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**What is SkillsFuture Credits (SFC) ?**

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# SkillsFuture Credit

## WHY?

- To strengthen individual ownership of skills development and lifelong learning

## WHO



- Singaporeans aged 25 and above

## WHAT



- **Opening Credit (\$500)**
- **One-off Credit Top-Up (\$500)**
  - Courses from Institutes of Higher Learning (IHLs) and NTUC LearningHub eligible from 1 Apr 2020
  - All SFC eligible courses from 1 Oct 2020
- **Additional Credit for Mid-Career Support (\$500)** from 1 Oct 2020

## WHERE



- MySkillsFuture – Courses
- Approved training providers

## HOW



- SingPass required
- Pay credit to training providers within **60 days before** the course starts
- For Massive Online Open Courses (MOOC) – **60 days before** course starts or **90 days after** course starts

# SkillsFuture Credit



All Singaporeans  
aged 25 and  
above in 2020  
*(excluding those  
aged 40 to 60)*

SFC  
(since 2016)

**\$500**

No Expiry

SFC Top-Up  
(1 Oct 2020)

**\$500**

Expires on 31  
Dec 2025

## One-off SFC top-up

- To support upskilling/reskilling efforts and further deepen lifelong learning
- Can be used for wide range of courses (industry-oriented and community-driven)



All Singaporeans  
aged 40 to 60  
in 2020

SFC  
(since 2016)

**\$500**

No Expiry

SFC Top-Up  
(1 Oct 2020)

**\$500**

Expires on 31  
Dec 2025

SFC (Mid Career  
Support)  
(1 Oct 2020)

**\$500**

Expires on 31  
Dec 2025

## Additional SFC (Mid-Career Support)

- To support career transition efforts for those aged 40 to 60
- To be used for selected training programmes delivered by private CET Centres / IHLs that lead to placement outcomes

In view of the COVID-19 situation, the Government has brought forward this one-off top-up, claimable from **1 Apr 2020** for courses from 12 Institutes of Higher Learning and NTUC LearningHub.

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**How can I use my SFC**

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# I want advance use of SFC Top Up before 1 Oct 2020

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Advance use of SFC Top Up before 1 Oct 2020  
is only for courses conducted by  
Institutes of Higher Learning\* and NTUC Learning Hub

\* A list of Institutes of Higher Learning (IHL) are as follows:

## ITE

- ITE College Central
- ITE College East
- ITE College West

## Local Polytechnics

- Nanyang Polytechnic (NYP)
- Ngee Ann Polytechnic (NP)
- Republic Polytechnic (RP)
- Singapore Polytechnic (SP)
- Temasek Polytechnic (TP)

## Local Universities

- National University of Singapore (NUS)
- Nanyang Technological University (NTU)
- Singapore Management University (SMU)
- Singapore Institute of Technology (SIT)
- Singapore University of Social Sciences (SUSS)
- Singapore University of Technology and Design (SUTD)



# Scenario 1: Use of SkillsFuture Credit to apply for courses from IHLs or NTUC LearningHub between 1 Apr – 30 Sep 2020

## Meet Mr Albert Koh



- 35 years old
- Interested to make a SFC claim to apply for a \$1,600 course on Digital Marketing – Search Engine Marketing by **Singapore Management University**
- Albert has not used his SFC opening balance of \$500

### Let's have a look at how much Albert has to pay

|                                   | <u>Amount</u>   |  |
|-----------------------------------|---|--|
| <b>Course Fee Payable</b>         | \$1,600   | (Digital Marketing by Singapore Polytechnic)   |
| <b><u>Less SFC Claims</u></b>     |   |  |
| • SFC opening balance             | \$500    | (Albert can utilise up to \$500 of his SFC to subsidise his course fee)  |
| • SFC Top-Up<br>(from 1 Oct 2020) | \$500  | (As this course is conducted by one of the IHLs, Albert can utilise up to \$500 to subsidise his course fee between 1 Apr to 30 Sep 2020 as advance use of the SFC top up) |
| <b>Nett course fee payable</b>    | \$600   |  |



## Scenario 2: Use of SkillsFuture Credit to apply for a course NOT from IHLs or NTUC LearningHub between 1 Apr – 30 Sep 2020

