

#### Dear Client,

Our courses are SDF approved, thus these step-by-step slides have been prepared to aid you in the application process.

We hope that this will be helpful in assisting the process to be carried out smoothly.

For any further queries, assistance needed or feedback regarding the SDF application, please do not hesitate to contact us at: <a href="mailto:enquiries@hrlawacademy.com.sg">enquiries@hrlawacademy.com.sg</a>

Thank You.

With regards, HR Law Academy



Setting the standards of workforce training in Singapore

(NEW!) For courses commencing between 22 March 2010 and 30 Sep 2010, companies have up to 60 days from course start date to submit the training grant application.



#### Latest Announcement

A Security Firm Was Prosecuted for Falsified Claims





SkillsConnect services will not be available due to a scheduled maintenance on 6 Apr 2014 (Sun) from 12am to 8am

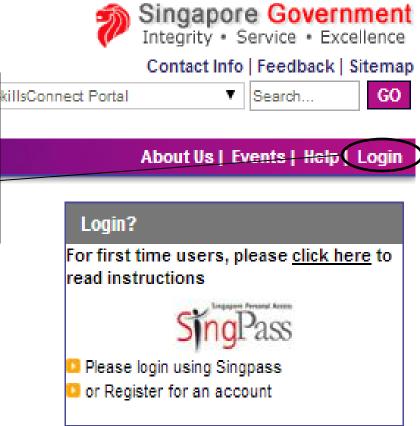
14(new date).

Submission of Non-WSQ Assessment Records to WDA

o eligibility for 1. Please click

▶► more

e following day













# Welcome

to SingPass Authentication Service

# Step 4: Fill in the necessary details then click on "submit" to proceed.

# Security Advisory SingPass is a common password that allows you to access Government e-services. It is important for you to be vigilant in protecting the confidentiality of your SingPass. Please click here for tips on online security. You may also find useful guides on how to safeguard your online security and other cyber security related information at www.gosafeonline.sq. Click here to view more details about New SingPass Security Enhancements. SingPass ID (Enter your Identification Number e.g. S1234567G, G1234567G SingPass (8-24 characters, CASE-SENSITIVE) Change SingPass Submit Cancel

By clicking on the Submit button, you agree to be bound by the terms specified in the <u>Terms of Use</u> and Important Notes below.

по и друповион

You may check for status of new profile application/existing application by clicking 'Application Listing'.

Application Listing

#### Warning

- Please ensure that your organisation and course profiles are always updated with the latest information.
- Please do not open multiple tab or multiple window while using SkillsConnect system.
- Please do not use the back button of the browser while using SkillsConnect system.

Select one of the following profiles to continue.

Individual Profile(s)

**Trainee** 

Your company name should appear under "Participating Company".

Step 5: Click on "Participating Company".

Organisation Profile(s)

For existing users, please select the relevant profile below for access into SkillsConnect.

Participating Company

HR LAW ACADEMY PTE. LTD.

Headquarter

**Non-Accredited Training Organisation** 

HR LAW ACADEMY PTE. LTD.

Headquarter



#### Create Training Grant Application

1. Term & Conditions

▶ 2. Company Information

3. Online Form

4. Confirmation

It will take you about 10 minutes to complete this online form. The peak periods for SkillsConnect are on weekdays, 9:00am to 11:00am and 3:00pm to 5:00pm where you may experie any inconvenience caused. For queries and feedback, please ca wda skillsconnect helpdesk@wda.gov.sg. Thank you.

e for Step 7: Fill in the necessary details then click "Next". ved is

Please update your organisation profile at the "Organisation Pro incorrect or has changed.

Mailing Address Block/Building Number 33
Building Name VERTEX
Street Name UBI AVENUE 3
Floor Number-Unit Number 07-10
Postal Code 408868
Telephone 66595919
Fax 66595662
Email arthur@hrlawacademy.com.sg
SME Flag Yes
Nature of Business
Main Business Activity CONSULTANCY AND TRAINING
Employment Size Group Level 0
Company Level
Annual Sales Turnover S\$ 0.00
Company Level S\$ 0.00
Annual training budget as a percentage of company payroll -%
Fixed Asset Investment (at net book value) S\$ 7,000.00

■Branch Name

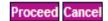
HR LAW ACADEMY PTE, LTD.

