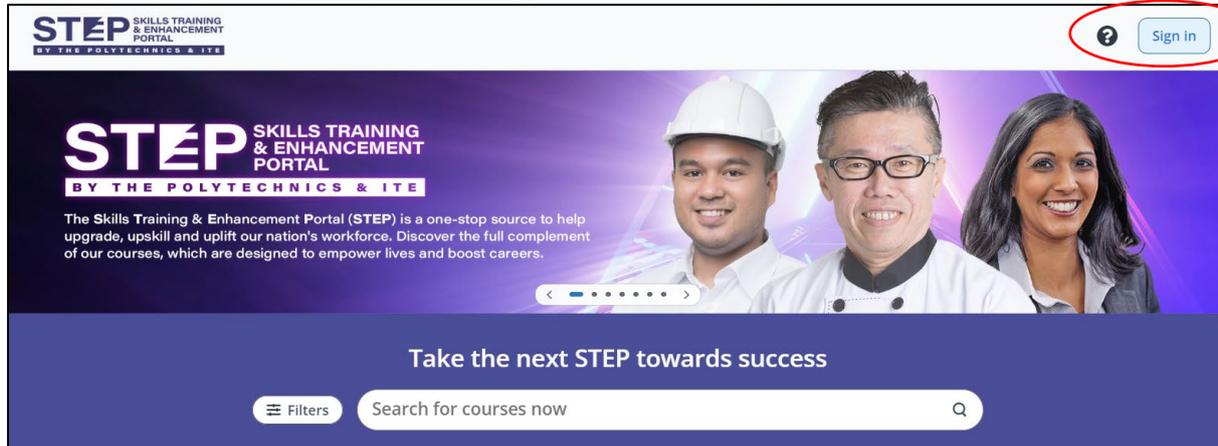
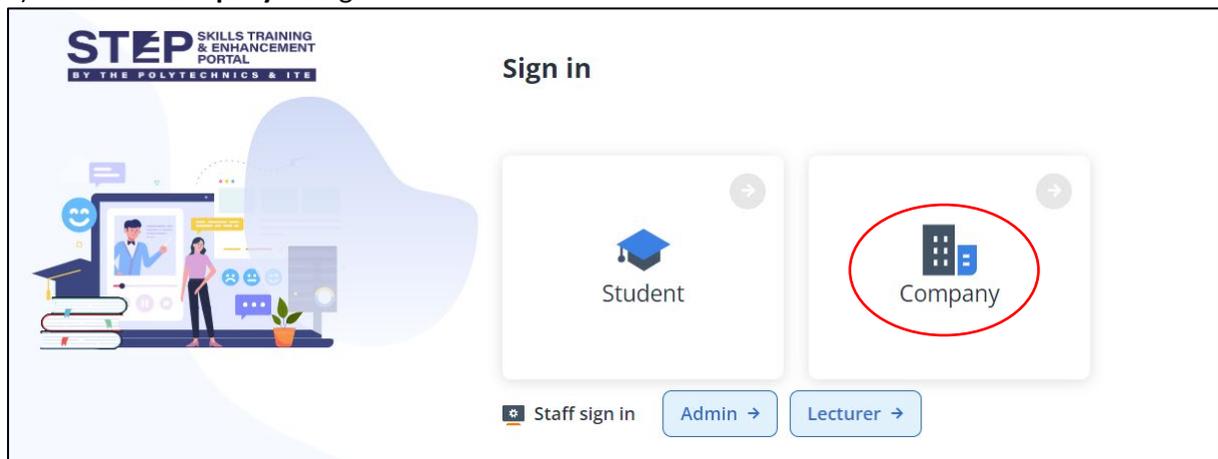


