records are sent for processing



Get Started Plan Courses Administer Courses Training Grants Resources



Home > Assessments

Assessments

Manage Assessments

Bulk Upload

Clear Filters

01-08-2021

07-05-2022

Course/Course Title

Course Run

Course Run	Start Date	End Date	Course	Course Title	Confirmed Enrolments	Assessments Received
226492	26-09-2021	28-11-2021	TGS-2020011730	Introduction to Marketing	1	0

1 record

Upon successful upload submission...

Batch reference number 130 generated for successfully submitting 5 assessments. You will be notified when processing is complete



The assessments are **still not created** at this juncture as the system still needs to process the submitted records

Upload Bulk Assessment



Once the bulk upload has been processed, there will be a notification with a URL link to the assessment records



Get Started Plan Courses Administer Courses Training Grants Resources



There will be an in-system notification once the bulk upload has been processed

Home > Notifications

Notifications

Clear Filters

Select Category

Show unread notifications only

Title

Notification for Assessment – Bulk Upload confirmation for Batch 130

Click on the relevant bulk upload confirmation for the URL link to the assessment records

Home > Notifications > Notification for Assessment – Bulk Upload confirmation for Batch 130

Notification for Assessment – Bulk Upload confirmation for Batch 130

Category	Assessments	Time	21-07-2021 02:40 PM
Message	21-07-2021 Dear Sir / Mdm, Notification for Assessment – bulk upload confirmation We refer to the bulk upload of assessment that you have submitted on 21-07-21. The bulk upload of assessment has been completed. You can refer to link below for more details of the assessment. Thank you. URL https://tgsosqaez.sakurasytem.cloud/TPG_Grant_UI/BulkUploadAssessment.aspx?AssessmentBatchid=130		

Mark as Read

Upload Bulk Assessment



An Assessment No. will be created for each successfully saved assessment record. Otherwise refer to the "Reason for Failure" column to rectify the errors and re-upload for processing.



Get Started Plan Courses Administer Courses Training Grants Resources



Home > Bulk Upload Assessment Notification

Bulk Upload Assessment Notification

Batch: 130

Total Records Passed: 3 | Total Records Failed: 2

A unique Assessment No. will be created for each successfully saved assessment record

Clear Filter

Search

Enrolment	Assessment	Trainee	Course	Course Run	Result	Skill Code	Reason of Failure
ENR-2107-000084	ASM-2107-000076	S7784813D	TGS-2020011730	210719	Pass	ES-FSI-107G	-
ENR-2107-000092	ASM-2107-000077	F7920220R	TGS-2020011730	210719	Pass	ES-FSI-107G	-
ENR-2107-000091	ASM-2107-000078	S7860541C	TGS-2020011730	210719	Pass	ES-FSI-107G	-
-	-	S7780079D	TGS-2020011728	210719	Pass	ES-FSI-107G	Invalid conferring institute.
-	-	S7626576C	TGS-2020011730	210719	Pass	-	Invalid skill code for the specified course.

For failed records, refer to the "Reason for Failure" column to rectify the errors

Error messages



Examples of error messages for assessments:

FORMATTING AND SIZE ERRORS

ERROR MESSAGE	WHAT WENT WRONG?	HOW TO FIX THE ERROR?
<i>Maximum record count exceeded in upload file. Please try again with 500 records or less.</i>	Bulk import file exceeds 500 records	<ul style="list-style-type: none">• Ensure no more than 500 records are included in the upload file
<i>Assessment Date is mandatory in DD-MM-YYYY format</i>	Missing or Incorrect date format	<ul style="list-style-type: none">• Ensure that the date format is either DD-MM-YYYY or DD/MM/YYYY format
<i>File exceeds size limit of 5 MB</i>	File exceeds size limit	<ul style="list-style-type: none">• Ensure file size is within 5MB

Error messages



Examples of error messages for assessments:

TRAINEE DETAIL ERRORS

ERROR MESSAGE	WHAT WENT WRONG?	HOW TO FIX THE ERROR?
<i>Please check particulars of this trainee</i>	One of the following errors found: <ul style="list-style-type: none">• Trainee ID and ID type mismatch• Trainee ID not valid	<ul style="list-style-type: none">• Check the particulars of the trainees to ensure there is no typo
<i>Invalid Trainee ID type</i>	Trainee ID type is incorrect	<ul style="list-style-type: none">• Only values in the dropdown list are allowed ("NRIC", "FIN" or "Others")

Error messages



Examples of error messages for assessments:

OTHER ERRORS

ERROR MESSAGE	WHAT WENT WRONG?	HOW TO FIX THE ERROR?
<i>Course run does not belong to the course</i>	Course run is not associated to the course reference number in the request	<ul style="list-style-type: none">• Ensure no typos for course run ID indicated
<i><Field Name> is mandatory</i>	Missing mandatory fields from the upload file	<ul style="list-style-type: none">• Ensure all mandatory fields are filled
<i>Invalid assessment grade</i>	Assessment grade is invalid	<ul style="list-style-type: none">• Only values in the dropdown list are allowed ("A", "B", "C", "D", "E" or "F")
<i>Invalid assessment score</i>	Assessment score is invalid	<ul style="list-style-type: none">• Only numerical values from 0 to 100 allowed
<i>Invalid assessment result</i>	Assessment result is invalid	<ul style="list-style-type: none">• Only values in the dropdown list are allowed ("Pass", "Fail", "Exempt")• Note: "Void" is used to void any records uploaded erroneously, and may only be updated over UI on existing records
<i>Invalid assessment date</i>	One of the following errors found: <ul style="list-style-type: none">• Assessment date entered is a future date• Assessment date format is incorrect• Assessment date is invalid	<ul style="list-style-type: none">• Ensure that the assessment date is within the course run period and not future-dated• Ensure that the date format is either DD-MM-YYYY or DD/MM/YYYY format

Re-assessment



Training
Providers

NEW
SLIDE

If trainees require to sit for re-assessment, Training Providers must ensure re-assessment results are uploaded **within 120 calendar days** from the course run end date

Scenario 1: Trainee attends re-assessment from another existing course run

- ❗ **Course Run:** Course run and course run session(s) should have been created for the existing course run
- ❗ **Enrolment:** No re-enrolment required
- ✅ **Attendance:** Trainee to take attendance as per normal during the re-assessment
- ✅ **Assessment:** Assessment record should be uploaded under the make-up course run

Scenario 2: Trainee attends re-assessment that is not from an existing course run

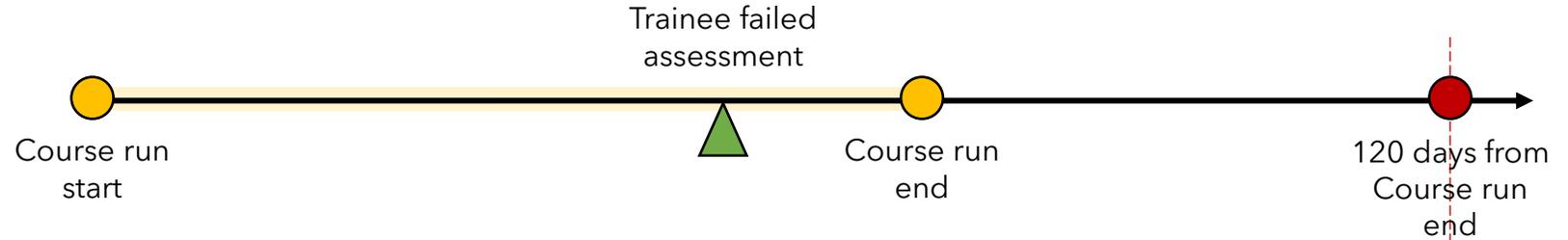
- ✅ **Course Run:** Create course run and course run session(s) for the make-up session(s)

The course start and end date of the course run should correspond with the start and end date of the make-up session(s) required from the trainee
- ❗ **Enrolment:** No re-enrolment required
- ✅ **Attendance:** Trainee to take attendance as per normal during the re-assessment
- ✅ **Assessment:** Assessment record should be uploaded under the make-up course run

Re-assessment

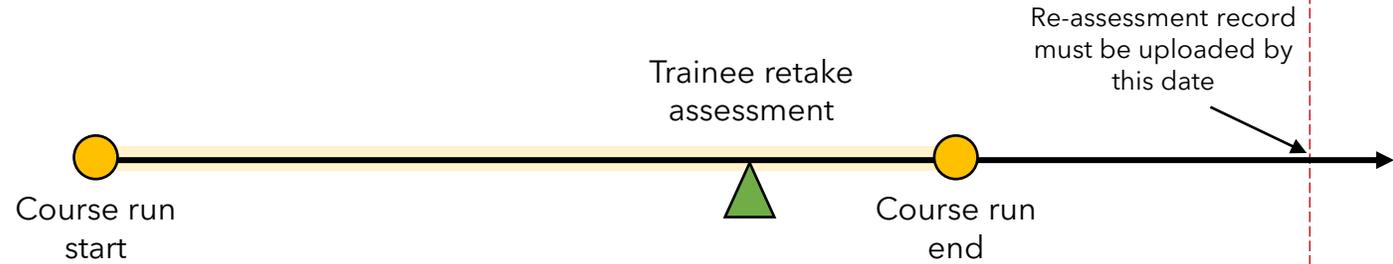
Original course run

- ✓ Enrolment submitted here
- ✓ Attendance submitted here
- ✓ Failed assessment record submitted here