### Meet Mr Albert Koh



- 35 years old
- Interested to make a SFC claim to apply for a \$1,600 course on Fast Track Digital Marketing Training by **Marketing Institute of Singapore (MIS)**
- Albert has not used his SFC opening balance of \$500

### Let's have a look at how much Albert has to pay

|                                   | <u>Amount</u>   |   |
|-----------------------------------|---|---|
| Course Fee Payable                | \$1,600   | (Digital Marketing by Provider X)   |
| <u>Less SFC Claims</u>            |   |   |
| • SFC opening balance             | \$500    | (Albert can utilise up to \$500 of his SFC to subsidise his course fee)   |
| • SFC Top-Up<br>(from 1 Oct 2020) | \$500  | (As this course is <u>not</u> conducted by one of the IHLs, Albert cannot utilise up to \$500 to subsidise his course fee between 1 Apr to 30 Sep 2020 as advance use of the SFC top up.) |
| <b>Nett course fee payable</b>    | <b>\$1,100</b>  |   |

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## **I want to use SFC Top Up from 1 Oct 2020**

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One-off SFC Top Up is for wide range of SFC courses  
(industry and community)

Additional SFC (Mid Career Support) is for selected training programmes delivered by private CET Centres / IHLs that lead to placement outcomes





## Scenario 3: Use of SkillsFuture Credit to apply for courses from 1 Oct 2020 regardless from IHLs/NTUC LearningHub or not

### Meet Ms Jenny Lim



- **35** years old
- Interested to make a SFC claim to apply for a \$1,600 course on Fast Track Digital Marketing Training by **Marketing Institute of Singapore (MIS), The.**
- Jenny has not used her SFC opening balance of \$500

### Let's have a look at how much Jenny has to pay

|   | <u>Amount</u>   |  |
|---|---|--|
| <b>Course Fee Payable</b>                 | \$1,600   | (App design course by Provider Y)                                      |
| <b><u>Less SFC Claims</u></b>             |   |  |
| • <b>SFC opening balance</b>              | \$500    | (Jenny can utilise up to \$500 of her SFC to subsidise her course fee) |
| • <b>SFC Top-Up<br/>(from 1 Oct 2020)</b> | \$500  | (Jenny will receive her one-off SFC top-up from 1 Oct 2020)            |
| <b>Nett course fee payable</b>            | \$600   |  |




## Scenario 4: Use of SkillsFuture Credit to apply for career transition programme offered by the CET Centres from 1 Oct 2020

### Meet Mdm Julie Ng



- 55 years old
- Interested to make a SFC claim to apply for a **\$1,600 course on Business Administration\*** from a CET Centre.
- Julie has not used her SFC opening balance of \$500

### Let's have a look at how much Jenny has to pay

|   | <u>Amount</u>   |   |
|---|---|---|
| <b>Course Fee Payable</b>                       | \$1,600   | (Courses supported under SF Mid Career Support Programme)                                   |
| <b><u>Less SFC Claims</u></b>                   |   |   |
| • SFC opening balance                           | \$500    | (Julie can utilise up to \$500 of her SFC to subsidise her course fee)                      |
| • SFC Top-Up<br>(from 1 Oct 2020)               | \$500   | (Julie will receive her top-up from 1 Oct 2020)   |
| • SFC (Mid Career Support)<br>(from 1 Oct 2020) | \$500  | (Julie can utilise up to \$500 for courses supported under SF Mid Career Support Programme) |
| <b>Nett course fee payable</b>                  | \$100   |   |

