

UTAP

Step-by-Step Application Guide

Steps on how to check for
approved **UTAP**
Training Providers or Courses

Step 1: Go to <http://skillsupgrade.ntuc.org.sg>

Click 'Skills Upgrade Available' to search for approved UTAP Training Providers and Courses.

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Home Skills Upgrade Available Coaching What Others Say About Us Apply Now **Portal**

Progress with Knowledge

Over 1,000 professional courses with up to \$250* in Union Training Assistance Programme (UTAP)

*Conditions apply.

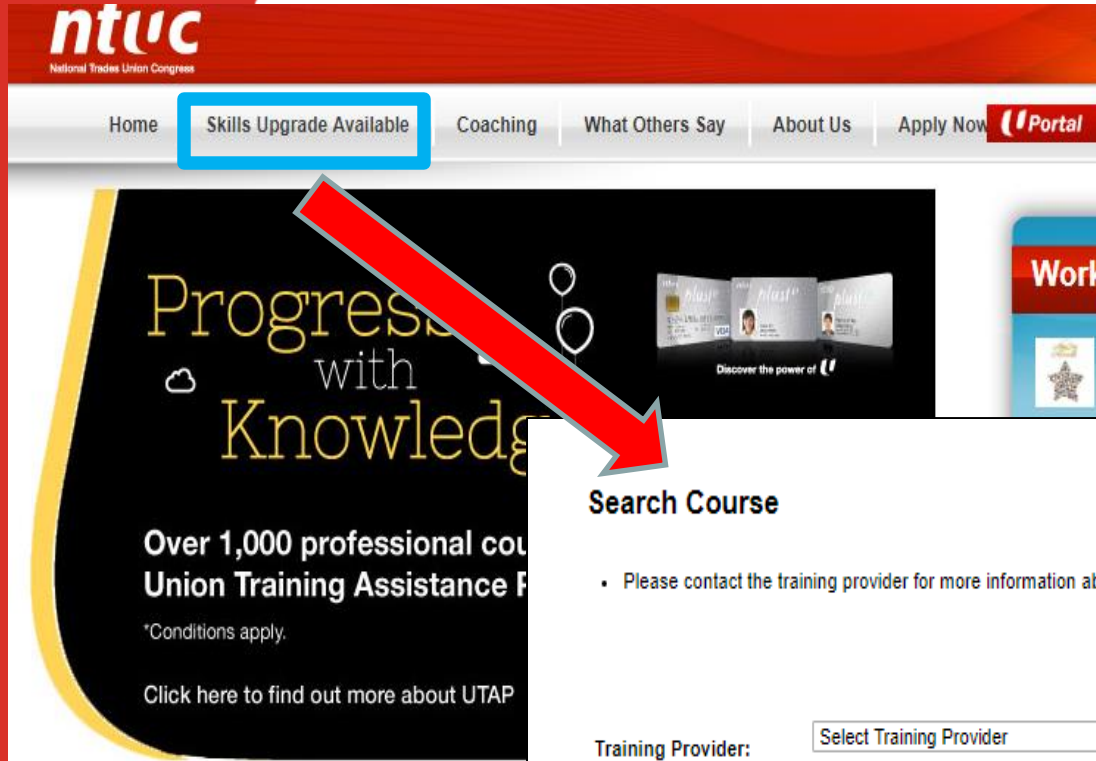
Click here to find out more about UTAP

Work

National Trades Union Congress

Please apply online within 6 months from course end date

Step 2: Go to “Search Course” to search for approved UTAP Training Providers or Courses.



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Home Skills Upgrade Available Coaching What Others Say About Us Apply Now **Portal**

Progress with Knowledge

Over 1,000 professional courses available through the Union Training Assistance Fund (UTAF)

*Conditions apply.

Click here to find out more about UTAP

Search Course

- Please contact the training provider for more information about the course

Training Provider:

Course Title:

Industry:

Funding Type:

Search

With effect from 1 July 2013, "NTUC-SEP" has been incorporated into Workfare Training Support (WTS) scheme for NTUC members to upgrade their skills. Please click on this link [WTS SCHEME, SUPPORTED BY UTAP](#) for the funding criteria and guidelines.

