GUIDE TO CLAIM YOUR SKILLSFUTURE ENTERPRISE CREDIT (SFEC) FOR SKILLS TRAINING
(WORKFORCE TRANSFORMATION)

SKILLS*future* SG

Enterprise Singapore

content page

introduction

to SkillsFuture Enterprise Credit

The SkillsFuture Enterprise Credit (SFEC) aims to encourage employers to invest in enterprise and workforce transformation💡. Eligible employers will receive additional support for your enterprise and workforce transformation efforts, in addition of the existing schemes.

Enterprise Transformation
Programmes that support enterprise transformation

Workforce Transformation
Job redesign initiatives, and curated training programmes by SkillsFuture Singapore and Workforce Singapore, such as training courses aligned to the Skills Framework, Professional Conversion Programmes and sector-specific programmes

Visit our SFEC information page on the SFEC Microsite at:
https://sfec-microsite.enterprisejobskills.gov.sg/SFEC

SFEC FOR SKILLS TRAINING

Eligible employers* can tap on the one-off $10,000 credit to cover **up to 90% of out-of-pocket expenses** for training courses that are aligned to the Skills Framework and funded by SkillsFuture Singapore (SSG).

The SFEC Claim Process

1 **Submission**: Enterprise submits the SFEC claim via the SFEC Microsite

2 **Endorsement**: Training Provider endorses enterprise's SFEC claim via the Training Partners Gateway (TPGateway)

3 **Approval**: SSG reviews and approves or rejects the SFEC claim

4 **Disbursement**: Enterprise receives approved SFEC claim disbursement via PayNow

IMPORTANT

If you have sent your foreign employees for SFEC-eligible course(s), you will have to submit your claims via the system manually.

If you have sent your Singaporean/Permanent Resident employee for training, please check with the training provider if you need to perform the manual claim process as some courses are automatically processed.

More details can be found here: https://www.enterprisesg.gov.sg/financial-assistance/grants/for-local-companies/skillsfuture-enterprise-credit

The SFEC claim process

Enterprise		Training Provider		SSG Officers
submits SFEC claim	→	*endorses SFEC claim*	→	*approves SFEC claim*

💡 **Covered in this guide**

logging in

to Enterprise Portal for Jobs & Skills

You will need to log in via the **SFEC system via Enterprise Potal for Jobs & Skills on GoBusiness** to submit your SFEC claims.

Users will need to be **assigned with Corppass** and **log in via Singpass** to transact within the portal.

1. Assign Corppass

2. Visit SFEC microsite and log in via Singpass

assigning corppass

If you are **not** the Corppass Administrator, you will need to approach your organisation's Corppass Administrator for assignment of Corppass to access EPJS.

Action Required by the Corppass Administrator:

1. Select 'Enterprise Portal for Jobs & Skills' under Digital Services on the Corppass portal

2. Assign **EPJS_USER** to required user within the organisation. Assigned user(s) will be able to submit SFEC claims.

For More Information on Corppass:

- **Website:** www.corppass.gov.sg

- **Corppass Helpdesk**: (65) 6335 3530
  Monday to Friday: 8am - 8pm
  Saturday: 8am - 2pm
  Closed on Sunday and Public Holiday

- **Email:** support@corppass.gov.sg

logging in

gb gobusiness SINGAPORE   Start a Business ⌄   Run and Grow a Business ⌄   e-Services   Resources ⌄   About Us ⌄   Log In   🔍

HOME / SKILLSFUTURE ENTERPRISE CREDIT

SkillsFuture Enterprise Credit

Invest in your business and workforce transformation with additional support

The SkillsFuture Enterprise Credit (SFEC) is a $10,000 credit provided by the government to further encourage enterprises to embark on business and workforce transformation. Eligible enterprises will benefit from an additional 90% funding support for their out-of-pocket expenses when they take up relevant initiatives for business and/or workforce transformation.

How it works:

The SFEC supports programmes under two broad categories:

- **Enterprise Transformation**: Programmes that support enterprise transformation

supportable programmes submitted on or after 1 April 2020. Final claims for SFEC-supportable programmes must be submitted to the respective agencies by 30 June 2025. Claims can be submitted only for training which has been completed.

For further questions on SFEC and on your eligibility, you may contact Enterprise Singapore here for assistance.

Resources

- Frequently Asked Questions
- SFEC Claim How-To Guide
- 📄 SFEC Infographic Guide (PDF,734KB)

Note: You will require a Corppass account with "EPJS_User" role assigned prior to login.

