



Course Fees and Subsidies

International Computer Driving License (ICDL)

Please refer to the Minimum Entry Requirements for respective levels below:

Level	Minimum Entry Requirements
ICDL Level 1	Participants should be able to: <ul style="list-style-type: none"> Listen and speak English at a proficiency level equivalent to the Employability Skills Workforce Skills Qualifications (ES WSQ) Workplace Literacy (WPL) level 4 or equivalent Read and write English at a proficiency level equivalent to ES WSQ WPL level 4 or equivalent Manipulate numbers at a proficiency level equivalent to ES WSQ WPN level 4 or equivalent
ICDL Level 3	Participants should be able to: <ul style="list-style-type: none"> Operate a personal desktop computer Listen and speak English at a proficiency level equivalent to the Employability Skills Workforce Skills Qualifications (ES WSQ) Workplace Literacy (WPL) level 4 or equivalent Read and write English at a proficiency level equivalent to ES WSQ WPL level 4 or equivalent Manipulate numbers at a proficiency level equivalent to ES WSQ WPN level 4 or equivalent

Please refer to the subsidies below if:

Training duration is 2 days (16 hours) and course fee is S\$250			
Type	Category of Individuals		
	Singapore Citizen & Singapore PR*	Singapore Citizen; 40 years and above	Singapore Citizen; 35 years and above, earning S\$2,000/month or less
Course Fee	S\$250.00	S\$250.00	S\$250.00
SkillsFuture Funding	S\$200.00	S\$225.00	S\$237.50
Total Gross Fee	S\$50.00	S\$25.00	S\$12.50
GST Payable	S\$17.50	S\$17.50	S\$17.50
Total Fee Payable to Kaplan Professional	S\$67.50	S\$42.50	S\$30.00

Training duration is 3 days (24 hours) and course fee is S\$400			
Type	Category of Individuals		
	Singapore Citizen & Singapore PR*	Singapore Citizen; 40 years and above	Singapore Citizen; 35 years and above, earning S\$2,000/month or less
Course Fee	S\$400.00	S\$400.00	S\$400.00
SkillsFuture Funding	S\$320.00	S\$360.00	S\$380.00
Total Gross Fee	S\$80.00	S\$40.00	S\$20.00
GST Payable	S\$28.00	S\$28.00	S\$28.00
Total Fee Payable to Kaplan Professional	S\$108.00	S\$68.00	S\$48.00

Please note that self-sponsored individuals taking certifiable courses (National or industry-wide certification training programmes) approved by SSG must be 21 years old or above.

With effect from 19 May 2017, SkillsFuture Credit used for a programme at Kaplan (subject to SkillsFuture's approved list of programmes) will be paid directly to Kaplan Professional.

If you wish to use your SkillsFuture Credit, you can make your claim up to 60 days before the start of the programme till the day of programme commencement (with effect from 21 April 2017). According to SkillsFuture SG, this window period is sufficient for individuals to make claims to facilitate earlier programme registration.

When making a claim, you should inform your Programme Consultant on the intention to use your SkillsFuture Credit and to request for the relevant amount to be offset against the qualifying programme fees. After which, you can then submit the claim via the SkillsFuture Credit Portal for the relevant amount to be paid to Kaplan Professional for your registered programme. The actual claimable amount is subject to SkillsFuture Singapore's approval.

In compliance with SkillsFuture Singapore's guidelines, students who utilise SkillsFuture credits, enrol in SSG-funded or CITREP-funded courses are not eligible for indirect rewards such as referral awards, lucky draws, gifts and vouchers. SkillsFuture credits are non-transferrable and cannot be exchanged for cash, vouchers and gifts.

For more information, please visit www.skillsfuture.sg.