**\*Note: Course title and fee is for illustration only**

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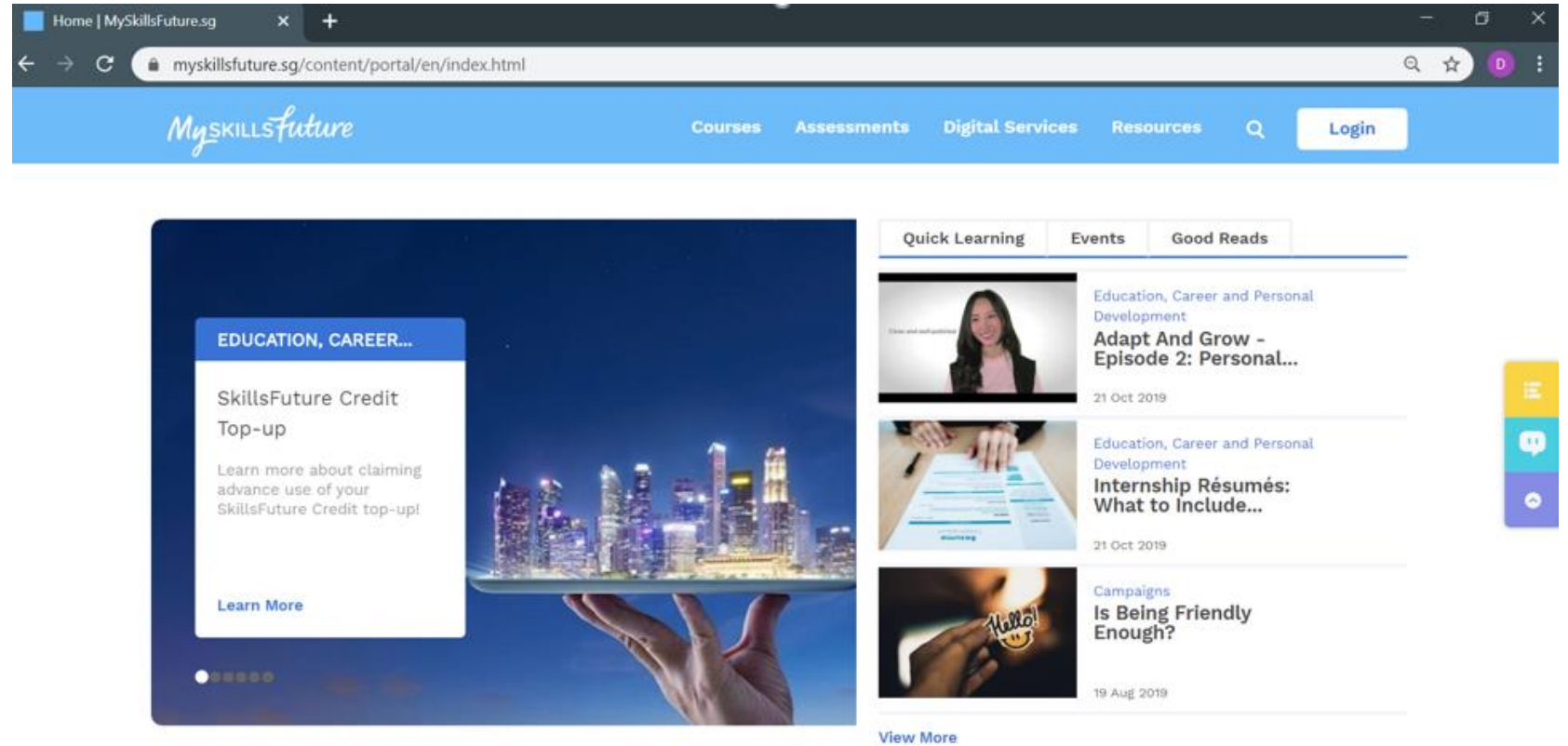
**How do I search for courses on MySF**

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# How to search for courses that are claimable from 12 Institutes of Higher Learning and NTUC LearningHub?

## Step 1: Visit myskillsfuture.sg



## Step 2: Click on 'Courses'

The screenshot shows a web browser window with the URL `myskillsfuture.sg/content/portal/en/index.html`. The website header features the MySkillsFuture logo and a navigation menu with the following items: **Courses**, **Assessments**, **Digital Services**, **Resources**, and a **Login** button. A hand cursor is pointing to the **Courses** menu item. Below the navigation bar, the page content is divided into three columns under the heading **Browse All Courses**. The first column is titled **Industries** and lists categories: A-G, H-N, O-U, and V-Z. Underneath, the listed industries are Accountancy, Advertising, and Aerospace. The second column is titled **Area of Training** and lists categories: A-G, H-N, O-U, and V-Z. The listed areas are Accountancy, Banking, Finance; Administration; and Advertising, Sales & Marketing. The third column is titled **SkillsFuture Series** and lists: Advanced Manufacturing, Cybersecurity, Data analytics, and Digital Media. Each of the three columns has a scroll indicator at the bottom consisting of two circular arrows, one pointing up and one pointing down.

