

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.

STEP SKILLS TRAINING RETRAINCEMENT BY THE POLYTECHNICS & ITE	Sign in with Singpass / Student ID	
	 Refer to the <i>user guide</i> to get started and explore more instructions. For self-sponsored applicant, you may proceed to apply after signing in with Singpass / Student ID. For company-sponsored applicant, please approach your company HR to put in the application via the company portal using Corppass at <i>STEP</i>. 	

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

٥	Application / Apply for	r course		Ensure you are	P_TestStudent123
All courses	< Applicant details	RP-FSMS2 - FSMS	/2023 - 25/08/2023	registering for the correct course and date	S Estimated time: 10 mins
Ø Dashboard	2 Declaration form	Step 1. Applicant details	rsonal information from your pro	ofile. You can go to My profile > Personal particular	to manually update the profile information.
6	3 Preview application	Name (According to	RP_TestStudent123	Date of birth	******
My course	form	Citizenship type	Singapore citizen	NRIC/FIN	S****772F ⊛
te Acadomic	4 Module selection	Race		Sex	Male
advisement		Country/Region of birth			
Application		Contact information			
Appredictor		Mobile number	+65 89975680	Email address	RP_TestStudent123@gmail.com
Request & task		Residential address			
9		Country or region	SINGAPORE	Postal code	049315
Transaction		Block/Building No.	10	Building name	Ocean Financial Centre
Y Award		Street name	Collyer Quay	Floor number - Unit number	#17-01
		Mailing address			
Academic document					Cancel Save as draft Save and next

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

Ø	Application / Apply for	course e Pr_testStudent123
Q	<	5. To ensure the safety and welfare of its staff/students, which will include judicious release of information to staff who are charged with monitoring and caring for students 6. For campus security purposes and/or to regulate student discipline or behaviour, including compliance with any applicable rules. Jaws and regulations, codes of practice or
My course	1 Applicant details	guidelines or to assist in law enforcement and investigations by relevant authorities/law enforcement agencies 7. For publication in areas that is customary by educational institutions such as award of prizes
academic	2 Declaration form	8. For marketing and promotional purposes related to RP's education and training services 9. Any other purposes beneficial to students and graduates
advisement Application	3 Preview application form	5.1 have read, understood and consent to the Privacy Statement at https://www.rp.edu.sg/privacy-statement (as updated from time to time). I understand that my personal and academic data may be shared with other Government agencies, non-Government agencies which have been authorised to carry out specific Government services, named third parties who are jointly organising courses with us, and funding organisations for applicable grants or sponsorships so as to serve me in a most efficient way to facilitate the proverseing on the academic machine interview.
Request & task	4 Module selection	6. For courses or programmes funded by SkillsFuture Singapore Agency ("SSG"), I agree that SSG, its appointed auditor and/or nominated representatives shall at any time upon reasonable request be given full access to information deemed necessary for the purposes of conducting effectiveness surveys or audits in relation to the funded courses or programmes.
Q Transaction	<	I hereby acknowledge all information under this declaration form
Y Award		Cancel Save as draft Back Save and next



5) Click 'Complete' and 'Confirm'.

Ø	Application / Apply for e	course						0 🏟	RF 49	P_TestStudent123 37632R
6	<	Street name	Collyer C	luay		Floor number - Unit number	#17-01			
My course	1 Applicant details	Mailing address								
Academic advisement	2 Declaration form	National Service			_					
	③ Preview application form	Completed National Service (NS) operationally	01/01	Alert		×				
Application	4 Module selection	ready date		You have completed the appl edit the form after you submi	ication form. You cann t it.	ot				
Request & task		Company sponsorship	infor	1	Close		500051400			
9		Company type	Certa	l	close	Contact person	Ally			
Transaction		Contact person's email address	ally@glo	bal.com		Contact person's mobile number	87776655			
Award		Billing address								
Academic document							Cancel	Save as draft	Back	Complete

