

## 8.1 SkillsFuture Qualification Award (SkillsFuture QA)

### Checklist for Online Application

1. To be eligible for the award, you must meet the following criteria:

- You have attained the following WSQ Qualification for the **first time** on or after **1 Mar 2011**:
  - WSQ Certificate / Advanced Certificate / Higher Certificate / WSQ Diploma / Specialist Diploma
- You have attained the following WSQ Qualification on and after **1 Jan 2016**:
  - WSQ Certificate / Advanced Certificate / Higher Certificate / WSQ Diploma / Specialist Diploma / Graduate Certificate / Graduate Diploma
- You were a **Singapore Citizen** at the date of attainment of the qualifying WSQ Qualification.
- You were not a full-time student at a Post-Secondary Educational Institute (PSEI) pursuing MOE-subsidised courses at the time of attainment of the WSQ Qualification.

2. Before proceeding with the online application, you need to get ready the following information:

- Your **contact details** such as **address**, **contact number** and **email address**.
- The **title, date of attainment and serial number** of your qualifying WSQ Certificate. You can find these on your physical WSQ certificate or E-Certificate.
- To receive payment via **Interbank GIRO**, you will need to provide the following information:
  - **Name as in bank account**
  - **Bank Code, Branch Code** and **Account number**
  - **Endorsement** from bank on your bank details

Note: Check **your bank passbook** or **with your bank** if you need help with your bank account details.

## To apply for SkillsFuture QA Online

3. Go to the SkillsConnect system website at: <https://www.skillsconnect.gov.sg>

4. Click the SingPass icon to log in via SingPass.

The screenshot shows the SkillsConnect website homepage. At the top right, there is a 'Login' button highlighted with a red box. A callout box points to it with the text 'Click here to log in SkillsConnect.' The page includes navigation links, a search bar, and several service categories like Employers, Individuals, and Training Organisations.

5. The system will display the SingPass login page.

6. Enter your SingPass and click the **“Login”** button.

The screenshot shows the SingPass login page. The 'Login' button is highlighted with a red box. The page includes a search bar, navigation links, and a security advisory section.

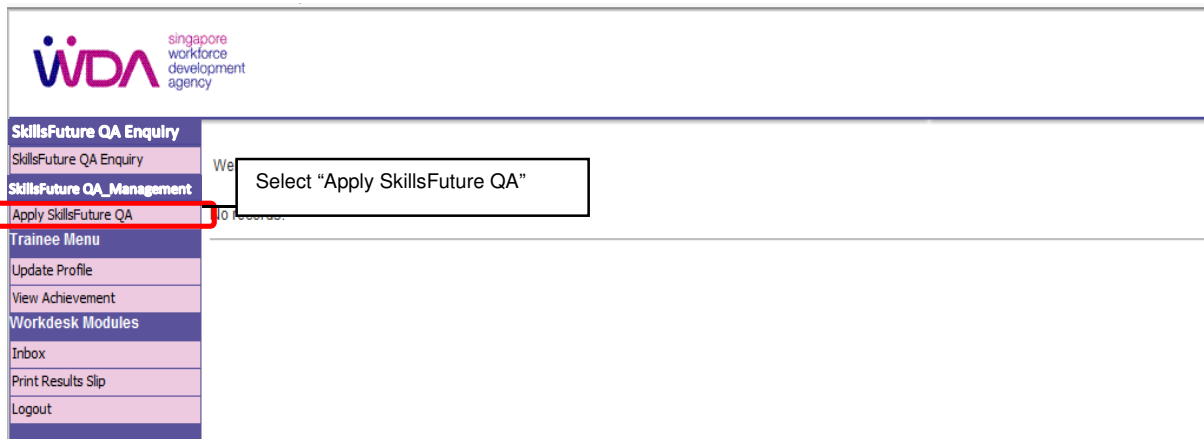
7. The system will display the Profile Summary page.