Steps to apply for ***UTAP*** (Union Training Assistance Programme)

Step 1: Go to <http://skillsupgrade.ntuc.org.sg>
Click 'Uportal' to log in



The screenshot shows the NTUC Skills Upgrade website. The header features the NTUC logo (National Trades Union Congress) on the left and a navigation bar with links: Home, Skills Upgrade Available, Coaching, What Others Say, About Us, and Apply Now. A 'Uportal' button is highlighted in a black box on the right side of the navigation bar. The main content area has a large black banner with the text 'Progress with Knowledge' in yellow and white, accompanied by a graphic of a person climbing a ladder. Below this, it states 'Over 1,000 professional courses with up to \$250* in Union Training Assistance Programme (UTAP)' and includes a link 'Click here to find out more about UTAP'. On the right side of the banner, there is an image of three 'plus' cards with the text 'Discover the power of U'. A vertical sidebar on the right contains the word 'Work' and three star icons.

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Home | Skills Upgrade Available | Coaching | What Others Say | About Us | Apply Now | **Uportal**

Progress with Knowledge

Over 1,000 professional courses with up to \$250* in Union Training Assistance Programme (UTAP)

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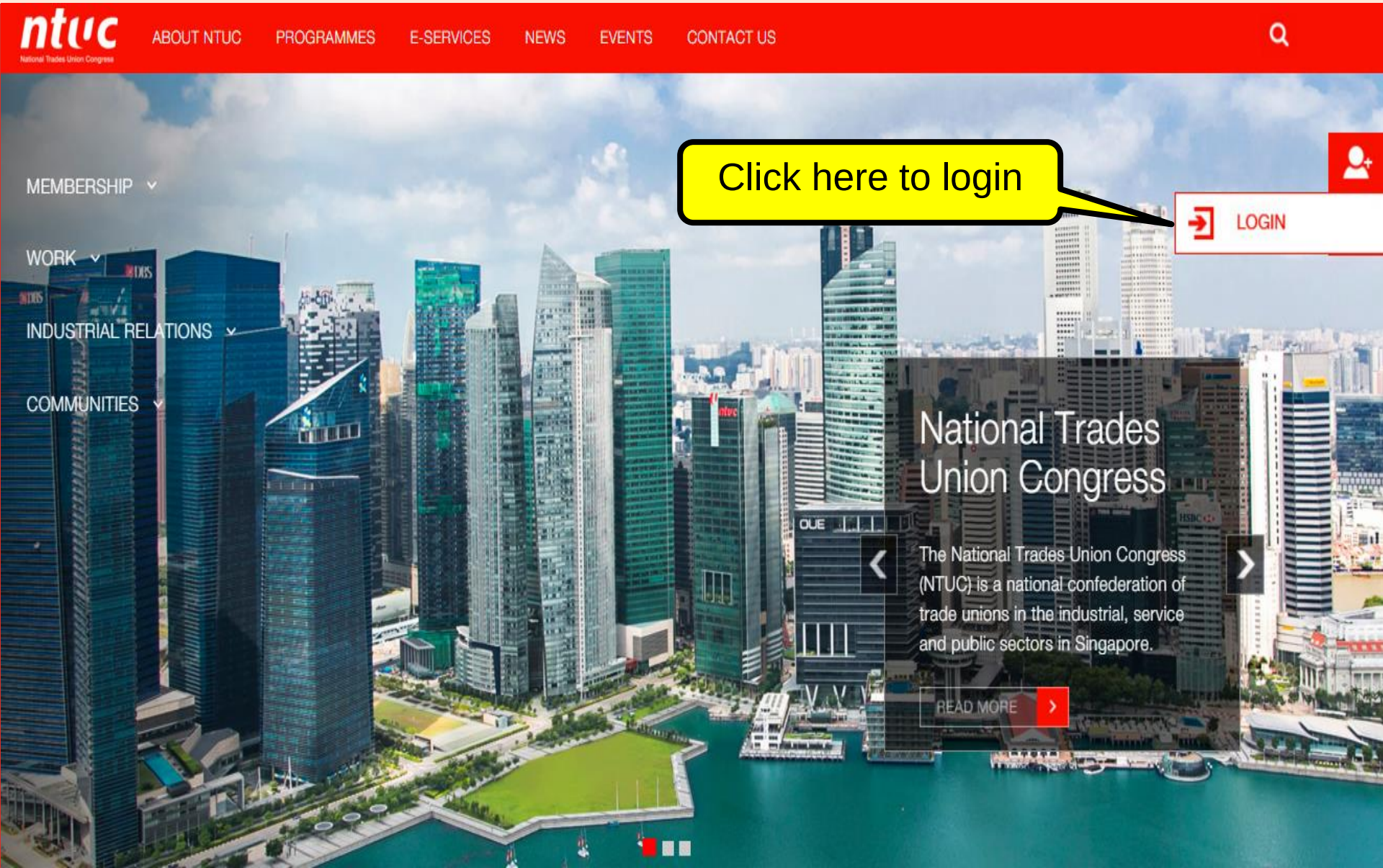
[Click here to find out more about UTAP](#)

