

T-Assist

Talent-Assistance Programme

T-Assist: SF (1 April 2019 – 31 March 2021)

Claim Application Guide



1. INTRODUCTION

Talent-Assistance (T-Assist) aims to strengthen and deepen media-related capabilities of the local workforce. From April 2019, T-Assist has been expanded to upskill professionals from all job roles through a curated list of short-form skills deepening courses.

IMDA will work with course providers to curate and offer quality courses that help to deepen media-related skills to address the needs of the economy.

2. FUNDING SUPPORT LEVEL

Category	Trainee Type	Singaporean Citizen	Singaporean PR
Organisation-sponsored	Non-SME-Sponsored	Up to 70% of course fee capped at \$3,000	
	SME-Sponsored	Up to 90% of course fee capped at \$3,000	
	40 year old and above	Up to 90% of course fee capped at \$3,000	Up to 70% of course fee capped at \$3,000
Self-sponsored	Less than 40 year old	Up to 70% of course fee capped at \$3,000	
	40 year old and above	Up to 90% of course fee capped at \$3,000	Up to 70% of course fee capped at \$3,000
	Media Freelancer	<p><u>Course fee subsidy:</u> Up to 90% of course fee capped at \$3,000</p> <p><u>Training allowance#:</u> T-Assist courses will be listed under the NTUC Training Fund (SEPs) to allow Self-Employed Persons (SEPs) to benefit from an enhanced Training Allowance rate of up to \$11/hr[^] when they take on eligible courses to upgrade their skills.</p> <p>The enhanced Training Allowance of up to \$11/hr[^] is only applicable for approved courses listed on NTUC Training Fund (SEPs)'s website with courses commencing before/on 31 March 2021. There will be no separate Training Allowance component under T-Assist for courses which falls within this period.</p> <p><u>What is required from SEPs?</u></p> <ol style="list-style-type: none"> All SEPs taking on T-Assist courses during this period needs to apply for the Letter of Eligibility from e2i through this url (https://e2i.com.sg/sep2020-form) before enrolling themselves in the course. 	

		<p>2. Upon completion of the course, SEPs to submit the Training Certification Slip endorsed by the Course Provider to e2i as part of claims submission for the Training Allowance.</p> <p>3. All courses will have to be completed and claims applications will have to be submitted by 31 May 2021.</p> <p>4. SEPs may continue to claim course fees subsidy via T-Assist by submitting a claim application via ICMS within 3 months from course completion date as per existing claims process.</p> <p>^For more information on the NTUC Training Fund (SEPs) and eligibility criteria, please visit https://www.ntuc.org.sg/ntuctrainingfundSEPs</p>
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Note: T-Assist funding does not support GST, VAT, registration and membership fees, rebates, incentives, discounts or any training grants offered by the Course Providers or any other organisations in relation to the endorsed courses and certifications.

3. ELIGIBILITY CRITERIA FOR FUNDING SUPPORT

- a. Training courses and certifications must be **endorsed under the current T-Assist Term before the start of the course/certification**. Please refer to the list of endorsed course providers in the “**Library of Courses**” available on the Infocomm Competency Management System or ICMS (<https://eservice.imda.gov.sg/icms>). Select “**T-Assist: SF (1 April 2019 – 31 March 2021)**” from the drop-down list.

Library of Courses

Q Q

(Optional)

Q (Optional)

b. Eligibility Criteria for The Applicant¹

i. For Organisation-Sponsored Trainee

- Be a Singapore Citizen or Permanent Resident.
- Trainee must be an employee² of the sponsoring organisation.
- Meets the admission criteria set by the Course Provider/Certification Awarding Body for the endorsed course/certification.
- Meets 75% attendance for the course

¹ The Applicant refers to the Sponsoring Organisation/Self-Sponsored Trainee who is seeking T-Assist Funding Support.

