

# ***UTAP* - Union Training Assistance Programme**

Guide for:

1. How to check for UTAP supported courses
2. How to submit UTAP claim
3. How to check your UTAP balance and application history
4. Contact us

## **UTAP** Guide #1 :

# How to check for UTAP supported courses

## How to check for UTAP supported courses

Step 1: Go to <https://www.ntuc.org.sg>

[About us](#)

[Our unions](#)

[Resource hub](#)

[Help centre](#)

[E-Services](#)

[Log in](#)



[How we help](#) ▾

[Who we help](#) ▾

[Partnerships](#) ▾

[News](#)

[Events](#)

[Memberships](#) ▾

[Search](#)

# Up to 21%\* savings on daily essentials

Level up your savings on FairPrice Group spend with the NTUC Link Credit Card by Trust.



## How to check for UTAP supported courses

Step 2: Scroll down the page to “Programmes for members” section. Click on “Learn more” under Union Training Assistance Programme (UTAP)

The screenshot shows the NTUC website's 'Programmes for members' section. The navigation bar at the top includes links for 'About us', 'Our unions', 'Resource hub', 'Help centre', 'E-Services', 'Contact us', and 'Log in'. Below this, the NTUC logo and a secondary navigation bar with 'How we help', 'Who we help', 'Partnerships', 'News', 'Events', 'Memberships', and a search bar are visible. The main content area features a large red banner with the text 'Programmes for members' and a 'Browse all programmes >' link. Below the banner are four white cards, each representing a different program: 'Union Training Assistance Programme (UTAP)', 'Career Coaching', 'Company Training Committee (CTC) Grant', and 'Progressive Wage Model (PWM)'. Each card includes a brief description and a 'Learn more >' link. The 'Learn more >' link for the UTAP card is highlighted with a purple border.

**Programmes for members** [Browse all programmes >](#)

**Union Training Assistance Programme (UTAP)**  
Receive funding in your journey to upskill or reskill  
[Learn more >](#)

**Career Coaching**  
Get advice on career progression, and connect with potential employers  
[Learn more >](#)

**Company Training Committee (CTC) Grant**  
Tap on the NTUC CTC Grant for your transformation project  
[Learn more >](#)

**Progressive Wage Model (PWM)**  
Ensure fair compensation to uplift the livelihoods of all workers  
[Learn more >](#)

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## *How to check for UTAP supported courses*

Step 3: Scroll down the page to “How to apply?” section and click “Find a course”

Overview

Who can apply

How to apply

FAQ

Become a member

# How to apply?

Step 1: **Find a course** that is supported by UTAP.

Step 2: Register for a course with a training provider and attend training. For course information and enrolment, please contact the training provider.

Step 3: Log in to the U Portal account to submit the UTAP application. NTUC members should apply for their UTAP claim within 6 months after the course ends. Late applications will be rejected.

## How to check for UTAP supported courses

Step 4: Select or type the fields and click “Search”



About us ▾

How we help ▾

Memberships ▾

News

Resources ▾

Contact us

 Search

# Search Course

*Please contact the training provider for more information about the course.*

Training Provider

Select Training Provider

Course Title

Industry

Select Industry

Funding Type

Select Funding Type

 Search

## **How to check for UTAP supported courses**

**\*\*Kindly note that your course start date must fall within the supported period (between the Effective Date and the Expiry Date)\*\***

Course Title	Training Provider	Effective Date	Expiry Date	Funding Type	Industry
2D Sprite Animation for Games & Artists	SINGAPORE POLYTECHNIC	24-Nov-2019	31-Mar-2025	UTAP	Information And Communications
2nd iiM Conference	International Institute of Mediators (Singapore) Limited	23-Sep-2022	31-Mar-2025	UTAP	Education
3 days - Office 365 - Advanced Excel 2021 and Data Analytics - level 2	GENETIC COMPUTER SCHOOL PTE LTD	07-Sep-2023	31-Mar-2025	UTAP	Information And Communications
3-Day Short Course on Design Of Maritime Structures	THE INSTITUTION OF ENGINEERS, SINGAPORE (ACADEMY)	09-Apr-2018	31-Mar-2025	UTAP	Construction
3-DIMENSIONAL INTRAORAL SCANNING COURSE	Association for Oral Health Therapists (AOHT)	21-May-2020	31-Mar-2025	UTAP	Health And Social Services
3D Jelly Art	ACADEMY OF DESIGN ARTS AND MEDIA PTE. LTD	27-Dec-2023	31-Mar-2025	UTAP	Accommodation And Food Service Activities
3D PRINTING	NANYANG POLYTECHNIC	01-Apr-2017	31-Mar-2025	UTAP	Manufacturing
3D Printing and Modelling Essentials for Beginner to Intermediate (2 Days) v2	Apps Pte Ltd	10-Jul-2020	31-Mar-2025	UTAP+SFC	Manufacturing