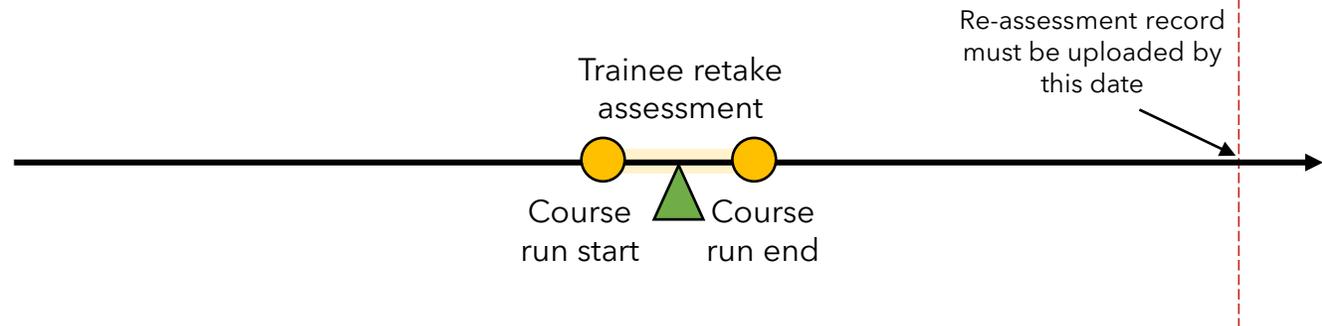
Re-assessment course run (Existing course run)

- × **No** enrolment submitted here
- ✓ **Only** attendance for re-assessment submitted here
- ✓ **Only** re-assessment record submitted here



Re-assessment course run (New course run)

- × **No** enrolment submitted here
- ✓ **Only** attendance for re-assessment submitted here
- ✓ **Only** re-assessment record submitted here





There should be **one assessment record per skill code** for each trainee



Assessments can be submitted using two methods:

- ✓ via Single Submission
- ✓ via Excel Bulk Upload (supports assessments across multiple course runs across different courses)



TPs need to ensure that assessment records are submitted **after 45 (public course runs) / 105 (in-house course runs) calendar days from the course end date**. Submissions thereafter are considered late.



Refer to these videos:

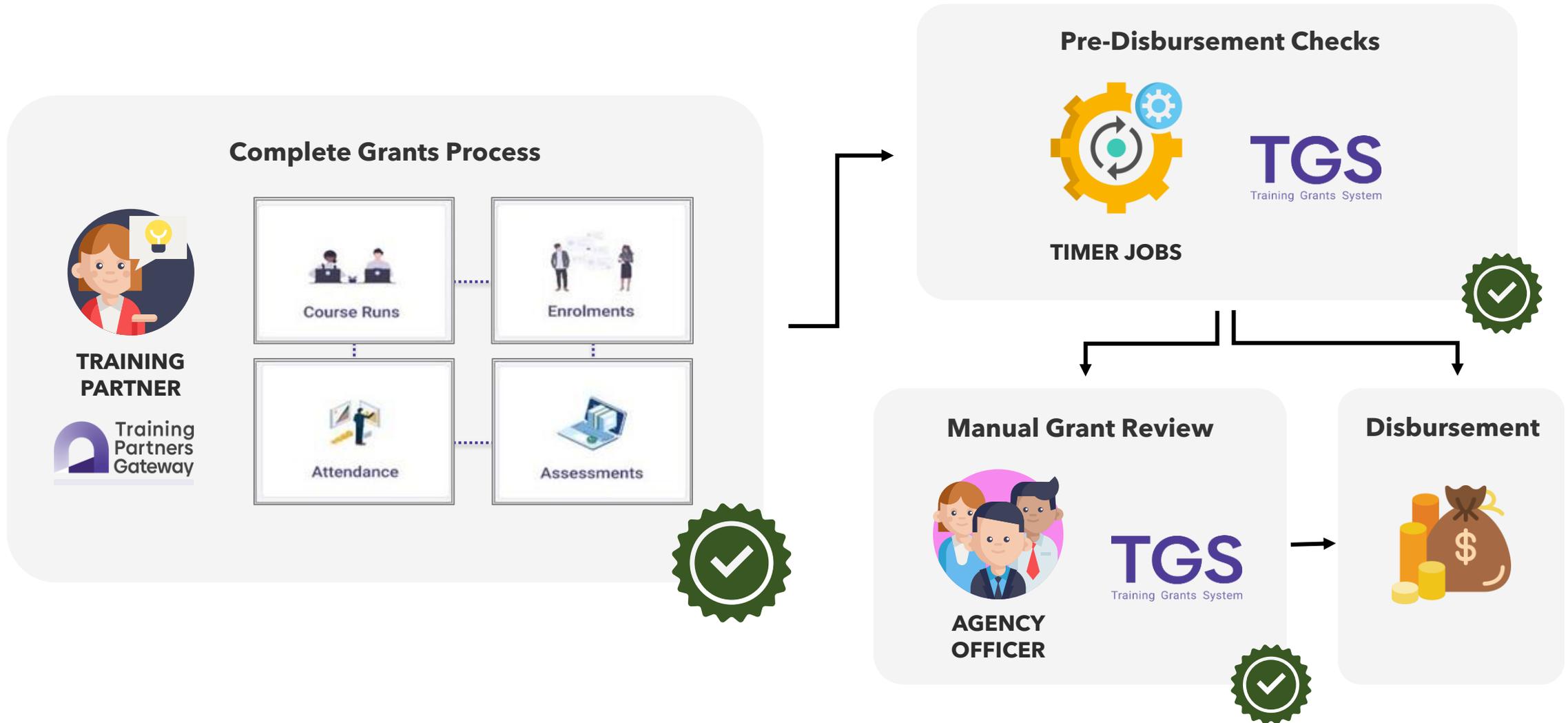
- ✓ [Bulk Upload of Assessment Records](#)
- ✓ [Rectifying Errors for Bulk Upload of Assessment Records](#)