² A person who is an employee of the applicant company as defined in the Employment Act (Cap. 91). Where the Trainee is employed on a part-time basis, the Trainee must be a part-time employee as defined in the Employment (Part-Time Employees) Regulations made under the Employment Act (Cap. 91).

- The sponsoring organisation must be incorporated or registered in Singapore.
- Sponsoring SME organisations applying for up to 90% funding support for course and certification must meet the following criteria (as defined in accordance with Enterprise Singapore's definition):
 - Having been registered and operating in Singapore
 - Having a minimum 30% local shareholding and having group annual sales turnover of not more than S\$100 million or
 - Group employment size of not more than 200 employees.
 - Group tracing includes all corporate shareholder(s) holding more than 50% of total shareholding of the company and any subsequent corporate parents and all subsidiaries of the company.
- Organisation-sponsored Professionals aged 40 years old and above applying for up to 90% funding support for course and certification
 - Be a Singapore citizen
 - Age 40 years old and above in the year of course (based on course start date)
- Local Government Agencies and Institutes of Higher Learning (IHL) cannot be the sponsoring organisations. Employees of these organisations can however qualify under self-sponsored category.

ii. For Self-Sponsored Trainee

- Be a Singapore Citizen or Permanent Resident
- Meets the admission criteria set by the Course Provider/Certification Awarding Body for the endorsed course/certification.
- Meets 75% attendance for the course
- Professionals aged 40 years old and above applying for up to 90% funding support for course and certification
 - Be a Singapore citizen
 - Age 40 years old and above in the year of course (based on course start date)
- Media Freelancers³
 - Be a person who does not have a contract of service with an employer; AND
 - Operates his/her own media service business or trade without hiring any employees; AND
 - He/She negotiates his/her terms and benefits with clients, and it is clearly stated in the contract that it is his/her service as an individual that is being procured for all intents and purposes; AND

³ IMDA will not be funding the Training Allowance under T-Assist for courses commencing from 1 May 2020 to 31 March 2021. e2i will take over the Training Allowance administration under the NTUC Training Fund (SEP) programme for courses which falls within this period.

- He/ She can either operate as individuals; OR have an Accounting and Corporate Regulatory Authority of Singapore (ACRA) - registered entity such as sole proprietorships, Limited Liability Partnerships, Limited Liability Companies, Partnerships, and companies, where such entity does not hire any employees
- He/She must be able to show evidence (e.g invoice/receipt from hiring company) of being contracted in at least one media freelance project performing eligible media job roles in the past six months. Eligible media job roles are defined by the job roles listed in <https://www.imda.gov.sg/imentalent/programmes/skills-framework-for-media>

c. Claim Conditions

i. For Course and Certification Fees Support

- The trainee must commence the endorsed course between 1 April 2019 – 31 March 2021 (or otherwise stipulated by IMDA).
 - The trainee must complete at least 75% attendance of the training course as per the endorsed roadmap within the Qualifying Period defined as twelve (12) months from the commencement date.
 - For certifiable programme, the trainee must complete and pass all examinations required by the certification to achieve the final certification status. If the endorsed course does not lead to any certification (non-certifiable programme), the trainee must complete and pass the post-course assessment in accordance to the endorsed roadmap.
- ii. The Applicant **must ensure** that the trainee is enrolled for T-Assist **by the Course Provider** for the endorsed course/certification in the ICMS system before the commencement of the courses/examinations. Please note that certification examination registered with a non-endorsed course provider will not be supported. Kindly refer to the list of endorsed course providers via online Library of Courses available on the ICMS (<https://eservice.imda.gov.sg/icms>) or email to talent_assistance@imda.gov.sg for assistance.
- iii. Full payment must be made by the Applicant to the endorsed Course Provider prior to submitting the claim application.