## Step 3: Click on 'Browse By Categories'

The screenshot shows a web browser window with the URL `myskillsfuture.sg/content/portal/en/training-exchange/course-landing.html`. The page header includes the MySkillsFuture logo and navigation links for Courses, Assessments, Digital Services, and Resources, along with a Login button. Below the header, a breadcrumb trail shows 'Home > Courses'. The main content area is titled 'COURSES' and contains a disclaimer: 'All information listed is provided by training providers. To enrol or find out more about the courses, please contact the training provider.' Below this is a search bar with the text 'Search by keyword' and a 'Search' button. To the left of the search bar is a 'Browse By Categories' dropdown menu, which is highlighted with a hand cursor. Below the search bar, there is a section labeled 'Search by keywords' with several blue buttons for filtering: Popular, Featured, SF Series, PSEA, SkillsFuture@PA, Online Courses, SF Series\_Tech Enabled Services, National Silver Academy, SF Series\_Data Analytics, SF Series\_Advanced Manufacturing, SF Series\_Entrepreneurship, SF Series\_Tech Enabled Services\_Basic, SF Series\_Digital Media, and Lifelong Learning.

# For Advance Use of SFC Top

Step 4: You are now able to search for courses that are claimable from 12 Institutes of Higher Learning and NTUC LearningHub (1 Apr 2020 to 30 Sep 2020)

myskillsfuture.sg/content/portal/en/training-exchange/course-landing.html

MySkillsFuture

Courses Assessments Digital Services Resources

Login

Home Courses

## Browse By Categories

Advance Use Of SFC Top-Up Area Of Training SkillsFuture Series Supporting Public Agencies

Training Providers

A-E M-X Y-Z

Nanyang Polytechnic-SFC  
Ngee Ann Polytechnic-SFC  
SINGAPORE INSTITUTE OF...  
SINGAPORE UNIVERSITY OF SOCIAL...

NANYANG TECHNOLOGICAL...  
NTUC LEARNINGHUB PTE. LTD.-SFC  
SINGAPORE MANAGEMENT UNIVERSITY-  
SFC  
SINGAPORE UNIVERSITY OF...

NATIONAL UNIVERSITY OF...  
Republic Polytechnic-SFC  
Singapore Polytechnic-SFC  
Temasek Polytechnic-SFC

Newly added tab on MySF to facilitate course search for courses by 12 Institutes of Higher Learning and NTUC LearningHub

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**How do I claim my SFC?**

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**Use of SFC Opening Balance \$500 only**

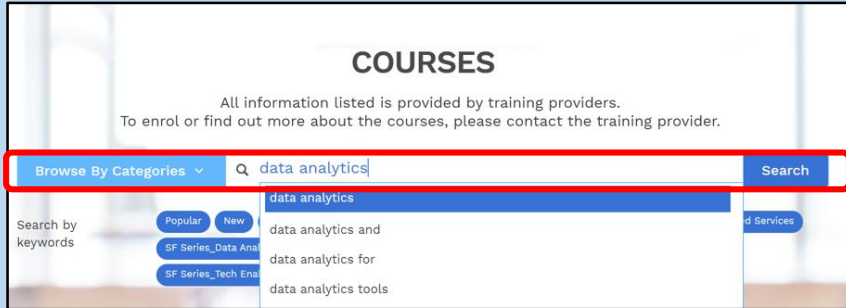
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# How to claim your SFC Opening Balance of \$500

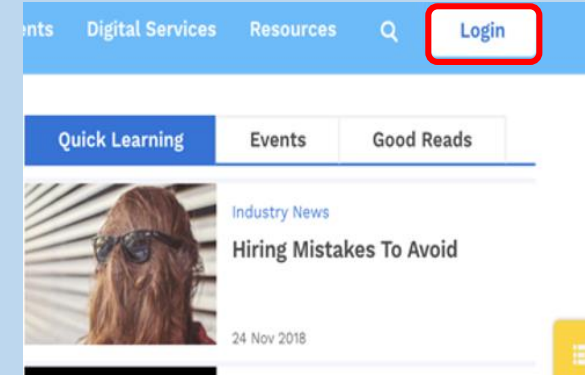
- 1 Conduct course search on MySkillsFuture. Register for course with training provider.



