

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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National Trades Union Congress

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

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

The screenshot shows the NTUC website interface. At the top, the NTUC logo (National Trades Union Congress) is visible. The navigation menu includes 'Home', 'Skills Upgrade Available' (highlighted with a blue box), 'Coaching', 'What Others Say', 'About Us', and 'Apply Now' with a 'Portal' icon. A large banner on the left reads 'Progress with Knowledge' and 'Over 1,000 professional courses supported by Union Training Assistance Fund'. A red arrow points from the 'Skills Upgrade Available' menu item to a 'Search Course' form overlay. The form includes a dropdown for 'Training Provider', a text input for 'Course Title', a dropdown for 'Industry', and a dropdown for 'Funding Type'. A red 'Search' button is at the bottom of the form. A note at the bottom of the form states: '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

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National Trades Union Congress

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

Progress with Knowledge

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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

The image shows the homepage of the National Trades Union Congress (NTUC) website. The background is a high-angle photograph of a modern city skyline with several skyscrapers and a body of water in the foreground. The website's navigation menu is visible at the top, including links for ABOUT NTUC, PROGRAMMES, E-SERVICES, NEWS, EVENTS, and CONTACT US. On the left side, there are dropdown menus for MEMBERSHIP, WORK, INDUSTRIAL RELATIONS, and COMMUNITIES. In the top right corner, there is a search icon and a user profile icon. A prominent yellow callout box with a black border and a pointer is overlaid on the page, pointing to a red button labeled 'LOGIN' which is located next to a red icon of a person with a plus sign. The main content area features the NTUC logo and a brief description of the organization, with a 'READ MORE' button below it.

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National Trades Union Congress

ABOUT NTUC PROGRAMMES E-SERVICES NEWS EVENTS CONTACT US

MEMBERSHIP ▾

WORK ▾

INDUSTRIAL RELATIONS ▾

COMMUNITIES ▾

LOGIN

National Trades Union Congress

The National Trades Union Congress (NTUC) is a national confederation of trade unions in the industrial, service and public sectors in Singapore.

READ MORE >

Step 3: Key in your NRIC and Password

LOGIN (U PORTAL) LOGIN (ONE KEY)

NRIC:

Password:

LOGIN

[Forgot your password?](#)

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

To access our e-services, please login to U Portal using either your U Portal or OneKey account

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

Step 4: Click on e-Services, UTAP Application

E-SERVICES

- Membership Signup 
- 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** 

Click here to apply for UTAP

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)

NRIC/FIN* FULL NAME*

Mobile Number*

Date of Birth:* Day Month Year

All fields with (*) are mandatory.

Submit

Step 5 : Click “Read More” to proceed

The screenshot shows a website interface with a navigation menu on the left and a main content area on the right. The navigation menu includes the following items:

- 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

The main content area features a dark grey card titled "UTAP Application". The card contains the following text:

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!

Below the text is a button labeled "READ MORE" with a red arrow pointing to the right.

A yellow callout bubble with a black border points to the "READ MORE" button, containing the text: "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 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.

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

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.

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



ABOUT NTUC

PROGRAMMES

E-SERVICES

NEWS

EVENTS

CONTACT US



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.

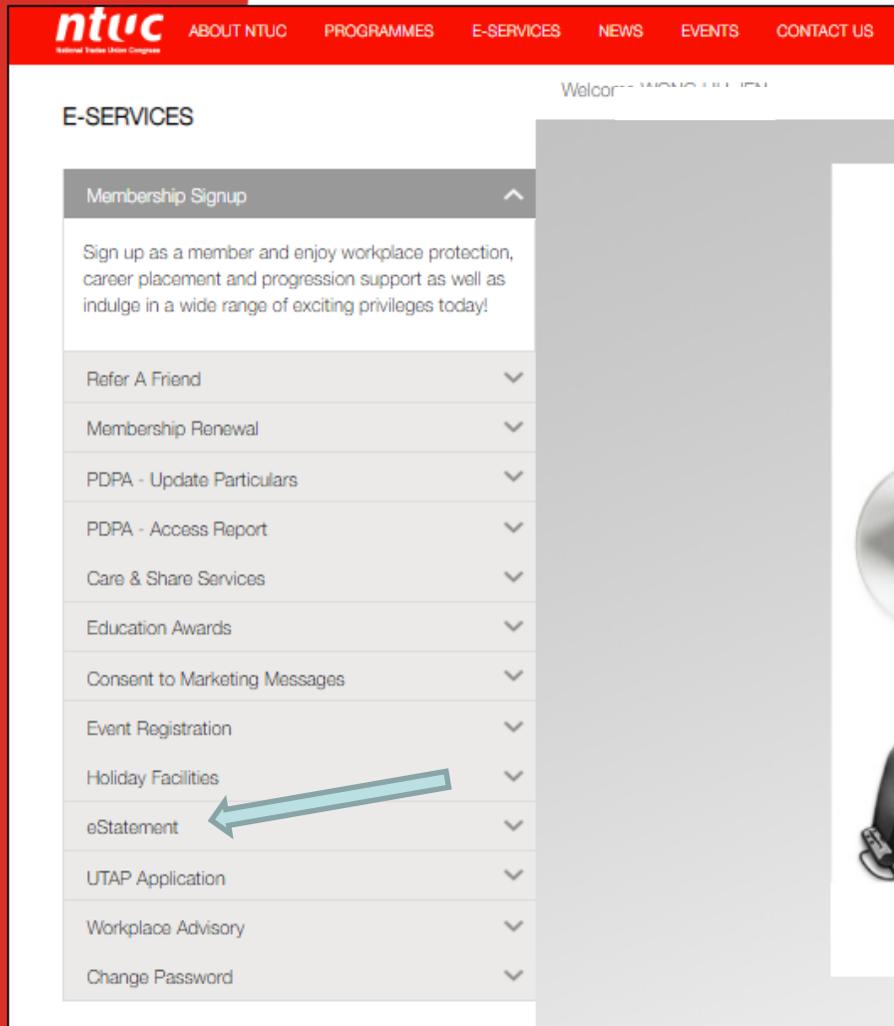
You may be required by NTUC/e2i to submit supporting documents.

