

Guide for Company administrator on signing up staff for CET programmes

- Staff to inform their company administrator to assist with the course sign up if they wish to get sponsorship from their company. Otherwise, it will be taken as self-sponsored. Or company administrator identify the course in STEP for staff sponsorship.
- 2) Company logs on to <u>STEP (polite.edu.sg)</u> and click on the 'Sign in' button.

STEP SKILLS TRAINING & ENHANCEMENT DO THE POLYTECHNICES & LITE	Sign in
STEEP Skills TRAINING BUTTER DELYTECHNICS & TTE Under Skills Training & Enhancement Portal (STEP) is a one-stop source to help upgrade, upskill and uplift our nation's workforce. Discover the full complement of our courses, which are designed to empower lives and boost careers.	
Take the next STEP towards success	
	٩

3) Click on '**Company**' to sign in.

STEP SKILLS TRAINING Semmanicement Portal	Sign in	
	→ T Student	Company
		Lecturer →

4) Click on 'Sign in with Corppass'

STEP Skills TRAINING & ENVANCEMENT DY THE POLYTEENNICES & ITE		
	Sign in with Corppass	
	Refer to the <i>user guide</i> to get started and explore more instructions.	





5) Search for the course to sponsor the staff. Click on the course

6) Click 'Apply' on the left panel, OR

Click 'Apply' for the Intake that you wish to sponsor the staff under Course schedule.

٥	All courses / Course details				0	4 ⁹⁹⁺
*	About course	Course intake: RP-FSMS-2	230020			^
All courses	Financial matters	Course intake No.	RP-FSMS-230020	Registration period	10/07/2023 - 14/07/2023	
Ø Dashboard	Course schedule	Course date	15/07/2023 - 15/07/2023	Venue	Republic Polytechnic	
🕞 My course	Apply	Course intake schedule infor Weekday	mation			
E Sponsorsh	Area of interest	Apply				
Đ,	Eports 9 Wollposs	Course intake: RP-FSMS-2	230008		 View class period 	^
-	sports & weinless					
Transaction	Others	Course intake No.	RP-FSMS-230008	Registration period	06/06/2023 - 30/08/2023	
Transaction	Others Business	Course intake No. Course date	RP-FSMS-230008 29/09/2023 - 29/09/2023	Registration period Venue	06/06/2023 - 30/08/2023 Republic Polytechnic	
Transaction Transaction Grant	Others Business Others	Course intake No. Course date Course intake schedule infor Weekday	RP-FSMS-230008 29/09/2023 - 29/09/2023 mation	Registration period Venue	06/06/2023 - 30/08/2023 Republic Polytechnic	
Transaction Transaction Grant	Others Business Others	Course intake No. Course date Course intake schedule infor Weekday The number of appli	RP-F5MS-230008 29/09/2023 - 29/09/2023 mation	Registration period Venue his course intake. You will be placed	06/06/2023 - 30/08/2023 Republic Polytechnic	

7) Company to indicate if you are a SME or non-SME.

If there is no restriction on the number of staff to sponsor, leave 'Max number of sponsorship' blank and click '**Next**'

*	<	Step 1.Declaration and invoice setup		
All courses	① Declaration and invoice setup			
Dashboard	2 Identify sponsorship			
My course				RP
my course		[RP-FSMS-230020] Fun Start Move Smart! Fundamen	tal Movement Skills Introductory Workshop (Classroom & Synchronous e-Learning)	Certifiable Courses
IE Sponsorsh		Course date: 15/07/2023 - 15/07/2023		Certifiable Short
sponsorsm		Maximum pax: 3 0		
Q				
Transaction		Instructions		
•		To sponsor your staff for the course, fill up the information re	anired below	
Grant		A unique link will be generated for your company to forward	to the staff and complete the course application.	
		Once the application is submitted via the generated link, your	company will be notified to verify the sponsorship again. For more details, refer to STEP Knowledge Port	al for Company.
		I declare that my company is a Small Medium Enterprise (Si	ME)	
		For more information on how to qualify, update, and retrieve	the Small and Medium Enterprise status, please refer to https://sfec.enterprisejobskills.gov.sg.	
		No		
		○ Yes		
		Max No. of sponsorship 🕚	Link expiry date 0	
			Select date	#
				\sim
				Cancel Next



If company selects SME, supporting document is required.

For more information on how to qualify, update, and retriev	ve the Small and Medium Enterprise status, please refer to https://sfec.enterprisejobskills.gov.s	g.
⊃ No		
Yes		
Supporting documents *		
Supporting documents *	Drag files here or browse	
Supporting documents *	Drag files here, or browse Up to 10 MB (DOC: DOCK PPT; more)	
Supporting documents *	Drag files here, or browse Up to 10 MB (DOC: DOCC PPT; more)	
Vax No. of sponsorship	Drag files here, or browse Up to 10 MB (DOC: DOCK PPT: more)	

Please visit <u>https://sfec.enterprisejobskills.gov.sg</u> and refer to the SME declaration guide.

skills future sg	Courses	
		For Enterprises
		Please access the login below to submit or manage your claims. You will require a Corppass account as well as the Corppass role "EPJS user".
		🕖 Login
		User Guides and Information
		Absentee Payroll Funding claim submission (PDF, 1470 KB)
		Corppass roles and descriptions for SSG/WSG e-services (PDF, 182 KB)
		SME declaration (PDF, 1378 KB)
	1	If you have not registered for Corppass, please register and create Corppass user accounts for your entity. For more information, click here

Company can screenshot the below status from the dashboard, and submit this as supporting document.