Branch Authorised	Administration Information			
Role	Name	Identification Type	Identification Number	Designation
Management Rep	KHONG HENG KOW ARTHUR	NRIC		EXECUTIVE DIRECTOR

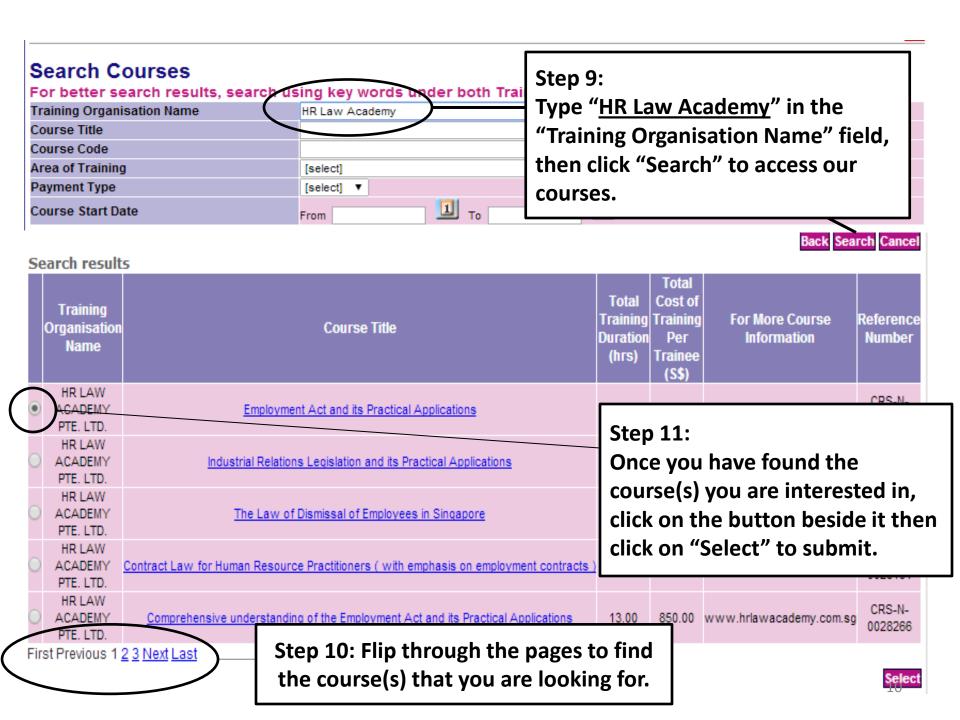
#### SkillsConnect General Terms and Conditions

#### 1. Contract

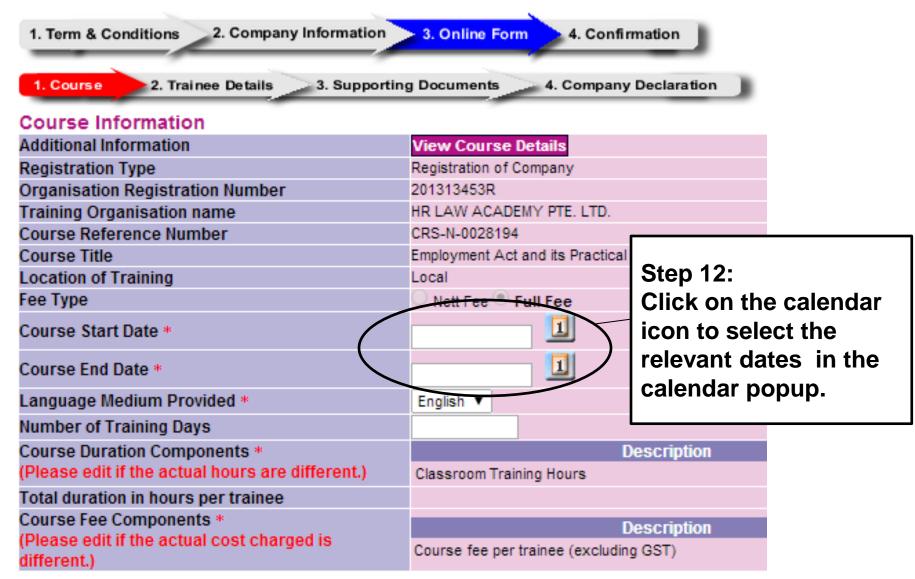
- 1.1. Your use of SkillsConnect, any transactions you conduct with WDA via SkillsConnect, and your acceptance and use of any right or benefit granted by WDA (including without limitation any accreditation or other recognition conferred by WDA and/or funding from WDA) shall be governed by these General Terms and Conditions, the Terms of Use (http://www.skillsconnect.gov.sg/web/guest/termsOfService), Privacy Statement (http://www.skillsconnect.gov.sg/web/guest/privacyStatement) and any applicable Specific Terms and Condition (http://www.skillsconnect.gov.sg/web/guest/termsAndConditions).
- 1.2. These General Terms and Conditions, the Terms of Use and Privacy Statement, and the applicable Specific Terms and Conditions and Guidelines constitute a contract between you and WDA (the "Contract"). Any conflict among the provisions of these documents shall be resolved in the following order of priority: (a) these General Terms and Conditions; (b) the applicable Specific Terms and Conditions; (c) these General Terms and Conditions; (d) the applicable Specific Terms and Conditions; (e) the applicable Specific Terms and Conditions; (e) the applicable Specific Terms and Conditions; (f) the applicable Specific Terms and Conditions; (f)
- 1.3. WDA may amend the Contract from time to time. You are pound by the latest version of the Contract found on SkillsConnect or on the web pages of the WDA web site (http://www.wda.gov.sg).
- Yes, we accept the above Terms and Conditions
- No, we do not accept the aboveTerms and Conditions