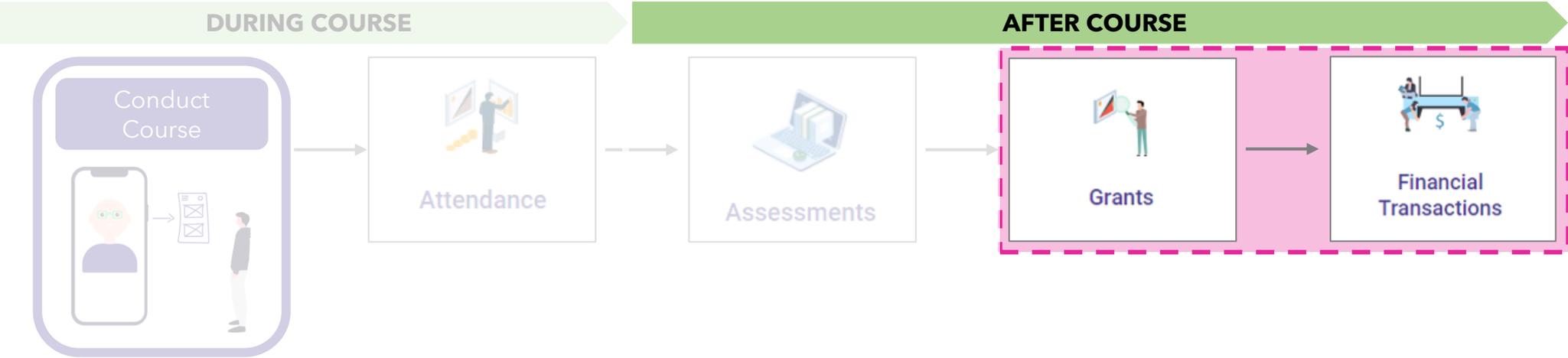
Refer to this user guide:

- ✓ [Assessment Quick Reference Guide](#)

Disbursement Checks



Grants and Financial Transactions



Managing Grants



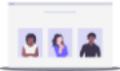
Click on the **"Grants"** tile

Refer to guide [here](#)