5. APPLICATION PROCEDURE FOR CLAIM

- a. Each claim application shall be submitted either by the organisation for Organisation-sponsored trainee(s) or the individual trainee if it is self-sponsored.
- b. The Applicant must submit the online claim application via the **ICMS** system (<https://eservice.imda.gov.sg/icms>) within **three (3) months** from the actual completion date of the endorsed course and certification/assessment, or upon passing the required exam(s) for the certification. **LATE SUBMISSIONS WILL NOT BE ACCEPTED. Applications with no and/or incomplete supporting documents will**

not be processed. Please refer to the **ICMS Claim Application (Individual) User Guide** for more information.

- c. The Applicant must have **SingPass ID** and **password** in order to access **ICMS** and to **submit the online claim application**. Sponsoring Organisation will require **CorpPass ID** to access ICMS.
- d. The Applicant is required to submit the required supporting documents to IMDA during the online claim application. It is mandatory to **upload** the supporting documents as soft copies during claims submission in ICMS. For documents that are not uploaded successfully, you may **email** to talent_assistance@imda.gov.sg with your claim ID details.

The supporting documents are:

- i. A copy of trainee's NRIC (front and back)
- ii. Original or copies of Invoice(s) and Official Receipt(s) issued by the Course Provider for the Course and/or Certification Examination Fees paid by the Applicant. Please note that the fees reflected on the documents must be in Singapore Dollars.
- iii. Proof of attendance:
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Training Delivery Mode	Example of Documents to Submit
In-person classroom learning	Daily attendance sheet signed by the trainee
Asynchronous online learning (i.e. self-paced online learning online)	Screenshots of completion progress for all mandatory online modules for trainee
Synchronous online learning (e.g. video conferences or webinars)	System log-in and log-out records for trainee for each training session

[Course Provider will advise on the proof of attendance that you are required to submit.]

- Attendance sheet confirming the minimum 75% training attendance issued by the Course Provider.
- iv. Certificate of completion
- v. Direct Credit Authorisation (DCA) Form
- vi. Printout copy of SkillsFuture Credit 'Claim Applications' transaction history⁴
- vii. Printout copy of PSEA statement⁵

⁴ Only applicable for self-sponsored trainees who are Singapore citizens aged 25 and above and for courses supported by SFC.

⁵ Only applicable for self-sponsored trainees who are Singapore citizens aged 30 and below applying for courses supported under PSEA.

- viii. For Sponsoring Organisation applying for up to 90% Support (SME)
 - Company's Declaration of SME Status for Funding Support (refer to Form T1)
- ix. For Media Freelancers
 - Evidence (e.g invoice/receipt) of being contracted in at least one freelance media project in the last 6 months from course enrolment date
- x. For Trainees below 18 years old
 - Application Form for T-Assist Applicants below 18 years old (refer to Form T2)
- e. The claim application is deemed as complete in status when the Applicant has fulfilled the stipulated submissions as in (c) and (d). IMDA will process only claim application with complete submission and reserves the right to reject claim application with incomplete submission.
- f. IMDA will inform the Applicant within 6 weeks from the receipt date of a complete claim application the status for the application (approval/rejection).
- g. For successful application, disbursement will be made via GIRO to the Applicant within 3 weeks from the approval notification. It is the responsibility of the Applicant to ensure that the details such as payee's name, mailing address and contact information provided at the point of application are correct.

Claims disbursement will be made via GIRO payment. Please submit the Direct Credit Authorisation (DCA) form as part of the claim supporting documents.

Please refer to [Appendix A](#) for Claim Application Workflow.