Guide for Company administrator on signing up staff for CET programmes

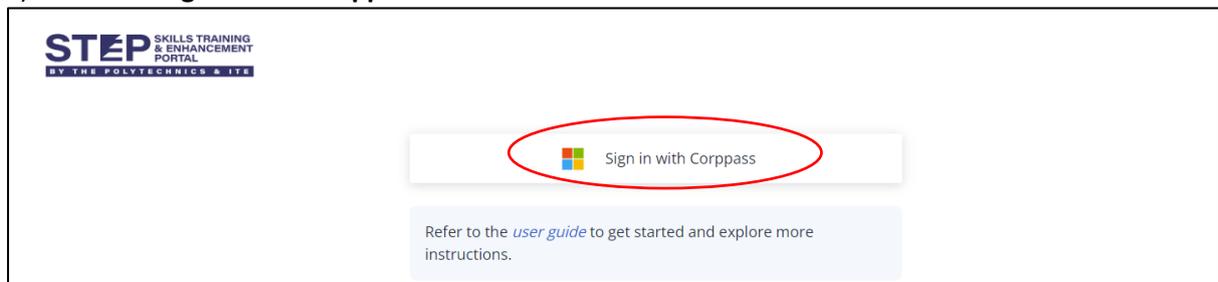
- 1) Staff to inform their company administrator to assist with the course sign up if they wish to get sponsorship from their company. Otherwise, it will be taken as self-sponsored.
Or company administrator identify the course in STEP for staff sponsorship.
- 2) Company logs on to [STEP \(polite.edu.sg\)](https://polite.edu.sg)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



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



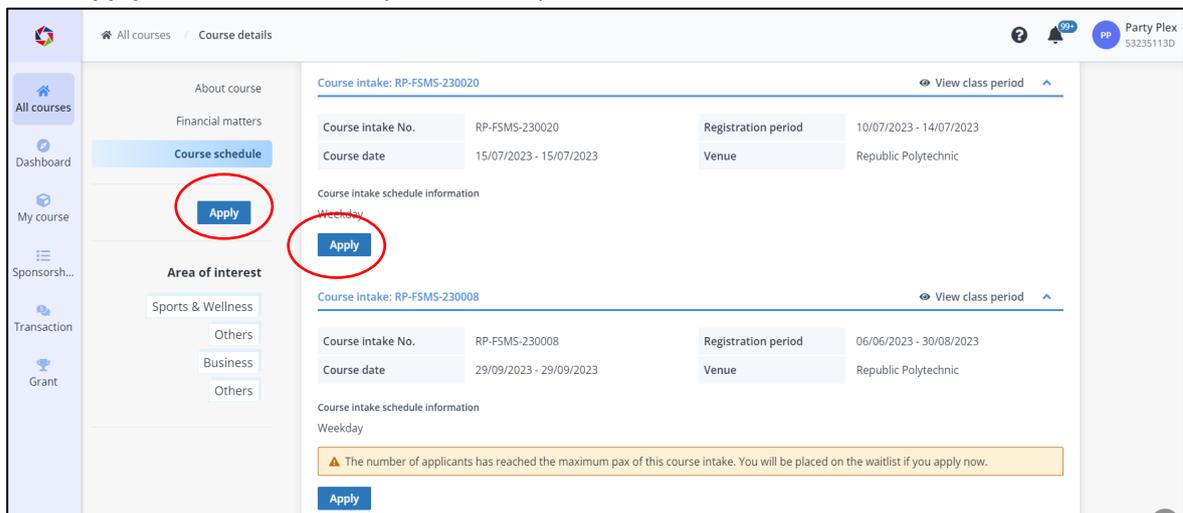
- 4) Click on 'Sign in with Corppass'



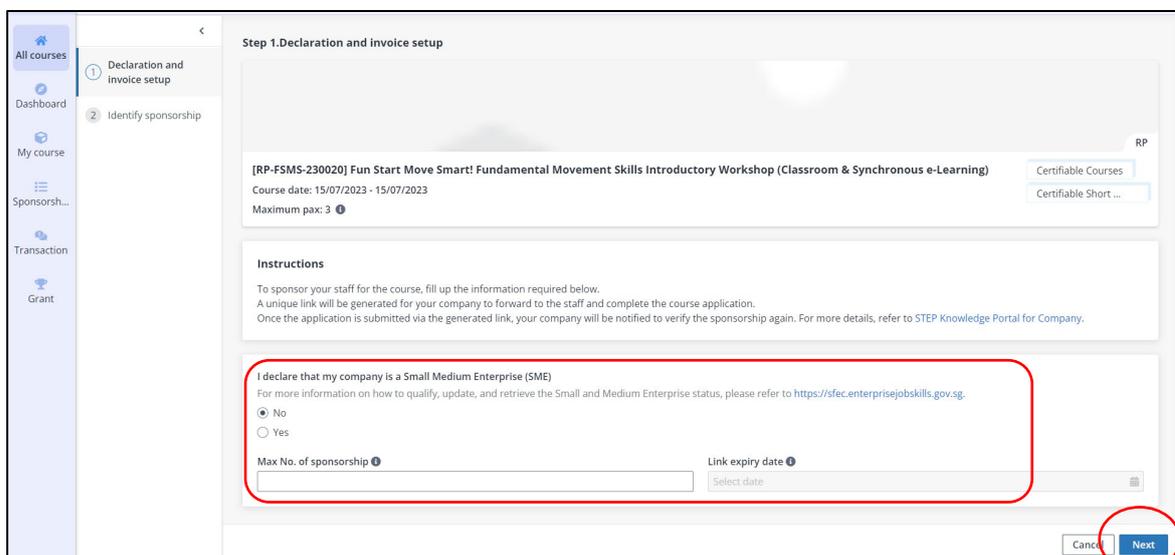
5) Search for the course to sponsor the staff. Click on the course