Get Started Plan Courses Administer Courses Training Grants Resources

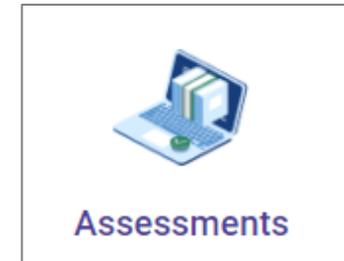
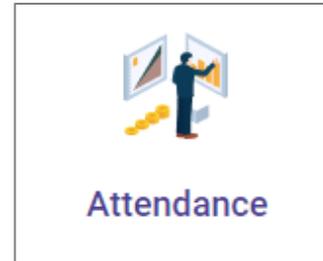
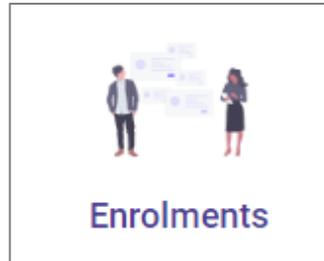
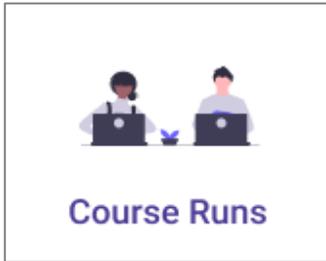


 Organisation Profile	 Qualifications	 Course Registry	 Course Runs	 Enrolments	 Attendance
 Assessments	 Grants	 SkillsFuture Credit	 SGUnited Skills	 Financial Transactions	 Certificates
 TRAQOM	 Grant Calculator	 User Management	 SkillsConnect	 FMS	 Tax Invoice

Recap of submission deadlines



Refer to guide [here](#)



- ✓ Create Course Runs and Session(s) before course run start date

- ✓ Trainee must have paid the nett course fees and fee collection status must be updated by 120 days from course run end date

- ✓ Submit Trainee Enrolment(s) by 45 (public course runs) / 105 (in-house course runs) calendar days after course start date

- ✓ Trainee must have met at least 75% of attendance

- ✓ Submit manual Attendance Record(s) by 45 (public course runs) / 105 (in-house course runs) calendar days after course run end date

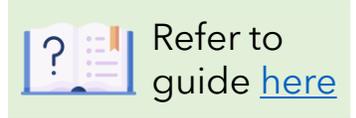
- ✓ Trainee must have passed assessment (for courses with assessment)

- ✓ Submit Trainee Assessment Record(s) by 45 (public course runs) / 105 (in-house course runs) calendar days after course run end date

Grants



Select a course run to find out more details of the action(s) required



Get Started Plan Courses Administer Courses Training Grants Resources



Home > Grants

Grants Overview

Add Enrolment

Clear Filters

04-08-2021

11-06-2022

Course/Course Title

Course Run

Course Run	Course	Course Title	Start Date	End Date	Confirmed Enrolments	Estimated Amount	Paid Amount
226492	TGS-2020011730	Introduction to Marketing	26-09-2021	28-11-2021	1	\$700.00	\$0.00

Grants



Enter the Training Summary to have a view of the action(s) required

Refer to guide [here](#)



- Get Started
- Plan Courses
- Administer Courses
- Training Grants
- Resources

Home > Grants > Training Summary

226492

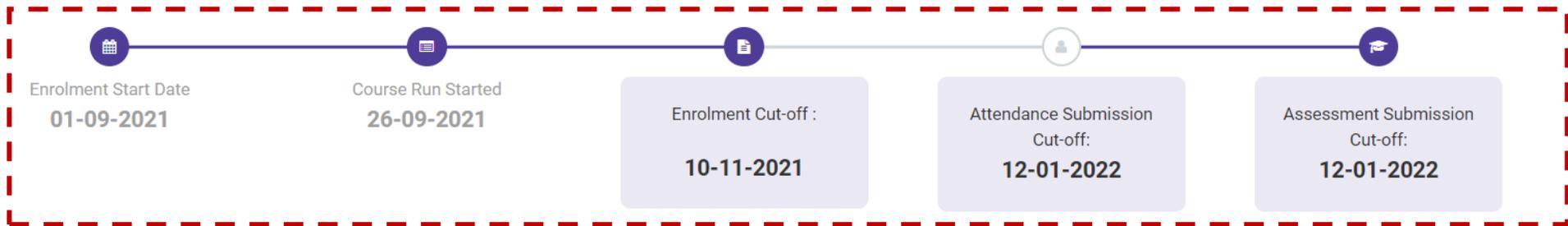
- Back
- Add Enrolment
- View Grants

Overview

Course: Introduction to Marketing
Start Date: 26-09-2021
End Date: 28-11-2021
Course Run: 226492

Grants

Grants Estimated: \$700.00
Grants Paid: \$0.00



Summary of actions required and their respective deadlines can be tracked

Scroll down to view statuses by trainees and the assessments status

Refer to guide [here](#)



Clear Filters

Enrolment Status

Fee Collection Status

Assessment Result

Search

Trainees

Enrolment ID	Trainee	Enrolment Status	Attendance	Assessment	Fee Collection Status
ENR-2107-000090	Trainee	Confirmed	-	-	Full Payment