8. Click the **“Trainee”** button.

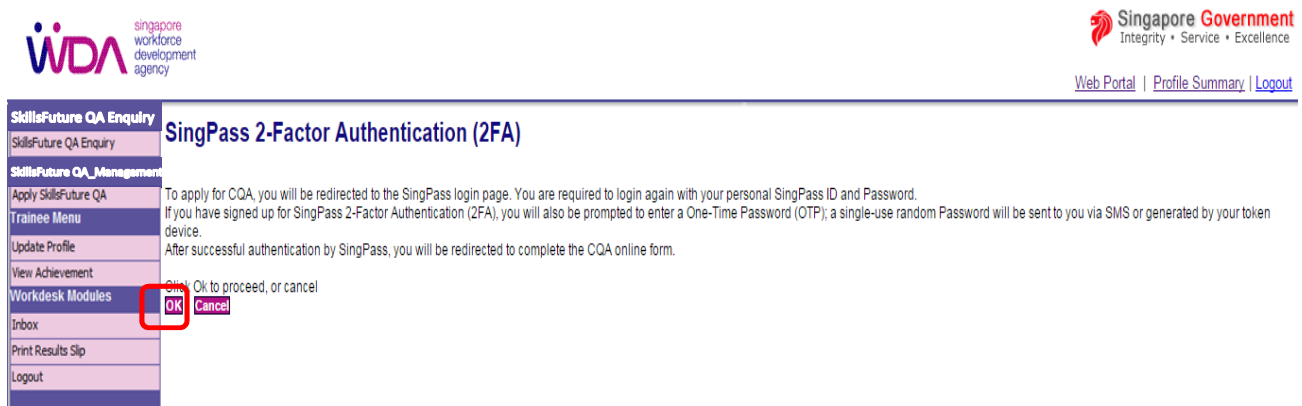
The screenshot shows the SkillsConnect Profile Summary page. The 'Trainee' button is highlighted with a red box. A callout box points to it with the text 'Click the “Trainee” button to proceed to the next page.' The page includes a welcome message, a warning section, and a selection of profiles to continue.

Please click [here](#) for WDA's funding mechanism and eligibility criteria.

9. At the left menu panel, click “**Apply SkillsFuture QA**” button.

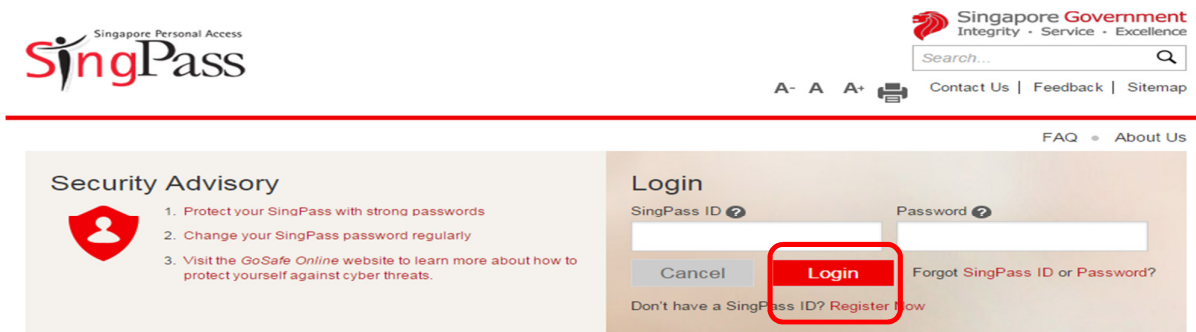


10. You will see the following message and be redirected to the SingPass login page again. Click “**OK**” to proceed.



Note: You can now log in with 2-Step Verification (2FA) on SingPass when you access SkillsFuture QA. If you have not signed up for 2FA, please do so before 30 June 2016.

11. At the SingPass login page, enter your SingPass and click the “**Login**” button.



12. If you have signed up for 2-Step Verification (2FA) on SingPass, you will be prompted to enter a One-Time Password (OTP). Otherwise, you may proceed to Step 14.


13. Please select the tab of your preferred mode of verification:


a. Login with OneKey Token


Welcome:

**Step 1:** Select this tab if you have the OneKey token.

Login with OneKey Token    Login with OneKey SMS

**Step 1**  
Press and hold  to generate your 8 digit One-Time Password (OTP)



**Step 2:** On your token, press and hold  to generate the 8 digit One-Time Password (OTP).

**Step 3:** Enter the 8 digit OTP generated by the token and click "Submit".

**Step 2**  
Input the 8 digit OTP

2FA Device Token Number: xxxxxx9845

OTP:

**Submit**


b. Login with OneKey SMS

Welcome:

**Step 1:** Select this tab if you are using OneKey SMS.

Login with OneKey Token    **Login with OneKey SMS**

**Step 1**  
Click 'Get OTP via SMS' to generate your 6 digit One Time Password



**Step 2:** Click "Get OTP via SMS" to generate your 6 digit One-Time Password (OTP).

**Step 3:** You will receive an SMS with the 6 digit OTP. Enter the 6 digit OTP and click "Submit".

**Step 2**  
Input the 6 digit OTP

Mobile Number: xxx6679

OTP:

**Submit**

14. The system will display the pre-requisites page.

15. Select the checkbox if you have read and understood the criteria.

16. Click the "Next" button to proceed to the Terms & Conditions (T&C) page.



It will take you about **10 minutes** to complete this online form. The peak periods for SkillsConnect are on weekdays, 9:00am to 11:00am and 3:00pm to 5:00pm where you may experience slower response than usual and we apologise for any inconvenience caused. For queries and feedback, please call 6883 5885 or email to <https://portal.wda.gov.sg/feedback>. Thank you.

