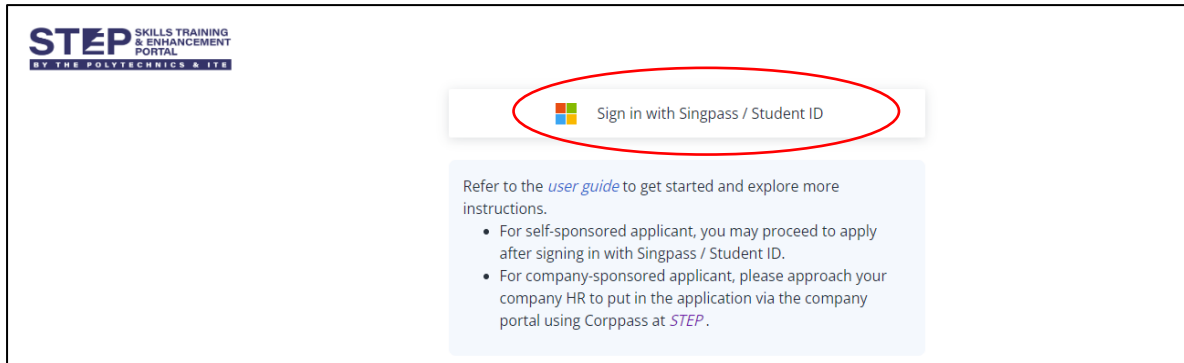
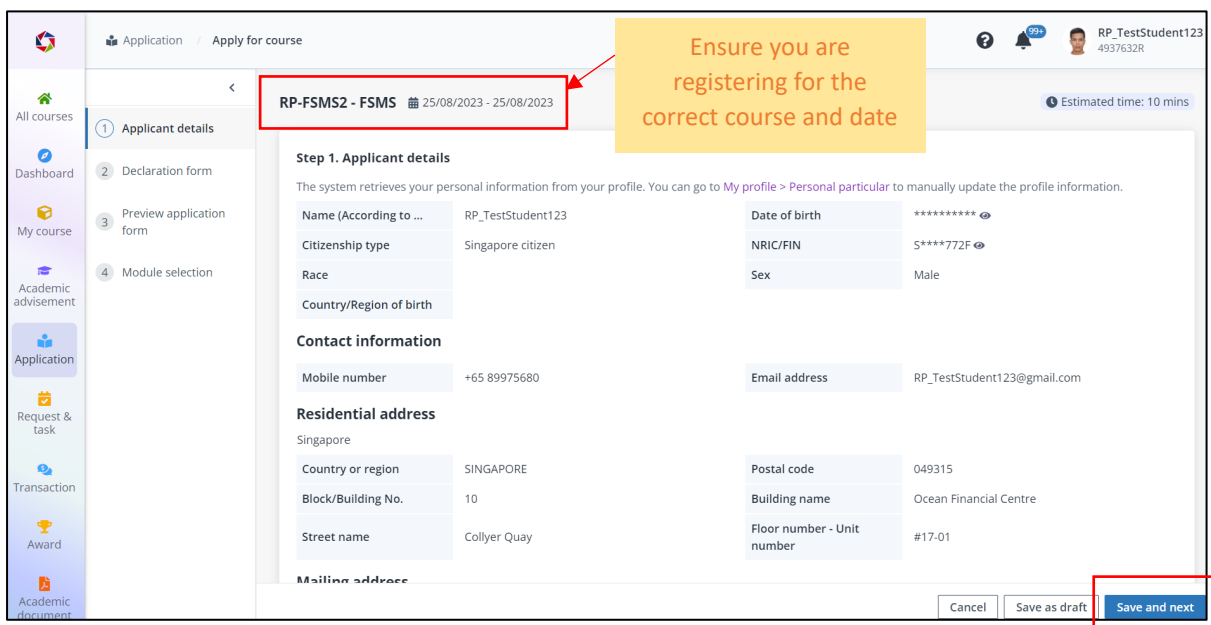