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

٥	Application / Apply for	course				0	RP_TestStudent123
All courses	Applicant details	Step 3. Module selection	to complete for this cour	se. You need to mee	t the minimum req	uirement of completi	ng all modules to get the
Dashboard	2 Preview application form	course certificate.	lor to get the cortificator				Company-sponsored
My course	3 Module selection	Module name	Module code	Credit unit	Core/Elective	Semester/Term	Class period
Academic advisement		Fun Start Move Smart! F	RP-FSMS		Core		
Application	<	By this declaration, the institu Transformed and the institution of the institut	ition reserves the rights to	amend the schedul	e of the programm	e. Once it's confirme	d, we will inform you.
Request & task							
9 Transaction							
Award							Cancel Save Submit

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



٥	Application / Apply for	course			View payment summary	×
All courses	<	Sten 3. Module selection			Fee description	Amount
Ø Dashboard		View the modules that you need course certificate.	to complete for this cou	irse. You nei	Course Fee SkillsFuture Singapore - SkillsFuture Series (SFS/NSFS) Short Co urses - Grant	S\$200.00 -S\$140.00
Application	③ Module selection	You need to finish all core modu	les to get the certificate	5.	Course Fee - GST (8%) GST subsidy (1%)	S\$4.80 -S\$0.60
Request &		Module name Fun Start Move Smart! F	Module code	Cre	SkillsFuture Singapore - SkillsFuture Series (SFS/NSFS) Short Co urses - Subsidy	-5\$40.00
task		By this declaration, the institution	tion reserves the rights	to amend th	Amount payable by company	S\$24.20
2 Transaction		Siew payment summary]	L	Total amount payable	S\$0.00
🏆 Award						
						Close
						Close

7) Click 'Submit'.

Ø	Application / Apply for	course				0	r 👘	RP_TestStudent123 4937632R
My course Academic advisement	 Applicant details Declaration form 	Step 4. Module selection View the modules that you need to complete for t You need to finish all core modules to get the cert	his course. You need to meet the	minimum requirement of co	npleting all module	s to get the course ce	ertificate. Com	pany-sponsored
Application	 Preview application form Module selection 	Module name Fun Start Move Smart! Fundamental Movem	Module code . RP-FSMS	Credit unit	Core/Elective	Semester/Term	Class period	9
Request & task		By this declaration, the institution reserves the Zerver payment summary	rights to amend the schedule of	the programme. Once it's cor	firmed, we will info	rm you.		
Award Academic document						[Cancel	Save Submit

8) Click 'Confirm'.

Ø	Application Apply fo	r course			0	*	RP_Tes 4937632	tStudent123
S My course	 Applicant details 	Step 4. Module selection						
Academic advisement		View the modules that you need to com You need to finish all core modules to	A Confirm ×	uirement of completing all modules to	get the course ce	rtificate. Co	mpany-spo	onsored
Application	Preview application form	Module name	You are about to complete the module selection.	redit unit Core/Elective S	emester/Term	Class peri	od	
	④ Module selection	Fun Start Move Smart! Fundame	cannot edit your selection after you submit it. Are you sure you want to proceed?	Core				
Request & task		By this declaration, the institution		Once it's confirmed, we will inform y	/ou.			
Q Transaction		🔮 View payment summary	Cancel					
ም Award								
Academic document]	Cancel	Save	Submit



9) Notification that the Application has been submitted successfully.

٥	Application / Application details	¥ ^{99*}	9	RP_TestStudent1 4937632R
€ My course				
Academic advisement				
Application	Application submitted			
Request & task	Thank you for submitting the application. Please check your mailbox and student portal notifications for the outcome of your application. View applications			

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

٥	🏜 Application		0	¢ ⁹⁹⁹	•	RP_TestStude 4937632R	ent123
My course	My submissions Pending submission My dra Your applications are now still under payment cor Institution: All Application status: All Image: All Application status: All Image: All Application status: All Image: All Application status: All Application status: All Image: All Application status:	fts firmation or school evaluation. We appreciate your kind patience until the further update.		fsms			×
Application	>	IPP-FSMS2JFSMS Important 25/08/2023 Certifiable Courses SkillsFuture Series		Pending	sponso	orship approva	al
	RP						

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.

	٥	å Application	0	4 ⁹⁹⁺	9	RP_TestStudent123 4937632R
	Wy course	My submissions Pending submission My drafts Your applications are now still under payment confirmation or school evaluation. We appreciate your kind patience until the further update. Institution: All Z Application status: All Z		fsms	1	×
<	Application	IRP-FSMS2JFSMS		(_	Admitted
	task	RP				