



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: enquiries@hrlawacademy.com.sg

Thank You.

With regards,
HR Law Academy



Step 1: Type in
www.skillsconnect.gov.sg to
access the SkillsConnect page.

SkillsConnect



Home | Courses | Training Organisations | Funding Mechanism | Resource Library | e-Services | About Us | Events | Help | Login

Welcome to SkillsConnect
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

Login?

For first time users, please [click here](#) to read instructions



• Please login using Singpass
• or Register for an account

Step 2: Click on "Login".

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

Login?

For first time users, please [click here](#) to read instructions



- ▶ Please login using Singpass
- ▶ or Register for an account

14(new date).

Submission of Non-WSQ Assessment Records to WDA

o eligibility for
1. Please click

▶▶ more

e following day

Lower your training costs with
Workfare Training Support
scheme today!

 **1800-5368-333**

Login?

For first time users, please [click here](#) to read instructions



- Please login using Singpass
- or Register for an account

Step 3: Click to login using SingPass.

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.sg.

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)

Submit

Cancel

Change SingPass

By clicking on the Submit button, you agree to be bound by the terms specified in the [Terms of Use](#) and Important Notes below.

Welcome, S1234567A

[New Application](#)

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

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

Your company name should appear under "Participating Company".

Step 5: Click on "Participating Company".

Adhoc Claim Menu
Create Claim
Enquiry
Enquiry ▶
Training Grant Menu
Create Application
Edit Application
Organisation Menu
Organisation Profile Mgmt
Proceed Payment
Workdesk Menu
Inbox
Workdesk Modules
Inbox
Logout

Welcome S1234567A

No records.

Step 6:
To apply for training grant,
click on “Create Application”
under the Training Grant Menu.

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 experience some delay. We apologise for any inconvenience caused. For queries and feedback, please contact wda_skillsconnect_helpdesk@wda.gov.sg. Thank you.

Step 7:

Fill in the necessary details then click "Next".

Please update your organisation profile at the "Organisation Profile" page if the information entered is incorrect or has changed.

Organisation	HR LAW ACADEMY PTE. LTD.		
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	Group Level	SS 0.00	
	Company Level	SS 0.00	
Annual training budget as a percentage of company payroll	-%		
Fixed Asset Investment (at net book value)	SS 7,000.00		

Branch Information

Branch Name	HR LAW ACADEMY PTE. LTD.
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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) the applicable Guidelines; and (d) the Terms of Use and Privacy Statement.
- 1.3. WDA may amend the Contract from time to time. You are bound 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>).

**Step 8:
Select "Yes" then "proceed".**

- Yes, we accept the above Terms and Conditions**
 No, we do not accept the above Terms and Conditions

[Print this page](#)

[Proceed](#) [Cancel](#)

Search Courses

For better search results, search using key words under both Train

Training Organisation Name	<input type="text" value="HR Law Academy"/>
Course Title	<input type="text"/>
Course Code	<input type="text"/>
Area of Training	<input type="text" value="[select]"/>
Payment Type	<input type="text" value="[select]"/>
Course Start Date	From <input type="text"/> To <input type="text"/>

Step 9:

Type “HR Law Academy” in the “Training Organisation Name” field, then click “Search” to access our courses.

[Back](#) [Search](#) [Cancel](#)

Search results

Training Organisation Name	Course Title	Total Training Duration (hrs)	Total Cost of Training Per Trainee (\$)	For More Course Information	Reference Number
<input checked="" type="radio"/> HR LAW ACADEMY PTE. LTD.	Employment Act and its Practical Applications				CRS-N-
<input type="radio"/> HR LAW ACADEMY PTE. LTD.	Industrial Relations Legislation and its Practical Applications				
<input type="radio"/> HR LAW ACADEMY PTE. LTD.	The Law of Dismissal of Employees in Singapore				
<input type="radio"/> HR LAW ACADEMY PTE. LTD.	Contract Law for Human Resource Practitioners (with emphasis on employment contracts)				
<input type="radio"/> HR LAW ACADEMY PTE. LTD.	Comprehensive understanding of the Employment Act and its Practical Applications	13.00	850.00	www.hrlawacademy.com.sg	CRS-N-0028266

Step 11:

Once you have found the course(s) you are interested in, click on the button beside it then click on “Select” to submit.

First Previous [1](#) [2](#) [3](#) Next Last



Step 10: Flip through the pages to find the course(s) that you are looking for.