**Pre-Requirement**

To be eligible for the SkillsFuture Qualification Award, you must meet the following criteria:

- Attained full WSQ Qualification within the specified qualifying period.
- Are a Singaporean Citizen at the time of attainment of the qualifying WSQ Qualification.
- Are not a full-time student at a Post-Secondary Educational Institute (PSEI) pursuing MOE-subsidised courses at the time of attainment of the WSQ Qualification.

Before proceeding with this application, please prepare the following information:

1. Have you attain any of the following WSQ Qualification for the **first time** on or after **1 Mar 2011**?
  - WSQ Certificate / Advanced Certificate / Higher Certificate / Diploma / Specialist Diploma
2. Did you attain any of the following WSQ Qualification for the **second or subsequent time** on or after **1 Jan 2016**?
  - WSQ Certificate / Advanced Certificate / Higher Certificate / Diploma / Specialist Diploma
3. Did you attain the WSQ Graduate Certificate or WSQ Graduate Diploma on or after **1 Jan 2016**?
4. Are you a **Singapore Citizen** at the date of attainment of the qualifying WSQ Qualification?
5. Please get ready your **contact details** i.e. **your mailing address, contact number and email address.**

I have read and understood the prerequisites.

Select checkbox if you understood the pre-requisites

Next button: To proceed to T&C page

Next

17. The system will display the Terms & Conditions page.
18. Select the checkbox if you have read and agree with the Terms & Conditions.



**Terms and Conditions for the SkillsFuture Qualification Award (SkillsFuture QA)**

You agree that in addition to the General Terms and Conditions governing the use of SkillsConnect, the following Specific Terms and Conditions shall apply to your application for a grant under the SkillsFuture QA Scheme:

- a. You were a Singapore Citizen when you attained the qualifying WSQ Qualification;
- b. You were not a full-time student at a Post-Secondary Educational Institute (PSEI) pursuing MOE-subsidised courses at the time of attainment of the WSQ full qualification;
- c. You have attained a qualifying WSQ Qualification as at the date of your application for the grant;
- d. The qualifying WSQ Qualification remains valid at all times and is not void, revoked or invalidated for any reason;
- e. Notwithstanding anything else in the Contract, the power to accept or reject an application for a grant or to revoke, suspend or vary any award of a grant shall vest solely in WDA and WDA shall be entitled to exercise its rights under this clause in its sole discretion without advance notice or liability to any person and without assigning any reasons for its decision;
- f. In applying to receive payment of the grant by Interbank GIRO, you have authorised WDA to credit such payment to your bank accounts stated in your application for the grant. Such amount credited is deemed to be payment of the grant to you;

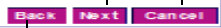
Select checkbox if you accept the T&C

Yes, I accept the above the Terms and Conditions For the application.

Next Button: To navigate to the next page

Cancel Button: To cancel the application

Back Button: To navigate to the previous page



19. Click the **“Next”** button to proceed to the next page in order to continue with your online application.

20. Only the qualifying WSQ Qualifications will be displayed. You are required to declare if your WSQ Qualification was attained when you were a full-time student at a Post-Secondary Educational Institute (PSEI) pursuing MOE-subsidised courses. A WSQ Qualification attained when you were a full-time student is not eligible for the SkillsFuture QA.
21. You are required to declare for all qualifications displayed before proceeding to the next page.

1 Pre-Requirement
2 Terms & Conditions
3 Online Form
4 Confirmation

The following WSQ Qualifications are listed below:

- a. All qualifying WSQ Certificate/Advanced Certificate/Higher Certificate attained between 1 Mar 2011 and 31 Dec 2015, where SkillsFuture QA for your first attainment at these levels has not been claimed before;
- b. All qualifying WSQ Diploma/Specialist Diploma attained between 1 Mar 2011 and 31 Dec 2015, where SkillsFuture QA for your first attainment at these levels has not been claimed before; and
- c. All qualifying WSQ Qualifications attained on or after 1 Jan 2016, where SkillsFuture QA has not been claimed before.

Please note that WSQ Qualifications declared as attained when you were a full time student at the Polytechnics or ITE will not be displayed.

List of WSQ Qualification(s) attained between 1 Mar 2011 and 31 Dec 2015

Please declare if you were a full time student at the Polytechnics or ITE when you attained the WSQ Qualification. If Yes, do note that you would not be eligible for SkillsFuture QA.