Funding Validity Period

Title of Course/Module	Full Course Fee (S\$)	Course Duration	Funding Effective Date	Funding Expiry Date
WSQ Level 1				
Create Impactful Documents with Word Processing Skills	400.00	3 days (24h)	15 January 2016	15 October 2019
Demonstrate Secure Use of IT	250.00	2 days (16h)	9 December 2015	10 September 2019
Digital Citizen Computer Fundamentals	250.00	2 days (16h)	20 December 2016	26 September 2019
Excel with Basic Spreadsheet Functions	400.00	3 days (24h)	15 January 2016	15 October 2019
Perform Database Functions	400.00	3 days (24h)	1 October 2015	5 April 2019
Perform Essential Online Functions	250.00	2 days (16h)	1 October 2015	5 April 2019
Power up Your Presentation with PowerPoint	400.00	3 days (24h)	15 January 2016	15 October 2019
Use Basic Functions and Applications of a Computer	250.00	2 days (16h)	1 October 2015	5 April 2019
Use Essential Features of a Computer	250.00	2 days (16h)	1 October 2015	29 March 2019
Use Primary Functions and Applications of a Tablet	250.00	2 days (16h)	17 August 2016	23 August 2019
WSQ Level 3				
Perform Advanced Database Functions	400.00	3 days (24h)	1 October 2015	5 April 2019
Perform Advanced Presentation Functions	400.00	3 days (24h)	1 October 2015	5 April 2019
Perform Advanced Spreadsheet Functions	400.00	3 days (24h)	1 October 2015	5 April 2019
Perform Advanced Word Processing Functions	400.00	3 days (24h)	1 October 2015	5 April 2019
Perform Online Collaboration	400.00	3 days (24h)	1 October 2015	5 April 2019

All information contained in this insert is accurate at the time of print (March 2019).

Kaplan Learning Institute Pte Ltd

Devan Nair Institute for Employment and Employability
80 Jurong East Street 21 #06-02 Singapore 609607
Tel: +65 6733 1877 | Email: enquiry.sg@kaplan.com

Registered with Committee for Private Education (CPE) part of SkillsFuture Singapore (SSG).
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Course Fees and Subsidies Service Excellence (SV CF)

Please refer to the Minimum Entry Requirements for respective levels below:

Level	Minimum Entry Requirements
SV CF Level 1	<p>Participants should:</p> <ul style="list-style-type: none"> • Have an understanding of the organisation’s product and service offering • Have an understanding of the organisation’s structure, standard operating procedures and guidelines on customer service • Be able to speak, understand and read English at a proficiency level not lower than the Employability Skills Workforce Skills Qualification (ES WSQ) Workplace Literacy (WPL) Level 3 or equivalent
SV CF Level 3	<p>Participants should:</p> <ul style="list-style-type: none"> • Have an understanding of the organisation’s vision, mission, values, processes and procedures • Have an understanding of the organisation’s product and service offering • Have an understanding of the organisation’s service excellence procedures and practices and be able to impart service practices to peers, juniors and subordinates • Have 2 years of experience in a service-related capacity • Be able to speak, understand and read English at a proficiency level not lower than the Employability Skills Workforce Skills Qualification (ES WSQ) Workplace Literacy (WPL) Level 4 or equivalent
SV CF Level 4	<p>Participants should:</p> <ul style="list-style-type: none"> • Have a comprehensive understanding of the organisation’s vision, mission, values, business goals • Have 3 years of managerial experience in a service-related capacity • Be able to speak, understand, read and write English at a proficiency level not lower than the Employability Skills Workforce Skills Qualification (ES WSQ) Workplace Literacy (WPL) Level 5 or equivalent • Have N-Level, equivalent or higher academic qualification
SV CF Level 5	<p>Participants should:</p> <ul style="list-style-type: none"> • Have an in-depth understanding of the organisation’s vision, mission, values, business goals • Have 3 years of managerial experience in a service-related capacity • Be able to speak, understand, read and write English at a proficiency level not lower than the Employability Skills Workforce Skills Qualification (ES WSQ) Workplace Literacy (WPL) Level 7 or equivalent • Have N-Level, equivalent or higher academic qualification

Please refer to the subsidies below if:

Training duration is 1 day (8 hours) and course fee is S\$225			
Type	Category of Individuals		
	Singapore Citizen & Singapore PR*	Singapore Citizen; 40 years and above	Singapore Citizen; 35 years and above, earning S\$2,000/month or less
Course Fee	S\$225.00	S\$225.00	S\$225.00
SkillsFuture Funding	S\$136.00	S\$200.00	S\$212.00
Total Gross Fee	S\$89.00	S\$25.00	S\$13.00
GST Payable	S\$15.75	S\$15.75	S\$15.75
Total Fee Payable to Kaplan Professional	S\$104.75	S\$40.75	S\$28.75
Training duration is 1 day (8 hours) and course fee is S\$250			
Type	Category of Individuals		
	Singapore Citizen & Singapore PR*	Singapore Citizen; 40 years and above	Singapore Citizen; 35 years and above, earning S\$2,000/month or less
Course Fee	S\$250.00	S\$250.00	S\$250.00
SkillsFuture Funding	S\$136.00	S\$200.00	S\$212.00
Total Gross Fee	S\$114.00	S\$50.00	S\$38.00
GST Payable	S\$17.50	S\$17.50	S\$17.50
Total Fee Payable to Kaplan Professional	S\$131.50	S\$67.50	S\$55.50
Training duration is 1 day (8 hours) and course fee is S\$360			
Type	Category of Individuals		
	Singapore Citizen & Singapore PR*	Singapore Citizen; 40 years and above	Singapore Citizen; 35 years and above, earning S\$2,000/month or less
Course Fee	S\$360.00	S\$360.00	S\$360.00
SkillsFuture Funding	S\$120.00	S\$324.00	S\$342.00
Total Gross Fee	S\$240.00	S\$36.00	S\$18.00
GST Payable	S\$25.20	S\$25.20	S\$25.20
Total Fee Payable to Kaplan Professional	S\$265.20	S\$61.20	S\$43.20
Training duration is 1.5 days (12 hours) and course fee is S\$320			
Type	Category of Individuals		
	Singapore Citizen & Singapore PR*	Singapore Citizen; 40 years and above	Singapore Citizen; 35 years and above, earning S\$2,000/month or less
Course Fee	S\$320.00	S\$320.00	S\$320.00
SkillsFuture Funding	S\$204.00	S\$288.00	S\$304.00
Total Gross Fee	S\$116.00	S\$32.00	S\$16.00
GST Payable	S\$22.40	S\$22.40	S\$22.40
Total Fee Payable to Kaplan Professional	S\$138.40	S\$54.40	S\$38.40

Training duration is 1.5 days (12 hours) and course fee is S\$350			
Type	Category of Individuals		
	Singapore Citizen & Singapore PR*	Singapore Citizen; 40 years and above	Singapore Citizen; 35 years and above, earning S\$2,000/month or less
Course Fee	S\$350.00	S\$350.00	S\$350.00
SkillsFuture Funding	S\$204.00	S\$300.00	S\$318.00
Total Gross Fee	S\$146.00	S\$50.00	S\$32.00
GST Payable	S\$24.50	S\$24.50	S\$24.50
Total Fee Payable to Kaplan Professional	S\$170.50	S\$74.50	S\$56.50
Training duration is 1.5 days (12 hours) and course fee is S\$520			
Type	Category of Individuals		
	Singapore Citizen & Singapore PR*	Singapore Citizen; 40 years and above	Singapore Citizen; 35 years and above, earning S\$2,000/month or less
Course Fee	S\$520.00	S\$520.00	S\$520.00
SkillsFuture Funding	S\$180.00	S\$468.00	S\$494.00
Total Gross Fee	S\$340.00	S\$52.00	S\$26.00
GST Payable	S\$36.40	S\$36.40	S\$36.40
Total Fee Payable to Kaplan Professional	S\$376.40	S\$88.40	S\$62.40
Training duration is 1.5 days (12.5 hours) and course fee is S\$520			
Type	Category of Individuals		
	Singapore Citizen & Singapore PR*	Singapore Citizen; 40 years and above	Singapore Citizen; 35 years and above, earning S\$2,000/month or less
Course Fee	S\$520.00	S\$520.00	S\$520.00
SkillsFuture Funding	S\$187.50	S\$468.00	S\$494.00
Total Gross Fee	S\$332.50	S\$52.00	S\$26.00
GST Payable	S\$36.40	S\$36.40	S\$36.40
Total Fee Payable to Kaplan Professional	S\$368.90	S\$88.40	S\$62.40
Training duration is 2 days (16 hours) and course fee is S\$320			
Type	Category of Individuals		
	Singapore Citizen & Singapore PR*	Singapore Citizen; 40 years and above	Singapore Citizen; 35 years and above, earning S\$2,000/month or less
Course Fee	S\$320.00	S\$320.00	S\$320.00
SkillsFuture Funding	S\$256.00	S\$288.00	S\$304.00
Total Gross Fee	S\$64.00	S\$32.00	S\$16.00
GST Payable	S\$22.40	S\$22.40	S\$22.40
Total Fee Payable to Kaplan Professional	S\$86.40	S\$54.40	S\$38.40
Training duration is 2 days (16 hours) and course fee is S\$380			
Type	Category of Individuals		
	Singapore Citizen & Singapore PR*	Singapore Citizen; 40 years and above	Singapore Citizen; 35 years and above, earning S\$2,000/month or less
Course Fee	S\$380.00	S\$380.00	S\$380.00
SkillsFuture Funding	S\$272.00	S\$342.00	S\$361.00
Total Gross Fee	S\$108.00	S\$38.00	S\$19.00
GST Payable	S\$26.60	S\$26.60	S\$26.60
Total Fee Payable to Kaplan Professional	S\$134.60	S\$64.60	S\$45.60

