

**Talent Assistance (T-ASSIST)  
Specialised Training Grant (STG) /  
Training Allowance (TA)**

**Term: 1 May 2018 to 31 March 2019**

**Claim Application Guide**

## 1. INTRODUCTION

Talent Assistance Specialised Training Grant provides course fees subsidies for eligible fresh media graduates, media professionals and media freelancers in all sectors (defined by job roles) to deepen their skills. The list of eligible local courses have been pre-approved by IMDA in areas such as visual effects, writing, editing, game design, virtual reality and digital media. These short-term professional development media courses, workshops and master classes do not constitute or provide credit exemption for any diploma or degree qualifications.

## 3. FUNDING SUPPORT LEVEL

The support levels are as follows:

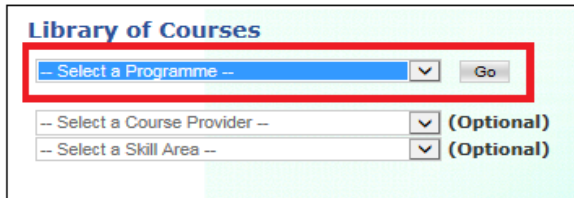
Funding Type	Eligibility Criteria	Type of Courses	Support Level
<b>Specialised Training Grant (STG)</b>	Singapore Citizens or Singapore Permanent Residents <ul style="list-style-type: none"> <li>• Fresh Media Graduates</li> <li>• Media Professional</li> <li>• Media Freelancer</li> </ul>	Local Courses	90% of course fees, capped at \$3,000 per course
<b>Training Allowance (TA)</b>	Singapore Citizens or Singapore Permanent Residents <ul style="list-style-type: none"> <li>• Media freelancer</li> </ul>	Local / Overseas Courses	\$7.50 per training hour, capped at \$6,500 per financial year (April to March)

Note: The T-ASSIST funding does not support GST, VAT, membership fees, rebates, incentives, discounts or any training grants offered by the Course Providers or any other organisations in relation to the endorsed course. However, it will cover mandatory administration or registration fees chargeable by the Course Providers for the courses.

#### 4. ELIGIBILITY CRITERIA FOR T-ASSIST FUNDING SUPPORT

a. Courses

Only training courses **endorsed under the current T-ASSIST Term** (1 May 2018 to 31 March 2019) will be supported. 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>).



The screenshot shows a web interface titled "Library of Courses". It features three dropdown menus and a "Go" button. The first dropdown menu, labeled "-- Select a Programme --", is highlighted with a red rectangular box. Below it are two optional dropdown menus: "-- Select a Course Provider -- (Optional)" and "-- Select a Skill Area -- (Optional)".

b. Applicant<sup>1</sup>

i. Singapore Citizens or Singapore Permanent Residents

<sup>1</sup> The Applicant refers to the Sponsoring Organisation/Individual who is seeking T-Assist Funding Support.

Type of Trainee	Eligibility Criteria
Fresh Media Graduates	<p>Fresh Graduates from eligible media courses from the following institutions:</p> <ul style="list-style-type: none"> <li>- A local Private Education Institute (PEI) registered with the Council of Private Education CPE that is either EduTrust Certified by CPE or a Skillsfuture Singapore (SSG) accredited Continuing Education and Training (CET) centre</li> <li>- <i>Must show evidence of graduation, at least at diploma level within the last (12) months of application.</i></li> <li>- Completed NS within last twelve (12) months and completed academic studies in eligible media courses.</li> <li>- <i>Must show evidence of graduation in media course and date of completion from NS (ROD).</i></li> </ul>
Media Professionals Self-Sponsored/Organisation-Sponsored	<p>A Media Professional is engaged primarily in media-related work in a media company or any user organisation. The work of the person includes design, development, production, operation, distribution, sales and/or marketing of media.</p> <ul style="list-style-type: none"> <li>- <i>Must show evidence of employment in one of the eligible media job roles (e.g. letter of employment / declaration from company/ name card)</i></li> </ul>
Media Freelancers	<p>A Media Freelancer is:</p> <ol style="list-style-type: none"> <li>i. A person who does not have a contract of service with an employer AND</li> <li>ii. Operates his/her own media service business or trade* without hiring any employees; AND</li> <li>iii. 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</li> <li>iv. 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</li> </ol>

	<p>Partnerships, Limited Liability Companies, Partnerships, and companies, where such entity does not hire any employees.</p> <p>* media service business or trade includes design, development, production, operation, distribution, sale and/or marketing of media.</p> <p>- <i>Must show evidence of being contracted in at least one freelance media project performing eligible media job roles the past six (6) months (e.g. invoice/receipt from hiring company)</i></p>
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#### v. Organisation Sponsored Trainee

- It must be incorporated or registered in Singapore. Local Government Agencies and Institutes of Higher Learning (IHL) cannot be the sponsoring organisations. Employees of these organisations can however qualify for T-ASSIST under self-sponsored category.