1 record

The filter for Fee Collection Status can be used to check for trainees that have yet to complete the disbursement criteria

Attendance

Session ID	Session Start	Session End	Session Mode of Training	No. of Attendees
210719-S1	29-10-2021 10:00 AM	29-10-2021 12:00 PM	Classroom	1

1 record

Attendance scoring and assessment status under this "Trainees" section will only be reflected after submission deadlines

Assessments

[Manage Assessments](#)

Assessments Received	Passed Assessments	Pending Assessments	Assessment Without Enrolment
1	1	0	0

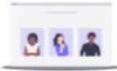
Updating Fee Collection Status

A Singapore Government Agency Website

 Training Partners Gateway

Who We Are | Get Started | Plan Courses | Administer Courses | Training Grants | Resources

Welcome, Benedict

 Organisation Profile

 Qualifications

 Course Registry

 Course Runs

 Enrolments

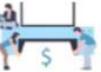
 Attendance

 Assessments

 Grants

 SkillsFuture Credit

 SGUnited Skills

 Financial Transactions

 Certificates

 TRAQOM

 Grant Calculator

 User Management

 Walk Me Through



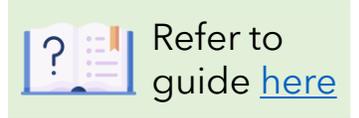
<https://uat.tpgateway.gov.sg/workspace/grants/Enrolments.aspx>

Grants



Training Providers

Returning back to the top of the page, click on 'View Grants' for details of eligible training grants



Refer to guide [here](#)



Get Started Plan Courses Administer Courses Training Grants Resources



Home > Grants > Training Summary

226492

Back

Add Enrolment

View Grants

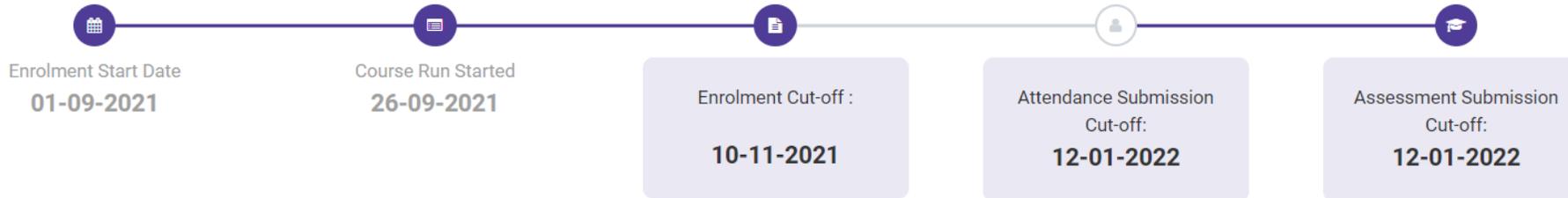
Click on "View Grants" to view the specific grants associated with each enrolment

Overview

Course: Introduction to Marketing
Start Date: 26-09-2021
End Date: 28-11-2021
Course Run: 226492

Grants

Grants Estimated: \$700.00
Grants Paid: \$0.00

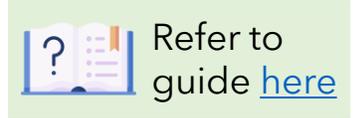


Grants



Training Providers

The amount of eligible grants per trainee will be available for viewing



Refer to guide [here](#)



Get Started Plan Courses Administer Courses Training Grants Resources



Home > Grants > Training Summary > 226492

Course Run Grants

Back

Introduction to Marketing

Overview

Course: Introduction to Marketing
Course Run: 226492

Grants

Grants Estimated: \$700.00
Grants Paid: \$0.00

Clear Filter

Scheme



Funding Component



Sponsorship Type



Status



Search

Grant ID	Enrolment ID	Trainee	Sponsorship Type	Employer	Scheme	Funding Component	Estimated Grant Amount	Paid
GRN-2208-000003	ENR-2107-000090	Trainee	Individual	-	IBF STS	Course Fees	\$700.00	\$0.00

The "Estimated Grant Amount" is an indicative amount. The final grant amount disbursed is subject to fulfilment of the grants disbursement criteria

Grants



Training Providers

Click on the name of the trainee to view the breakdown of eligible grants and payment status

Refer to guide [here](#)



