[SSG CIRCULAR/MIPD/2021/4]: Reminder for Registered Training Providers to Comply with the Training Management System (TMS) Requirement by 31 December 2021

12 November 2021

1. This circular is a reminder for all Registered Training Providers (TPs) who receive SSG Funding for Funded Course(s) under the SkillsFuture Singapore Agency Terms for Training Providers ("TP T&Cs"). All TPs shall comply with the TMS requirement (see below) by 31 December 2021. Failure to comply with the TMS requirement may result in SSG exercising any or all of its rights under the TP T&Cs (which may include the withholding of any or all SSG Funding).

2. With reference to the circulars sent on 13 July 2020 and 15 January 2021, all SSG-funded TPs are required to adopt a TMS linked to SSG's system to facilitate data transfer to process training claims. Exemption from the TMS requirement applies only to the following TPs stated below:

    (i)   In-house approved training organisations;
    (ii)   Overseas massive open online course providers;
    (iii)   Government institutions offering only SkillsFuture Credit course(s); and
    (iv)   TPs offering SkillsFuture Credit- Only (SFC-only) courses supported by Ministry of Education (MOE)-funded institutions and other public agencies, aside from SSG. This is to accelerate productivity improvement in the Training and Adult Education (TAE) sector through streamlining of data submission and grant disbursements interfacing with TPGateway.

Minimum Integration Areas Needed for Core Training Grant Disbursement

3. To fulfil the TMS requirement, TPs would need to ensure that their TMS is integrated with SSG systems to perform core functions which facilitate training grant disbursement. Please refer to Table 1 below for the minimum integration areas. TPs can access the SSG Developer Portal to browse the Application Programming Interface (API) documentation, guides and sample codes for more information.

Table 1: Minimum Integration Areas

S/N	Process Areas	Discover API by Products and its corresponding API Names (refer to SSG Developer Portal)	
1.	Course Runs	Courses → Training Providers	- Course Runs by ID - Delete Course Run - Course Sessions - Add Course Run
2.	Enrolments	Programmes for Individual → Enrolments	- Create Enrolment - Update or Cancel Enrolment - Search Enrolment - View Enrolment - Update Enrolment Fee Collection

3.	Attendance	Courses → Training Providers	• Course Session Attendance • Upload Course Session Attendance
4.	Assessments	Programmes for Individual → Assessments	• Create Assessment • Update or Void Assessment • Search Assessment • View Assessment

4. In addition, TPs can also refer to the list of TMS providers which have completed all conformance tests for the minimum integration areas to select the most suitable TMS for your organisation. Please refer to Table A found in the link here to access the list of TMS providers.

5. If you have subscribed to SSG-WSG APIs, periodical API version changes will impact your application(s). Please login to your Profile in Developer Portal and update your contact details, to get the latest updates. For more information, please click here.

6. This is a Circular issued pursuant to the TP T&Cs and applies to all TPs. All capitalised terms which are undefined herein shall bear the same meanings as they do in the TP T&Cs.

References: TMS Information Kit (as of 6 Oct 2021)