#### c. Claim Conditions

##### i. For Course Fees Support/Training Allowance

- The trainee must commence the endorsed course between 1 May 2018 to 31 March 2019 (or otherwise stipulated by IMDA).
  - The trainee must complete at least 75% attendance of the training course
- i. The Applicant **must ensure** that the he/she is enrolled for T-ASSIST by the Course Provider for the endorsed course in the ICMS system before the commencement of the courses. 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](mailto:talent_assistance@imda.gov.sg) for assistance.
- ii. Full payment must be made by the Applicant to the endorsed Course Provider prior to submitting the claim application.

## 5. APPLICATION PROCEDURE FOR T-ASSIST CLAIM/TRAINING ALLOWANCE

- 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**.
- d. The Applicant is required to submit the required supporting documents to IMDA within **five (5) working days** from the date of 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](mailto:TALENT_ASSISTANCE@IMDA.GOV.SG).

### The supporting documents are:

- i. A copy of trainee's NRIC (front and back)
- ii. Proof of course registration
- iii. Declaration of eligibility form
- iv. 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.
- v. Printout copy of SkillsFuture Credit 'Claim Applications' transaction history<sup>6</sup>
- vi. Printout copy of PSEA Statement
- vii. Daily attendance sheet signed by trainee (for classroom course) confirming 75% training attendance
- viii. Examination Score Report/Result Slip and Final Certificate for the endorsed certification issued by the Certification Awarding Body (if endorsed course does not lead to any certification) issued by the Course Provider
- ix. Post-training report on the training outcome, to include skills acquired, outcome achieved and relevance to work
- x. Completed GIRO form
- xi. Must submit proof of eligibility:

Fresh Graduates	Evidence of graduation <u>at least diploma level</u> within the last (12) months from list of eligible media courses (transcript/graduation certificate).  <i>NS - Must show evidence of graduation in media course and date of completion from NS (ROD).</i>
Media Freelancer	Evidence of being contracted in at least one freelance media project in the past six months (invoice/receipt from hiring company)
Media professionals	Evidence of employment in one of the eligible media job roles (letter of employment / declaration from company/ name card)

Eligible Trainee must perform one of the following job roles:

Audio/ Sound Designer (including Sound Engineer / Audio Engineer / Audio Artist / Sound Artist / Creative Sound Designer / Technical Sound Designer)
Artist, Modeller, Visual Effects Designer, Animator (e.g. Game Artist, 3-D Modeller, 2-D Artist, 3-D Artist, Creative Supervisor/
Director (e.g. Film Director, Art Director, Creative Director, Director of Photography)
Editor (eg. Art Editor - Film or TV Editor, Sound Editor, Online Editor)
Executive Producer, Producer, Advertising Account Executive/Manager
Games Designer (e.g Level Designer)
Marketing and Publicity Executive/Manager of Media IP
Multimedia & Games Developer
Online Creator, Online Video Content Creator
Production Crew (e.g Grip, Gaffer, Lighting Assistant, camera operator, Production Assistant, Data Wrangler)
Project Managers of Media IP (eg. Assistant Director, Production Manager, Line Producer, Post-Production Supervisor)
Sales and Distribution of Media IP and Advertising Inventory
User Interface (UI) User Experience (UX) Designer (e.g Game UX Designer)
Writer (e.g. Screenwriter, Copywriter, Author, Publishing/ Advertising Editor)

- d. 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.
- e. IMDA will inform the Applicant within 6 weeks from the receipt date of a complete claim application the status for the application (approval/rejection).

- f. For successful application, the disbursement will be reimbursement will be via GIRO payment. Please submit the Direct Credit Authorisation (DCA) form as part of the claim supporting documents

Please refer to [Appendix A](#) for T-ASSIST 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 (the “T-ASSIST Terms for Claim Application” as in [Appendix B](#)).