6) Click 'Apply' on the left panel, OR
Click 'Apply' for the Intake that you wish to sponsor the staff under **Course schedule**.



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'



If company selects SME, supporting document is required.

I declare that my company is a Small Medium Enterprise (SME)
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

Supporting documents *

Drag files here, or [browse](#)
Up to 10 MB (DOC, DOCX, PPT, [more](#))

Max No. of sponsorship

Link expiry date

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

SKILLSfuture 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 \(PDF, 1378 KB\)](#)

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.

SME declaration dashboard

Upon clicking on "SME Status", you will be directed to the **SME declaration dashboard**.

SKILLSfuture SG Courses SFEC Training Claims AP Funding **SME Status**

SME Declaration

Search by Declaration ID or Status

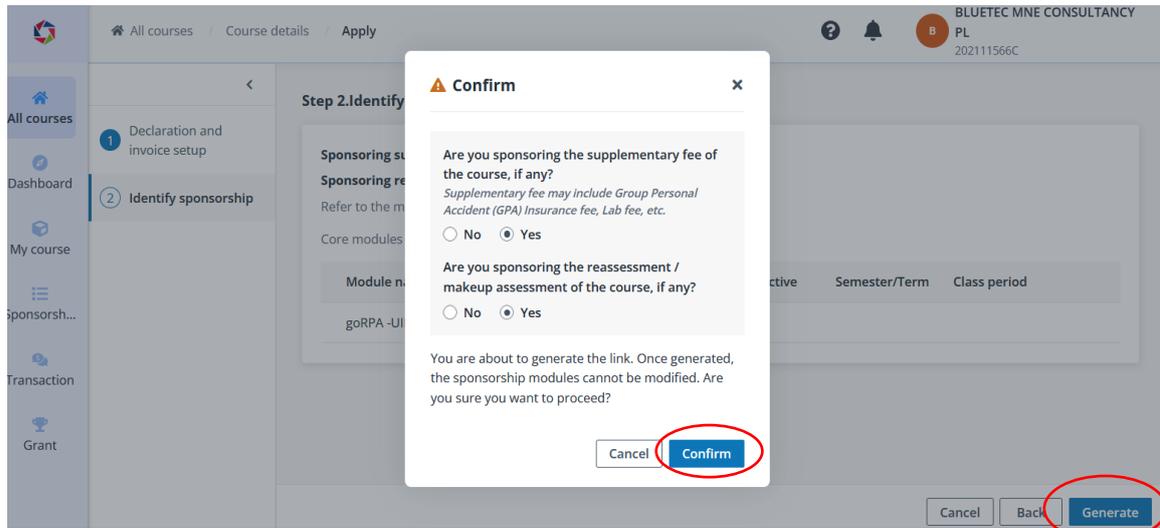
Declaration ID	SME Declaration Status	Submission Date

Tip
There are 3 different statuses:

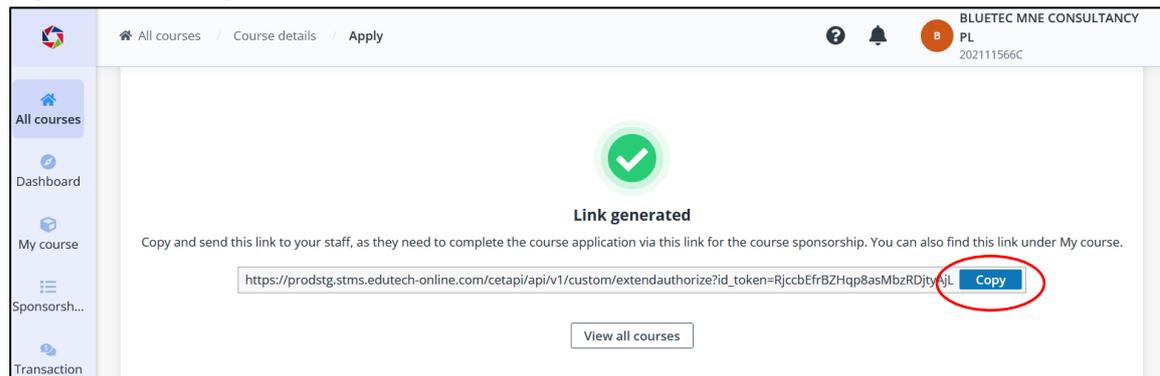
1. Approved
2. Rejected
3. Pending SSG Approval

Tip
Click on the "+" button to submit a SME Declaration

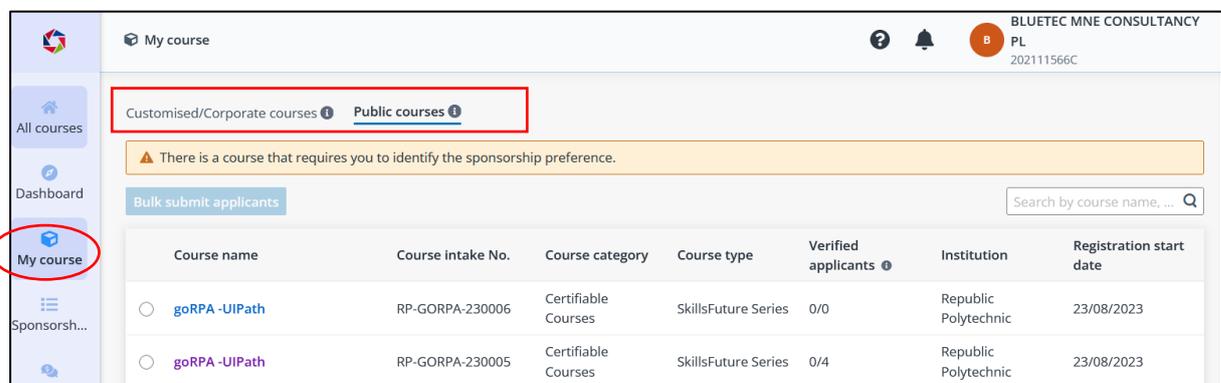
- 8) Click **'Generate'**. Select if the sponsorship includes supplementary fees. Click **'Confirm'**.



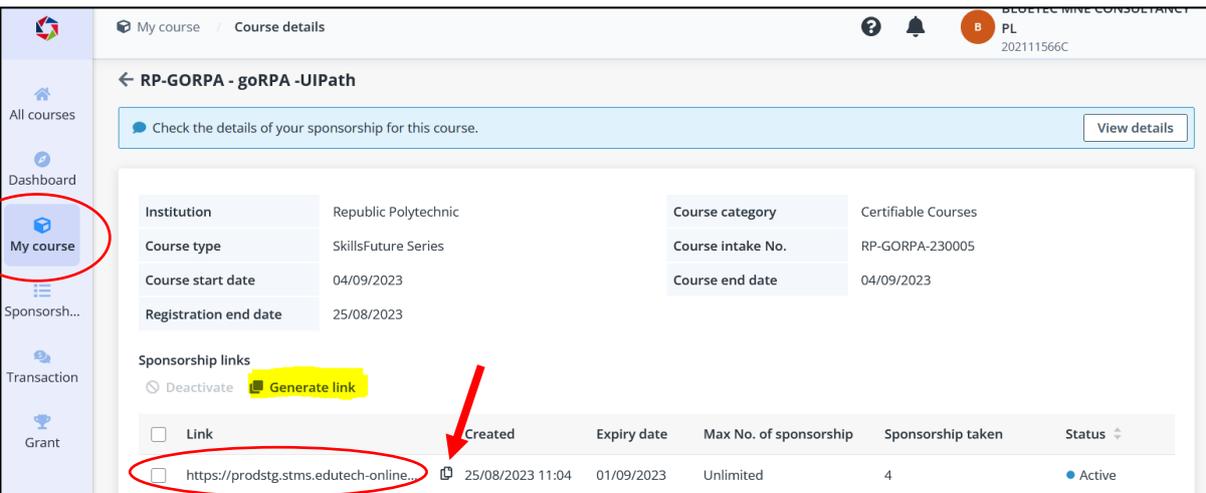
- 9) A Unique link is generated. Company **to email** the unique link to the staff for application. Please take note of the expiry date of the link (14 working days from date of generation or the registration closing date, whichever is earlier)



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.



