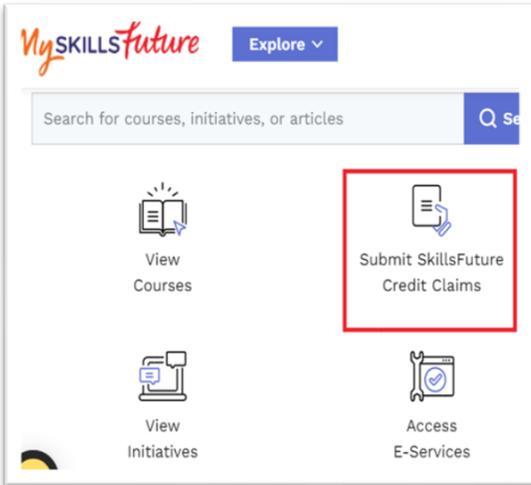


SkillsFuture Credit Claim Steps

Claims need to be submitted *BEFORE* the course start date

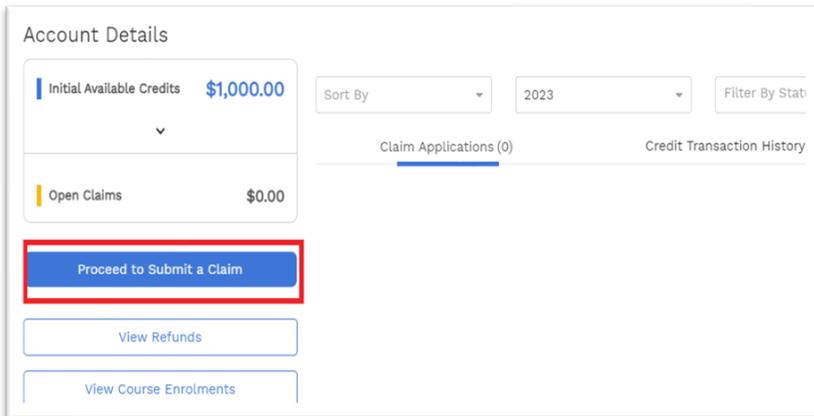
1. Login to <https://www.myskillsfuture.gov.sg/content/portal/en/index.html> using your SINGPASS account.

2. Please select “Submit SkillsFuture Credit Claims”

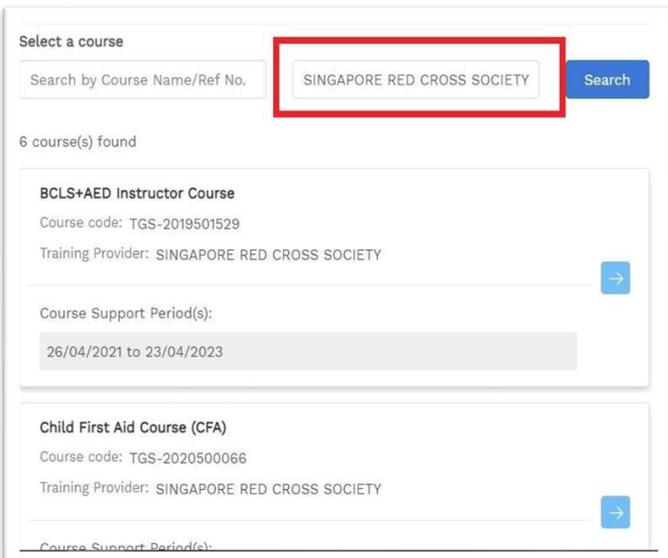


***NOTE: You may only utilise the Opening Credit (\$500) + Credit Top-Up to pay for the courses, not the Mid-Career Credit**

SkillsFuture Credit (Opening Credit) Does not expire	\$500.00
One-off SkillsFuture Credit Top-Up Expires on: 31/12/2025	\$500.00
SkillsFuture Credit (Mid-Career) \$4,000.00 *Only applicable for selected courses. Does not expire	



3. Select “Proceed to Submit a Claim”



4. At the “Training Provider” box as shown on the left, please type in ‘Singapore Red Cross Society’.

→ Select the **Course Title, Course Date and Training Venue** that you will be attending.

Applicable for only:

- Occupational First Aid
- Refresher Occupational First Aid
- Standard First Aid
- Refresher Standard First Aid
- Child First Aid
- Refresher Child First Aid
- Basic Cardiac Life Support + AED
- Basic First Aid + AED
- Standard First Aid Instructor
- Basic Cardiac Life Support + AED Instructor
- CPR + AED Instructor

Claim Submission

BEFORE YOU BEGIN Guide and tips

Provide Course Payment Details and Supporting Documents

Payment Details *

Note:
 'Fee Payable by You' only includes
 (a) Course fee
 (b) Assessment fee
 (c) Certification fee for approved online courses
 (d) GST imposed on (a) to (c).
 Please submit the nett fee (after deducting any subsidies/grants).
 Under 'Amount of Credit to claim', please submit the SkillsFuture Credit amount you would like to claim.

Fee Payable By You (including GST)

Amount Of Credit To Claim

1 Fees for components (a) to (d) specified above. 2 Please enter a claim amount equal or lesser than the amount entered in 'Fee Payable By You'.

5. Please enter the payment details accordingly.

→ Do ensure that “Fee Payable by You” & “Amount of Credit to Claim” **MUST** be the same amount.

Example:

**Course Fee for Standard First Aid:
\$201.65 (including GST)**

Approved Grant: \$92.50

Amount payable: \$109.15

Upload Supporting Documents *

Please submit official invoices/ receipts as supporting documents.
 Where payment details are available only in a foreign currency in the invoices/ receipts, please also provide your credit card or bank statement showing the Singapore Dollar equivalent paid

0 KB/5MB

Review & Submit

Course Details

Course Title	Course Code	Training Provider
Standard First Aid (for NROC Coaches)	TGS-2021010208	SINGAPORE RED CROSS SOCIETY

6. Upload the invoice that you have received from us via email.

7. Review to confirm that all the details are keyed in correctly and submit.

Child First Aid Course (CFA) Pending

Claim ID:

Claim Amount:

Pay To:

Pay to TP

Course Start Date:

Course Run ID:

Training Provider:
SINGAPORE RED CROSS SOCIETY

Supporting Documents

8. Take a screenshot of the Claim ID No. and email it back to us.