

## Overview of SkillsConnect Process Flow for WSQ Training Organisations

How do I become a WSQ Approved Training Organisation and obtain WSQ accreditation and funding approval for my courses? Please click the links below.

1) Set up EASY Account with IRAS if you do not have one.

2) Apply for WSQ Organisation Profile if you do not have one.

3) Apply for WSQ Course Accreditation with your WSQ organisation profile.

The course will only be available for training grant applications in SkillsConnect upon funding approval.

Submit courses well ahead of course commencement, taking into consideration time needed for WDA to accredit the course and approve funding. Courses must be approved for WSQ accreditation and funding before course start date.

### Employer-Sponsored Training

4a) Endorse Training Grant Applications submitted by employers if you are charging nett fees.

5a) Claim Training Grant after course completion for courses where you charge nett fees.

Claims must be submitted **no later than 120 days after course completion**. For courses where you charge full fees, claims will be submitted by the employers.

### Self-Sponsored Training\*

4b) Apply for Training Grant for Self-Sponsored trainees if you are charging nett fees.

5b) Claim Training Grant for Self-Sponsored trainees after course completion for courses where you charge nett fees.

Claims must be submitted **no later than 120 days after course completion**.

6) Upload WSQ Assessment Results within 2 weeks from date of completion. Issue WSQ Statement of Attainment (SOA) and if applicable, WSQ Qualification to trainee.

7) WDA will periodically review your Training Organisation's performance in the delivery of WSQ training under the Continuous Improvement Review (CIR) audits.

\*For self-sponsored trainees who qualify for training allowance, a Training Grant Application will also be submitted by WDA's Touchpoints. Training Organisations are required to endorse the Training Grant Application and submit the claim after course completion.