

CITREP+ SKILLSFUTURE CREDITS FAQ

CITREP Course Providers who are participating in SkillsFuture Credit (SFC)

1. How can course providers participate in SkillsFuture Credit (SFC)?
The SkillsFuture Credit scheme is managed by SSG. CITREP+ course providers may express interest to IMDA on the participation in SFC during the course onboarding process under CITREP+.

You can also read about the SFC on: <http://www.skillsfuture.sg/credit/trainingproviders>
2. Can course providers choose not to participate in SFC?
Yes, you may. Kindly inform IMDA if you have decided not to participate in SFC.
3. If trainee is to claim SFC on the course fee, where and how should SFC be reflected in CITREP claim supporting document?
 - a. **On the tax invoice and receipt**
Course Provider (CP) should indicate both the gross course fee and the SFC amount that trainee has claimed to offset the course fee in the invoice/receipt. ICMS will calculate the final claim amount to be disbursed to the trainee.
 - b. **Point of enrolment**
Please submit the SFC amount in the trainee enrolment page. Course Provider's Approving Officer (AO) is required to declare trainee's utilization of SFC and key in the SFC amount during the point of enrolment in ICMS.
5. Can trainee apply SFC on top of CITREP funding support?
Trainee is allowed to apply for SFC on top of CITREP funding support.

General Public

6. Are all CITREP courses supported under SFC?
Courses must fulfill the criteria set by SSG to be eligible for support under SFC. For list of eligible course, please visit the [SkillsFuture Portal](#).
7. Can I apply for both SFC and CITREP funding support for the same training course?
Yes, you may utilize both SFC and CITREP funding for the same training course.
8. Can I apply for SFC and CITREP funding support more than once?
Singaporeans aged 25 and above will receive an initial credit of \$500. You may use the credits to offset costs for different courses as long as you have sufficient credits in your account.

For CITREP, you may apply for funding for different training courses. However, each course will only be funded once.

Details of CITREP funding can be found on our webpage:

<https://www.imda.gov.sg/CITREP>

9. What are the documents required during submission of claims under SFC and CITREP?
- a. SkillsFuture Credit** - You should upload documents such as receipts/invoices and confirmation of your registration for the course when submitting claims under SFC. You should keep the relevant document for at least a year for verification purposes.
- b. CITREP** - For CITREP funding support, you must submit the required claim supporting documents to IMDA within five (5) working days from the date of the online claim application. The supporting documents include:
- Photocopy of Trainee's NRIC (Front & Back copy)
 - Copy of invoice(s) and Official Receipt(s) issued by Course Provider
 - Class attendance list
 - Certificate of course completion
 - Assessment result slip
 - Final certificate
 - Print out of SkillsFuture Credit (SFC) Claims Application Records with date and time stamp

For more details on SFC, please refer to <http://www.skillsfuture.sg/credit>