Get Started Plan Courses Administer Courses Training Grants Resources



Home > Grants > Training Summary > 226492

Course Run Grants

Back

Introduction to Marketing

Overview

Course: Introduction to Marketing
Course Run: 226492

Grants

Grants Estimated: \$700.00
Grants Paid: \$0.00

Clear Filter

Scheme Funding Component Sponsorship Type Status Search

Trainee	Sponsorship Type	Employer	Scheme	Funding Component	Estimated Grant Amount	Paid Grant Amount	Status
Trainee	Individual	-	IBF STS	Course Fees	\$700.00	\$0.00	Grant Processing

The "Paid Grant Amount" and 'Status' will be also be available for viewing

Managing Financial Transactions



Click on the **"Financial Transactions"** tile

Refer to guide [here](#)



Get Started Plan Courses Administer Courses Training Grants Resources



 Organisation Profile	 Qualifications	 Course Registry	 Course Runs	 Enrolments	 Attendance
 Assessments	 Grants	 SkillsFuture Credit	 SGUnited Skills	 Financial Transactions	 Certificates
 TRAQOM	 Grant Calculator	 User Management	 SkillsConnect	 FMS	 Tax Invoice

Financial Transactions



Training Providers

All **received** disbursements will be available for viewing in this financial transactions tile

Refer to guide [here](#)



Get Started Plan Courses Administer Courses Training Grants Resources



Home > Financial Transactions

Financial Transactions



Export current view in excel file

Disbursement

Recovery

01-09-2021 27-02-2022 Funding Component Claim Funding Compon Employer Name Course Run

Clear Filter Claim ID Agreement ID Status Search Bank Reference Id

Use filters to locate financial transactions

Financial Transaction ID	Enrolment ID	Grant ID	Course Title	Course Run	Start Date	End Date	Funding Component
FTX-XXXXXXXX	ENR-2107-000090	GRN-2208-000003	Introduction to Marketing	226492	26-09-2021	28-11-2021	Course Fees

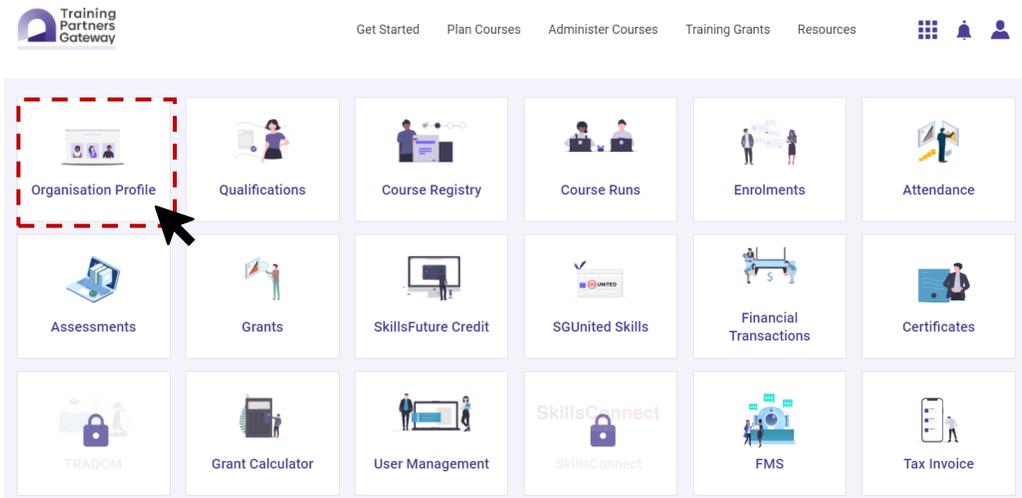
Disbursements



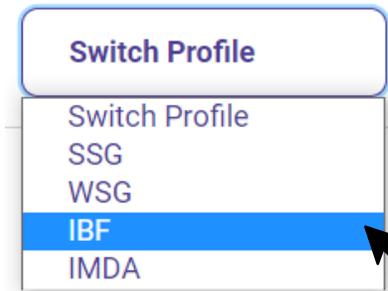
PayNow will be the default disbursement mode in TPGateway. Training Providers will need to update their PayNow account details to receive disbursements via TPGateway.

Refer to guide [here](#)

1 Click on "Organisation Profile" tile



2 Switch to the Organisation Profile under IBF



3 Click "Update Profile"

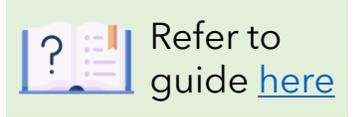


Disbursements



Training Providers

PayNow will be the default disbursement mode in TPGateway. Training Providers will need to update their PayNow account details to receive disbursements via TPGateway.



