FREQUENTLY-ASKED QUESTIONS (FAQS) FOR SPECIALIST DIPLOMA AND PART-TIME DIPLOMA PROGRAMMES

About the Courses

<table>
<thead>
<tr>
<th>Where are the lessons conducted?</th>
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<tbody>
<tr>
<td>Classes are conducted at Republic Polytechnic’s Campus.</td>
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</table>

<table>
<thead>
<tr>
<th>What is the attendance requirement and implications if I don’t meet the minimum requirement?</th>
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<tbody>
<tr>
<td>Students are expected to meet 50% attendance rate for each module. Students with less than 50% attendance will fail the module.</td>
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</table>

<table>
<thead>
<tr>
<th>Will Medical Certificates be considered a valid reason for absence from class</th>
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<tbody>
<tr>
<td>We are unable to accept any form of reasons/documents, whether valid or justified to support the absence from lessons. These will include medical certificates as well.</td>
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<tr>
<th>How are the assessments conducted?</th>
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<tr>
<td>Assessment of modules will be via coursework (e.g. test, written assignments, presentations) and/or examinations.</td>
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About Eligibility, Course Fees and Subsidy

<table>
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<tr>
<th>Who is eligible for this course?</th>
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**Specialist Diplomas**

- Polytechnic Diploma or Degree from a recognised university
- 2 years of relevant working experience

**Part-Time Diplomas**

- 3 GCE O level passes and 3 years of relevant working experience OR
- NITEC with GPA of 3.5 and above and 2 years of relevant working experience OR
- Higher NITEC and 1 year of relevant working experience OR
- Relevant WSQ diploma qualification or equivalent (by sector, programme and/or level-preparatory programme may be required) with 2 years of relevant working experience.
If I have received MOE or other funding from 2007 onwards to attend an Advanced or Specialist Diploma from a local educational institution, am I still entitled to the MOE funding?

As per MOE’s circular of 19 May 2011, Singapore Citizens (SC) pursuing their first Specialist/Advanced Diploma are entitled to 85% funding, while PRs will enjoy 60% MOE funding. SC pursuing their subsequent Specialist/Advanced Diploma can enjoy 70% MOE funding provided that 5 years or more have lapsed since they completed and graduated from their previous Advanced / Specialist Diploma programmes.

If I have received MOE or other funding to attend a Part-Time Diploma from a local educational institution, am I still entitled to the MOE funding?

Singapore Citizens (SC) pursuing their first Part-Time Diploma are entitled to 70% funding, while PRs will enjoy 60% MOE funding. There will be no subsidy beyond the first diploma programme.

How and when should I pay the course fee?

Students who are selected will receive an email notification approximately 1 month before the course starts to confirm their acceptance into this programme. In the email, we will also inform you how you can make payment via NETS, cheque or credit card at Republic Polytechnic's One-Stop Centre (9 Woodlands Avenue 9, Singapore 738 964). Please take note of the payment deadline as stated in the email.

Company-sponsored applicants have to inform us the contact person in the company to whom the invoice should be sent to.

What happens if I wish to apply for the course after the closing date?

No applications will be entertained after the closing date. You will be asked to register for the next intake instead.

What is the subsidy for Singaporeans sponsored by SME?

If your company is an SME:

- 90% subsidy for the cost of Polytechnics' academic CET programmes (i.e. Part-time Diploma, Advanced Diploma and Specialist Diploma Programmes for first-timers)
**I have received the WIS/WTS letter. Am I eligible for course fee funding for the PTD/SD courses?**

Yes. With effect from 1 July 2013, under the enhanced WTS scheme, course fee funding is extended to Academic CET courses approved by MOE.

Course fee funding is currently set at 95% of the course fees, with no funding cap.

To be eligible for course fee funding, you have to fulfil the following criteria:

- Singapore citizen;
- Aged 35 years or over; and
- Monthly income* of no more than $1,900; and
- Signed up for any of the abovementioned courses.

*Monthly salary will include all wage components which attracts CPF contribution including allowances and bonuses and exclude any overtime payments and reimbursements.

**How do I apply for course fee funding under the WTS scheme?**

To qualify for higher course fee funding, you must produce **your NRIC** and **any one of the following documents** when signing up for the courses:

- a. WTS Notification Letter; or
- b. WIS Notification Letter; or
- c. IRAS Tax Notification Letter; or
- d. SingPost receipt for CPF income declaration; or
- e. Any one of the preceding three months’ payslip ; or
- f. Employment Contract / Letter

*Copies of the above c. to f. documents to be retained for 3 years after the end of the course.

Once we ascertain that you have fulfilled the criteria of the course fee funding, you only need to pay 5% of the course fees to confirm your registration.

**I am eligible for WTS. My company is sponsoring me for the course. How will my company benefit from the enhanced WTS scheme?**

For companies sponsoring WTS-eligible trainees for their RP courses, they need to pay only 5% of the course fees directly to RP.

Companies can also claim absentee payroll to help them cope with the opportunity costs associated with sending the trainees for training during office hours. For more information on AP, companies should refer to [https://www.skillsconnect.gov.sg/web/guest/AP](https://www.skillsconnect.gov.sg/web/guest/AP)

Under WTS, the funding rate for AP is set at 95% of the trainees’ wages, with no funding cap.
### How does my company apply for AP funding?

Companies have to note that they have to **apply** for AP funding in respect of the trainees via SkillsConnect ([http://www.skillsconnect.gov.sg](http://www.skillsconnect.gov.sg)) **within 30 days of the course commencement date**.

### How does my company claim for AP funding?

After their application for AP funding is approved, companies have to **claim** for AP funding **within 120 days of the course end date**.