Guide for company sponsored staff on application submission for CET programmes

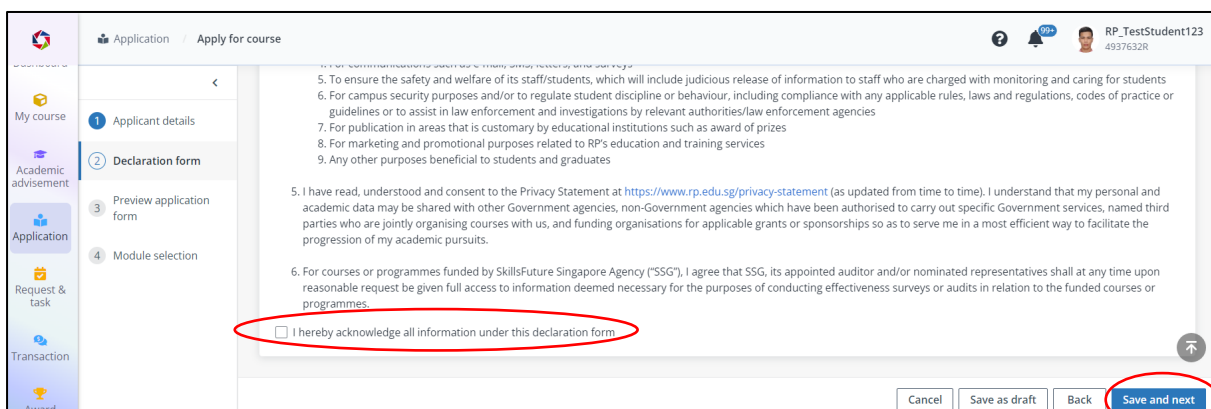
- 1) Upon receiving the sponsorship URL for course registration. Click on the URL link.
- 2) Log in via Singpass or Student ID.



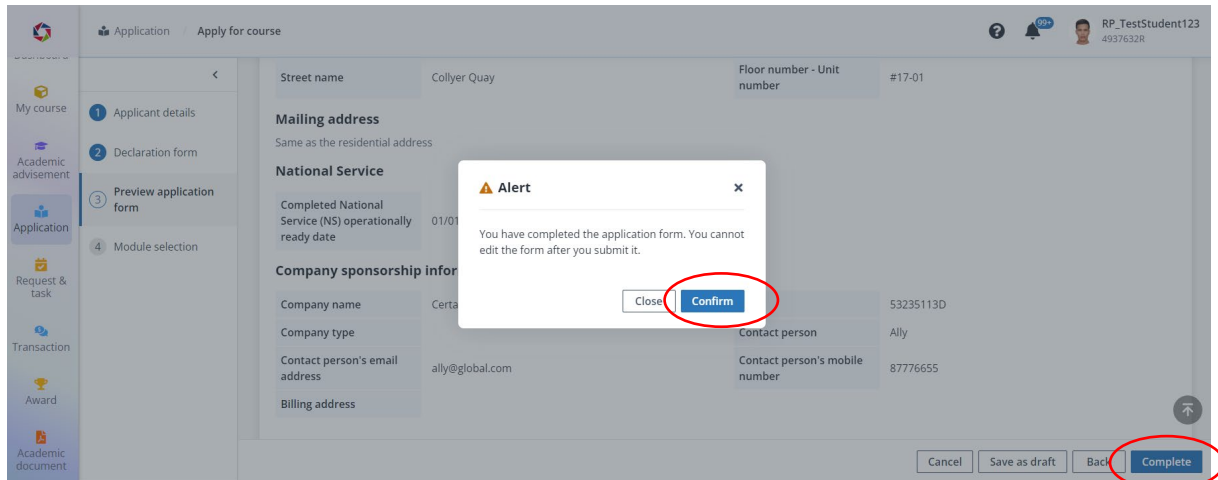
- 3) Check and confirm your details.
Click **'Save and next'**.



- 4) Select the acknowledgement box. Click **'Save and next'**.

