

**[SSG CIRCULAR/RPD/2021/5]: REVISIONS TO TERMS FOR TRAINING PROVIDERS PERTAINING TO IMPLEMENTATION OF TRAINING CAPS FOR ASYNCHRONOUS E-LEARNING WITH EFFECT FROM 1 JANUARY 2022**

Dear Registered Training Providers,

1. This is a Circular issued pursuant to the *SkillsFuture Singapore Agency Terms for Training Providers* (“**Contract**”) and applies to all Registered Training Providers. All capitalised terms which are undefined herein shall bear the same meaning as they do in the Contract.
2. This Circular implements funding caps on Registered Courses delivered in full asynchronous e-learning mode (“**Asynchronous E-learning Courses**”), not including Registered Courses funded by way of “Course Fee Grant(s)” under any other agreement/contract between the Registered Training Provider and SSG (aside from the Contract). This is for strict compliance by all Registered Training Providers who provide Asynchronous E-learning Courses on or after 1 January 2022.

Training Cap

3. With effect from 1 January 2022, SSG Funding per Asynchronous E-learning Course will be limited to the first 350 training places taken up by Singapore Citizens (“**SCs**”), Permanent Residents (“**PRs**”) or Long Term Visit Pass Plus (“**LTVP+ Holders**”) (“**Training Cap**”). The Training Cap of 350 training places applies regardless of the number of course runs throughout the validity of the course approval. To illustrate, if SSG Funding is provided for 350 SCs, PRs or LTVP+ Holders in the first run of the Asynchronous E-learning Course, no further SSG Funding would be provided for future runs of the same Asynchronous E-learning Course.
4. Notwithstanding the foregoing, Registered Training Providers are required to charge all Trainees who are SCs, PRs or LTVP+ Holders attending the same Asynchronous E-Learning Course (regardless of course run), the same amount (i.e. the nett fees for Trainees who are not within the Training Cap shall be the same as that paid by Trainees who were within the Training Cap). This requirement shall apply for all course runs throughout the validity of the course approval, so long as the Asynchronous E-learning Course is a Registered Course.
5. For the avoidance of doubt, your obligations set out in the Contract, and in particular Appendix E of the Contract, shall apply for Trainees who enrol after the Training Cap.
6. This Training Cap arrangement for Asynchronous E-Learning Courses will apply to courses which start on or after 1 January 2022, regardless of the Trainee enrolment date.

General

7. The contents of this circular supercedes the contents of [SSG Circular/RPD/2021/3].
8. For enquiries, you may refer to the list of Frequently Asked Questions as attached to this Circular as Annex A.
9. Should you require any further clarification, please contact us at 6785 5785 or our feedback portal at <https://portal.ssg-wsg.gov.sg/feedback>.
10. Thank you.

## Annex A – FREQUENTLY ASKED QUESTIONS

### Revisions to SkillsFuture Course Fee Funding for Courses Delivered in Full Asynchronous E-Learning Mode

No.	Question / Answer
1	<p><b>Does this apply to existing courses approved to be delivered in full asynchronous e-learning mode?</b></p> <p>The revised course fee funding applies to new and existing certifiable courses approved to be delivered in full asynchronous e-learning mode, with course start date on or after 1 January 2022, regardless of the trainee enrolment date. SSG-appointed CET Centres which are offering such courses should refer to the specific terms of funding indicated in their Letters of Appointment/ Funding Agreements.</p>
2	<p><b>My course was previously approved to be delivered in full asynchronous e-learning mode, and I have recently converted it to a blended-learning course. Does the revised course fee funding apply to my course?</b></p> <p>No, the revised course fee funding will only apply to courses delivered in full asynchronous e-learning mode from 1 January 2022.</p>
3	<p><b>Will the course-level cap of 350 training places be reset to zero after my course is renewed for funding support?</b></p> <p>No, the course-level cap will not be reset to zero and will be applicable throughout the respective course validity period and across multiple course renewals where applicable.</p>
4	<p><b>Which are the training places that will be counted towards the course-level cap of 350 training places?</b></p> <p>Trainees enrolled in courses with start date on or after 1 January 2022, and have fulfilled the course fee grant disbursement criteria (i.e. course fee grant is reflected as “completed” status) will be counted towards the course-level cap. For example, a trainee who had not passed all applicable assessments and had not received course fee grant for the training will not be counted towards the course-level cap.</p>
5	<p><b>How do I know if I have reached the course-level cap of 350 training places?</b></p> <p>When the Training Provider (TP) submits a trainee enrolment after the course-level cap is reached, there will be a message on Training Partners Gateway (TPGateway) to prompt that the trainee enrolment is not eligible for the course fee funding<sup>^</sup>. The estimated grant value will also be zero as the enrolment is not eligible for funding.</p> <p>When the TP submits a trainee enrolment before the course-level cap is reached, the TP should note that the grant amount calculated is indicative and is not an official confirmation of the funding to be given by SSG, since the course-level cap may have been reached by the time this trainee completes the course.</p> <p><sup>^</sup>TPs will need to take note that the message prompt is for trainee enrolments on TPGateway and will not be provided for trainee enrolments created using Enrolment Application Programme Interface (API) (i.e. Training Management System).</p>

No.	Question / Answer
6	<p><b>Am I allowed to continue to accept trainee enrolments after reaching the course-level cap of 350 training places?</b></p> <p>Yes, Training Providers (TPs) can continue to accept trainee enrolments. TPs are also required to continue to charge all trainees (i.e. Singapore Citizens, Permanent Residents or Long Term Visit Pass Plus (LTVP+) Holders) the same amount (i.e. the nett fee calculated after taking into account the course fee funding given for the first 350 training places) for course runs conducted throughout the validity of the course approval, even though no course fee funding will be given after the course-level cap is reached.</p>
7	<p><b>For employer-sponsored trainees, are employers able to receive Absentee Payroll (AP) funding, if the course has reached the course-level cap of 350 training places?</b></p> <p>Yes, employers will be able to receive AP funding, subject to fulfilment of the relevant disbursement criteria. The course-level cap is not applicable to AP funding.</p>
8	<p><b>Can I adjust the course fees for my existing courses which are approved to be delivered in full asynchronous e-learning mode?</b></p> <p>Yes, Training Providers may submit course edits via the Training Partners Gateway (TPGateway) to adjust their course fees (if required). SSG's re-approval will be required.</p>