Work

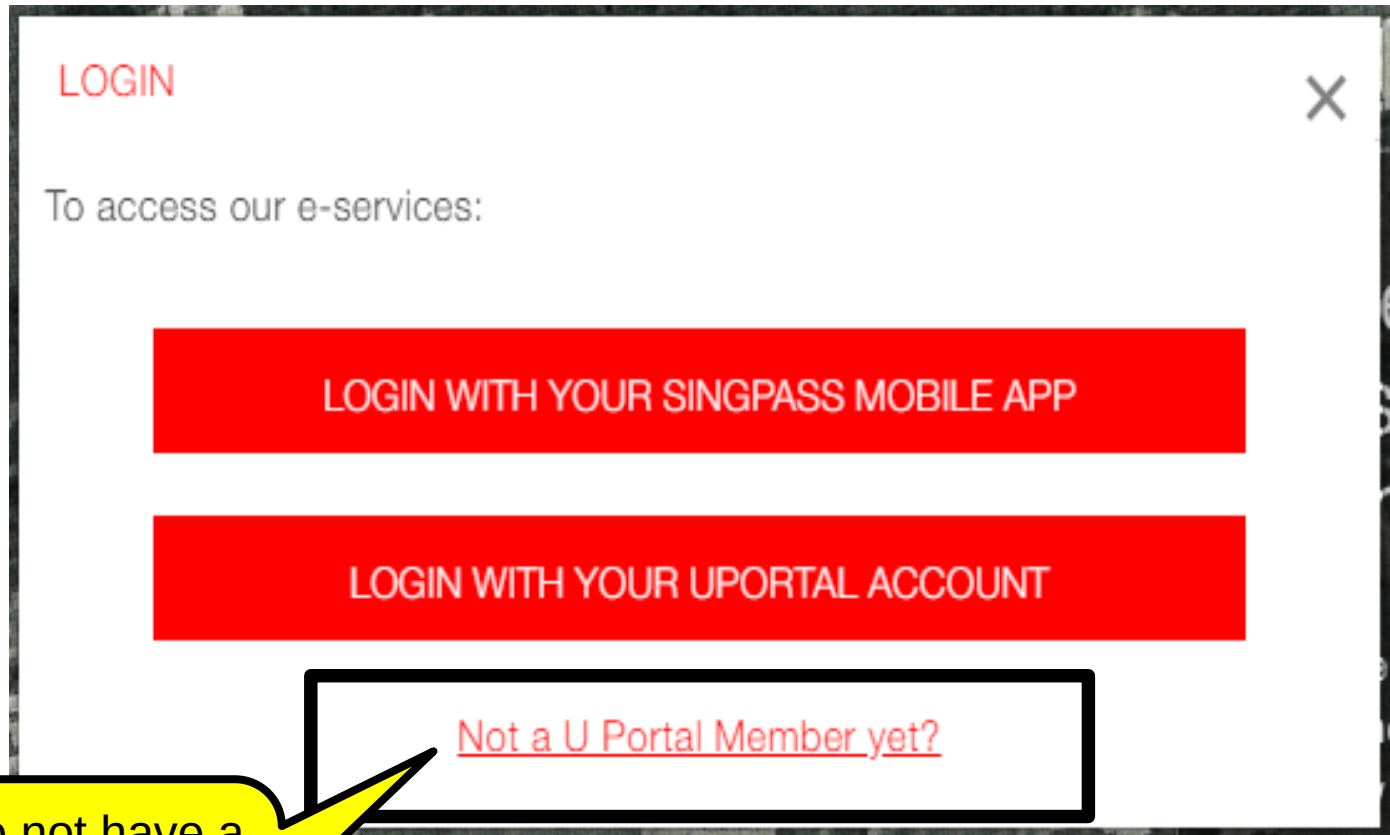
National Trades Union Congress

Please apply online within 6 months from course end

Step 2: Login to your U Portal account



Step 3: Choose either SingPass Mobile or Uportal Account to login.



LOGIN

To access our e-services:

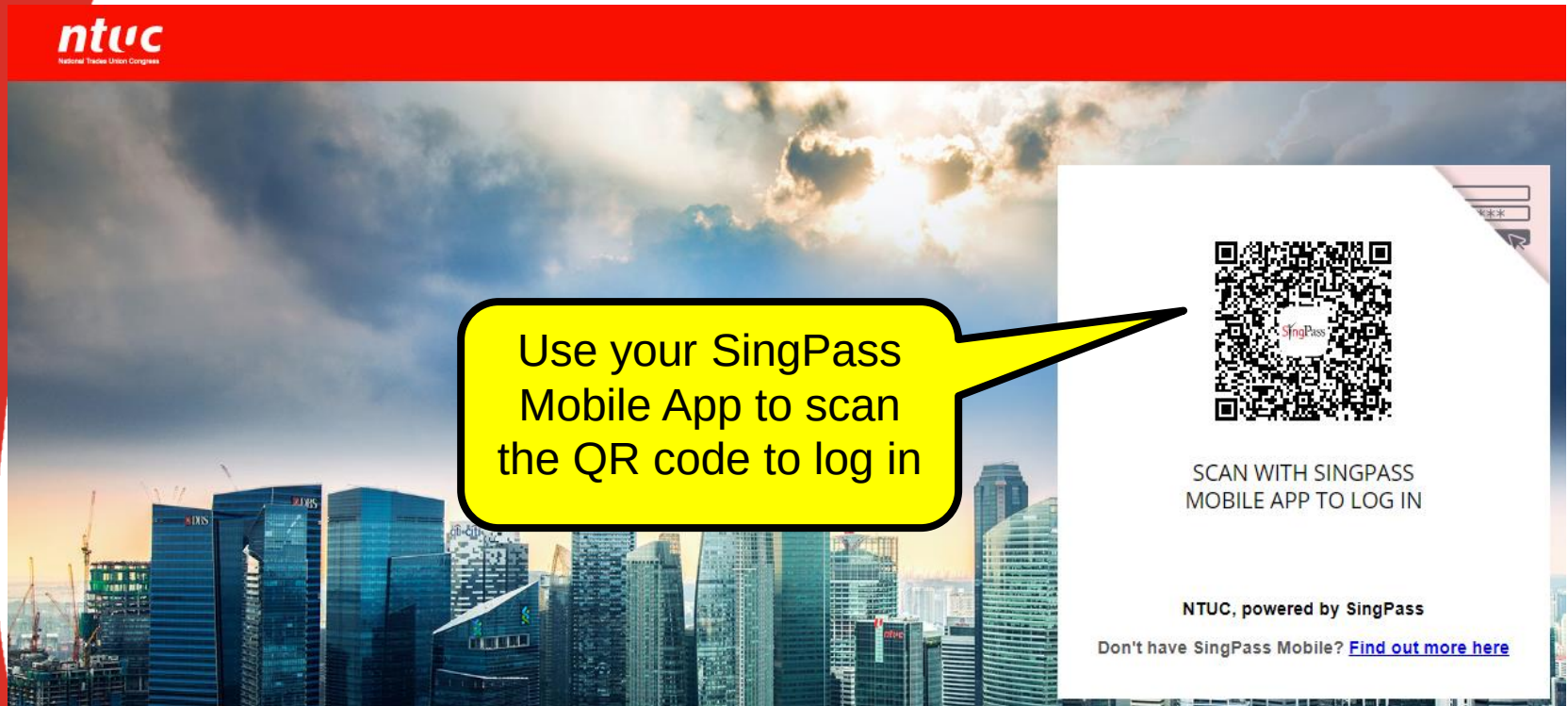
LOGIN WITH YOUR SINGPASS MOBILE APP

LOGIN WITH YOUR UPORTAL ACCOUNT

[Not a U Portal Member yet?](#)

If you do not have a U Portal account, you may click on this link to register

Step 3a: Login via SingPass Mobile App



The banner features a background image of a modern city skyline with glass skyscrapers under a dramatic, cloudy sky. In the top left corner, the NTUC logo is displayed in white on a red background. A yellow speech bubble with a black border is positioned in the center, containing the text: "Use your SingPass Mobile App to scan the QR code to log in". To the right of the speech bubble, a QR code is shown, which includes the SingPass logo in the center. Below the QR code, the text "SCAN WITH SINGPASS MOBILE APP TO LOG IN" is written in all caps. Further down, it says "NTUC, powered by SingPass" and "Don't have SingPass Mobile? [Find out more here](#)".

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National Trades Union Congress

Use your SingPass Mobile App to scan the QR code to log in



SCAN WITH SINGPASS MOBILE APP TO LOG IN

NTUC, powered by SingPass

Don't have SingPass Mobile? [Find out more here](#)

Step 3a: Login in with Uportal Account

LOGIN (U PORTAL) ×

User Login ID:

Password:

LOGIN

[Forgot your password?](#)

Not a U Portal Member? [Register](#)

To access our e-Services, please login to U Portal using your U Portal account.

Key in your valid email address and password

If you forget your password, you can reset the password by choosing "Forgot your password?"

Step 4: Click on e-Services, UTAP Application

E-SERVICES