Qualification	Qual Serial Number	Issuing Organisation	Date of Attainment	SkillsFuture QA Amount (\$)	Declaration Answer
1) Security Management	12Q00000015582	Security Industry Institute (SII)	28 Feb 2012	1,000.00	<input type="radio"/> Yes <input type="radio"/> No

List of WSQ Qualification(s) attained on or after 1 Jan 2016

Please declare if you were a full time student at the Polytechnics or ITE when you attained the WSQ Qualification. If Yes, do note that you would not be eligible for SkillsFuture QA.

Qualification	Qual Serial Number	Issuing Organisation	Date of Attainment	SkillsFuture QA Amount (\$)	Declaration Answer
1) Generic Manufacturing Skills	15Q00000916778	CENTER FOR COMPETENCY-BASED LEARNING AND DEVELOPMENT PTE LTD.	01 Mar 2016	200.00	<input type="radio"/> Yes <input type="radio"/> No
2) Precision Engineering	15Q00000916780	CENTER FOR COMPETENCY-BASED LEARNING AND DEVELOPMENT PTE LTD.	01 Mar 2016		<input type="radio"/> Yes <input type="radio"/> No
3) Manufacturing Operations Management	15Q00000916779	CENTER FOR COMPETENCY-BASED LEARNING AND DEVELOPMENT PTE LTD.	01 Mar 2016		<input type="radio"/> Yes <input type="radio"/> No

Back Button: To navigate to the previous page

Next Button: To navigate to the next page

Cancel Button: To cancel the application

Back
Next
Cancel

22. Click the **“Next”** button to proceed to the Qualification(s) Summary page.

23. A summary of the qualifications will be displayed and the total SkillsFuture QA amount for the eligible qualifications will be calculated by the system.

1 Pre-Requisite
2 Terms & Conditions
3 Online Form
4 Confirmation

**Qualification(s) Summary**  
Please review the information below, then click "Next".

List of WSQ Qualification(s) eligible for SkillsFuture QA				
Qualification	Qual Serial Number	Issuing Organisation	Date of Attainment	SkillsFuture QA Amount(\$)
Security Management	12Q000000015582	Security Industry Institute (SII)	28 Feb 2012	1,000.00
Generic Manufacturing Skills	15Q000000916778	CENTER FOR COMPETENCY-BASED LEARNING AND DEVELOPMENT PTE. LTD.	01 Mar 2016	200.00
Manufacturing Operations Management	15Q000000916779	CENTER FOR COMPETENCY-BASED LEARNING AND DEVELOPMENT PTE. LTD.	01 Mar 2016	1,000.00
<b>Total SkillsFuture QA Amount(\$)</b>		2,200.00		

List of WSQ Qualification(s) not eligible for SkillsFuture QA				
Qualification	Qual Serial Number	Issuing Organisation	Date of Attainment	Reason
Precision Engineering	15Q000000916780	CENTER FOR COMPETENCY-BASED LEARNING AND DEVELOPMENT PTE. LTD.	01 Mar 2016	The qualification were attained when you were a full-time student.

Back
Next
Cancel

24. Reasons will also be provided for qualifications which are not eligible for the SkillsFuture QA:

Reason	Explanation
Not the first qualifying qualification attained between 1 Mar 2011 and 31 Dec 2015	For WSQ Qualifications attained between 1 Mar 2011 and 31 Dec 2015, only the first qualification attained at each level and declared as attained when you were not a full-time student will be eligible for the award. Other qualifications attained at the same level are not eligible.
The qualification was attained when you were a full-time student	You had declared that the qualification was attained when you were a full-time student, hence not eligible for the award.

25. Click the **"Next"** button to proceed to the Application Information page.

26. At the Application Information page, enter the required fields. Mandatory fields are indicated by the red asterisk (\*).

27. Fill in a valid GIRO account number. All applications submitted with incorrect GIRO account number(s) will be rejected.



1 Pre-Requirement 2 Terms & Conditions 3 Online Form 4 Confirmation

**Application Information**

Identification Type/Identification No. S1234567X

Name \*

Date of Birth \*

Mailing Address

Block/House Number \*

Building Name

Street Name \*

Level Number - Unit Number

Postal Code \*

Contact Number (Mobile) \*

Contact Number (Home) \*

Email Address \*

Name as in Bank Account \*

\*Only alphabets and the following characters are allowed in this field: # @ . / - \_ ( ) = + \* ! %

For completing the GIRO account information, please select the correct bank code from the drop-down list and fill in the branch code and account number in the respective text boxes. The list of bank branch codes can be accessed [here](#). Please check with your bank directly on the codes to use if you need further clarification. Please refer to the table below for the formats used by local banks.

