

Annex B: FAQs on record-keeping requirements for online classes

	Questions	Proposed Answers
1	How do I record each online session in full duration?	The web conferencing software available in the market is equipped with the recording function that allows you to record the full duration of each online session. Alternatively, you may consider using other online tools listed in https://www.ial.edu.sg/find-resources/learning-resources-and-tools/online-resources.html .
2	Where can I store these recordings?	In your use of the web conferencing software, you may download the full recording of the online session to a local computer, if the software permits, and store these recordings offline or upload them to a cloud storage platform.
3	What are some of the cloud storage platforms available?	There are many cloud storage platforms that are available in the market that you may consider depending on your budget, needs and suitability for conducting the synchronous online trainings.
4	How long should I keep these recordings for?	You shall keep these recordings for at least 3 years after completion of the Funded Course or receipt of documents by SSG, whichever is later.
5	Do I have to submit these recordings to SSG?	SSG will contact you further if you are required to submit these recordings for further viewing.
6	The storage of recordings for 3 years will take up a lot of space and I do not have the required storage. It also seems to cost a lot. What can I do?	You may store these recordings offline or upload them to a cloud storage platform which offers unlimited storage space at a reasonable cost.
7	Where can I obtain further information related to synchronous online training?	You may refer to the online resources curated for the Training and Adult Education community here: https://www.ial.edu.sg/find-resources/learning-resources-and-tools/online-resources.html .