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



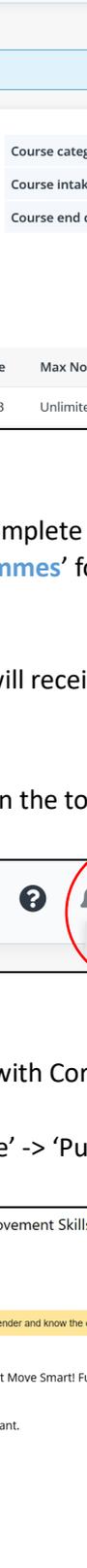
The screenshot shows the 'My course' page for 'RP-GORPA - goRPA - UIPath'. The 'Generate link' button is highlighted in yellow. A table below shows the generated link details:

Link	Created	Expiry date	Max No. of sponsorship	Sponsorship taken	Status
https://prodstg.stms.edutech-online	25/08/2023 11:04	01/09/2023	Unlimited	4	Active

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.

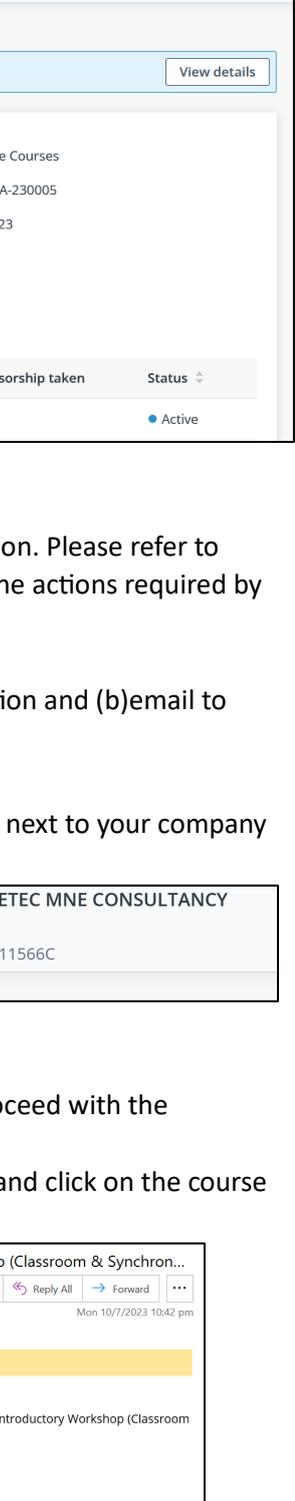
(a) To view the notification in STEP. Navigate to  on the top right corner next to your company name.



The screenshot shows the user profile area with the notification bell icon circled in red. The user name 'BLUETEC MNE CONSULTANCY' and other details are visible.

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.



The screenshot shows an email notification with the following content:

[Action needed] Verification of Application for Fun Start Move Smart! Fundamental Movement Skills Introductory Workshop (Classroom & Synchron...
 noreply <noreply@stms-mail.polite.edu.sg>
 To: [Redacted]
 Cc: Foo Xiuling (RP); Foo Yen Yen (RP)
 Mon 10/7/2023 10:42 pm

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear HR PartyPlex ALLY ,

There is an application submitted by RP_TestStudent60 (application ID - RP-FSMS-230020-00003), for Fun Start Move Smart! Fundamental Movement Skills Introductory Workshop (Classroom & Synchronous e-Learning) commencing on 15/07/2023.

Please login to the company portal via the link below, and navigate to 'Pending verification' to verify the Applicant.