Membership Signup

Sign up as a member and enjoy workplace protection, career placement and progression support as well as indulge in a wide range of exciting privileges today!

Refer A Friend

Membership Renewal

PDPA - Update Particulars

PDPA - Access Report

Care & Share Services

Consent to Marketing Messages

Event Registration

Holiday Facilities

LinkPoints / Rebates / UTAP Balance

UTAP Application

BE A MEMBER

NTUC Membership is open to anyone above 16 years of age, except personnel from Singapore Police Force, Singapore Prisons, Auxiliary Police bodies, foreign domestic workers and full-time students. **Please note that the NTUC membership fee is \$117 per annum** (\$9 per month from Jan-Nov & \$18 in Dec)

All fields with (*) are mandatory.

Click here to apply for
UTAP

Step 5 : Click “Read More” to proceed

The screenshot displays the NTUC website's navigation menu on the left and the main content area on the right. The navigation menu includes links for Membership Signup, Refer A Friend, Membership Renewal, PDPA - Update Particulars, PDPA - Access Report, Care & Share Services, Education Awards, Consent to Marketing Messages, Event Registration, and Holiday Facilities. The main content area features a dark grey box titled "UTAP Application" with the text: "UTAP is a training benefit for NTUC members to defray their cost of training. Login to apply for courses supported under UTAP now!". Below this text is a button labeled "READ MORE" with a red arrow icon. A yellow callout bubble with a black border points to the "READ MORE" button, containing the text: "Click 'Read More' to proceed".