·		
SKILLS Future SG Courses	SFEC Training Claims AP Funding SME Status	Company: Beverage X Pte Ltd
SME Declaration		
Search by Declaration ID or Status		
	Tip There are 3 different statuses: 1. Approved 2. Rejected 3. Pending SSG Approval	Click on button to s SME Declara



8) Click 'Generate'. Select if the sponsorship includes supplementary fees. Click 'Confirm'.



A Unique link is generated. Company <u>to email</u> the unique link to the staff for application.
 Please take note of the expiry date of the link (14 working days from date of generation or the registration closing date, whichever is earlier)

٥	All courses / Course details / Apply
All courses	
Ø Dashboard	
	Link generated
My course	Copy and send this link to your staff, as they need to complete the course application via this link for the course sponsorship. You can also find this link under My course.
i =	https://prodstg.stms.edutech-online.com/cetapi/api/v1/custom/extendauthorize?id_token=RjccbEfrBZHqp8asMbzRDjty.jL Copy
Sponsorsn	View all courses
Transaction	

In the event if company needs to retrieve the URL link or to generate a new link, please go to '**My** course' and search for the specific course in **Customised/Corporate courses** or **Public courses** tab. Click on the course name.

٥	My course				0	BLUET PL 202111	EC MNE CONSULTANCY
All courses	Customised/Corporate courses	Public courses	ip preference.				
Ø Dashboard	Bulk submit applicants					Search	n by course name, Q
My course	Course name	Course intake No.	Course category	Course type	Verified applicants 0	Institution	Registration start date
I≡ Sponsorsh	goRPA -UIPath	RP-GORPA-230006	Certifiable Courses	SkillsFuture Series	0/0	Republic Polytechnic	23/08/2023
Q	o goRPA -UIPath	RP-GORPA-230005	Certifiable Courses	SkillsFuture Series	0/4	Republic Polytechnic	23/08/2023



\$	My course / Course detail	ls			2 🌲 🕒	PL 202111566C			
*									
All courses	Check the details of your sponsorship for this course. View deta								
Ø Dashboard									
	Institution	Republic Polytechnic		Course category	Certifiable Courses				
My course	Course type	SkillsFuture Series		Course intake No.	RP-GORPA-230005				
	Course start date	04/09/2023		Course end date	04/09/2023				
Sponsorsh	Registration end date	25/08/2023							
2	Sponsorship links								
Transaction	🛇 Deactivate 🛛 🗖 Genera	ite link							
🝷 Grant	Link	Created	Expiry date	Max No. of sponsorshi	p Sponsorship taken	Status ≑			
	https://prodstg.stms.	edutech-online 🗳 25/08/2023 11:04	01/09/2023	Unlimited	4	Active			

10) Click 'Generate link' and copy the link for forwarding to your staff.

- 11) The staff upon receiving the URL link will need to complete their application. Please refer to 'Guide for company sponsored staff to CET programmes' for details on the actions required by staff.
- 12) Upon successful application by the staff, company will receive (a)notification and (b)email to proceed with the sponsorship verification.

(a) To view the notification in STEP. Navigate to 🐥 on the top right corner next to your company name.



b) Sample of email notification.

- i) Click on the link given in the email. Login with Corppass and proceed with the verification. Or,
- ii) Login to Company Portal, go to 'My Course' -> 'Public courses', and click on the course name.





Company will see A next to the course name as reminder that there are applicants pending verification.

Q	<table-cell> My</table-cell>	r course							Q 🏴	PP Party Plex 53235113D
All courses	Custo	mised/Corporate course	Public courses 🖲							
0		There are 4 courses that require	e you to identify the sponsor	ship preferences.Ther	re are pending verificat	tion applicants in 19	courses, please verify	<i>I.</i>		
Dashboard	Bulk	submit applicants							Search by cours	ie name, Q
🕝 My course		Course name	Course intake No.	Course category	Course type	Verified applicants O	Institution	Registration start date	Registration end date	Course star
III ponsorsh	0	Fun Start Move Smart! Fundamental Movement Skills Introductory	A RP-FSMS-230020 This course has applica	Certifiable Courses ants pending verificati	Certifiable Short Courses on.	1/0	Republic Polytechnic	10/07/2023	14/07/2023	15/07/2023
Neaction	0	Fun Start Move Smart! Fundamental Movement Skills Introductory	RP-FSMS-230008	Certifiable Courses	Certifiable Short Courses	0/0	Republic Polytechnic	06/06/2023	30/08/2023	29/09/2023
🟆 Grant	0	Data Visualisation Primer bird	NP-dvpbird-230002	Certifiable Courses	SkillsFuture Series	0/2	Ngee Ann Polytechnic	06/07/2023	31/07/2023	01/08/2023
	0	Prepare & Conduct Coaching	ITE-TTT-PCC401- 230018	Certifiable Courses	Train The Trainer	0/1	Institute of Technical Education	05/07/2023	05/07/2023	06/07/2023
	0	Power Transmission and Distribution	SP-ET1652-230001	Specialist Diploma	Academic Modular	0/0	Singapore Polytechnic	30/06/2023	03/07/2023	06/07/2023
	0	Data Visualisation Primer (Synchronous e-learning)	NP-DVP2-230019	Certifiable Courses	SkillsFuture Series	0/2	Ngee Ann Polytechnic	04/07/2023	31/07/2023	01/08/2023