Training duration is 2 days (16 hours) and course fee is S\$400			
Type	Category of Individuals		
	Singapore Citizen & Singapore PR*	Singapore Citizen; 40 years and above	Singapore Citizen; 35 years and above, earning S\$2,000/month or less
Course Fee	S\$400.00	S\$400.00	S\$400.00
SkillsFuture Funding	S\$272.00	S\$360.00	S\$380.00
Total Gross Fee	S\$128.00	S\$40.00	S\$20.00
GST Payable	S\$28.00	S\$28.00	S\$28.00
Total Fee Payable to Kaplan Professional	S\$156.00	S\$68.00	S\$48.00
Training duration is 2 days (16 hours) and course fee is S\$580			
Type	Category of Individuals		
	Singapore Citizen & Singapore PR*	Singapore Citizen; 40 years and above	Singapore Citizen; 35 years and above, earning S\$2,000/month or less
Course Fee	S\$580.00	S\$580.00	S\$580.00
SkillsFuture Funding	S\$240.00	S\$522.00	S\$551.00
Total Gross Fee	S\$340.00	S\$58.00	S\$29.00
GST Payable	S\$40.60	S\$40.60	S\$40.60
Total Fee Payable to Kaplan Professional	S\$380.60	S\$98.60	S\$69.60
Training duration is 2 days (16 hours) and course fee is S\$720			
Type	Category of Individuals		
	Singapore Citizen & Singapore PR*	Singapore Citizen; 40 years and above	Singapore Citizen; 35 years and above, earning S\$2,000/month or less
Course Fee	S\$720.00	S\$720.00	S\$720.00
SkillsFuture Funding	S\$240.00	S\$648.00	S\$684.00
Total Gross Fee	S\$480.00	S\$72.00	S\$36.00
GST Payable	S\$50.40	S\$50.40	S\$50.40
Total Fee Payable to Kaplan Professional	S\$530.40	S\$122.40	S\$86.40
Training duration is 2 days (16.5 hours) and course fee is S\$580			
Type	Category of Individuals		
	Singapore Citizen & Singapore PR*	Singapore Citizen; 40 years and above	Singapore Citizen; 35 years and above, earning S\$2,000/month or less
Course Fee	S\$580.00	S\$580.00	S\$580.00
SkillsFuture Funding	S\$240.00	S\$522.00	S\$551.00
Total Gross Fee	S\$340.00	S\$58.00	S\$29.00
GST Payable	S\$40.60	S\$40.60	S\$40.60
Total Fee Payable to Kaplan Professional	S\$380.60	S\$98.60	S\$69.60
Training duration is 4 days (28 hours) and course fee is S\$500			
Type	Category of Individuals		
	Singapore Citizen & Singapore PR*	Singapore Citizen; 40 years and above	Singapore Citizen; 35 years and above, earning S\$2,000/month or less
Course Fee	S\$500.00	S\$500.00	S\$500.00
SkillsFuture Funding	S\$400.00	S\$450.00	S\$475.00
Total Gross Fee	S\$100.00	S\$50.00	S\$25.00
GST Payable	S\$35.00	S\$35.00	S\$35.00
Total Fee Payable to Kaplan Professional	S\$135.00	S\$85.00	S\$60.00