Membership Signup

Refer A Friend

Membership Renewal

PDPA - Update Particulars

PDPA - Access Report

Care & Share Services

Education Awards

Consent to Marketing Messages

Event Registration

Holiday Facilities

UTAP Application

UTAP is a training benefit for NTUC members to defray their cost of training. Login to apply for courses supported under UTAP now!

READ MORE

Click 'Read More' to proceed

Step 6 : Declare membership status before proceeding.
Check on either box and click “Submit”. If non-member, you will be directed to membership sign up page.



Please note that this E-service hosted by NTUC requires a minimum (or higher) Web browser of IE 9.0 and Chrome 30.

We seek your understanding that we may not be able to resolve your issues due to constraints / restrictions implemented by your mobile device platform and browser.

Membership Declaration



Are you holding on to this card?

Yes

No

Submit

Cancel

Click 'Yes' to proceed

Click 'No' if you are not an NTUC member. You will be re-directed to the membership sign up page

Clicking on “Cancel” will bring you to NTUC U Portal Homepage

Step 7: Fill in your course information

Course Details

Training Provider:

Provider:*

Course name*

With effect from 1 Oct 2015, we only accept applications for training allowance under the 'Employment and Employability Institute' scheme, supported by UTAP. Refer to <http://skillsupgrade.ntuc.org.sg/> for more information.

Start Date:*

End Date:*

Employment Status:

Status:*

Funding Type:*

Select your training provider and course . If the training provider's name is not in the drop-down list, try looking under 'Employment and Employability Institute'.

Select your employment status, followed by 'UTAP' as funding type.

Terms and Conditions

"National Trades Union Congress", "NTUC" or words importing a similar effect refers to the National Trades Union Congress, a federation of trade unions in the republic of Singapore and registered under the Trade Unions Act, Cap 333.

"Employment And Employability Institute Pte Ltd", "e2i", or words importing a similar effect refers to a company incorporated in the Republic of Singapore and is appointed by the National Trades Union Congress ("NTUC") to administer the UTAP.

"Union Training Assistance Program", "UTAP" or words importing a similar effect or meaning refers to the awards or funding scheme administered, run or managed by NTUC.

☐ * I hereby declare that all information provided is true and correct and agree to abide and be bound by the Terms and Conditions

Submit

Reset

Cancel

Step 8: Check that your particulars are correct

Applicant Details

Application ID:

Nric:

Name:

Date of Birth: (dd-mm-yyyy)

Status:

Please ensure your address & contact is updated. If not, kindly update your particulars before submitting a new application.

Applicant Address and Contact Details

Postal Code: *

BLK/House No: Floor/Unit No # -

Street:

Building Name:

Contact No: *

Email: *

If your address/contact is incorrect please click [here](#) to update

Course Details

Training Provider:

Course name:

Start Date: (dd-mm-yyyy)

End Date: (dd-mm-yyyy)

Latest Gross Monthly Salary: *

It is compulsory to enter your salary information

Step 9: Ensure your bank account information is correct. Click “Submit” once you have completed all compulsory fields

Bank Account Information

Please update the bank account details and upload a copy of your bank statement if:

- 1) You wish to change the existing bank account information or
- 2) If there is no bank account information displayed

Please note the following:

- 1) We do not pay to third party's bank account
- 2) This bank account update will not replace your existing bank details if you are paying your university membership fees via monthly GIRO.

It is compulsory to upload your bank statement/passbook with your full name and account no. (only PDF/JPG allowed). File size should not be bigger than 2MB.

To credit to another bank account, please enter the account number.