[Submit SFEC claim]   Click here to login

Please note that from 11th of April 2021, the login process for Corppass will be changed to verify the user's identity via Singpass first, before the user can proceed to access and transact with government digital services

Note: Foreign ID users will be issued a Singpass Foreign user Account (SFA) and the 'Corppass 2FA for Foreigners' app will no longer be used.

dashboard

for SFEC Claims

SkillsFuture SFEC Training Course

Available Balance — $9,550.00

| $0.00 | $0.00 | $450.00 |
| PROCESSING | APPROVED | Credited |

Training Claim Details   Summary of Other SFEC Claims

Upon logging in to SFEC system, click on the **SFEC Training Claims tab** and you will be directed to a **Dashboard**, to **check the status** of your claim submissions and disbursements.

SFEC claims dashboard

After logging in, you will be able to view your SFEC credit balances and start your manual claim submission

A Singapore Government Agency Website

A+   A-   Reset

SKILLSfuture **SG**   Courses   SFEC Training Claims   AP Funding   SME Status

⚠ Kindly verify your Email Id

📁 **Available Balance**

Your enterprise's SFEC balance at a glance

$7,177.27

$0.00	$526.50	$2,296.23
PROCESSING	APPROVED	CREDITED

⊙ Submit Claims

Please check with the **Training Provider(s)** if the course(s) are **eligible for SFEC** and **whether you need to submit your claims manually**.

Back to SFEC Microsite

Click to submit SFEC claims

Training Claim Details   Summary of Other SFEC Claims

Search by Course Title and Subr | All ▼ | 🔍 Search   ⟳ Reset

Please note the screens are for illustrative purposes and are subject to changes
UENs, NRICs, Phone Numbers and Email Addresses have been masked for PDPA purposes.

Training claim status

You will be able to view your SFEC claims details with SSG in the **Training Claim Details** tab.

Training Claim Details   Summary of Other SFEC Claims

| Search by Course Title and Subr | All | 🔍 Search | ⟳ Reset |

Submission ID	Submission Status	Submission Date	Course Title	Course Start Date	Estimated credit amount	Created By	Action	Submission Type
⊖ SFEC2102030122	Processed	03-02-2021	Course X	03-02-2021	$90.00			Automatic

#	Trainee Name	NRIC/FIN No.	Status	Estimated credit amount
1	Trainee X	XXXXXXXXX	**APPROVED**	$90.00

Submission ID	Submission Status	Submission Date	Course Title	Course Start Date	Estimated credit amount	Created By	Action	Submission Type
⊖ SFEC2103030221	Pending TP	03-03-2021	Productivity Improvement (Classroom & Asynchronous)	01-01-2021	$270.00	Enterprise User A	Withdraw	Manual

#	Trainee Name	NRIC/FIN No.	Status	Estimated credit amount
1	Trainee A	XXXXXXXX	**PROCESSING**	$270.00

💡 Submission statuses

1. Pending TP – Submission routed to Training Provider for endorsement
2. Pending SSG – Submission routed to SSG for endorsement
3. Pending Enterprise – Submission routed to Enterprise for further clarification
4. Processed – Submission has been approved/rejected by SSG
5. Withdrawn – Submission was retracted by Enterprise

💡 Claim statuses

1. Processing: Claim submission is currently being processed (pending TP, SSG or Enterprise)
2. Approved – Claim submission was successful
3. Rejected – Claim submission has been rejected
4. Withdrawn – Claim submission was retracted by Enterprise

Other SFEC claims statuses

You will be able to view the disbursement "**Statuses**" under the **Summary of Other SFEC Claims** tab.

Training Claims Details   Summary of Other SFEC Claims

Search by Ref ID and Scheme	-Status-	-Scheme N▾	-Month- ▾	-Year- ▾	Q Search	⟳ Reset		🔖 Download Statement

Ref ID	Scheme	Amount	Status	Disbursement Date	Remarks	Scheme Type	Agency
SFEC20210536854	Skillsfuture SFEC Training Course	$153.00	Credited	22-04-2021		Workforce Transformation	Skillsfuture Singapore
ESG_SFEC14492	Productivity Solution Grants	$243.00	Credited	29-04-2021		Enterprise Transformation	Enterprise Singapore

Note: For detailed claim information for Enterprise Transformation schemes, please log in to the Business Grant Portal. For other enquiries, please contact Enterprise Singapore at 6898 1800 or email to enquiry@enterprisesg.gov.sg

If you have received your SFEC disbursements in your account, please allow for up to a week for the system to update its status.
You should see the line you have received disbursement on reflected as "credited", with the corresponding date and amount.
This should be reflected as an inward credit to your bank account from IRAS, with either the prefix "SFEC" for PayNow, or "Skillsfuture Enterprise Credit" for GIRO.