Bank	Bank Code (Select from drop-down list)	Branch code (Always 3 digits)	Account Number	How to fill in
UOB	7375	Example: 030	Example: 9102031012	The Account Number contains 10 digits. Use the first 3 digits of the Account Number and refer to <a href="#">Appendix A</a> <a href="#">here</a> to retrieve the corresponding Branch Code. Example: For account 9102031012, use 910 to refer to <a href="#">Appendix A</a> to retrieve the Branch Code 030. The Account Number will remain as 9102031012.
DBS	7171	Example: 005	Example: 0052312891	The Account Number usually contains 10 digits. Use the first 3 digits of the Account Number as the Branch Code. Example: For account 0052312891, the Branch Code will be 005. The Account Number will remain as 0052312891.
POSB	7171	081	Example: 084102395	The Account Number contains 9 digits. Use 081 as the Branch Code for all POSB accounts. The length of the Account Number varies. Use the first 3 digits of the Account Number as the Branch Code. Drop the first 3 digits of the Account Number for the Account Number field. Example: For account 5501089550, the Branch Code will be 550 and the Account Number will be 1089550.
OCBC	7339	Example: 550	Example: 1089550	Example: For account 5501089550, the Branch Code will be 550 and the Account Number will be 1089550.

Please call our hotline at **6563 5885** if you require further assistance.

5606-Commerce bank. A klik ng ehsan art

Bank Code Branch Code Account No.

Back Next Cancel

Application Information including name, date of birth, address and contact details must be entered correctly. A valid email address is also required in order to receive updates on your SkillsFuture QA application.

The components of the GIRO account must be numeric. Ensure that there are 3 digits in the branch code. Refer to [Appendix A](#) for more details on the bank/branch codes

28. Click the **“Next”** button to proceed to the Confirmation page.
29. At the Confirmation page, you are required to read the declaration and click **“Yes”** if you accept the declaration.
30. Click the **“Submit”** button to proceed to the Acknowledgement page.

1 Pre-Requirement 2 Terms & Conditions 3 Online Form 4 Confirmation

**Confirmation**

Please check again the application prior submission.

**SkillsFuture QA Application Information**

Identification Type/Identification Number NRIC S0694892H

Name AKIN TAN

Date of Birth 13 Oct 1985

Mailing Address S1234567X

Block/House Number 29

Building Name Toa Payoh

Street Name Street 12

Level Number 03-456

Postal Code 310029

Contact Number (Mobile) 98765432

Contact Number (Home) 68765432

Email Address ATOL@gmail.com

Name as in Bank Account POSB

GIRO Account Number 7171-081-123456789

Qualification	Qual Serial Number	Issuing Organisation	Date of Attainment	SkillsFuture QA Amount(\$)
Security Management	12Q000000015582	Security Industry Institute (SII)	28 Feb 2012	1,000.00
	15Q000000916778	CENTER FOR COMPETENCY-BASED LEARNING AND DEVELOPMENT PTE. LTD	01 Mar 2016	200.00
	15Q000000916779	CENTER FOR COMPETENCY-BASED LEARNING AND DEVELOPMENT PTE. LTD.	01 Mar 2016	
<b>Amount</b>				<b>2,200.00</b>

**DECLARATION**

I declare that I have read and accepted the Terms & Conditions for the SkillsFuture QA application and all information provided in this submission are true, complete and accurate to the best of my knowledge. I understand that if the information or particulars provided by me is false or inaccurate, I will be guilty of an offence under Section 43 of the Singapore Workforce Development Agency Act (Chapter 309D) and shall be liable to return to WDA the full amount of SkillsFuture QA disbursed at my own costs.

I give consent for WDA to obtain and verify the information provided by me in respect of this application from or with any source that WDA deems appropriate for the purpose of assessment.

Yes, I confirm the declaration above and accept the Terms & Conditions for the SkillsFuture QA application.

Submit back

Read the declaration and click the checkbox if you agree with the statement

Back Button: To navigate back to the previous page

Submit button: To confirm and submit the SkillsFuture QA application



31. Take note of the application reference number at the Acknowledgement page and retain this number for future correspondence with WDA.
32. You may also wish to print the Acknowledgement page.

**SkillsFuture Qualification Award: Application Acknowledgement**

Your application with Reference No. **C15122100060** has been approved. You will receive your SkillsFuture QA payment within 2 weeks from the date of application. Please retain this number for future reference. You may wish to print this page for your future reference.