## **7. FURTHER ENQUIRIES**

For enquiries on T-ASSIST and the ICMS system, please contact:

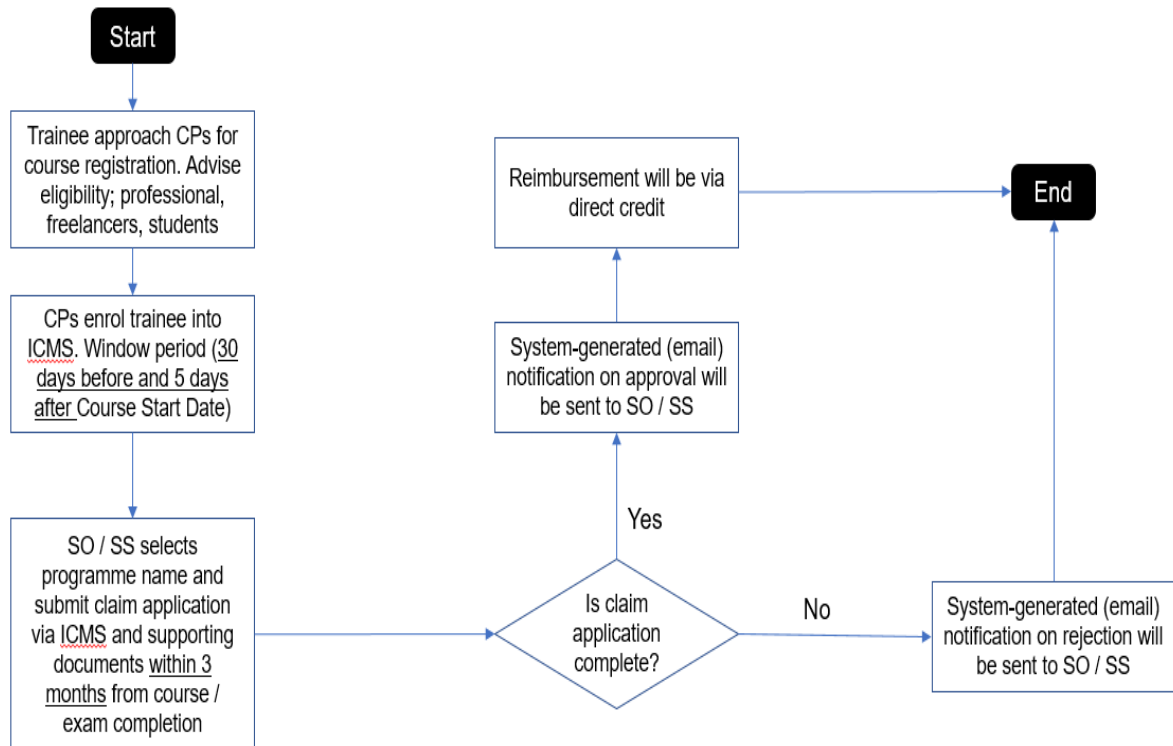
Talent Assistance Administrator  
Info-communications Media Development Authority of Singapore  
10 Pasir Panjang Road  
#03-01 Mapletree Business City, Singapore 117438  
Email: [talent\\_assistance@imda.gov.sg](mailto:talent_assistance@imda.gov.sg) (Subject: Talent Assistance)

Website: [www.imda.gov.sg/industry-development/programmes-and-grants/talent-assistance](http://www.imda.gov.sg/industry-development/programmes-and-grants/talent-assistance)



## Appendix A

## Claims Application Workflow (1 May 18-31 March 19)



**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 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 under T-ASSIST.

**“Course”** means the training course approved by IMDA under T-ASSIST that is undertaken by the Applicant.

**“Course Fees Support”** means the payment made by IMDA to subsidise and support the Applicant in the Course 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 Expanded;

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

**“Programme”** or **“T-ASSIST”** refers to the Talent Assistance Programme (T-ASSIST) administered by IMDA;

**“Qualifying Period”** means the 12 months’ period starting from the very first Course 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 Fees 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 May 2018 to 31 March 2019 (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 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 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 Training Course Fees Support**

Fresh Media Graduates, Media Professionals or Media Freelancer

- up to 90% of the nett payable course capped at S\$3,000 per course.

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 other than Skills Future Credit.

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 Fees Support, the Applicant must ensure that he/she meets the eligibility criteria.

**For Training Allowance (Only applicable for Media Freelancer)**

To be eligible for Training Allowance, the Applicant must ensure that he/she meets the eligibility criteria as a Media Freelancer. Training Allowance is calculated based on \$7.50 per training hour and up to \$6,500 per Financial Year.

**(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. Proof of course registration
- iii. Declaration of eligibility form
- iv. 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.
- v. Printout copy of SkillsFuture Credit 'Claim Applications' transaction history<sup>6</sup>
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Media Professionals	Evidence of employment in one of the eligible media job roles (letter of employment / declaration from company/ name card)
Media Freelancer	Evidence of being contracted in at least one freelance media project in the past six (6) months (invoice/receipt from hiring company)

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 Fees Support/Training Allowance**

The trainee:

- must commence the endorsed course between 1 May 2018 to 31 March 2019 (or otherwise stipulated by IMDA);
- must show proof of attendance or course completion (applicant must achieve at least 75% attendance)
- must complete or/and pass the 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.