

SDF Application Guide for Employers

1. Go to www.skillsconnect.gov.sg to access SkillsConnect page.
 2. On the top right-hand corner, log in using your company's SingPass ID and SingPass.
 3. You will be taken to the Profile Summary. Click on **Participating Company** on the right-hand side of page. Your company name should appear here.
 4. On the left-hand side, select **Create Application**.
 5. You will be taken to the Terms and Conditions page. If you agree to the terms and conditions, click on **Yes, we accept the above Terms and Conditions**, then click **Proceed**.
 6. You will be taken to the Search Courses page. Type in **BeyondWords Training Pte Ltd** under Organisation Name, then click **Search** to access our courses.
 7. Once you have located the programme you want, **click on the button beside the course title** and click **Submit**.
 8. You will be taken to the Course Information page. Click on the small calendar icon, then **select the dates** in the calendar pop-up.
 9. **Answer the 2 yes-no questions** (bottom of the page), then click **Next**.
 10. You will be taken to the Create Training Grant Application page. Select **Add Trainee to List**.
 11. **Fill in all of the Trainee's details** and click **Add**.
 12. After confirming trainee details in the View Trainee Details page, click **Back** to go back to Course Information page.
 13. Here you can **Add Trainee** or **Save** and submit the application later. If you are sure there are no more trainees to add, click **Next** to proceed.
 14. You will be taken to the Upload Supporting Document page. No action is required here, so simply click **Next**.
 15. Make the necessary declarations here by **answering the 4 Yes/No questions**. Click **Next**.
 16. On the next page, if everything is confirmed, click **Yes, we confirm the above declaration**. Then click **Submit**.
 17. You will be given an application number. **Write this down** in case you need to check with WDA on your application status.
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