[Select](#)

Create Training Grant Application



Course Information

Additional Information	View Course Details
Registration Type	Registration of Company
Organisation Registration Number	201313453R
Training Organisation name	HR LAW ACADEMY PTE. LTD.
Course Reference Number	CRS-N-0028194
Course Title	Employment Act and its Practical
Location of Training	Local
Fee Type	<input type="radio"/> Nett Fee <input checked="" type="radio"/> Full Fee
Course Start Date *	<input type="text"/> 
Course End Date *	<input type="text"/> 
Language Medium Provided *	English ▾
Number of Training Days	<input type="text"/>
Course Duration Components *	Description
(Please edit if the actual hours are different.)	Classroom Training Hours
Total duration in hours per trainee	
Course Fee Components *	Description
(Please edit if the actual cost charged is different.)	Course fee per trainee (excluding GST)

Step 12:
Click on the calendar icon to select the relevant dates in the calendar popup.

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?

Yes No

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.)

Yes No

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. [Download GIRO Form](#)

Save Back Next Cancel

Create Training Grant Application



[Download Trainee](#)

List of Trainee Information

Total Number of Trainees = 0

S/N	NRIC/UIN	Name of Trainee	Citizenship	Type of Funding	Educational Qualification	Designation
Add Trainee to List Delete From List Upload Trainee						


First Previous 1 Next Last

[Save](#) [Back](#) [Next](#)

Step 14: Click “Add Trainee to List”.

Add Trainee Details

Trainee Details

NRIC / UIN *	S1234567A
Name of Trainee *	Ms <input type="text" value="Carol Lim"/>
Citizenship *	Singapore Citizen
Date of Birth * (dd/mm/yyyy or dd MMM yyyy)	<input type="text"/> 
Gender *	Female
Race *	<input type="text"/>
Educational Qualification *	<input type="text"/>
Designation *	<input type="text"/>
Monthly Basic Salary (S\$) *	<input type="text"/>

Add **Back**

Step 15: Fill in ALL of the trainee's details then click "Add".

View Trainee Details

Trainee Details

NRIC / UIN	S1234567A
Name of Trainee	Ms Carol Lim
Citizenship	Singapore Citizen
Date of Birth	
Gender	Female
Race	CHINESE
Educational Qualification	
Designation	
Monthly Basic Salary (\$)	

Back

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.

List of Trainee Information

Total Number of Trainees = 0

S/N	NRIC/UIIN		
<input type="button" value="Add Trainee to List"/> <input type="button" value="Delete From List"/> <input type="button" value="Upload Trainee Details"/>			

First Previous 1 Next Last

<input type="button" value="Save"/>	<input type="button" value="Back"/>	<input type="button" value="Next"/>	<input type="button" value="Cancel"/>
-------------------------------------	-------------------------------------	-------------------------------------	---------------------------------------

Step 17b:
If you have a long list of trainees to add, click “Upload Trainee Details”.

Step 17a:
If you have a few more trainees to add, click “Add Trainee to List” and repeat Steps 15-16.

Step 17c:
Alternatively, you can click “Save” and submit the application later.

Step 17d: If you do not have any more trainees to add and are ready to submit your grant application, click “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 reduce the file size:
- 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 containing the first 10 pages and the second document containing the remaining 10 pages.
- zip the document up.

Please be advised that you will experience slowness when uploading non-pdf files as it will take substantially longer to process.

File Name *	<input type="text"/>
Title *	<input type="text"/>
Type *	[select]
Classification *	[select]
Description *	<input type="text"/>
Version *	<input type="text"/>

Step 18:
No action is required
in this section.
Click “Next” to
proceed.

Upload

Save Back **Next** Cancel

Please declare the following :

Are the trainees direct employees on your company's payroll? * Yes No

If No, please clarify:

Are the trainees fully sponsored financially by your company? * Yes No

If No, please clarify:

Has your company applied for any form of financial support for this particular training course from other funds apart from WDA? * Yes No

If Yes, please clarify:

Is your company related to the training provider? * Yes No

Note:

(a) A Training Organisation deemed to be related to the Applicant Organisation and the Applicant Company, and where the Applicant Organisation is a sole proprietorship or where the sole proprietor in the Applicant Organisation is a partner in the Applicant Company.

(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

Application Submission Remarks

Step 19: Make the necessary declarations by selecting either “Yes” or “No” then click “Next”.

Save Back **Next** Cancel

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 deemed to be related to the Applicant Company if the Applicant Company and the Training Organisation have mutual partners, share sole proprietorship or where the sole proprietor in the Training Organisation is a partner in the Applicant Company.
- (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 application has not been paid by us for the approved training course. All supporting documents pertaining to this application are valid.

**Step 20:
Select "Yes" then click "Submit".**

Yes, we confirm the above declaration.

Print this page

Submit Back Cancel

Step 21:

Lastly, an application number will be given upon submission

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