### Create Training Grant Application



## **Step 13:**

On the same page as the previous slide, answer the two questions below accordingly, then click on "Save" then "Next" to proceed.

#### Please declare the following:

Is the course relevant to the Trainee(s) current role and in line with the business needs of the Applicant company?

Is your company applying for Absentee payroll funding ? (NB: Government agencies or private entities held under a government agency whose expenditure on manpower is government funded do not qualify for absentee payroll funding. Please click "No" if applicable.)

Please click "No" if you are a Government Agency or private entities held under a government agency.

#### Note:

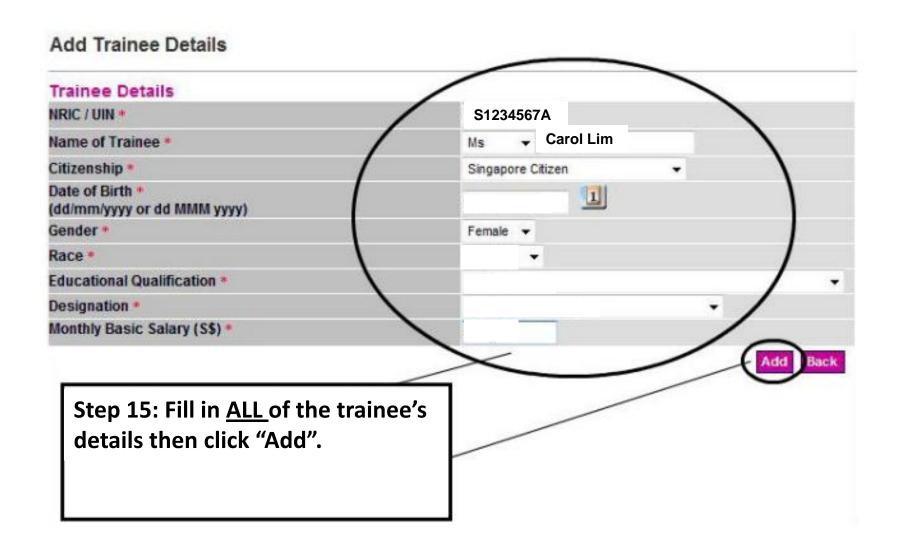
- (a) Companies can claim absentee payroll funding to defray the manpower costs incurred when they send their employees for training.
- (b) No absentee payroll funding for on-the-job training. Absentee payroll top-up by employer is mandatory for training AFTER working hours. The absentee payroll funding is co-shared (90:10 or 80:20) between the government and the employer and it is to be paid to the employee via the employer.
- (c) If you have not provided WDA with your GIRO account information or if you have changed your GIRO account, please download the GIRO form by clicking on the link provided and submit to WDA for verification. <u>Download GIRO Form</u>