 Company will see the staff that is pending approval in 'Pending verification' tab. Select 'Approve' or 'Reject' the sponsorship of the corresponding staff.

٥	Ø	My course / Course detai	ls							0	\$ ⁹⁹⁺	Party Ple 53235113
All courses		Institution	Republic Polytechnic			Cour	se category		Certifiable Courses			
Ø		Course type	Certifiable Short Courses			Cour	se intake No.		RP-FSMS-230020			
Dashboard		Course start date	ie start date 15/07/2023			Course end date			15/07/2023			
😭 My course		Registration end date	14/07/2023									
IE Sponsorsh		Sponsorship links	ate link									
0,		Link			Created		Expiry date	Max N	lo. of sponsorship	Sponsorship taken	Status	h P
Transaction		https://prod5.stms.edutech-online.com/cetapi/api/v1/custom/extendautho			D 10/07/2023	22:32	11/07/2023	Unlim	ited	1	 Active 	
Grant	Pe	Request type: All	applicants Active enrolments uest by: All 🛛 Application statu	Historical enrolments	Cancelled applic	ants				Search	by application	ID, Q
	Ι.											
		 Application ID (1) 	Applicant name	Email address	Contact num	ber	NRIC last fou	r digits	Request type 🌻	Request by 🗘	Spon	sorship si
		RP-FSMS-230020-000	003 RP_TestStudent60	stmsuatrptest60@tes	89776310				New application	Student	Pendi	ng verific
									r			

14) Upon clicking 'Approve', company will be prompted to key in additional details on PO number and Contact profile.

PO number:

Can leave blank if not required.

Contact Profile:

If no contact profile is chosen, invoice will be sent to the main contact person setup in the company profile.

Vendor@Gov e-invoice:

If there are several Sub-BU to invoice for each/group of applicants, company must select the respective applicants to tag to the correct sub-BU for billing purpose. click **'Save'**.



My course Course de	tails						
						PO No.	
Institution	Republic Polytechnic			Course category			
Course type	Certifiable Short Courses			Course intake No	o.	Contact profile	
Course start date	15/07/2023			Course end date	Ē	None	
Registration end date	14/07/2023					Require Vendors@Gov e-invoice	
Sponsorship links	erate link					No Yes	
				C	e and a start		
Link				Created	Expiry date		
Link https://prod5.stm	s.edutech-online.com/cetapi/api/v1/cu ed applicants Active enrolments	ustom/extendauthorize?id	I_token=9vIzJF Ø	10/07/2023 22:32	11/07/2023		
Link Link https://prod5.stm ding.verification Verif Request type: All (Approve X Reject	s.edutech-online.com/cetapi/api/v1/cu ed applicants Active enrolments request by: All 🖉 Application status	ustom/extendauthorize?id Historical enrolments (S All (2)	I_token=9vIzjF D	10/07/2023 22:32	11/07/2023		
	s.edutech-online.com/cetapi/api/V1/cu ed applicants Active enrolments equest by: All [2] [Application status Applicant name	ustom/extendauthorize?id Historical enrolments (:: All 2) Email address	Ltoken=9vizjF Ø	Vrated 10/07/2023 22:32	its ÷ Req		
Link https://prod5.stm nding.verification Verif Request type: All 2 F Approve X Reject Application ID 0 RP-FSMS-230020-	s.edutech-online.com/cetapi/api/v1/cu ed applicants Active enrolments equest by: All a Application status Applicant name 20003 RP_TextStudent60	istom/extendauthorizeñd Historical enrolments co E All C Email address stmsuatrptest60@te:	Ltoken=9vlz]F (D) Cancelled applicants Contact number 89776310	NRIC last four dig	its \$ Req New		
Link https://prod5.stm nding.verification Verif Request.type: All 2 F Approve X Reject Total 1 Rem	sedutech-online.com/cetapi/api/v1/cu ed applicants Active enrolments equest by: All [2] [Application status Applicant name 00003 RP_TextStudent60	istom/extendauthorize/lid Historical enrolments (All (Email address stmsuatrptest60@ter	Ltoken=9vtzJF D Cancelled applicants Contact number 89776310	10/07/2023 22:32 NRIC last four dig	Jts ÷ Requ New		

15) After approval, the staff will appear in either the '**Verified applicants**' tab (if the course has not met min pax) or '**Active enrolments**' tab (if the course has meet min pax, applicants will be considered as enrolled).

The staff will also receive an auto-generated email from STEP on the course status.