Bank Name:*

Bank Branch:*

Account Holder Name:*

Account Number:*

Copy of Bank Account Number:*

Please submit a copy of your course certificate/tax invoice/statement of attendance to UTAP@e2i.com.sg with application ID as subject title: e.g. (A123456)

Disclaimer: Funding amount is an estimate of the subsidy provided and may differ from actual funding amount

Submit

Reset

Cancel

Step 10: When you're ready, click 'Submit'



Please note that this E-service hosted by NTUC requires a minimum (or higher) Web browser of IE 9.0 and Chrome 30.

We seek your understanding that we may not be able to resolve your issues due to constraints / restrictions implemented by your mobile device platform and browser.



Successfully Submitted

[Back to Home](#)

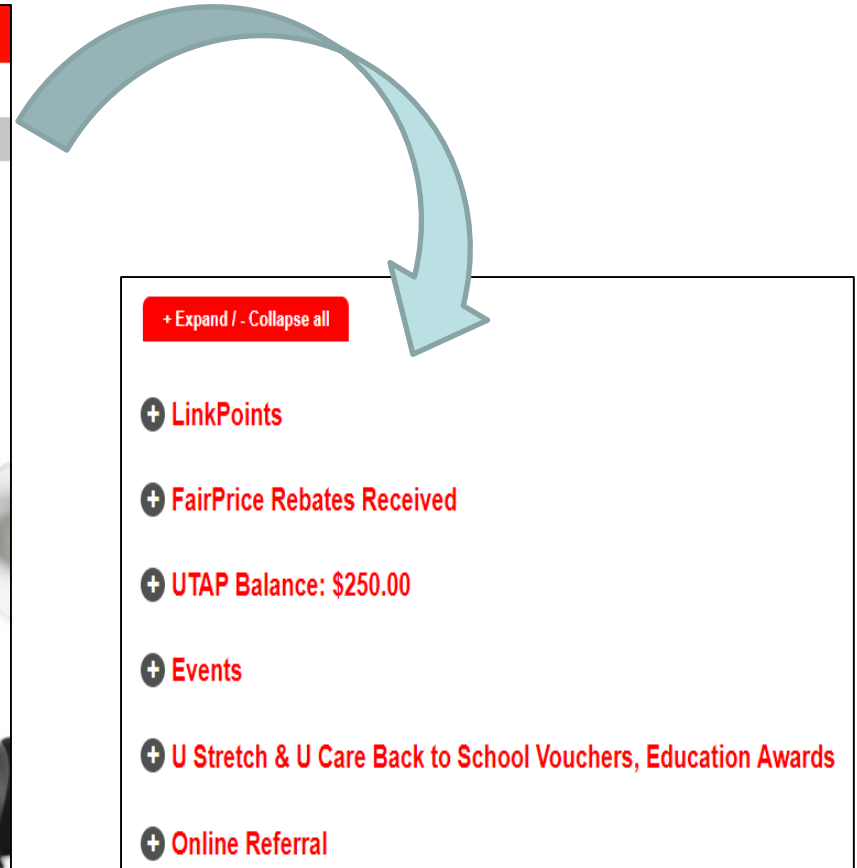
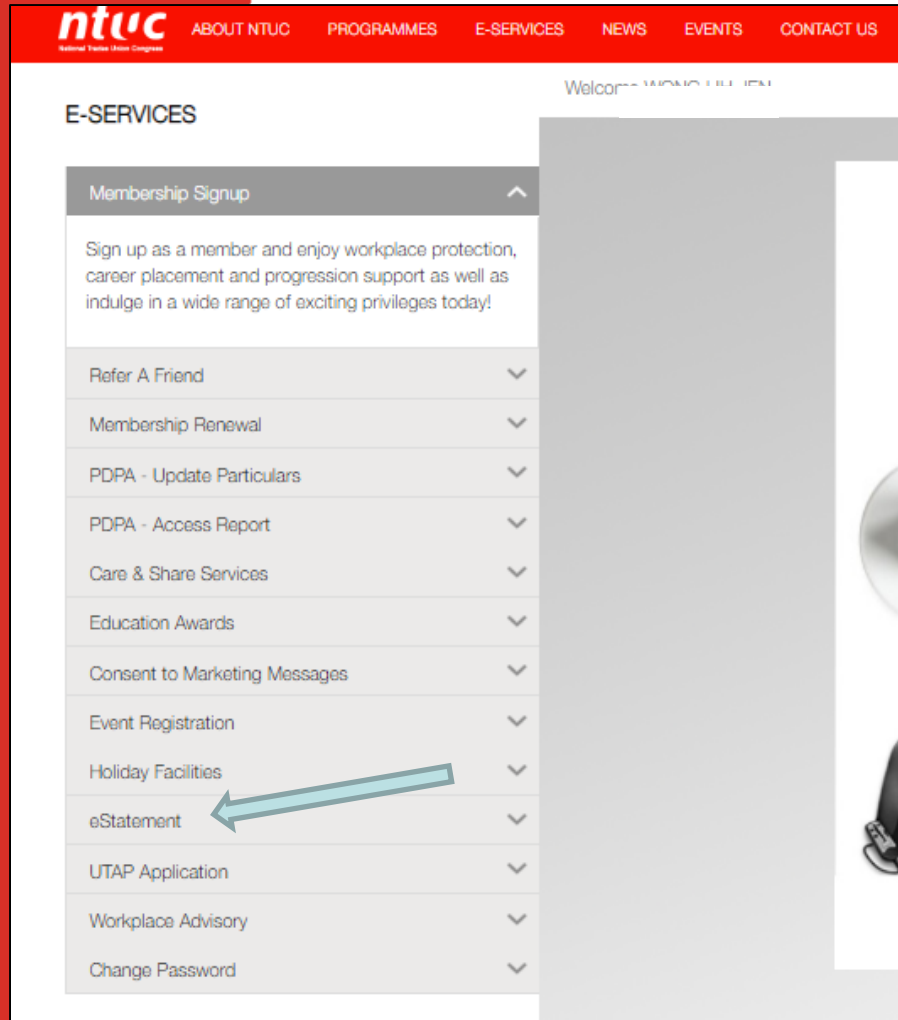
Upon successful submission, you will receive an e-mail notification on your application status.