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"



The screenshot shows the ntuc website's E-SERVICES menu. The menu items are: 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, eStatement, UTAP Application, Workplace Advisory, and Change Password. A light blue arrow points to the 'eStatement' item.



The screenshot shows the eStatement page with a red button at the top that says "+ Expand / - Collapse all". Below the button is a list of items: LinkPoints, FairPrice Rebates Received, UTAP Balance: \$250.00, Events, U Stretch & U Care Back to School Vouchers, Education Awards, and Online Referral. A light blue arrow points from the 'eStatement' item in the previous screenshot to this page.

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



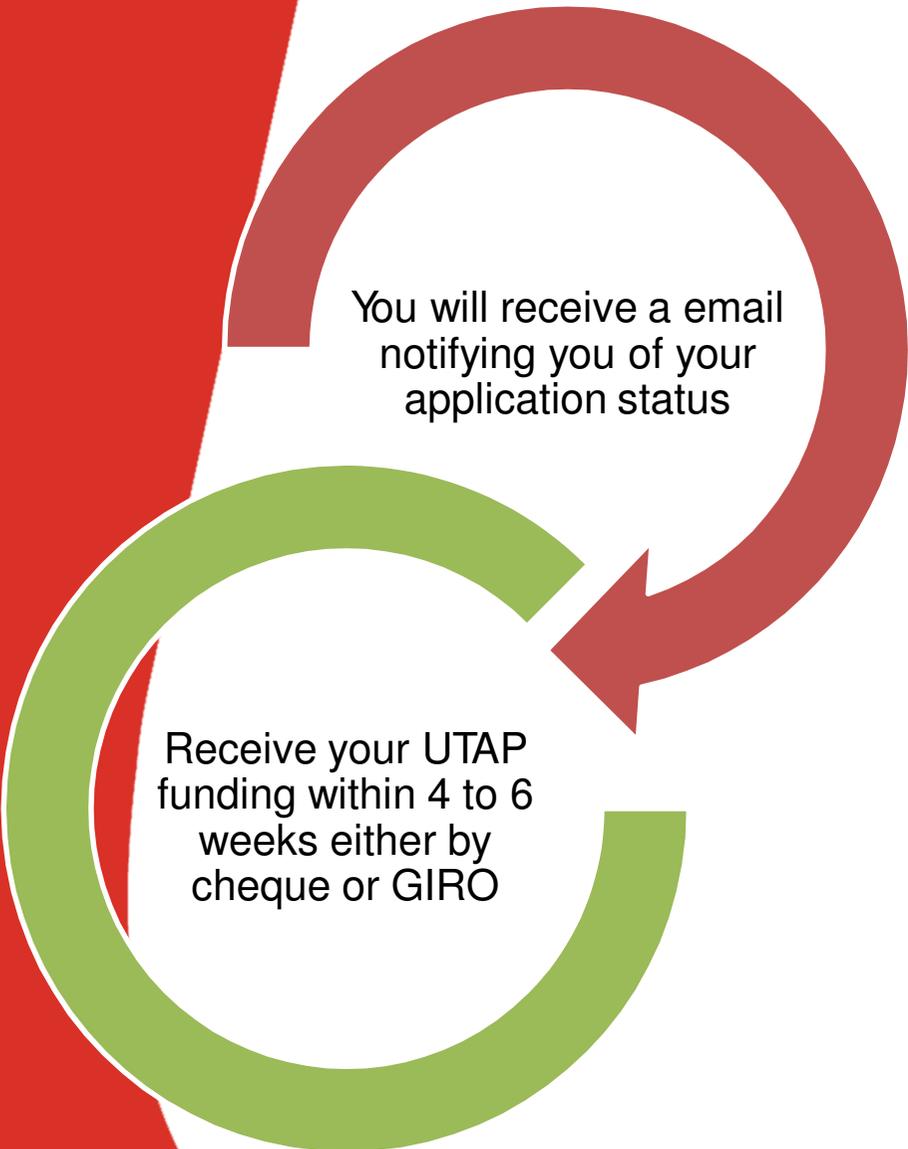
Sorry, you are unable to proceed. Our records show you have membership arrears. Please contact NTUC Membership Hotline at (65) 6213 8008 for assistance

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.

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You will receive a email
notifying you of your
application status

Receive your UTAP
funding within 4 to 6
weeks either by
cheque or GIRO

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 Saturday, Sunday & Public Holiday.