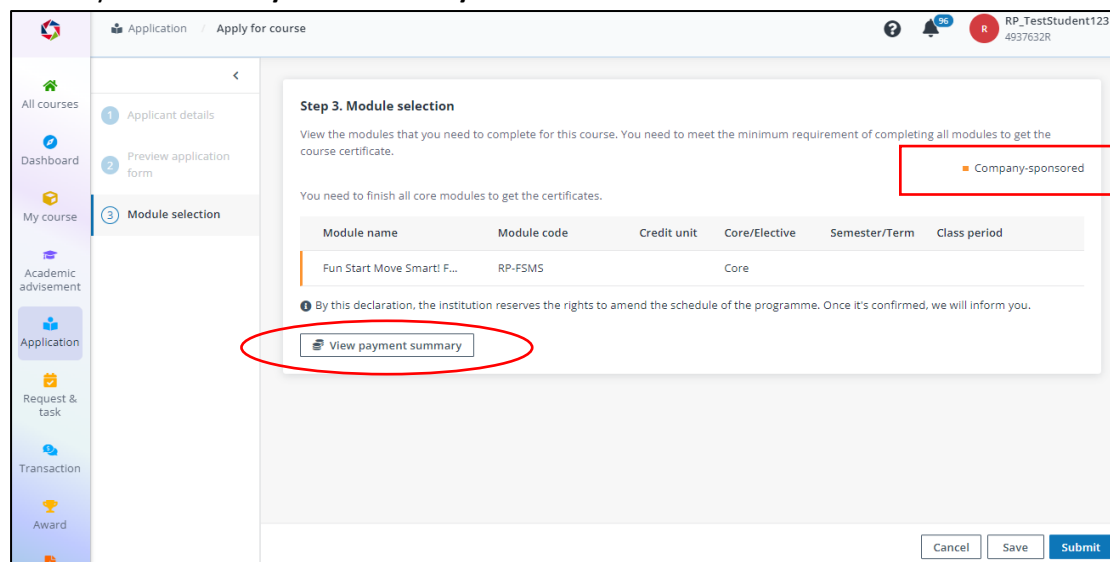


5) Click **'Complete'** and **'Confirm'**.



The screenshot shows the 'Apply for course' page with an alert dialog box. The alert message reads: "Alert You have completed the application form. You cannot edit the form after you submit it." The 'Confirm' button in the alert and the 'Complete' button at the bottom right of the page are circled in red.

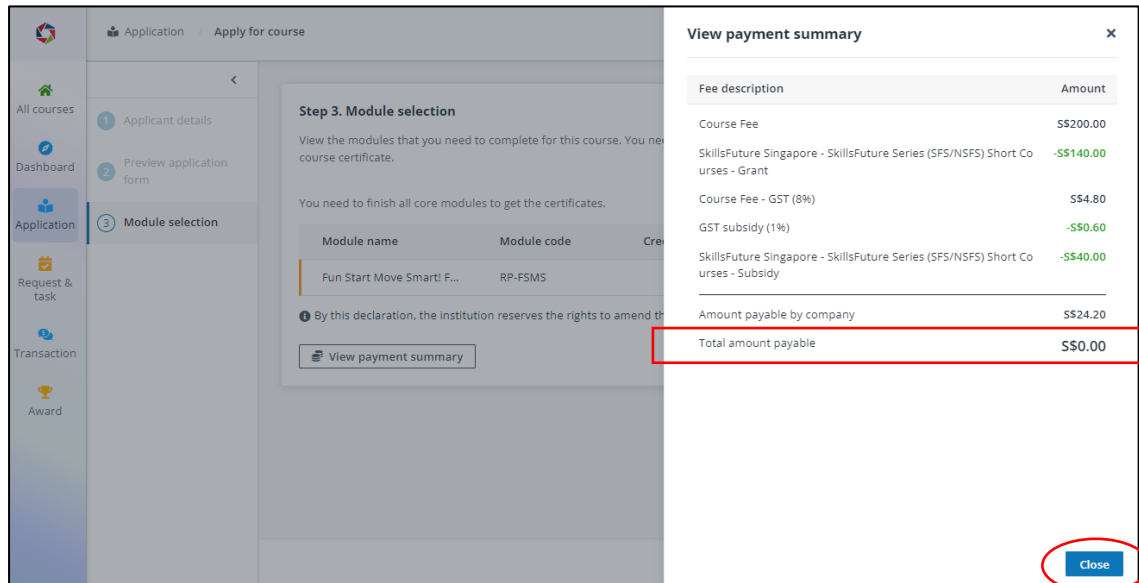
6) Ensure that the application is reflected as **'Company-sponsored'**.
You may click **View Payment Summary** for the details on course fees.



The screenshot shows the 'Step 3. Module selection' page. A red box highlights the 'Company-sponsored' status indicator. A red oval highlights the 'View payment summary' button. The page also displays a table of modules and a 'Submit' button at the bottom right.