💡 **Disbursement statuses**

1. Processing – Claim processing at ESG's side
2. Pending Disbursement – Claims processed by ESG, pending IRAS disbursement
3. Credited – Claim credited
4. Rejected – Claim rejected by ESG/IRAS

Enterprise Transformation or Workforce Transformation claims will be shown

You can download your Statement of Account into an excel file here

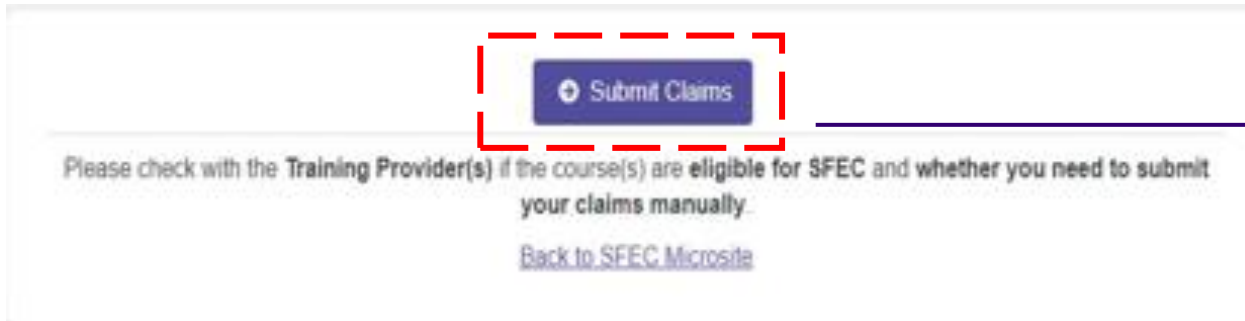| Agency Name	Scheme Name	Type Of Scheme	Project Reference	Credit Amount	Disbursement Status	Remarks	Disbursement Date

submission

of SFEC Claims manually

From the **SFEC Training Claims tab**, you will be able to start a manual SFEC claim submission for your enterprise. You will be required to enter the course run and trainee(s)' information, and upload relevant supporting documents to support your claim.

Manual submission (1/8)

To begin a manual claim submission, click **⊙ Claim Submission**, and complete all mandatory fields.

⊙ Submit Claims

Please check with the **Training Provider(s)** if the course(s) are **eligible for SFEC** and **whether you need to submit your claims manually**.

Back to SFEC Microsite

Claim Submission

Name of Training Provider *

Type here or double click to search for Training Provider 🔍

Course Start Date *

DD-MM-YYYY 📅

Course End Date *

DD-MM-YYYY 📅

Course Title *

Type here or double click to search for Course Title 🔍

⊙ Proceed

⚠️ Newly qualified employers under the SFEC Expansion may use their SFEC on supportable training courses that commences from 1 April 2022.
Employers who were previously qualified can continue to use their SFEC on supportable training courses that commences from 1 April 2020.

Please note the screens are for illustrative purposes and are subject to changes
UENs, NRICs, Phone Numbers and Email Addresses have been masked for PDPA purposes.
Final claims for SFEC-supportable programmes must be submitted by 30 June 2024. Claims can only be submitted for training which has been completed.

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Manual submission (2/8)

You will be directed to the claim submission page

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Courses | **SFEC Training Claims** | AP Funding | SME Status

🔔 0 👤 **USER**
UEN:
Company:

① **Add Claim** — ② **Review Claim** — ③ **Confirmation**

Things To Note

🕐 The claim process will take approximately 15 minutes to complete

⬆️ You may be required to upload your Payment Invoice and/or Receipts as supporting documents (up to 5 MB).

📄 Accepted file formats include DOC, DOCX, GIF, JPEG, JPG, PNG, PDF.

📄 Please ensure that you have below all details, to complete the claims for New Claims Application

- Training Provider Information
- Course Information
- Trainees Information

Continue to next page

Manual submission (3/8)

Scroll down to validate the selected course information, and click ⊕ Add Trainee Information

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Courses | **SFEC Training Claims** | AP Funding | SME Status

🔔 0 👤 **USER**
UEN:
Company:

⏻

New Claim Application

Course Information	⌃

Total Course Fee Components ⌃

Training Provider

Course Title: WSQ

Course Code:

Course Category: WSQ

Course Start Date: 01-09-2021

Course End Date: 01-09-2021

Full Fee: $6,000.00

Total Course Fee: $0.00

Total Assessment Fee: $0.00

Estimated Claimable Amount: $0.00

Trainee Information for SFEC Claim

⊕ Add Trainee Information

Trainee Name	NRIC/FIN No.	Course Fee ⓘ	Assessment Fee ⓘ	Action
No items to show...				