→ You may be required by NTUC/e2i to submit supporting documents.

If all in order, you will receive your UTAP funding within 4 to 6 weeks by GIRO or cheque (if your bank account information cannot be verified).

To check the status of your claim:

- Go to the 'E-SERVICES' tab at Home Page.
- Click on 'eStatement' and select "UTAP Balance"



Note 1: Error Messages



Sorry, you are unable to proceed because you have exceeded the time frame to apply for UTAP (within 6 months after course ends). For assistance, please contact NTUC Membership Hotline at (65) 6213 8008 or e-mail to UTAP@e2i.com.sg

Late Applications that has exceeded 6 months time frame will be rejected. Click 'Cancel' to bring you back to NTUC U Portal home page

Note 2: If you have membership arrears or inactive membership, you will be prompted with a message



Sorry, you are unable to proceed. Our records show you have membership arrears. Please contact NTUC Membership Hotline at (65) 6213 8008 for assistance

You can click “**Continue**” to proceed with your UTAP application, which will be on-hold until you have cleared your membership arrears.

In the meantime, please contact NTUC Membership at membership@ntuc.org.sg or your respective union (Ordinary Branch members) to check on your membership status.

Clicking on “**Cancel**” will bring you back to Home Page. No application will be submitted.

For more information, please contact:

Membership Enquiries:

Email: membership@ntuc.org.sg

Hotline: (65) 6213 8008

Ordinary Branch members can contact your respective union for assistance.

Course Funding Enquiries

Email: UTAP@e2i.com.sg

You may visit:

NTUC Members' Hub

NTUC Centre, 1 Marina Boulevard
#B1-03, One Marina Boulevard
Singapore 018989

Operating Hours:

Monday - Friday: 9.00am to 6.00pm

Last Queue Ticket Time will be issued at 5.30pm

Closed on Saturdays, Sundays & Public Holidays.