Module name	Module code	Credit unit	Core/Elective	Semester/Term	Class period
Fun Start Move Smart! F...	RP-FSMS		Core		

As you are under company sponsorship. Amount payable will be zero. Click **'Close'**.

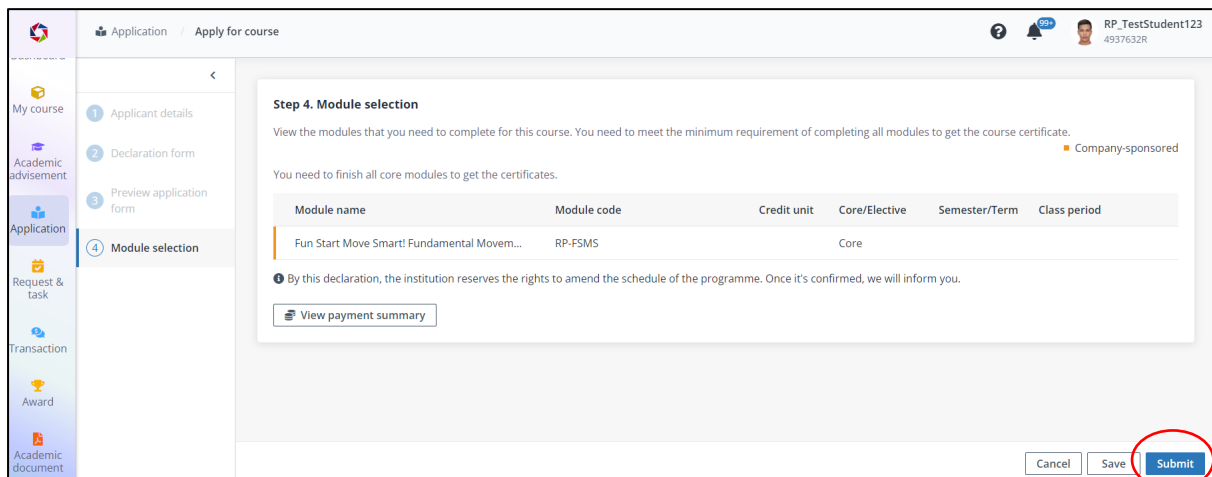


The screenshot shows the 'View payment summary' dialog box. The dialog lists the following items:

Fee description	Amount
Course Fee	\$S200.00
SkillsFuture Singapore - SkillsFuture Series (SFS/NSFS) Short Courses - Grant	-\$S140.00
Course Fee - GST (8%)	\$S4.80
GST subsidy (1%)	-\$S0.60
SkillsFuture Singapore - SkillsFuture Series (SFS/NSFS) Short Courses - Subsidy	-\$S40.00
Amount payable by company	\$S24.20
Total amount payable	\$S0.00

A red box highlights the 'Total amount payable' row, and another red box highlights the 'Close' button at the bottom right of the dialog.

7) Click 'Submit'.