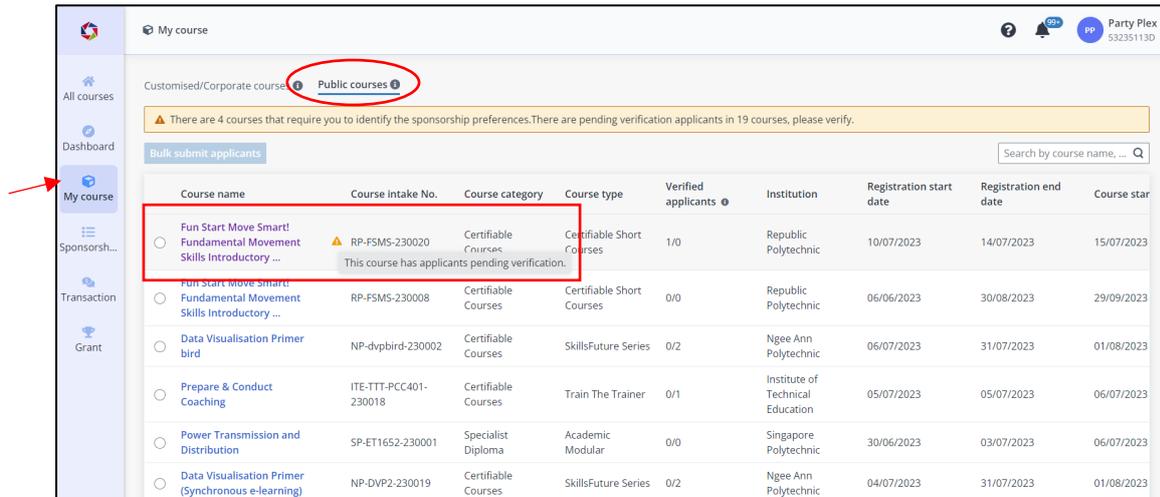
<https://stms.polite.edu.sg/company/sponsorship#0/0>

Thank you.

Academy for Continuing Education @RP
 Republic Polytechnic

This is an auto-generated email. Please do not reply to this email address.

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



My course

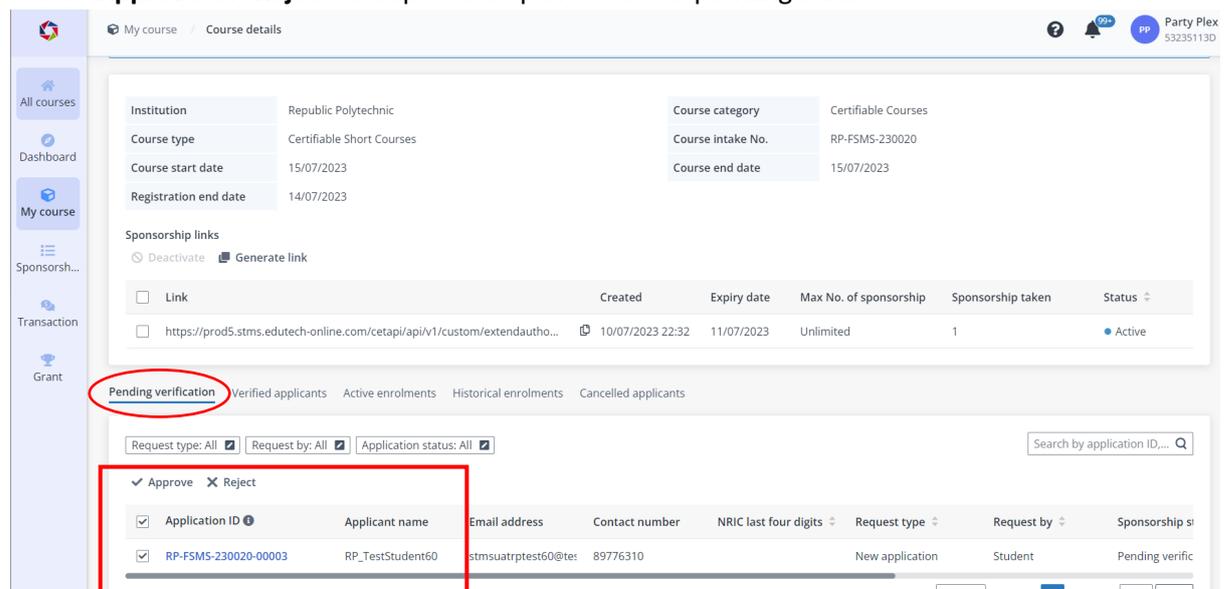
Customised/Corporate course **Public courses**

There are 4 courses that require you to identify the sponsorship preferences. There are pending verification applicants in 19 courses, please verify.

