



SkillsFuture Career Transition Programmes (SCTP)

TRAINEE'S ACKNOWLEDGEMENT / AGREEMENT FORM

This form may take you 5 to 10 minutes to complete.

SECTION A: INFORMATION ON APPLICANT AND COURSE

Name (as in NRIC)			
NRIC No.		Gender: ☐ Male ☐ Female	
Nationality	☐ Singapore Citizen ☐ Singapore Permanent Resident ☐ Long Term Visit Pass Plus Holder		
Contact No.	Mobile:	Home:	Date of Birth (dd/mm/yyyy):
Course Details ("Course")	Training Provider:	Singapore Management University	
	Title of Course:	(SCTP) Advanced Certificate in Driving Sustainability for the Future: The Future of Work through a Sustainable Lens (Classroom & Synchronous)	
	Course Reference no.:	TGS-2024045912	
	Course start & end dates:	7 November 2026 to 24 April 2027	

SECTION B: FUNDING ELIGIBILITY

To be eligible for funding under SCTP ("Funding"), you must be a Singapore Citizen, Singapore Permanent Resident or Long-Term Visit Pass Plus Holder who:

- (a) is a self-sponsored trainee;
- (b) is aged 21 years or older (based on the year of Course commencement);
- (c) has attended at least 75% of the Course; and
- (d) has completed and passed all examinations and assessments for the Course.

SECTION C: OTHER REQUIREMENTS

By submitting this form, you agree to perform the following :

- (a) inform the training provider providing the Course ("Training Provider") of your Employment Details (defined below);
- (b) update the Training Provider of any change in your Employment Details occurring during the Course and up to six (6) months after the Course end date;
- (c) provide supporting documents (such as employment contract, pay slip or equivalent) to the SkillsFuture Singapore Agency ("SSG") or SSG's appointed representatives (such as the Training Provider) to prove your Employment Details (and any changes thereto) within six (6) months after Course end date; and
- (d) for the period commencing from the Course end date and ending 6 months thereafter, complete and submit all survey(s) conducted by SSG (including the Training Quality and Outcomes Measurement surveys) within four (4) days of your receipt of a request to do so.

In respect of paragraphs (a) and (c) above, the supporting documents should minimally indicate the following details (“Employment Details”):

- your name;
- name of hiring company/employer;
- UEN of hiring company/employer;
- job title/description;
- employment start date; and
- such information or documents as may be requested by SSG or the Training Provider from time to time.

The information provided to SSG will be used solely for the evaluation of the Course and will be kept confidential.

SECTION D: Trainee’s Confirmation and Agreement

1. I hereby confirm / agree that:-
 - (a) I have registered or enrolled for the Course mentioned in **Section A**;
 - (b) I fulfil the funding eligibility criteria in **Sections B(a) and (b)**;
 - (c) I will fulfil all the requirements set out in **Sections B(c), (d) and C** above;
 - (d) I must meet all the requirements set out in **Sections B(c), (d)** before Funding is disbursed;
 - (e) Funding will be disbursed directly to the Training Providers on my behalf (to be applied towards the settlement of the fee for the Course), and that no Funding will be disbursed directly to me; and
 - (f) all information provided herein is true, complete and accurate.
2. I agree and understand that SSG (or SSG’s appointed representatives) shall be entitled to verify information and/or documents that are provided by me and may contact me to do so, and to conduct other surveys relating to the Course mentioned in **Section A**.
3. My attention has been drawn to Section 58 of the *SkillsFuture Singapore Agency Act 2016* and Section 12 of the *Skills Development Levy Act 1979*. A person who contravenes Section 58(1) of the *SkillsFuture Singapore Agency Act 2016* or Section 12(1) of the *Skills Development Levy Act 1979* shall be liable upon conviction to a fine not exceeding \$10,000 or to imprisonment for a term not exceeding 12 months or to both. I understand that SSG takes a serious view of any abuse of the funds administered by SSG and will not hesitate to act against anyone who commits such abuse.
4. I understand that this application is subject to SSG’s approval, and that the submission of this form does not necessarily mean that my application will be approved or that I will receive the Funding.

Signature of Applicant	Date