💾 Save | ⊗ Cancel | ➔ Proceed

Continue to next page

Please note the screens are for illustrative purposes and are subject to changes
UENs, NRICs, Phone Numbers and Email Addresses have been masked for PDPA purposes.

Manual submission (4/8)

Complete all mandatory fields.

Add Trainee Information ✕

Trainee Name *

Enter trainee's name as shown in the NRIC or FIN

ID Type *

FIN ▾

NRIC/FIN No. *

Please enter the NRIC/FIN

Course Fee

0

Assessment Fee

0

Indicate the amount of **Out Of Pocket Course Fees (without GST)** paid to the Training Provider

+ Add

Manual submission (5/8)

If your enterprise has sent more than one employee to the **same course run**, click ⊕ Add Trainee Information to add more trainees to the claim submission. If the claims process is automated for your employee, the system will prompt you and you do not need to submit a SFEC claim for that employee.

New Claim Application

Course Information	∧

Training Provider:	Course Start Date:	01-09-2021
Course Title:	WSQ Provide Go-the-Extra-Mile Service1	Course End Date: 01-09-2021
Course Code:	Full Fee:	$6,000.00
Course Category: WSQ		

Total Course Fee Components	∧
Total Course Fee:	$300.00
Total Assessment Fee:	$0.00
Estimated Claimable Amount:	$270.00

Estimated **claimable amount** is calculated based on up to 90% of the out-of-pocket course fees paid

Trainee Information for SFEC Claim

⊕ Add Trainee Information

Trainee Name	NRIC/FIN No.	Course Fee ⓘ	Assessment Fee ⓘ	Action
Trainee A		$300.00	$0.00	✎ 🗑

Edit or delete trainee details

Supporting Documents (Please attach invoice or receipt)

You are required to upload invoices or receipts as supporting documents to support your claim

⬆ Upload Files

Filename
No items to show...

Click **Proceed** to continue with submission

💾 Save   ⊗ Cancel   ➡ Proceed

Manual submission (6/8)

Review all information entered before submitting the claim.

SKILLS*future* SG | Courses | **SFEC Training Claims** | AP Funding | SME Status

🔔 0 👤 **USER** UEN: Company: ⏻

⚠ Kindly verify your Email Id

① **Add Claim** ————— ② **Review Claim** ————— ③ Confirmation

New Claim Application

Course Information ⌃

Training Provider:		Course Start Date:	01-09-2021
Course Title:		Course End Date:	01-09-2021
Course Code:		Full Fee:	$6,000.00
Course Category: WSQ			

Total Course Fee Components ⌃

Total Course Fee:	$300.00
Total Assessment Fee:	$0.00
Estimated Claimable Amount:	$270.00

Trainee Information for SFEC Claim

Name	NRIC/FIN No.	Course Fee ⓘ	Assessment Fee ⓘ
Trainee A		$300.00	$0.00

Continue to next page

Manual submission (7/8)

Agree to the terms & conditions and click **→ Submit**.

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Courses   **SFEC Training Claims**   AP Funding   SME Status

🔔 0 👤 **USER**
UEN:
Company:

⏻

①———————————②———————————③
Add Claim   Review Claim   Confirmation

Declaration

☑ I hereby verify and confirm that the information provided is correct.

☑ I have read and agreed to Terms and Conditions.

⊕ Back   ⊗ Cancel   → Submit

Manual submission (8/8)

The claim has been submitted successfully.

SKILLSfuture **SG**

Courses | **SFEC Training Claims** | AP Funding | SME Status

🔔 0   👤 **USER**
UEN:
Company:

⏻

1 —————————— **2** —————————— **3**
Add Claim · · · · · · · · · · · · · · Review Claim · · · · · · · · · · · · · · Confirmation

✅ **Thank you for submitting Claim SFEC2103030221. We will take approximately 15 to 20 working days to process your claim.**

Course Information

Training Provider:

Course Title: Productivity Improvement

Course Code:

Course Start Date: 01-01-2021

Course End Date: 29-01-2021

Please note the screens are for illustrative purposes and are subject to changes
UENs, NRICs, Phone Numbers and Email Addresses have been masked for PDPA purposes.