6. TERMS AND CONDITIONS FOR CLAIM APPLICATION

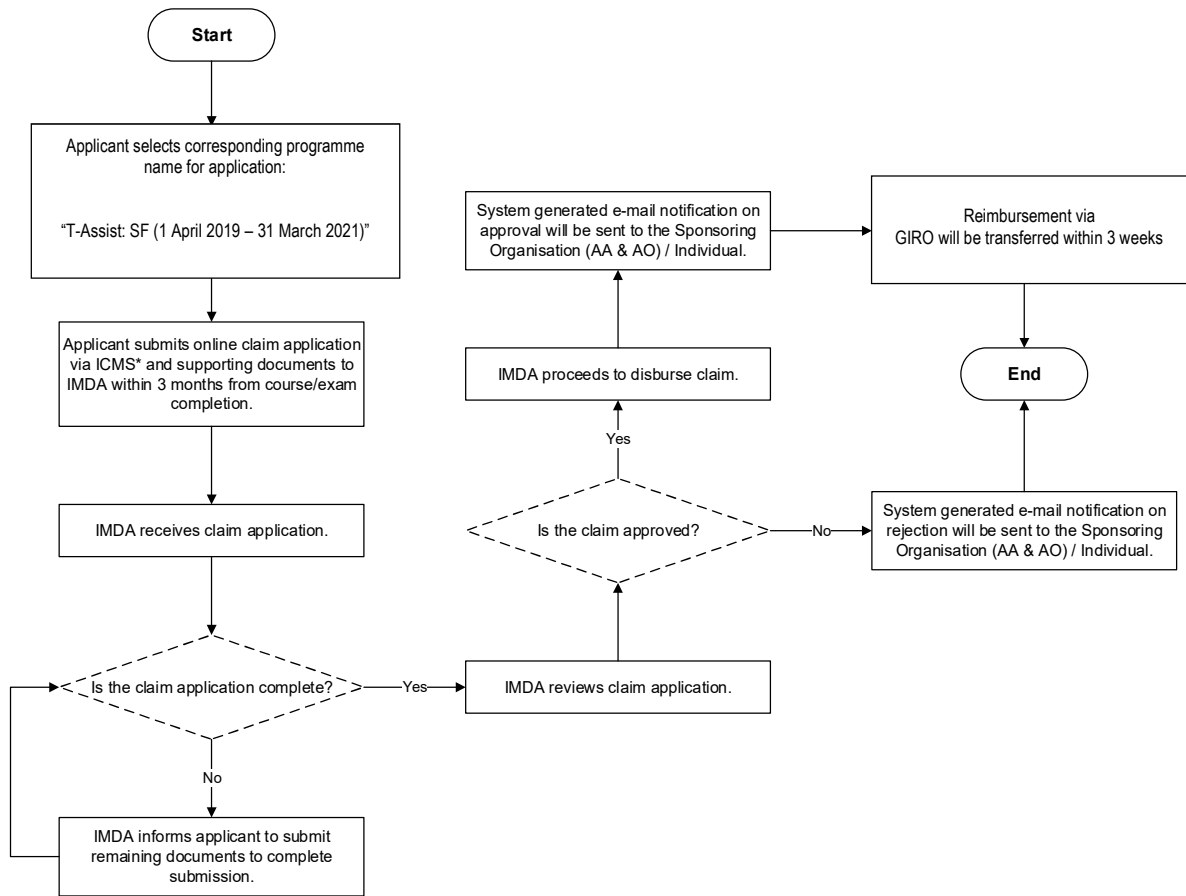
The sponsoring organisations and individuals are required to comply with T-Assist terms and conditions for claim application as in [Appendix B](#) where you will be required to accept when submitting claim application in ICMS.

7. FURTHER ENQUIRIES

For enquiries on T-Assist and the ICMS system, please contact:
T-Assist Administrator
Info-communications Media Development Authority of Singapore
10 Pasir Panjang Road
#03-01 Mapletree Business City, Singapore 117438
Tel: 6324 8737
Fax: 6659 2535
Email: talent_assistance@imda.gov.sg
Website: <https://www.imda.gov.sg/imtalent/programmes/t-assist>

Appendix A

CLAIM APPLICATION WORKFLOW



Appendix B**T-ASSIST TERMS FOR CLAIM APPLICATION**

(a) **Interpretation.** In the application for a T-Assist claim,

(i) the following words and phrases shall have the meanings hereby assigned to them unless the context otherwise requires:

“Applicant” means the person, party or entity who meets the stipulated T-Assist eligibility criteria as the sponsoring organisation or individual.