***UTAP*** Guide #2 :

**How to submit UTAP claim**



## How to submit UTAP claim

Step 1: Go to <https://www.ntuc.org.sg>

[About us](#)

[Our unions](#)

[Resource hub](#)

[Help centre](#)

[E-Services](#)

[Log in](#)



[How we help](#) ▾

[Who we help](#) ▾

[Partnerships](#) ▾

[News](#)

[Events](#)

[Memberships](#) ▾

[Search](#)

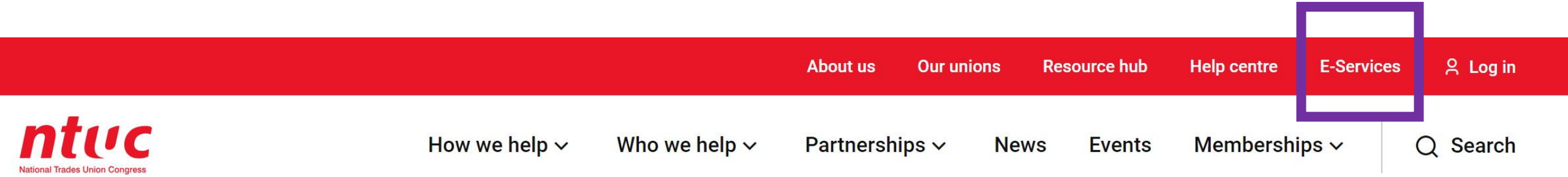
# Up to 21%\* savings on daily essentials

Level up your savings on FairPrice Group spend with the NTUC Link Credit Card by Trust.



## How to submit UTAP claim

Step 2: Click on “E-Services”



# Up to 21%\* savings on daily essentials

Level up your savings on FairPrice Group spend with the NTUC Link Credit Card by Trust.



## [How to submit UTAP claim](#)

Step 3: Click on “Apply here” under Union Training Assistance Programme (UTAP)

[About us](#)

[Our unions](#)

[Resource hub](#)

[Help centre](#)

[E-Services](#)

[Contact us](#)

[Log in](#)



[How we help](#) ▾

[Who we help](#) ▾

[Partnerships](#) ▾

[News](#)

[Events](#)

[Memberships](#) ▾

[Search](#)

# E-Services

## Union Training Assistance Programme – UTAP

Apply for UTAP training benefit to defray your training costs.

[Apply here](#) ↗

## Membership E-Statement

View your Membership information, UTAP balance and application history.

[View here](#) ↗

## Update Particulars

Update your personal particulars and employment information to receive updated information.

[Update here](#) ↗

## Workplace Advisory

Get advice and assistance on workplace issues.

[Submit a case](#) ↗  
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## U Care Assistance Programmes – OneCare Portal

Apply for U Care Assistance Programmes.

[Apply here](#) ↗

## How to submit UTAP claim

Step 4: You'll be led to a new page. Click on "Log in with SingPass"




**Log in with singpass**



**Do not challenge me for the  
next 30 minutes**

## How to submit UTAP claim

Step 5: Log in with your SingPass account



The image shows a screenshot of the Singpass app login interface. At the top, there are two options: "Singpass app" (highlighted in red) and "Password login" (in grey). Below these, the text reads "Scan with Singpass app to log in". A large QR code is centered on the screen, with a red information icon in the middle. The "singpass" logo is at the bottom of the QR code area. A blue arrow points from a callout box on the left to the QR code. Another blue arrow points from a callout box on the right to the "Password login" option. The version number "Version4/Mar2024" is at the bottom.

**Singpass app** Password login

Scan with Singpass app  
to log in

Scan the QR code if you are logging in with your SingPass Mobile App.

Click here if you are logging in with your SingPass Password.