Enterprise submission

Your submitted claim will be routed to the Training Provider for endorsement. You may track the submission status from the **Training Claim Details** tab under the SFEC Training Claims dashboard.

SKILLSfutureSG   Courses   SFEC Training Claims   AP Funding   SME Status

Training Claim Details   Summary of Other SFEC Claims

Search by Course Title and Subr	All ▾	**Q Search**	**C Reset**

Submission ID	Submission Status	Submission Date	Course Title	Course Start Date	Estimated credit amount	Created By	Action	Submission Type
⊟ SFEC2103030221	Pending TP	03-03-2021	Productivity Improvement (Classroom & Asynchronous)	01-01-2021	$270.00	Enterprise User A	Withdraw	Manual

#	Trainee Name	NRIC/FIN No.	Status	Estimated credit amount
1	Trainee A	XXXXXXXX	PROCESSING	$270.00

This is your **submission** status. Refer to page 13 for more details

This is your **claim** status. Refer to page 13 for more details

withdraw submission

You can withdraw your submission by clicking on "Withdraw" under "Action" column. Please note that once the claims are processed by training providers, you will not be able to withdraw the claims. In addition, **withdrawn claims cannot be re-instated** and will have to be re-submitted.

Please note the screens are for illustrative purposes and are subject to changes
UENs, NRICs, Phone Numbers and Email Addresses have been masked for PDPA purposes.

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Disbursement

*After your SFEC claim has been endorsed by the Training Provider and approved by SSG, the claim will be sent to ESG. Approved SFEC claims will be disbursed to your enterprise on a **quarterly basis via PayNow**.*

Enterprise	**Training Provider**	**SSG Officers**
submits SFEC claim	*endorses SFEC claim*	*approves SFEC claim*
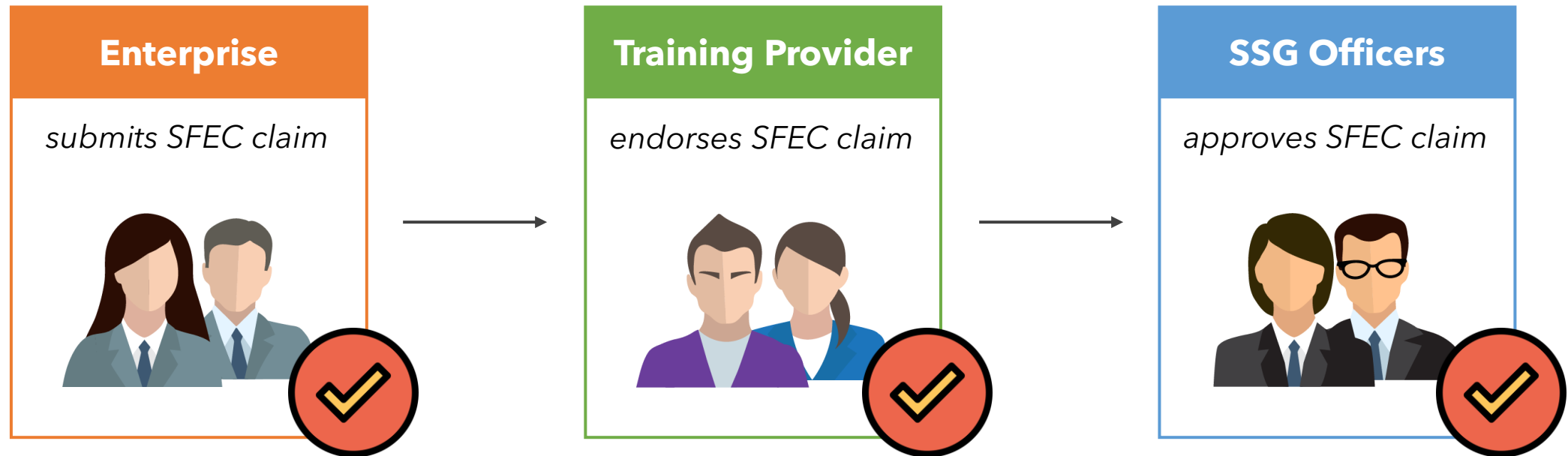
for further support

Contact Us
Please contact Enterprise Singapore at **https://go.gov.sg/askenterprisesg** for assistance should you have questions on SFEC and on your eligibility.

For problems submitting SFEC claims or viewing of claims status, please contact SSG by submitting a feedback at https://service-portal.skillsfuture.gov.sg or call SSG at 6785 5785