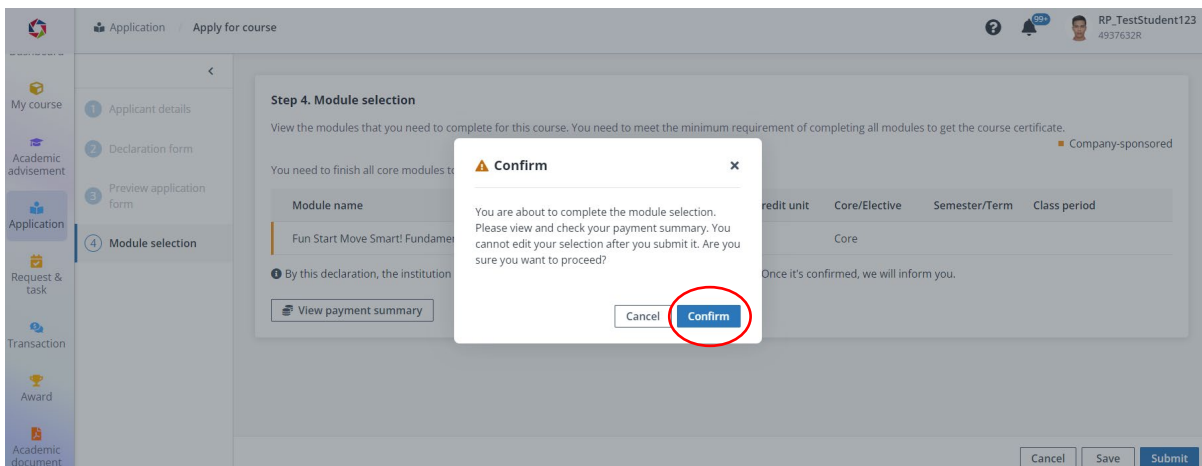


The screenshot shows the 'Step 4. Module selection' screen. The module selected is 'Fun Start Move Smart! Fundamental Movem...' with code 'RP-FSMS'. The screen includes a table with columns: Module name, Module code, Credit unit, Core/Elective, Semester/Term, and Class period.

Module name	Module code	Credit unit	Core/Elective	Semester/Term	Class period
Fun Start Move Smart! Fundamental Movem...	RP-FSMS		Core		

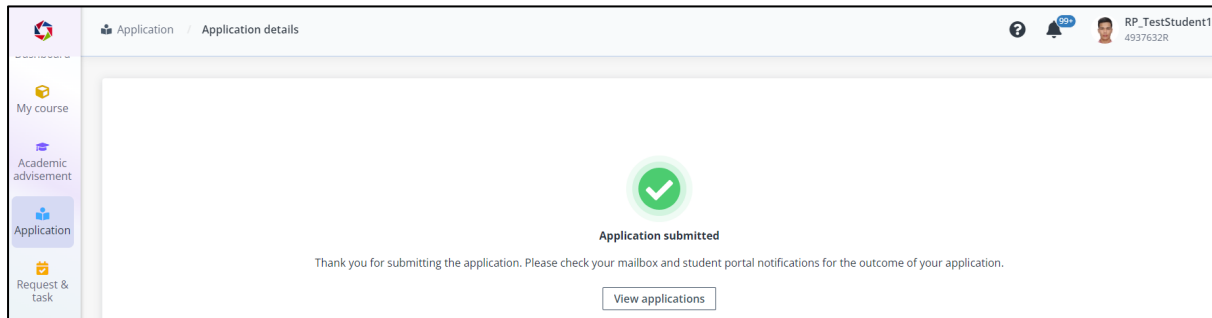
At the bottom right, the 'Submit' button is highlighted with a red circle.

8) Click 'Confirm'.

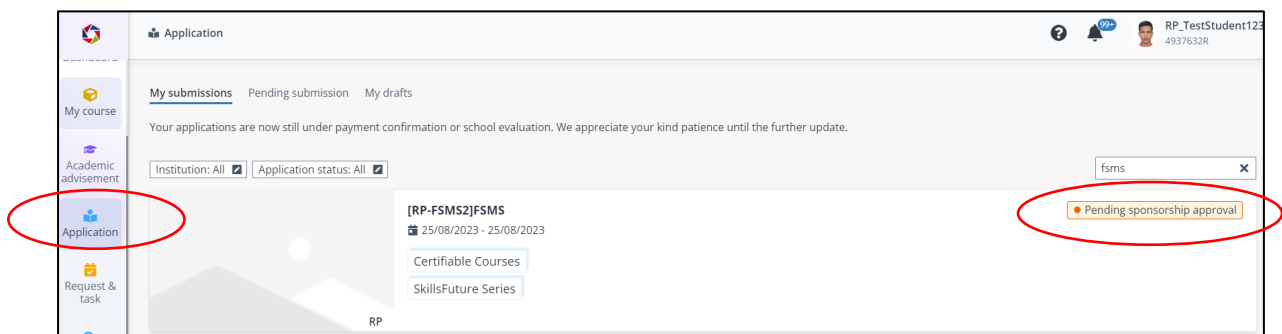


The screenshot shows a 'Confirm' dialog box overlaid on the 'Step 4. Module selection' screen. The dialog text reads: 'You are about to complete the module selection. Please view and check your payment summary. You cannot edit your selection after you submit it. Are you sure you want to proceed?'. The 'Confirm' button is highlighted with a red circle.

9) Notification that the Application has been submitted successfully.



10) You can also view the course in 'Application'.
Status will be **Pending Sponsorship approval**.



11) Once your company approved your submission. The application status will be updated to '**Admitted**'.
You will receive further details (such as venue) via email closer to the course start date.