**singpass**

Version4/Mar2024

## How to submit UTAP claim

Step 6: Please ensure that your contact details are correct. Please click on the first “Link” if you need to update your profile

### Applicant Details

Name\*:

XXXXX

Email\*:

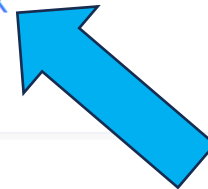
XXXXX

Contact No\*:

XXXXX

If you wish to update your email or other personal details, please visit [Link](#)

If you wish to check your UTAP balance, please visit [Link](#)



**Click “[Link](#)” to navigate to your personal profile page to perform update.**

## How to submit UTAP claim

Step 7: Fill course details. All fields are mandatory

**Course Details**

Training Provider *:	Select Training Provider	←	<b>Select the training provider and course name.</b>
Course Name *:	Select Course	↓	<b>Select the course start and end dates.</b>
Start Date *:	DD/MM/YYYY	←	
End Date *:	DD/MM/YYYY	←	
Nett Fee Paid (exclude MISC fees) *:	Numerical numbers only	←	<b>Key in the course fee amount that you had paid.</b>

## How to submit UTAP claim

### Step 8: Upload course supporting documents

#### Upload Supporting Documents

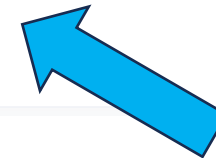
*Maximum 5MB per file*

Proof of Payment (Course Invoice/Receipt) \*:

Choose File | No file chosen

Proof of Completion (Certificate/Result Slip) \*:

Choose File | No file chosen



**Upload supporting documents in the format of JPEG/ JPG/ PDF/ PNG. Each file size should be less than 5 MB.**



## How to submit UTAP claim

Step 9: Fill in your bank details if it is not auto-filled

Bank Name \*: 7171-DBS BANK LTD/POST OFFICE SAVINGS BANK (DBS/POSBANK) ✓

Account Holder Name \*: xxx ✓

Account Number \*: 111111111 ✓

[Edit](#)

Bank Book Cover or Bank Statement \*: Choose File | No file chosen

To upload either bank statement or cover page of bank book containing account number and name.

Click on “[Edit](#)” to change the auto-filled bank account information.

Click on “[Next](#)” to proceed to Preview page.

[Cancel](#) [Next](#) [Reset](#)

## How to submit UTAP claim

Step 10: Check all information are accurate in the Preview page.  
Read the Terms and Conditions and check the box.  
Click the “Submit” button to submit the claim.

**Terms and Conditions**

Service Agreement on SkillsUpgrade

DEFINITIONS

Unless the context otherwise requires, the following definitions shall apply for the purposes of the

This "Agreement" refers to these Terms and Conditions which may be amended, modified or varied

"National Trade Union Congress" "NTUC" or words importing a similar effect refer to the National

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

Click on “ **Submit** ” to proceed to submit the application. **Important note: you will not be able to modify the details after submission.**

Click on “ **Back** ” to edit any information you previously inputted.

Click on “ **Cancel** ” to abort the UTAP application.

Version4/Mar2024

Cancel Back Submit

## How to submit UTAP claim

Step 11: Upon successful submission, please note of the Application ID number at the top right-hand corner of the page.

The screenshot displays the ntuc website interface. At the top left is the 'ntuc' logo. At the top right, there is a 'Hello,' greeting and a 'Sign out' link. The main content area is titled 'Online Application Details' and contains three bullet points: 'Click 'Cancel' to return to home page.', 'Click 'Reset' to reset the form to initial stage.', and 'Click 'Next' will go to online detail confirmation page.'. Below this is a section labeled 'Applicant Details'. In the top right corner, a green notification box with a white checkmark and a close button (X) contains the text: 'Your UTAP application has been submitted successfully. Please take note of Application ID: A999999.'. A blue arrow points from a purple-bordered box at the bottom right towards the notification box. The purple-bordered box contains the text: 'You may quote this Application ID for future correspondence.'

**UTAP** *Guide #3 :*

**How to check your UTAP balance and application history**

# How to check your UTAP balance and application history

Step 1: Go to <https://www.ntuc.org.sg>

About us

Our unions

Resource hub

Help centre

E-Services

 Log in



How we help ▾

Who we help ▾

Partnerships ▾

News

Events

Memberships ▾

 Search

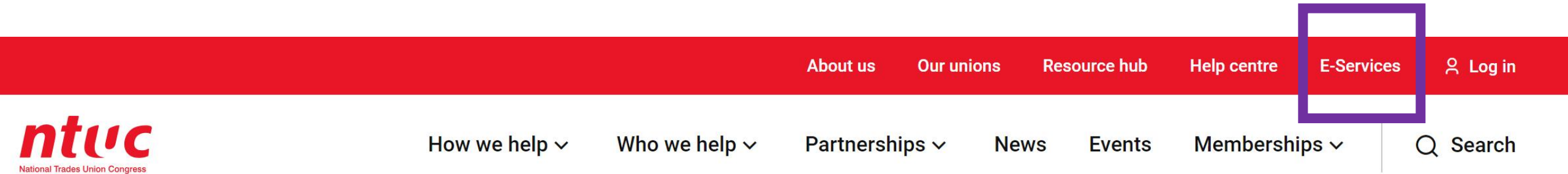
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## How to check your UTAP balance and application history

Step 2: Click on “E-Services”



# Up to 21%\* savings on daily essentials

Level up your savings on FairPrice Group spend with the NTUC Link Credit Card by Trust.