Yes No

Yes No





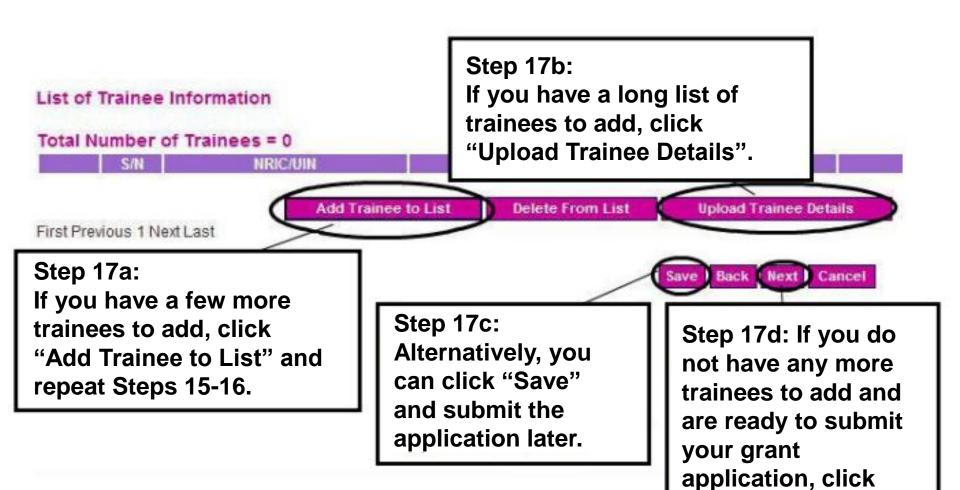
#### View Trainee Details

# Trainee Details NRIC / UIN Name of Trainee Ms Carol Lim Citizenship Singapore Citizen Date of Birth Gender Race Educational Qualification Designation Monthly Basic Salary (S\$)

# **Step 16:**

If Trainee details have been added, they should appear here.

You can now proceed to click "Back" to go back to the Course Information page.



"Next" to proceed.

# **Upload Supporting Document**

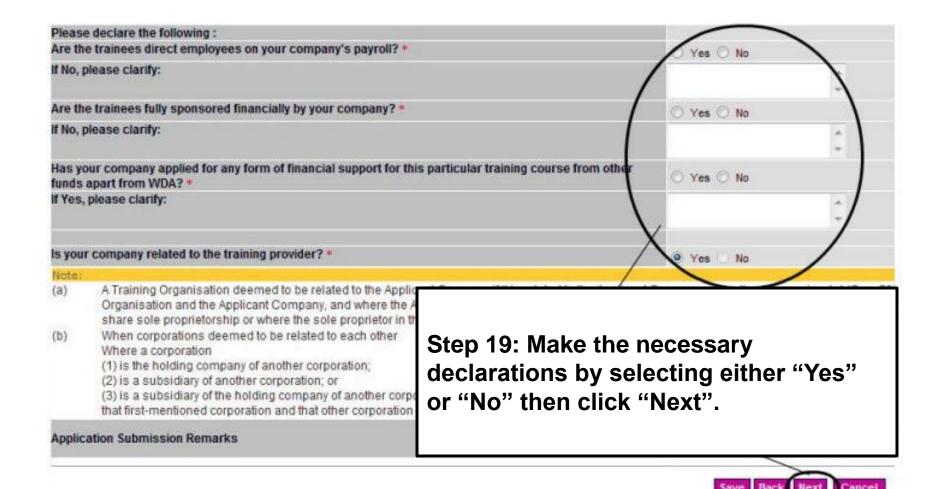
Please be advised that you should only upload pdf or zip files for your supporting documents.

Each file to be uploaded should not exceed 5 MB.

If the file exceeds the recommended size of 5 MB, you could follow the below recommendations to redu - split the file into separate documents.

For example if your document has 20 pages, you could save it into 2 separate documents, the first document up.





#### Note:

- (a) A Training Organisation deemed to be related to the Applicant Company if it is related to the Applicant Company under the Companies to the Training Organisation and the Applicant Company, and where the Applicant Company is a sole proprietor of partnership, it is dee Company have mutual partners, share sole proprietorship or where the sole proprietor in the Training Organisation is a partner in the
- (b) When corporations deemed to be related to each other

Where a corporation

- (1) is the holding company of another corporation;
- (2) is a subsidiary of another corporation; or
- (3) is a subsidiary of the holding company of another corporation,

that first-mentioned corporation and that other corporation shall for the purposes of this Act be deemed to be related to each other

#### **Application Submission Remarks**

#### View Supporting Documents

#### DECLARATION

We declare that the information stated in this been paid by us for the approved training cou documents pertaining to this application are v

Step 20:

Select "Yes" then click "Submit".

Yes, we confirm the above declaration.

Print this page



# Step 21:

Lastly, an application number will be given upon submission

Do note down the application number to track your application status with WDA