Training duration is 4 days (32 hours) and course fee is S\$580			
Type	Category of Individuals		
	Singapore Citizen & Singapore PR*	Singapore Citizen; 40 years and above	Singapore Citizen; 35 years and above, earning S\$2,000/month or less
Course Fee	S\$580.00	S\$580.00	S\$580.00
SkillsFuture Funding	S\$464.00	S\$522.00	S\$551.00
Total Gross Fee	S\$116.00	S\$58.00	S\$29.00
GST Payable	S\$40.60	S\$40.60	S\$40.60
Total Fee Payable to Kaplan Professional	S\$156.60	S\$98.60	S\$69.60
Training duration is 11 days (88 hours) and course fee is S\$2,170			
Type	Category of Individuals		
	Singapore Citizen & Singapore PR*	Singapore Citizen; 40 years and above	Singapore Citizen; 35 years and above, earning S\$2,000/month or less
Course Fee	S\$2,170.00	S\$2,170.00	S\$2,170.00
SkillsFuture Funding	S\$1,496.00	S\$1,953.00	S\$2,061.50
Total Gross Fee	S\$674.00	S\$217.00	S\$108.50
GST Payable	S\$151.90	S\$151.90	S\$151.90
Total Fee Payable to Kaplan Professional	S\$825.90	S\$368.90	S\$260.40

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Funding Validity Period

Title of Course/Module	Full Course Fee (S\$)	Course Duration	Funding Effective Date	Funding Expiry Date
Level 1				
Certified Service Professional (Version 2 Track 1)	500.00	3.5 days (28h)	1 January 2019	12 December 2019
Certified Service Professional (Version 2 Track 2)	580.00	4 days (32h)	1 January 2019	12 December 2019
Demonstrate the Service Vision	250.00	1 day (8h)	1 January 2019	12 December 2019
Engage in Service Innovation Initiatives	380.00	2 days (16h)	1 January 2019	12 December 2019
Implement Operations for Service Excellence	320.00	1.5 days (12h)	1 January 2019	12 December 2019
Project a Positive and Professional Image	225.00	1 day (8h)	1 January 2019	19 April 2020
Provide Go the Extra Mile Service	320.00	2 days (16h)	1 January 2019	19 April 2020
Respond to Service Challenges	320.00	2 days (16h)	1 January 2019	22 March 2020
Work in a Diverse Service Environment	320.00	1.5 days (12h)	1 January 2019	12 December 2019
Level 3				
Coach for Service Performance	350.00	1.5 days (12h)	1 January 2019	12 December 2019
Establish Relationships for Customer Confidence	350.00	1.5 days (12h)	1 January 2019	12 December 2019
Manage a Diverse Service Environment	350.00	1.5 days (12h)	1 January 2019	12 December 2019
Manage Operations for Service Excellence	400.00	2 days (16h)	1 January 2019	19 April 2020
Manage Service Performance	380.00	2 days (16h)	1 January 2019	25 March 2020
Role Model the Service Vision	350.00	1.5 days (12h)	1 January 2019	12 December 2019

Title of Course/Module	Full Course Fee (S\$)	Course Duration	Funding Effective Date	Funding Expiry Date
Level 4				
Analyse Service Quality and Customer Satisfaction	580.00	2 days (16h)	1 January 2019	26 June 2020
Analyse Service Quality and Customer Satisfaction (Blended)	580.00	2 days (16h)	1 January 2019	8 January 2020
Develop New Products/Services	520.00	1.5 days (12h)	1 January 2019	2 August 2020
Develop Service Operations	580.00	2 days (16h)	1 January 2019	21 May 2020
Develop Service Operations (Blended)	580.00	2 days (16h)	1 January 2019	8 January 2020
Develop Service Recovery Framework	520.00	2 days (16h)	1 January 2019	12 August 2020
Develop Service Recovery Framework (Blended)	520.00	1.5 days (12h)	1 January 2019	27 December 2019
Foster Service Innovation	520.00	1.5 days (12h)	1 January 2019	2 August 2020
Foster Service Innovation (Blended)	520.00	1.5 days (12h)	1 January 2019	27 December 2019
Lead with Service Vision	520.00	1.5 days (12h)	1 January 2019	2 August 2020
Manage Partnerships for Service Excellence	520.00	1.5 days (12h)	1 January 2019	12 November 2020
Manage Partnerships for Service Excellence (Blended)	520.00	1.5 days (12h)	1 January 2019	27 December 2019
Optimise Workforce for Service Excellence	580.00	2 days (16h)	1 January 2019	25 October 2020
Optimise Workforce for Service Excellence (Blended)	580.00	2 days (16h)	1 January 2019	8 January 2020
Level 5				
Champion Service Innovation	720.00	2 days (16h)	1 January 2019	8 January 2020
Champion a Service Excellence Ethos	720.00	2 days (16h)	1 January 2019	8 January 2020
Drive Customer Loyalty for Service Excellence	360.00	1 day (8h)	1 January 2019	5 June 2020
Drive Service Quality and Customer Satisfaction	720.00	2 days (16h)	1 January 2019	8 January 2020
Innovate the Customer Experience	720.00	2 days (16h)	1 January 2019	8 January 2020
Strategise Service Operations	720.00	2 days (16h)	1 January 2019	8 January 2020
Strategise Workforce for Service Excellence	720.00	2 days (16h)	1 January 2019	8 January 2020