“Application” means the application made by the Applicant for Course Fee Support or Certification Examination Fee Support and includes any relevant documents, forms and information provided by the Applicant as may be required by IMDA from time to time.

“Confidential Information” means information in whatever form (oral, written+, electronic, etc.) pertaining to IMDA, the Government of the Republic of Singapore or T-Assist that is disclosed to or obtained by the Applicant, as well as all correspondence or discussions between the Applicant and any director, employee, officer or representative of IMDA, BUT EXCLUDES information that (a) the Applicant develops independently without use of any information disclosed to or obtained by the Applicant by or from IMDA; (b) is or becomes publicly available without breach of this obligation of confidence or other legal obligations; and (c) is previously known to the Applicant without any obligations of confidence or is disclosed to the Applicant by a third party who is not subject to any obligations of confidentiality.

“Course Provider” means the organisation that is granted valid and current approval by IMDA to conduct a course or certification under T-Assist.

“Course” means the training course and/or certification/assessment approved by IMDA under T-Assist that is undertaken by the Applicant.

“Course and Certification Fees Support” means the payment made by IMDA to subsidise and support the Applicant in the Course undertaken by the Applicant.

“Certification” means the certification granted upon completion of a Course and/or completion and passing of examination(s) conducted under a Course that is undertaken by the Applicant.

“Certification Fees Support” means the payment made by IMDA to subsidise and support the Applicant in the Certification undertaken by the Applicant.

“ICMS” means the Infocomm Competency Management System (ICMS), the integrated online system used by the Course Providers to participate in IMDA’s training incentive schemes, such as T-Assist;

“IMDA” means the Info-communications Media Development Authority of Singapore.

“Programme” or “T-Assist” refers to the Talent-Assistance administered by IMDA;

“Qualifying Period” means the 12 months’ period starting from the very first Course or Certification start date.

“Reference Bank(s)” means the principal Singapore office(s) of the bank(s), as notified by IMDA to the Applicant at its sole discretion from time to time, whose prime lending rate(s) are used for the purpose of calculating the Reference Interest Rate.

“Reference Interest Rate” means the arithmetic mean (rounded up, if necessary to the next 1/16 percent) of the respective Prime Lending Rate(s) of the Reference Bank(s).

- (ii) Unless the context otherwise requires words in the singular number only include the plural and vice versa; words denoting any gender include all genders; words denoting persons include firms and corporations and vice versa; reference to any clause or sub-clause is to a clause or sub-clause of or to this document; and the headings used in this document are for convenience of reference only and shall not affect any construction or interpretation of this document.

(b) Applicant's Obligations. The Applicant must complete the Course with the IMDA approved Course Provider in Singapore, unless otherwise approved by IMDA. The Applicant shall ensure that the completion of the Course (for Course and Certification Fees Support) **OR** Certification (for Certification Fee Support) is within the Qualifying Period.

The Applicant shall ensure that the Course attended, is endorsed under the current T-Assist term at the point of commencement, AND within 1 April 2019 – 31 March 2021 (or otherwise stipulated by IMDA).

The Applicant shall ensure that full fees are paid to the Course Provider for the Course prior to claim application. The Applicant hereby represents that the fees paid are strictly for the Course and/or Certification and that there are no additional promotions, rebate schemes, incentives, reimbursements, gifts, goods and services or other bundled items included in the fees paid.

If inaccurate or erroneous claims Course and/or Certification Fees Support are submitted by the Applicant and detected by IMDA:

- (i) all monies which have been reimbursed to or paid to the Applicant ; and
- (ii) interest calculated thereon at the Reference Interest Rate for the period from the receipt by the Applicant of the monies until the date of the full payment of the said monies and interest to IMDA,

shall forthwith be paid to IMDA without requiring any demand from IMDA whatsoever, failing which the same shall be a debt recoverable from the Applicant in any court of competent jurisdiction.