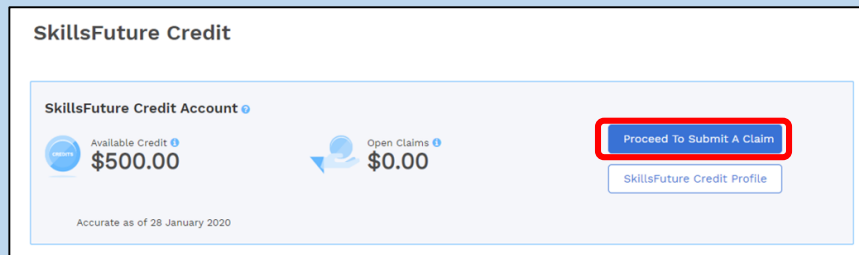
Course applicant



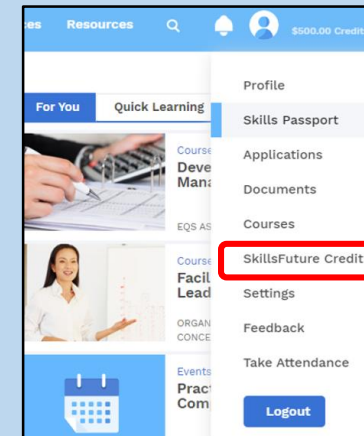
- 2 Once course confirmation email and invoice is received, log in to MySkillsFuture with your SingPass to submit your claim.



- 4 Input all required fields, attach supporting documents, and submit.



- 3 Submit your claim under 'SkillsFuture Credit' in the drop down menu.



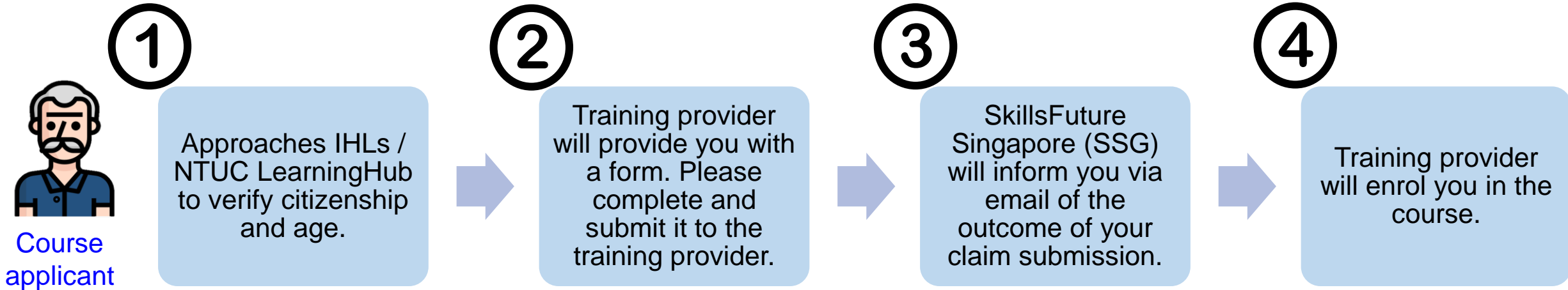
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# Advance use of SFC Top Up

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# How to claim your advance use of SFC Top Up between 1 Apr to 30 Sep 2020

(for courses offered by IHLs or NTUC LearningHub)



Course applicant

Information to provide:

- Name and NRIC of individual
- Course title and ID
- Course start date
- Course fee
- Amount of SFC to be used

For detailed information on submitting your SFC claims, please contact the training provider directly.

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## **Use of SFC from 1 Oct 2020**

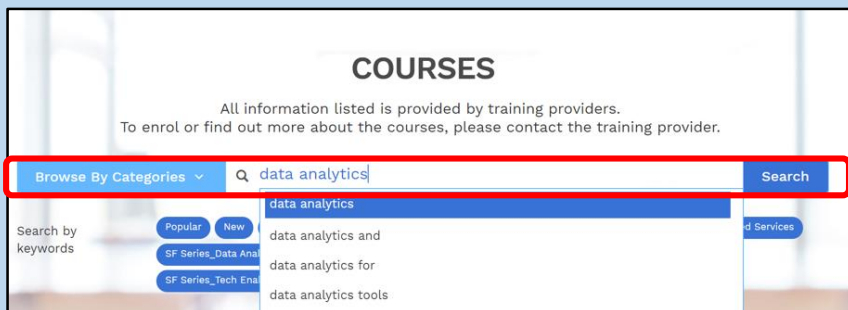
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# How to claim your SFC from 1 Oct 2020