Refer to guide [here](#)

4 Under PayNow Account section, click "Add Record"

PayNow Account *

Company UEN *	Suffix Code	Is Default
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="button" value="+ Add Record"/>		

5 Enter the Company UEN and Suffix Code (where applicable, to leave blank if not applicable), check "Is Default" and click "Validate"

Company UEN *	Suffix Code	Is Default
<input type="text" value="Enter Company UEN"/>	<input type="text" value="Enter Suffix Code"/>	<input type="checkbox"/>
<input type="button" value="+ Add Record"/>		
<input type="button" value="✓"/> <input type="button" value="✗"/> <input type="button" value="🗑"/>		

6 Click "Submit"



Training grants in TPGateway will be disbursed once the disbursement criteria is met



All grants in TPGateway will be disbursed via PayNow:

- ✓ Training Providers should verify and update their organisation's PayNow ID upon first login into TPGateway



For claims submitted in IBF Portal relating to courses with course run start date before 10 October 2022, TPs will continue to receive disbursements via existing process on IBF Portal



For more information:

- ✓ Visit <https://www.abs.org.sg/consumer-banking/pay-now>
- ✓ Contact local bank to link corporate account to PayNow

5

Next Steps & Reminder to Training Providers

- Summary of Next Steps
- Reminder to Training Providers - Update of Terms & Conditions



1 Where to perform transactional services (from 10 October 2022)

TPGateway:

- All Organisation and Course Applications
- Course Runs, Enrolment, Attendance and Assessment for courses starting on or after 10 October 2022

IBF Portal:

- All Organisation and Course Applications before 5 October 2022
- Claims submission for courses commencing before 10 October 2022

2 Setup Corppass for TPGateway

- Corppass Administrator should assign users with “TPGAdmin” or “TPGUser” permissions on Corppass portal
- Users with “TPGAdmin” permission will log into TPGateway to set up user profiles for other users

3 Setup PayNow

- Set up Corporate PayNow for the organization with local SGD bank account
- Add PayNow account in the “Organisation” tile on TPGateway

4 Verify and Update Organisation Profile and Course Information

- Verify organisation and course information migrated from IBF Portal to TPGateway
- Submit request to update where necessary e.g. contact details under Organisation Profile , Mode of Training and Assessment and Course Duration for all the active courses

5 [For Newly OE Approved Training Providers in IBF Portal] Submit Organisation and Course Application in TPGateway

- Submit organisation information again under Organisation Application during the first course application for recognition under IBF STS / FTS

Updates to Terms & Conditions (T&Cs) as IBF Approved Training Providers

Terms & Conditions for FTS and IBF-STS Training Providers will be combined. Key updates as follow:

Focus	Requirements
System	Include reference to Training Partners Gateway as an additional system relevant to IBF Approved Training Providers
Audit	Both IBF-STS and FTS Training Providers will be subjected to audit by IBF to ensure that the accreditation / recognition Criteria, and Terms and Conditions are adhered to.
Financial soundness of Training Provider	Both IBF-STS and FTS Training Providers shall be required to submit financial statement to IBF annually: <ul style="list-style-type: none"> • Audited or Unaudited Financial Statement depending on the organization's obligations to ACRA • Submit within 6 months from end of organisation's financial year
Documents Retention Period	Documents retention period has been updated from 2 years to 3 years, aligned to other Government Agencies such as SSG
Marketing Guidelines and Approach	Incorporation of supplementary advisory previously issued
Attendance Records	Both IBF-STS and FTS Training Providers shall ensure that the participants attained a minimum of 75% attendance and passed all required assessment (where applicable) to be deemed to have successfully completed the course
Course Fees	Both IBF-STS and FTS Training Providers shall ensure that the course fees charged do not exceed the fees approved by IBF
Grant Processing / Disbursement	<ul style="list-style-type: none"> • IBF may withhold from the Training Provider (TP) disbursement of any IBF-STS or FTS Funding for as long as IBF takes to conduct and complete any investigation, verification exercise, audit, inquiry or assessment • IBF may set- off against any IBF-STS or FTS Funding which would otherwise be paid to the TP the sum which IBF determines to be owing from the TP to IBF • IBF may reject or claw back all IBF IBF-STS or FTS Funding sought by the TP in the event that the TP has failed to comply with any T&Cs
Status of Dormant Training Provider	The Accredited Provider / Recognised Provider status will terminate at the expiry of the validity period or where the Accredited Provider / Recognised Provider has not conducted any IBF accredited or recognised course for a period of one (1) year or does not have any active course recognised under FTS / IBF-STS.

IBF will be circulating the updated T&Cs to all existing FTPs via email. FTPs would have to acceptance the revised T&C for their courses to remain active.

6

Question and Answer



IBF

Thank you

