

REVISED TRAINING GRANT SYSTEM

EMPLOYERS including REGISTERED TRAINING CENTRES contributing to the HRDC Training Levy, please note that the following changes have been brought to the HRDC Training Grant System:

Effective as from
Monday 6th February 2017

1. Submission date for G1 application and changes to the G1 application

Existing	Revised
<u>G1 application form</u> 3 days before start of course	Application should reach HRDC at least 3 working days before start of course
<u>Changes to the G1 application form</u> Before the start of the course	12 hours before start of course

Note: All other terms and conditions remain unchanged.

2. Eligibility under Institutional Training Scheme

Existing	Revised
Provided employees of more than one employer following the same course on that particular date and time.	Employee/s of the Registered Training Centre cannot follow the same course on the same date and time so as to be considered as the 2 nd employer.

Note: All other terms and conditions remain unchanged.

REVISED TRAINING GRANT SYSTEM

3. Public Workshop – Submission of G1 application

Existing	Revised
<u>G1 application form</u> 3 days before start of course	Application should reach HRDC at least 1 working day before start of course

Note: All other terms and conditions remain unchanged.

4. Foreign Expertise Scheme

Existing	Revised
Minimum of 15 participants for Registered Training Centre conducting workshop/seminar which must be opened to public	The minimum of 15 participants exclude employees from the Registered Training Centre conducting the workshop/seminar.

Note: All other terms and conditions remain unchanged.

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5. Submission date of application for Grant Refund

For all courses ending in the period	Deadline for Submission of applications for grant refund
1 July to 31 December	Application should reach HRDC at latest 3 months after 31 December i.e. 31 March of the following year
1 January to 30 June	Application should reach HRDC at latest 3 months after 30 June i.e. 30 September of the same year

The penalty of the 25% for late applications submitted within 2 months after the deadline date will be discontinued.