

Asatizah Training Credits (ATC) – Frequently Asked Questions For Asatizah

Introduction

In line with the greater government push for upskilling and the recommendations from the Committee of Future Asatizah, the Asatizah Training Credits(ATC) aim to encourage ARS Asatizah to upskill themselves with competencies deemed critical in light of the COVID-19 outbreak. Each asatizah will be given \$200 worth of training credits to attend selected courses under five skills categories – Digital Literacy, Digital Marketing, Technology Enabled Learning & Delivery, Grit & Resilience, Personal Development and Teamwork and Collaboration.¹

These credits will complement existing government upskilling schemes and employers training support. The credits must be utilised by December 2021. Course registration will commence on 16 December 2020.

1. How do I register for these courses?

Answer: Please refer to the **ATC Onboarding Guide for Asatizah** for the course details and registration procedure.

2. Does the Asatizah Training Credit have an expiry date?

Answer: Asatizah Training Credits are valid till **31 Dec 2021**. This means that the date of the last course attended cannot be later than 31 Dec 2021. Unutilised credits cannot be rolled over to the following year nor converted to cash.

3. Do asatizah have to pay the course fee upfront to the training providers?

Answer: No. The payment of the nett course fee will be deducted from the asatizah's training credits disbursed by Muis.

4. Can asatizah use their individual SkillsFuture Credit and the Asatizah Training Credits to pay the nett fee for the same course listed in the Priority Skills Training list?

Answer : The Skills Future Credits and the Asatizah Training credits are two different schemes. Asatizah can use **either** the Asatizah Credits or their SkillsFuture credit to pay for the nett course fee after SkillsFuture subsidy (70-90%). They cannot be used together to pay for the same course.

¹ The first three were included in the Priority List of competencies first published in April 2020 alongside the Career & Competency Framework (CCF) for Asatizah. Additional competencies have since been identified to enhance the list. All these competencies are derived from the more comprehensive list of skills in the CCF.

5. Do these courses count towards my ARS re-certification?

Answer: Yes, each of these courses are allocated CPE hours and will therefore contribute to your ARS-recertification.

6. If my organisation sends me to one of the courses on Muis' priority list of competencies, can my organisation claim my training credit for that course?

Answer: Yes. Your organisation can claim the training credit unless it is a public sector organisation. For details, please contact CPE_ARS@muis.gov.sg.

7. What is the difference between the CCF Training Roadmap and the Priority Skills Training list?

Answer: The former lists training programmes for all skills in the CCF. The latter consists of training programmes for selected priority skills extracted from the CCF. These are skills deemed as critical for asatizah in order to adapt to COVID-19 circumstances.

8. Can ATC be used to pay for skills courses outside the Priority Skills Training List?

Answer: No. Asatizah may want to consider using their SkillsFuture Credits to pay for such courses instead (subject to SSG eligibility conditions). They may also want to discuss with your employers about using the company/organisation's training budget instead.

9. What happens if the ATC balance is insufficient to cover the nett course fee?

Answer: You can consider utilising your SkillsFuture Credit to cover the outstanding amount instead of using the ATC. Please contact CPE_ARS@muis.gov.sg should you wish to do so.

10. How can I check my ATC balance?

Answer: Please contact CPE_ARS@muis.gov.sg for any queries on the ATC.

11. If I am unable to attend the course that I have registered, will my ATC be deducted?

Answer: Yes, unless stated otherwise by training providers. For details on cancellation and no-show policies, please refer table below:

Training Providers	Policies
Mendaki Sense	<ol style="list-style-type: none"><li data-bbox="488 1751 1388 1825">1. The Registration Fee (if any) will NOT be refundable in all withdrawal cases unless with valid reason e.g. medical or compassionate grounds.<li data-bbox="488 1854 1388 1982">2. No cash refund to be given to applicants who make the fee payment via SkillsFuture. Applicants will be able to cancel their SkillsFuture. For more information on SkillsFuture, please visit https://myskillsfuture.sg

	<p>3. A one-time re-schedule request is allowed for absence of class with valid reason. Acceptable reasons are medical or compassionate grounds. Documentary proof is required to be submitted via email within one week after the assessment date for the provided reasons. The request can be submitted by contacting this hotline (67086400) during office hours.</p>
Republic Polytechnic	<p>1. No cancellation or changes to course registration is allowed after the course has been confirmed.</p> <p>2. No refund will be given for no-show.</p>