# How to check your UTAP balance and application history

Step 3: Click on “Apply here” under Union Training Assistance Programme (UTAP)

[About us](#)

[Our unions](#)

[Resource hub](#)

[Help centre](#)

[E-Services](#)

[Contact us](#)

[Log in](#)



[How we help](#) ▾

[Who we help](#) ▾

[Partnerships](#) ▾

[News](#)

[Events](#)

[Memberships](#) ▾

[Search](#)

## E-Services

### Union Training Assistance Programme – UTAP

Apply for UTAP training benefit to defray your training costs.

[Apply here](#) ↗

### Update Particulars

Update your personal particulars and employment information to receive updated information.

[Update here](#) ↗

### U Care Assistance Programmes – OneCare Portal

Apply for U Care Assistance Programmes.

[Apply here](#) ↗

### Membership E-Statement

View your Membership information, UTAP balance and application history.

[View here](#) ↗

### Workplace Advisory

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[Submit a case](#) ↗

Version4/Mar2024

## How to check your UTAP balance and application history

Step 4: You'll be led to a new page. Click on "Log in with SingPass"



**Log in with singpass**



**Do not challenge me for the  
next 30 minutes**



## How to check your UTAP balance and application history

Step 5: Log in with your SingPass account

The image shows a screenshot of the Singpass app login interface. At the top, there are two options: "Singpass app" (highlighted in red) and "Password login" (in grey). Below these options, the text reads "Scan with Singpass app to log in". In the center is a large QR code with a red information icon in the middle. At the bottom of the QR code is the "singpass" logo. A blue arrow points from a callout box on the left to the QR code. Another blue arrow points from a callout box on the right to the "Password login" option. At the bottom of the screen, the text "Version4/Mar2024" is visible.

**Singpass app** Password login

Scan with Singpass app  
to log in

Scan the QR code if you are logging in with your SingPass Mobile App.

Click here if you are logging in with your SingPass Password.

**singpass**

Version4/Mar2024

## How to check your UTAP balance and application history

Step 6: Please click on the second “Link” to access eStatement.

### Applicant Details

Name\*:

XXXXX

Email\*:

XXXXX

Contact No\*:

XXXXX

If you wish to update your email or other personal details, please visit [Link](#)

If you wish to check your UTAP balance, please visit [Link](#)



**Click “[Link](#)” to navigate to  
your eStatement.**

# How to check your UTAP balance and application history

Step 7: The “UTAP Balance” shown is for the remaining UTAP amount claimable in current year



Hello,

## eStatement


Profile

Membership Details

Linkpoints Balance: XXXX

XXXX expires on 31 December 2024

To check your Linkpoints transaction history, please click [here](#).

Click on “

UTAP Balance: \$XXX

This is your remaining UTAP balance for the current year.

FairPrice Rebates Received

Version4/Mar2024

## How to check your UTAP balance and application history

Step 8: Click on “ ✓ ” to see the history of your UTAP applications.

UTAP Balance: \$XXX ^

Application History

Application ID	Course Name	Application Date	Application Status	UTAP Fund Claimed
<a href="#">A999999</a>	16hrs ICDL Perform Presentation Functions (PowerPoint Fundamentals)	31-01-2024	Endorsed	\$2.25

Showing 1 to 1 of 1 entries



**Click on the Application ID to view the application details.**

## For further assistance, please connect with us through these channels

### Membership Enquiries:

1. Chat with NTUC Virtual Assistant - Nicole at <https://www.ntuc.org.sg/uportal/contact-us> or click [here](#).
2. Call Membership Hotline: **6213 8008** (Monday - Friday 9.00am to 5.30pm and Saturday 9.00am to 12.30pm)
3. In-person service is strictly by appointment only. Please book a time through [Online NTUC Membership Appointment Booking](#) and you'll receive an email confirmation of the date, time and venue. Ordinary Branch members can contact your respective union or union reps for assistance.

### UTAP related Enquiries:

Please email to [UTAP@e2i.com.sg](mailto:UTAP@e2i.com.sg) or visit our website at <https://www.ntuc.org.sg> for more information.

Thank you.