



12 April 2019

Dear Sirs

## **STREAMLINED PROCESSES AND REDUCED COMPLIANCE COSTS FOR TRAINING PROVIDERS**

SkillsFuture Singapore (SSG) is pleased to inform our industry partners that it has reviewed and streamlined requirements to make it easier and more convenient for training providers to seek organisation and course approvals, and has reduced the number of fees and costs for training providers. This is part of SSG's continuous efforts to help reduce administrative and cost burdens for the sector. As SSG simplifies processes and reduces costs to support training providers, we will continue to exercise controls to ensure standards for consumer protection.

2. These streamlined measures will take effect from **1 July 2019**.
3. The streamlined measures that apply to different groups of training providers are as follows:

**a. Workforce Skills Qualifications Approved Training Organisations (WSQ ATOs)**

WSQ ATOs currently undergo a continuous improvement review (CIR) process every two years for SSG to assess whether the ATOs have established a strong quality infrastructure system to enhance the learning experiences of adult learners.

From 1 July 2019, CIR will be replaced with a new compliance and performance focused training provider management process that will result in cost savings and a reduction in compliance burden for WSQ ATOs. SSG will continue to retain oversight of WSQ training providers on their course delivery quality, outcome performance and standards through other means.

In addition, the cost of generating the e-Certificate is reduced from \$1.28 (with GST) to \$0.64 (with GST) in view of system enhancement<sup>1</sup>.

**b. Non-Workforce Skills Qualifications Training Providers (Non-WSQ TPs)**

SSG aims to raise the quality of training courses to ensure that the courses will benefit consumers, supported by organisation registration and funding approval processes, and fees payable to cover SSG's costs. From 1 July 2019, all new non-

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<sup>1</sup> As part of SSG's overall efforts to make certificates more accessible to individuals and employers, there will be further enhancements to the issuance and retrieval of digital certificates on MySkillsFuture portal. More details will be provided in due course.

WSQ training providers will pay a \$21.40 registration fee, and all training providers applying for funding for new non-WSQ courses will pay \$107 for each course. These new fees are only applicable to new applications received from 1 July 2019 onwards and not for existing courses although both new and existing training courses receiving SSG funding will continue to be regulated.

**c. Private Education Institutions (PEIs)**

PEIs currently pay fees for nine (9) types of regulatory applications under the Private Education Act. The streamlining of work processes has allowed for six (6) of these fees to be removed.

Please refer to **Annex A** for more information.

4. If you have queries, please contact SSG One Call Center at 67855785 or at <https://portal.ssg-wsg.gov.sg/feedback> or visit the SkillsConnect (SCN) portal or SSG-CPE website.

Thank you.

Michelle Yam  
Chief Registrar  
for Director-General  
Committee for Private Education

*(This is a computer generated notification and requires no signature.)*

## Annex A

The revised fees are shown below. All fees are inclusive of GST unless otherwise stated.

Types of Providers	Before 1 July 2019	From 1 July 2019	Processes (From 1 July 2019)
WSQ	Continuous Improvement Review (CIR) @ \$1,605	Not Applicable	<ul style="list-style-type: none"> <li>The current processes and fees to apply for WSQ Organisation Accreditation (OA) and Course Accreditation (CA) remain the same</li> <li>The process and fee for Continuous Improvement Review (CIR) will be removed</li> </ul>
	Generation of e-Certificate @\$1.28	Generation of e-Certificate @\$0.64	
Non-WSQ	No fee for Non-WSQ Training Organisation (TO) profile application	\$21.40 per Non-WSQ TO profile application for <u>new entrants</u>	<ul style="list-style-type: none"> <li>The current processes to apply for Non-WSQ Training Organisation (TO) Profile and Non-WSQ Course Funding (CF) in SkillsConnect system (SCN) remain the same</li> <li>There will be introduction of new fees for these two processes for new applications received from 1 July 2019</li> </ul>
	No fee for Non-WSQ Course Funding (CF) application	\$107 per <u>new Non-WSQ CF application</u>	

<p>PEIs</p>	<p>Flat Fees for 9 applications:</p> <ul style="list-style-type: none"> <li>• Application to be a PEI - \$535</li> <li>• Renewal Application of a PEI - \$535</li> <li>• Application for permission to offer a course - \$20</li> <li>• Application for approval of name - \$45</li> <li>• Application for permission to change in registered premises - \$110</li> <li>• Notice of change in Management - \$45</li> <li>• Notice of change in membership of Academic Board - \$45</li> <li>• Notice of change in membership of Examination Board - \$45</li> <li>• Notification of deployment of teacher - \$20</li> </ul>	<p>No fee change to these 3 applications:</p> <ul style="list-style-type: none"> <li>• Application to be a PEI - \$535</li> <li>• Renewal Application of a PEI - \$535</li> <li>• Application for permission to offer a course - \$20</li> </ul> <p>Fees for these 6 applications are removed:</p> <ul style="list-style-type: none"> <li>• Application for approval of name - \$45</li> <li>• Application for permission to change in registered premises - \$110</li> <li>• Notice of change in Management - \$45</li> <li>• Notice of change in membership of Academic Board - \$45</li> <li>• Notice of change in membership of Examination Board - \$45</li> <li>• Notification of deployment of teacher - \$20</li> </ul>	<ul style="list-style-type: none"> <li>• No change to current processes.</li> <li>• All applications to be submitted via LicenceOne.</li> <li>• Application/Notification of 6 update applications are still required via LicenceOne though the fees are removed.</li> </ul>
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