Bulk submit applicants

Course name	Course intake No.	Course category	Course type	Verified applicants	Institution	Registration start date	Registration end date	Course start
Fun Start Move Smart! Fundamental Movement Skills Introductory ...	RP-FSMS-230020	Certifiable Courses	Certifiable Short Courses	1/0	Republic Polytechnic	10/07/2023	14/07/2023	15/07/2023
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
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
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
Power Transmission and Distribution	SP-ET1652-230001	Specialist Diploma	Academic Modular	0/0	Singapore Polytechnic	30/06/2023	03/07/2023	06/07/2023
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

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



My course / Course details

Institution: Republic Polytechnic

Course category: Certifiable Courses

Course type: Certifiable Short Courses

Course intake No.: RP-FSMS-230020

Course start date: 15/07/2023

Course end date: 15/07/2023

Registration end date: 14/07/2023

Sponsorship links

Deactivate Generate link

Link	Created	Expiry date	Max No. of sponsorship	Sponsorship taken	Status
https://prod5.stms.edutech-online.com/cetapi/api/v1/custom/extendautho...	10/07/2023 22:32	11/07/2023	Unlimited	1	Active

Pending verification Verified applicants Active enrolments Historical enrolments Cancelled applicants

Request type: All Request by: All Application status: All

Search by application ID...

Application ID	Applicant name	Email address	Contact number	NRIC last four digits	Request type	Request by	Sponsorship st
<input checked="" type="checkbox"/>	RP-FSMS-230020-00003	RP_TestStudent60	stmsuatrptest60@te	89776310	New application	Student	Pending verific

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

PO number:

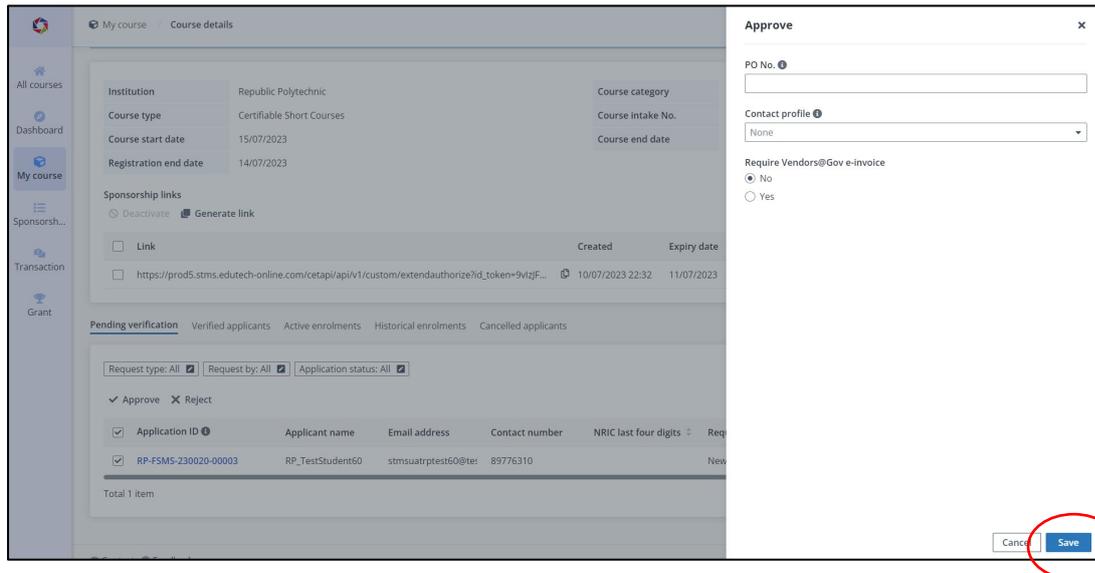
Can leave blank if not required.

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'.



The screenshot shows a web interface for course management. On the left is a sidebar with navigation options like 'All courses', 'Dashboard', 'My course', 'Sponsorsh...', 'Transaction', and 'Grant'. The main area displays 'Course details' for Republic Polytechnic, including course type, start/end dates, and sponsorship links. An 'Approve' modal is open on the right, containing the following fields:

- PO No. (text input)
- Contact profile (dropdown menu, currently set to 'None')
- Require Vendors@Gov e-invoice (radio buttons for 'No' and 'Yes', with 'No' selected)

At the bottom right of the modal, there are 'Cancel' and 'Save' buttons. The 'Save' button is circled in red.

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.