

**SkillsFuture Employer Awards
FREQUENTLY ASKED QUESTIONS**

S/N	Category
A	Questions on Eligibility Criteria
B	Questions on Application Submission
C	Questions on Application Status/Outcome
D	Questions on CorpPass
E	Other Questions

S/N	Category
A	QUESTIONS ON ELIGIBILITY CRITERIA
1.	<p>Can an organisation receive the SkillsFuture Employer Awards more than once?</p> <p>No. This will allow other organisations the opportunity to benefit from this award.</p>
2.	<p>Can a main company and its subsidiaries apply for the SkillsFuture Employer Awards?</p> <p>Yes, all Singapore-registered business entities are welcomed to apply. Applications from a main company and its subsidiaries will be evaluated based on their own merits.</p>
3.	<p>Does the organisation need to subsidise employees' training in order to be eligible for the SkillsFuture Employer Awards?</p> <p>Applications will be evaluated holistically based on the eligibility criteria provided on the SkillsFuture Employer Awards website.</p>
4.	<p>What are the judging criteria for the SkillsFuture Employer Awards?</p> <p>The SkillsFuture Employer Awards are open to all Singapore registered entities. The company should participate in SkillsFuture and/or other efforts in building a lifelong learning culture in the workplace, recognise skills and mastery when hiring and in the career development of their employees and align employee development efforts with other national manpower objectives.</p>
B	QUESTIONS ON APPLICATION SUBMISSION
1.	<p>I encountered difficulties filling in/submitting the application form. Who can I contact for assistance?</p> <p>For any advice in filling the application form, please approach the Programme Manager administering the SkillsFuture Employer Awards at sfa@snef.org.sg.</p> <p>If you encounter technical issues (e.g. unable to upload attachment, error page, etc), please contact SSG at https://portal.ssg-wsg.gov.sg/ or call 6785 5785.</p>
2.	<p>Can I save my application form as a draft?</p> <p>Yes. Please click on "Save and Exit" at the bottom of the application page.</p>
3.	<p>Where can I retrieve my saved draft application?</p> <p>To retrieve saved draft application, please click here. For more information, you can also click here for the user guide.</p>

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4.	<p>Why am I unable to find my saved draft application in the My Applications page?</p> <p>Your draft application is automatically deleted from the system when the application window is closed.</p>
5.	<p>How do I know my application is submitted successfully?</p> <p>Upon submission of your application, a confirmation page with your application details (e.g. Application ID, Date of Application) will be displayed. You will not receive any acknowledgement email.</p>
6.	<p>Can I update my application after submission?</p> <p>No. Please approach the Programme Manager administering the SkillsFuture Employer Awards at sfa@snef.org.sg if you need to edit your application form.</p>
7.	<p>Can I withdraw my application after submission?</p> <p>You can check the status of your application by logging in at https://go.gov.sg/skillsfutureemployerawards to access My Applications page. If the status of your application is 'submitted', you will be able to withdraw your submitted application. If the status of your application has been updated to 'under evaluation', please approach the Programme Manager administering the SkillsFuture Employer Awards at sfa@snef.org.sg for assistance.</p>
8.	<p>I have withdrawn my application earlier on, can I resubmit a new application?</p> <p>Yes. You can resubmit a new application if the application window is still open.</p>
9.	<p>Can I retrieve my withdrawn application?</p> <p>No. Withdrawn applications are deleted permanently.</p>
10.	<p>How long is the application window? When will I be able to submit an application?</p> <p>The application window is generally open from December to February. Please visit this website for more information - http://www.skillsfuture.sg/employerawards.</p>
11.	<p>What do I need to prepare for my application?</p> <p>You will need to prepare your company information such as employment size, annual sales turnover, shareholding information and contact information of your organisation's CEO or equivalent. You may also wish to prepare supporting documents that highlight your company's achievements in championing employees' skills development and building a culture of lifelong learning in the workplace.</p>

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12.	<p>How do I retrieve my application reference number?</p> <p>Steps to retrieve application reference number:</p> <ul style="list-style-type: none"> • Go to https://go.gov.sg/skillsfutureemployerawards • Click on “My Applications” box • Login via CorpPass • You will be directed to the “Application Listing page” where you will be able to retrieve your application ID
13.	<p>Where can I find out more on the application process for the SkillsFuture Employer Awards?</p> <p>You can visit http://www.skillsfuture.sg/employerawards for more information, or approach the Programme Manager administering the SkillsFuture Employer Awards at sfa@snef.org.sg for assistance.</p>
C	QUESTIONS ON APPLICATION STATUS/OUTCOME
1.	<p>Who can I approach to enquire about the status of my organisation’s application?</p> <p>You can check the status of your application for your organisation by clicking here. For further enquires, please approach the Programme Manager administering the SkillsFuture Employer Awards at sfa@snef.org.sg.</p>
2.	<p>I received an email notification requesting for additional information. What should I do?</p> <p>Click here to access My Applications page. Under the “Action” column, select “Provide Additional Information” to view the comments left by SSG and update relevant sections of your application form.</p>
3.	<p>How will I know if my organisation’s application is successful?</p> <p>The Programme Manager administering the SkillsFuture Employer Awards will contact you if your application is successful.</p>
D	QUESTIONS ON CORPPASS
1.	<p>How do I access the SkillsFuture Employer Awards application form?</p> <p>To access the SkillsFuture Employer Awards application form, you will need a CorpPass account with the correct digital service assigned.</p> <p>Steps:</p> <ol style="list-style-type: none"> 1) If you do not have a CorpPass account, you should ask your CorpPass Admin to create a CorpPass account for you. To find out who is your CorpPass Admin, click here. 2) Remember to activate your CorpPass account before your CorpPass Admin can assign you with the correct digital service. 3) Ask your CorpPass Admin to assign your CorpPass account with: <ul style="list-style-type: none"> • e-Service = SSG-WSG E-Service • Role = SFEA Applicant

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2.	<p data-bbox="276 237 1394 271">My CorpPass is not assigned with the correct digital service. What should I do?</p> <p data-bbox="276 304 1394 338">You should ask your CorpPass Admin to assign your CorpPass account with:</p> <ul data-bbox="331 344 751 412" style="list-style-type: none"><li data-bbox="331 344 751 378">• e-Service = SSG-WSG E-Service<li data-bbox="331 383 751 412">• Role = SFEA Applicant <p data-bbox="276 450 1394 483">To find out who is your CorpPass Admin, please click here.</p>
E	OTHER QUESTIONS
1.	<p data-bbox="276 564 1394 598">Are there circumstances that will require my organisation to return the award?</p> <p data-bbox="276 631 1394 698">Award recipients will be required to return the award if they are found to have provided false or inaccurate information in their application form.</p>