(c) The Claim. Any disbursement of a claim under T-Assist shall be at the sole and unfettered discretion of IMDA notwithstanding that a complete Application is submitted within any stipulated time periods and has been approved by IMDA. For the avoidance of doubt, IMDA may revoke its approval of any Application at any time without prior notice to the Applicant or the Course Provider, and all such decisions and acts or omissions of IMDA shall be conclusive, final and binding on the Applicant and Course Provider and IMDA shall not be obliged to give any reasons or explanations whatsoever.

IMDA shall provide the following funding support for an approved Application:

For Organisation-sponsored Support

- Non-SMEs (Singapore Citizen or Permanent Resident)
 - Up to 70% of the nett payable course and certification fees capped at S\$3,000 per trainee.
- SMEs (Singapore Citizen or Permanent Resident)
 - Up to 90% of the nett payable course and certification fees capped at S\$3,000 per trainee.
- Organisation-sponsored Professionals 40 years and above (Singapore Citizen)
 - Up to 90% of the nett payable course and certification fees capped at S\$3,000 per trainee.
- Organisation-sponsored Professionals 40 years and above (Permanent Resident)
 - Up to 70% of the nett payable course and certification fees capped at S\$3,000 per trainee.

For Self-Sponsored Support

- Professionals (Singapore Citizen and Permanent Resident)

- Up to 70% of the nett payable course and certification fees capped at S\$3,000 per trainee.
- Professionals 40 years old and above (Singapore Citizen)
 - Up to 90% of the nett payable course and certification fees capped at S\$3,000 per trainee.
- Professionals 40 years old and above (Permanent Resident)
 - Up to 70% of the nett payable course and certification fees capped at S\$3,000 per trainee.
- Media Freelancers (Singapore Citizen and Permanent Resident)
 - Up to 90% of the nett payable course and certification fees capped at S\$3,000 per trainee.
 - Up to \$7.50 per training hour⁶. Total grant per course (sum of course fee subsidy and training allowance) will be capped at the course fee amount.
 - Overall training allowance per Freelancer per FY will be capped at \$6,500.

The Applicant shall not, while being in receipt of the funding support from IMDA, apply for or receive any other funding support or subsidy (whether monetary or in-kind) for the same Course.

The Applicant shall have full understanding of the endorsed Course requirement; syllabus and contents from the Course Provider prior to the commencement of the T-Assist endorsed Course. To be eligible for Course and/or Certification Fees Support, the Applicant must ensure full compliance as per the endorsed training and/or certification roadmap obtained from the Course Provider.

(d) Submission of Claims. All claims must be submitted together with the following documents (and any others which may be specified by IMDA from time to time) before the claim application is processed:

- i. A copy of trainee's NRIC (front and back)
- ii. Original or copies of Invoice(s) and Official Receipt(s) issued by the Course Provider for the Course and/or Certification Examination Fees paid by the Applicant. Please note that the fees reflected on the documents must be in Singapore Dollars.
- iii. Attendance sheet to show fulfilment of 75% attendance
- iv. Certificate of completion
- v. Direct Credit Authorisation (DCA) Form
- vi. Printout copy of SkillsFuture Credit 'Claim Applications' transaction history (*only applicable to self-sponsored trainees who are Singaporeans aged 25 and above and courses commencing on 1 January 2016.)
- vii. Printout copy of PSEA statement (*only applicable to self-sponsored trainees who are Singaporeans aged 30 and below and for courses supported under PSEA.)
- viii. For Sponsoring Organisation applying for up to 90% Support (SME)
 - Company's Declaration of SME Status for Funding Support (refer to Form T1)
- ix. For Media Freelancers
 - Evidence (e.g invoice/receipt) of being contracted in at least one freelance media project in the last 6 months from application date

⁶ IMDA will not be funding the Training Allowance under T-Assist for courses commencing from 1 May 2020 to 31 March 2021. E2i will take over the Training Allowance administration under the NTUC Training Fund (SEP) programme for courses which falls within this period.