**Application Information**

<b>Identification Type/Identificatison No.</b>	S1234567X	
<b>Name</b>	Alvin Tan	
<b>Date of Birth</b>	13 Oct 1985	
<b>Mailing Address</b>	<b>Block/House Number</b>	29
	<b>Building Name</b>	Toa Payoh
	<b>Street Name</b>	Street 12
	<b>Level Number - Unit Number</b>	03-456
	<b>Postal Code</b>	310029
<b>Contact Number (Mobile)</b>	98765432	
<b>Contact Number (Home)</b>	68765432	
<b>Email Address</b>	ATGL@gmail.com	
<b>Name as in Bank Account</b>	POSB	
<b>GIRO Account Number</b>	7171-081-123456789	

You may click on this [link](#) to share your user experience with us.

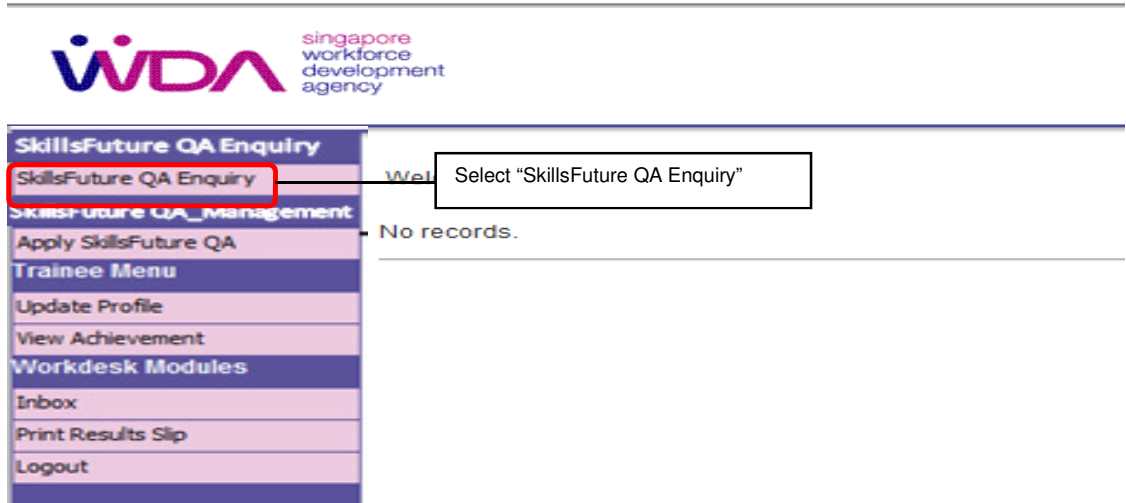
**Print** **Ok**

Retain the application reference number for correspondence with WDA in future

**To enquire on SkillsFuture QA Application**

33. Refer to steps 3 to 8 to access the SkillsConnect Main Menu page.

34. Click **“SkillsFuture QA Enquiry”** at the left menu panel.



35. The system will display your list of SkillsFuture QA application(s) and their statuses under the “Status of Application” column.

List of SkillsFuture QA application

SkillsFuture QA Application No.	Submission Date	Qualification	GIRO Account No.	Payee Name	Status of Application	Remarks
<a href="#">C15122100060</a>	21 Dec 2015	Generic Manufacturing Skills	7171-081-123456789	-	Pending Payment	-
<a href="#">C15122100060</a>	21 Dec 2015	Security Management	7171-081-123456789	-	Pending Payment	-
<a href="#">C15122100060</a>	21 Dec 2015	Manufacturing Operations Management	7171-081-123456789	-	Pending Payment	-

36. You may notice the following statuses:

- Pending Payment: The application is pending payment disbursement.
- Paid-GIRO: The SkillsFuture QA payout has been successfully disbursed to your GIRO bank account.
- Paid-Cheque (only applicable to submission using hardcopy application form): The cheque for SkillsFuture QA payout has been sent to you.
- Voided: The SkillsFuture QA application has been voided. This usually happens when a Statement of Attainment (SOA) which leads to the qualification that you are applying for has been voided.
- Rejected-GIRO: The SkillsFuture QA payout via GIRO has failed.