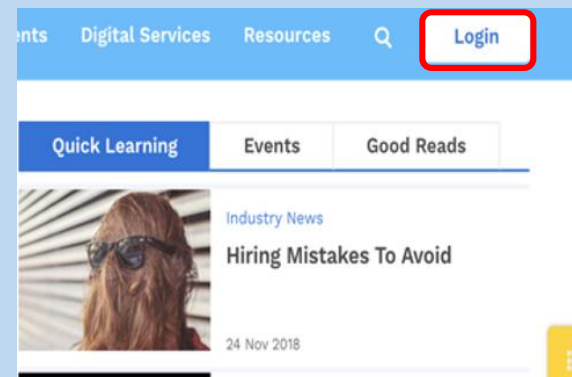
① Conduct course search on MySkillsFuture. Register for course with training provider.



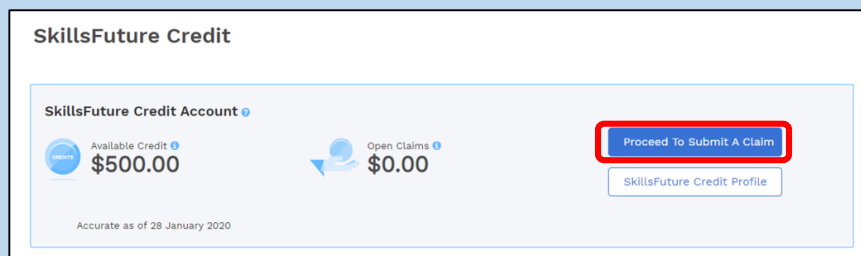
Course applicant



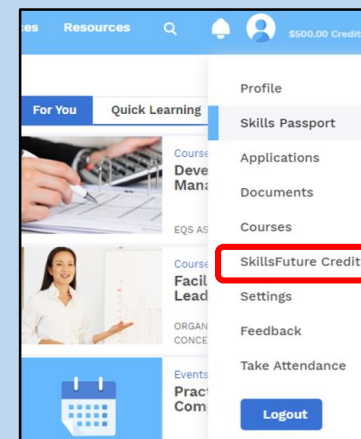
② Once course confirmation email and invoice is received, log in to MySkillsFuture with your SingPass to submit your claim.



④ Input all required fields, attach supporting documents, and submit.



③ Submit your claim under 'SkillsFuture Credit' in the drop down menu.



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**What do I need to pay attention on the use of SFC **

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# Advice on SkillsFuture Credit



## PLAN

Plan your learning and use your available credit to pick up new skills to improve your employability and for lifelong learning.



## RESEARCH

Do your proper research to find out more about training providers. Check out what others are saying about the courses you are interested in.

Watch out for errant training providers.



## PROTECT

Only reveal personal information when you are signing up for the course.

Your **SingPass ID and password are confidential. Do not share it with others.** Training providers are **not allowed** to take your SingPass details to apply for use of your Credit.



## USE of SFC

Use your SFC to defray your training costs.

Your SFC **cannot be transferred** to other users.

It **cannot be used for other purposes** like exchanging for cash or vouchers or gifts.



## INFORM

Contact SkillsFuture if you come across any misleading information.

**If you wish to report on suspicious SkillsFuture-related practices, please call 6512 1106 or email [audit@ssg.gov.sg](mailto:audit@ssg.gov.sg).**



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**Who can I seek more advice from**

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# SkillsFuture Programmes and Initiatives

For individuals who need more information about SkillsFuture programmes and initiatives,

- ① Visit [www.skillsfuture.sg/advice](http://www.skillsfuture.sg/advice)



- ② Call SSG hotline at 67855785

# WSG's Career Matching Services

For individuals who need career advice or career matching services, please visit  
**[go.gov.sg/wsgcareeradvice](https://go.gov.sg/wsgcareeradvice)**