- x. For Trainees below 18 years old
 - Application Form for T-Assist Applicants below 18 years old (refer to Form T2)

It is mandatory to **upload** the above documents as soft copies during claims submission in ICMS. For documents that are not uploaded successfully, you may **email** to TALENT_ASSISTANCE@IMDA.GOV.SG.

Claims must be submitted to IMDA **within three (3) months after the completion of the Course**, unless specified otherwise by IMDA. Subject to verification by IMDA of the satisfactory progress of the Course, the grant will be disbursed if the following conditions are met by the Applicant:

- **For Course and Certification Fees Support**
The trainee:
 - must commence the endorsed course between 1 April 2019 – 31 March 2021 (or otherwise stipulated by IMDA)
 - must complete at least 75% of the Course as per endorsed training roadmap within the Qualifying Period defined as twelve (12) months from the commencement date;
 - Must complete and pass the required examinations to achieve the final certification status (certifiable programme) or assessment (non-certifiable programme).

(e) Limitation of liability. In no event will IMDA be liable to the Applicant for any amounts for any losses or damages, loss of income, profit or savings or indirect, incidental, special, consequential, or punitive damages arising from or in connection with any aspect of T-Assist or the Course. The provisions of this clause shall survive any termination of IMDA's endorsement of the Course or of any agreement for such endorsement.

(f) Representations and Warranties. The Applicant represents and warrants that:

- (i) It has the right, power and authority to submit the Application, accept any approval thereof and to fully perform its obligations hereunder, and acceptance of the approval does not violate any agreement existing between the Applicant and any other person or entity; and
- (ii) All information submitted by the Applicant to IMDA is complete, true and correct, and the Applicant acknowledges and agrees that IMDA has relied on such information in granting and continuing to grant the approval to the Application.

These representations and warranties by the Applicant shall be treated as continuing representations and warranties by the Applicant who shall be deemed to continue to make these representations and warranties at all times until the expiry or the completion of the Course, or receipt of monies from IMDA, whichever is the later.

(g) Non-disclosure. The Applicant undertakes not to divulge or communicate to any person or party any Confidential Information howsoever acquired without first having obtained the written consent of IMDA.

The Applicant hereby acknowledges that any disclosure of Confidential Information by the Applicant, except as and to the extent permitted herein, may result in irreparable injury and damage to IMDA which cannot be adequately compensated in monetary damages alone. The Applicant therefore agrees that IMDA may, in addition to any other legal remedies which may be available, seek such equitable relief as may be necessary to protect itself against any such breach or threatened breach of this clause, including but not limited to obtaining an injunction to prevent any unauthorised disclosure of Confidential Information, and shall be indemnified against any costs (on a full indemnity basis), expenses, losses and damages incurred or sustained as a result of such breach or threatened breach.

(h) Amendments and Other Terms. The Applicant shall comply with such additional terms issued by IMDA at its sole and absolute discretion from time to time. IMDA may also vary any existing terms in writing and the Applicant shall comply with the same.

All decisions and acts of IMDA in relation to any matters pertaining to T-Assist, approval or rejection of any Application, exercise of its discretion not to approve the payment of any claims or any other matter affecting or relating to the Applicant shall be conclusive, final and binding on the Applicant and IMDA shall not be obliged to give any reasons or explanations whatsoever.

(i) Governing Law and Jurisdiction. The Applicant hereby submits to the exclusive jurisdiction of the Singapore courts. Submission of the Letter of Acceptance by the Applicant shall be deemed that the Applicant has agreed to the terms and conditions set out herein, which shall be governed by and interpreted in accordance with the laws of Singapore.