

## [SSG CIRCULAR/RPD/2024/2]: Compliance with Conditions for Third-Party Sponsorship of Nett Course Fees

### Circular (For Compliance)

Dear Registered Training Providers (RTPs), Programme Partners (PPs) and CET Centres (CETCs),

1. This is a Circular issued pursuant to the *SkillsFuture Singapore Agency Terms for Training Providers* ("**Terms**"), and it applies to all RTPs, PPs and CETCs. All capitalised terms which are undefined herein shall bear the same meaning as they do in the Terms.
2. SkillsFuture Singapore (SSG) notes that there may be third-party sponsors who wish to help pay the nett course fees for individual trainees or companies sending their employees for training, in support of training initiatives. Third-party sponsor here refers to any individual or entity who is not the individual trainee or his/her employer, and also not the RTP, PP or CETC offering the Funded Course.
3. Effective for courses commencing from 1 May 2024, SSG will allow such third-party sponsors to pay the nett course fees for trainees (who may be self-sponsored or employer-sponsored), provided that the third-party sponsors have no monetary gains from the arrangement, i.e. no additional benefits in monetary form received by the sponsor from the RTP, PP or CETC. The third-party sponsorship should not be funded by the RTP, PP or CETC, e.g. the RTP, PP or CETC should not fund a third-party sponsor to pay the nett course fees for courses offered by the RTP, PP or CETC.
4. Where the third-party sponsorships meet the conditions above, the third-party sponsors will be allowed to pay the nett course fees for trainees or companies directly to the RTPs, PPs or CETCs. In such cases, RTPs, PPs, or CETCs will not be required to seek prior approval from SSG. This will streamline the process for the nett course fee payment without affecting the trainees' or companies' eligibility for course fee funding and absentee payroll funding, where applicable. Existing requirements related to payment of nett course fees remain unchanged (for example, the nett course fees must have been paid by way of cheque, GIRO, credit cards or electronic bank transfer, and the documentation showing the payment must be retained for a period of three years after the completion of each course run, unless otherwise permitted by SSG).
5. Notwithstanding any third-party sponsorship of nett course fees, RTPs, PPs and CETCs are reminded to select the correct 'Sponsorship Type' (i.e. Individual or Employer) for each trainee under enrolment details when enrolling them in Training Partners Gateway (TPGateway). Specifically, if a trainee is enrolling in a course on his own, the 'Sponsorship Type' should be '**Individual**' notwithstanding that third-party sponsors are paying the nett course fees. If a trainee is sent by his company for training as an Employer-Sponsored Trainee, the 'Sponsorship Type' should be '**Employer**' notwithstanding that third-party sponsors are paying the nett course fees. This is to ensure that trainees and companies are eligible for the appropriate funding, even with third-party sponsorship arrangements.

6. For RTPs, PPs and CETCs with Funding Agreement(s)<sup>1</sup> with SSG, this Circular shall form part of the contract between these RTPs, PPs or CETCs and SSG, and serves to vary the existing Funding Agreements, where applicable.
7. A set of Frequently Asked Questions is provided in Annex A.

### **Clarifications**

8. Should you require any further clarification, please contact us at 6785 5785 or via our feedback portal at <https://service-portal.skillsfuture.gov.sg/s/feedback/>.
9. Thank you.

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<sup>1</sup> *Funding Agreements (FA) are applicable to PPs and CETCs who have been appointed by SSG to offer a comprehensive array of courses for training as well as additional services, such as employment advisory and placement.*

## **Annex A: Frequently Asked Questions**

<b>S/N</b>	<b>Question / Answer</b>
1.	<p><b>What is the purpose of having conditions for third-party sponsorship of nett course fees?</b></p> <p>We recognise that there may be third-party sponsors who wish to help pay the nett course fees for individual trainees or companies sending their employees for training, in support of training initiatives. While we are open to allowing such third-party sponsors to pay the nett course fees, the conditions are put in place to ensure that the sponsorships are bona fide arrangements that do not lead to indirect kickbacks given by the training provider through the sponsor.</p>
2.	<p><b>Do training providers need to seek approval from SSG for the third-party sponsors to pay the nett course fee for the trainee or his company?</b></p> <p>No, training providers do not need to seek approval from SSG with the latest policy effective for courses commencing from 1 May 2024, as long as the third-party sponsors meet the third-party sponsorship conditions.</p>
3.	<p><b>Can the training provider sponsor the nett course fee for the trainee or his company?</b></p> <p>No, third-party sponsorship of nett course fees by training providers is not allowed. Training providers who wish to offer course fee discounts may refer to the conditions for offering course fee discounts instead.</p>