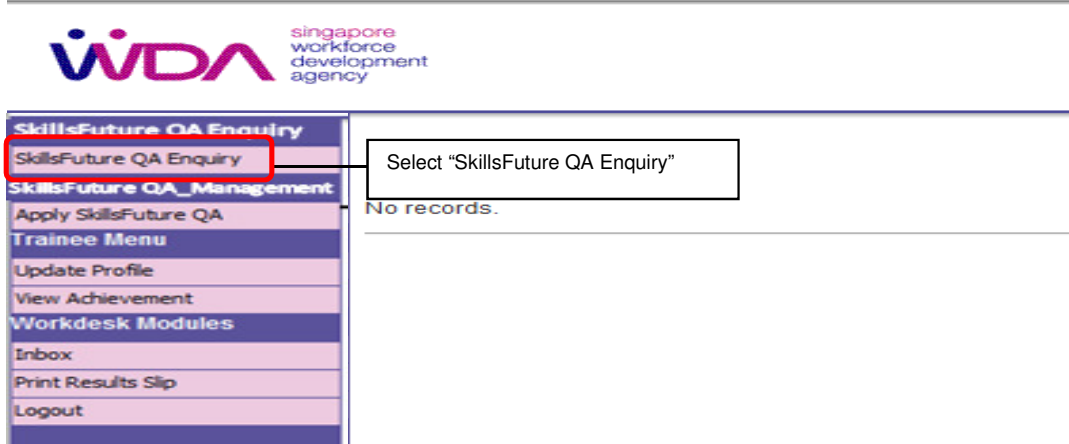
37. An email notification will be sent to you if the GIRO payment is rejected.

38. Refer to the next section of this User Guide to edit the invalid GIRO account number in order for your application to be re-processed.

**To edit GIRO account number in submitted SkillsFuture QA application**

39. Refer to steps 3 to 8 to access the SkillsConnect Main Menu page.

40. Click **“SkillsFuture QA Enquiry”** at the left menu panel.



41. The system will display your list of SkillsFuture QA application(s) and their statuses under the “Status of Application” column.

42. If status of application shows “Rejected-GIRO”, this would mean that the GIRO account number submitted is incorrect and amendment is required.

43. Click the hyperlink **“Please click here to amend GIRO account number”**.

<a href="#">CQA20110401/002</a>	21 May 2011	Diploma in Information Communication	7171-011-12345	<b>Rejected-GIRO</b> <a href="#">Please click here to amend GIRO account</a>	Error in Receiving Account
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44. The system will display the application information page.

45. You are required to update the GIRO account number in this page.

46. Ensure that you have filled in a valid GIRO account number. All applications submitted with the incorrect GIRO account numbers will be rejected.

Bank	Bank Code (Select from drop-down list)	Branch code (Always 3 digits)	Account Number	How to fill in
UOB	7375	Example:030	Example:9102031012	The Account Number contains 10 digits. Use the first 3 digits of the Account Number and refer to <a href="#">Appendix A</a> to retrieve the corresponding Branch Code. Example: For account 9102031012, use 910 to refer to <a href="#">Appendix A</a> to retrieve the Branch Code 030. The Account Number will remain as 9102031012.
DBS	7171	Example:005	Example:0052312891	The Account Number usually contains 10 digits. Use the first 3 digits of the Account Number as the Branch Code. Example: For account 0052312891, the Branch Code will be 005. The Account Number will remain as 0052312891.
		081	Example:054102395	
OCBC	7339	Example:550	Example:1089550	The length of the Account Number varies. Use the first 3 digits of the Account Number as the Branch Code. Drop the first 3 digits of the Account Number for the Account Number field. Example: For account 5501089550, the Branch Code will be 550 and the Account Number will be 1089550.

Please call our hotline at [6563 5365](#) if you require further assistance.

7171-DBS / POSB

Bank Code  Branch Code Account No.

47. Click the **“Next”** button to proceed to Confirmation page.

- 48. At the Confirmation page, verify that all details are entered correctly.
- 49. Click the “**Submit**” button to send your SkillsFuture QA application for re-processing.

1 Pre-Requsite
2 Terms & Conditions
3 Online Form
4 Confirmation

**Confirmation**

Please check again the application prior submission.

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**SkillsFuture QA Application Information**

<b>Identification Type/Identification Number</b>	S1234567X		
<b>Name</b>	Alvin Tan		
<b>Date of Birth</b>	13 Oct 1985		
<b>Mailing Address</b>	<b>Block/House Number</b>	29	
	<b>Building Name</b>	Toa Payoh	
	<b>Street Name</b>	Street 12	
	<b>Level Number - Unit Number</b>	03-456	
	<b>Postal Code</b>	310029	
<b>Contact Number (Mobile)</b>	98765432		
<b>Contact Number (Home)</b>	68765432		
<b>Email Address</b>	ATGL@gmail.com		
<b>Name as in Bank Account</b>	POSB		
<b>GIRO Account Number</b>	7171-081-123456789		

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**List of Eligible WSQ Qualification(s)**