### I am eligible for WTS, but I am self-sponsoring for the course. Am I eligible to claim for the Training Allowance?

You are eligible to receive training allowance at $4.50 per training hour (capped at $6,500 per course or per year, whichever cap is hit earlier), subject to meeting stipulated outcomes.

To qualify for Training allowance, you must fulfil the following after course completion:

- Achieved 75% attendance; and
- Sat for all assessments/ exams; and
- Passed all assessments/ exams; and
- Demonstrated employment outcome relevant to training.

### How do I apply for the Training Allowance that comes with the enhanced WTS scheme?

To **apply** for the Training Allowance, you have to apply at the following service touchpoints **within 180 days before or up to 30 days after course commencement date**:

- 5 Career Centres across Singapore (CDC = Community Development Council)
  - Central Singapore CDC – HDB Hub Bizthree
  - North-West CDC – Woodlands Civic Centre
  - North-East CDC – NTUC Income Tampines Junction
  - South-West CDC – JTC Summit (Jurong Town Hall)
  - South-East CDC – Singapore Post Centre (Paya Lebar/Eunos)

- Self-Help Groups (AMP, SINDA, CDAC, MENDAKI, Eurasian Association); or

- NTUC
How do I claim for the Training Allowance?

To claim for the Training Allowance, you would have to do so at one of the above service touchpoints within **120 days after course end date** and meeting the above stipulated outcomes.

Training Commitment Award (TCA) – optional information

The Training Commitment Award (TCA) encourages WIS eligible workers to go for and successfully complete training. TCA will be paid together with WIS payouts and all eligible recipients will receive a Workfare letter informing them of their TCA and WIS payment details.

<table>
<thead>
<tr>
<th>Attainment Level</th>
<th>Cash Award</th>
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<tr>
<td>WIS eligible workers are eligible for TCA if they achieve any one of the following:</td>
<td>$200</td>
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<tr>
<td>1. WSO</td>
<td>(Maximum cash award you can receive in a year is $400)</td>
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<tr>
<td>2. Statement of Attainment (SOAs) attained within a 12 month period</td>
<td></td>
</tr>
<tr>
<td>1. WSO Qualification</td>
<td></td>
</tr>
<tr>
<td><strong>Academic CET Courses Approved by MOE</strong></td>
<td></td>
</tr>
<tr>
<td>1. Academic CET Modular Certificate or Post-Diploma Certificate</td>
<td></td>
</tr>
<tr>
<td>1. Academic CET Qualification</td>
<td></td>
</tr>
<tr>
<td><strong>Other Certifiable Skills Training Courses Supported by WDA</strong></td>
<td></td>
</tr>
<tr>
<td>1. Qualification</td>
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How do I qualify/apply for Training Commitment Award (TCA)?

There is no need to apply for TCA.

To qualify for TCA, **one must be a WIS recipient**. TCA will be paid together with WIS payout and all eligible recipients will receive a Workfare letter informing of TCA and WIS payment details.

WDA will look at either the attainment or conferment date of the qualification / modular certificate/ Post-Diploma Certificate to ascertain if it falls within our TCA assessment period.
Who is eligible for WIS/TCA?

- Singapore Citizen;
- 35 years old or over on 31 Dec of the work year;
- Work at least two months in a three-month period;
- Earn an average gross monthly income\(^1\) of not more $1,900 for the period worked;
- Live in a property with an annual value\(^2\) of no more than $13,000 assessed as of 31 Dec of the preceding year; and
- Do not own two or more properties.

If you are married,

- You and your spouse together must not own two or more properties; and
- The assessable income of your spouse must not exceed $70,000.

\(^1\) Average gross monthly income includes basic salary and extra wages such as overtime pay and bonuses

\(^2\) Annual value is the amount, before deductions, the property can be expected to earn in rent for the year

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**About Withdrawal & Deferment Policies**

**What if I repeat the module?**

You have to repeat a module if you have an F grade for the module. This could be due to poor results in examinations or failing to meet the minimum attendance criteria. The module has to be repeated during the next available intake of this course and you would have to make payment of the full module fees without any further subsidy.

**When can I withdraw from the course/module?**

- **>2 weeks before commencement of course/module:**
  
  100% refund of paid fees less $50 administrative charge

- **<2 weeks before commencement of course/module:**
  
  No refund of paid fees.

**When can I defer from the course?**

You have to submit your request for deferment before the start of the module through the form obtainable online or through Republic Polytechnic's One-Stop Centre. Please take note that your application for deferment is subjected to approval and valid supporting documents will be required (valid reasons: long term medical grounds or overseas work assignments).

**Will I be penalised if I choose to defer?**
• **Before Start of Module:**

You will **not** be penalised. Fees paid for the module will be brought over to the next intake that you wish to enrol for.

• **After commencement of Module (BEFORE mid-point of module based on total duration):**

Full payment of module fees is required again for the next intake that you wish to enrol in.

• **After commencement of Module (AFTER mid-point of module based on total duration):**

You will be given a “F” grade for the module and full payment of fees will be required again for the next intake that you wish to enrol in.

### How do I register for course?

You may register through our website at: [www.rp.edu.sg/ACE](http://www.rp.edu.sg/ACE)

Do take note of the application closing date as we will be unable to accept any further applications after the closing date.

### Who to contact for further clarification?

You can email us at [ACE@rp.edu.sg](mailto:ACE@rp.edu.sg) or call us at 6697 1699.

Office hours : Monday to Friday, except Public Holidays

9.00am – 5.00pm

Updated as of 16 July 2013