Qualification	Qual Serial Number	Issuing Organisation	Date of Attainment	SkillsFuture QA Amount(\$)
Security Management	12Q000000015582	Security Industry Institute (SII)	28 Feb 2012	1,000.00
Generic Manufacturing Skills	15Q000000916778	CENTER FOR COMPETENCY-BASED LEARNING AND DEVELOPMENT PTE. LTD.	01 Mar 2016	200.00
Manufacturing Operations Management	15Q000000916779	CENTER FOR COMPETENCY-BASED LEARNING AND DEVELOPMENT PTE. LTD.	01 Mar 2016	1,000.00
<b>Total SkillsFuture QA Amount (\$)</b>	<b>2,200.00</b>			

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**DECLARATION**

I declare that I have read and accepted the Terms & Conditions for the SkillsFuture QA application and all information and particulars provided in this submission are true, complete and accurate to the best of my knowledge. I understand that if any information or particulars provided by me is false or inaccurate, I will be guilty of an offence under Section 43 Workforce Development Agency Act(Chapter 305D) and shall be liable to return to WDA the full amount of SkillsFuture QA disbursed at my own costs.

I give consent for WDA to obtain and verify the information provided by me in respect of this application from my bank as WDA deems appropriate for the purpose of assessment of my application for the SkillsFuture QA.

Yes, I confirm the declaration above and accept [the Terms and Conditions](#) for the SkillsFuture Qualification Award.

Submit
back

Read the declaration and click the checkbox if you agree with the statement

Next button: To navigate to next page for submission

Submit button: To submit the SkillsFuture QA application for re-processing

**Glossary- Error Messages**

S/n	Error Message	What It means	You may like to...	This may occur in...
1	Only Singapore Citizens are eligible for the SkillsFuture Qualification Award. As you have not met the criterion, you are unable to proceed with this application.	1) Our database shows that you are not a Singapore Citizen and is not eligible for the award OR 2) You have entered an incorrect NRIC.	Only Singapore Citizens who are eligible for the award will be able to proceed. Please check the accuracy of your input before you try to submit again.	Refer to the section on <b>“To apply for SkillsFuture QA Online”</b>
2	Based on our records, you have already submitted an application for the SkillsFuture Qualification Award before and are unable to proceed with this application.	Our database shows that you have claimed all qualifying qualifications for the SkillsFuture QA and is unable to apply again. The qualifying qualifications include: 1) First qualifying qualifications at each level attained between 1 Mar 2011 and 31 Dec 2015 2) Any subsequent qualifying qualifications attained from 1 Jan 2016.	Please be informed that online application for SkillsFuture QA takes approximately 2 weeks for payment to be received while application via hardcopy form will be paid by the following month. You may wish to use the Enquiry function. Please click on ‘Enquire SkillsFuture QA’ on the menu bar to check on the status of your application. If you have just submitted your hardcopy application, you may wish to enquire on a later date.	Refer to the section on <b>“To apply for SkillsFuture QA Online”</b>

SkillsConnect System Training Guide Version 4 (as at 29 Dec 2015)

S/n	Error Message	What It means	You may like to...	This may occur in...
3	Based on our records, you have not attained an eligible qualification for the SkillsFuture Qualification Award and are unable to proceed with this application.	According to our database, you have not attained a qualification eligible for the SkillsFuture QA.	<p>You may wish to check with the Training Organisation to ascertain if the qualification you attained is eligible for the SkillsFuture QA.</p> <p>If you have not received your printed certificate/E-Certificate, your records may not be uploaded in our database yet.</p> <p>Please check again after you have received your printed certificate/E-Certificate.</p>	Refer to the section on <b>“To apply for SkillsFuture QA Online”</b>
4	You are required to declare for all qualifications displayed before proceeding to the next page.	As you are required to declare whether the WSQ Qualification was attained when you were a full-time student, please ensure that you have made a declaration for all qualifications displayed before proceeding to the next page.	<p>You will not be able to proceed without making a declaration for all qualifications displayed.</p> <p>Please declare for all qualifications and attempt again.</p>	Refer to the section on <b>“To apply for SkillsFuture QA Online”</b>



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S/n	Error Message	What It means	You may like to...	This may occur in...
5	Please do not proceed with this application as it is being processed by WDA.	Processing of your application by the WDA Processing Officer is currently in progress.	You will not be able to proceed with the edit.  Please allow the Processing Officer to process your application and check back later.	Refer to the section on <b>“To apply for SkillsFuture QA Online”</b>  And/or <b>“To edit GIRO account number in my submitted SkillsFuture QA application”</b>
6	Contact number (Mobile) is required. Contact number (Home) is required. Email address is required. Name as in Bank Account is required. Branch Code is required. Account number is required.	The respective mandatory field is empty.	Please fill in the information at the respective information field.	Refer to the section on <b>“To apply for SkillsFuture QA Online”</b>  And/or <b>“To edit GIRO account number in my submitted SkillsFuture QA application”</b>