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Course Fees and Subsidies

Workplace Literacy and Numeracy Series (WPLN)

Please refer to the Minimum Entry Requirements for respective levels below:

- Participants whose WPLN Assessment results fall into the following requirements have to start from the corresponding level.

Level	Minimum Entry Requirements
Basic	<ul style="list-style-type: none"> Literacy: Levels 1 (Pre-beginning) to 4 (Low Intermediate) Numeracy: Levels 1 (Pre-beginning) to 3 (High Beginning)
Intermediate	<ul style="list-style-type: none"> Literacy: Levels 3 (High Beginning) to 6 (Advanced) Numeracy: Levels 4 (Low Intermediate) to 6 (Advanced)
Advanced	<ul style="list-style-type: none"> Literacy: Levels 5 (High Intermediate) to 8 (Proficient) Numeracy: Levels 7 (High Advanced) to 8 (Proficient)

Please refer to the subsidies below if:

Training duration is 2 days (15 hours) and course fee is S\$250			
Type	Category of Individuals		
	Singapore Citizen & Singapore PR*	Singapore Citizen; 40 years and above	Singapore Citizen; 35 years and above, earning S\$2,000/month or less
Course Fee	S\$250.00	S\$250.00	S\$250.00
SkillsFuture Funding	S\$200.00	S\$225.00	S\$237.50
Total Gross Fee	S\$50.00	S\$25.00	S\$12.50
GST Payable	S\$17.50	S\$17.50	S\$17.50
Total Fee Payable to Kaplan Professional	S\$67.50	S\$42.50	S\$30.00
Training duration is 4 days (30 hours) and course fee is S\$500			
Type	Category of Individuals		
	Singapore Citizen & Singapore PR*	Singapore Citizen; 40 years and above	Singapore Citizen; 35 years and above, earning S\$2,000/month or less
Course Fee	S\$500.00	S\$500.00	S\$500.00
SkillsFuture Funding	S\$400.00	S\$450.00	S\$475.00
Total Gross Fee	S\$100.00	S\$50.00	S\$25.00
GST Payable	S\$35.00	S\$35.00	S\$35.00
Total Fee Payable to Kaplan Professional	S\$135.00	S\$85.00	S\$60.00

Training duration is 5 days (45 hours) and course fee is S\$700			
Type	Category of Individuals		
	Singapore Citizen & Singapore PR*	Singapore Citizen; 40 years and above	Singapore Citizen; 35 years and above, earning S\$2,000/month or less
Course Fee	S\$700.00	S\$700.00	S\$700.00
SkillsFuture Funding	S\$560.00	S\$630.00	S\$665.00
Total Gross Fee	S\$140.00	S\$70.00	S\$35.00
GST Payable	S\$49.00	S\$49.00	S\$49.00
Total Fee Payable to Kaplan Professional	S\$189.00	S\$119.00	S\$84.00
Training duration is 5 days (45 hours) and course fee is S\$780			
Type	Category of Individuals		
	Singapore Citizen & Singapore PR*	Singapore Citizen; 40 years and above	Singapore Citizen; 35 years and above, earning S\$2,000/month or less
Course Fee	S\$780.00	S\$780.00	S\$780.00
SkillsFuture Funding	S\$624.00	S\$702.00	S\$741.00
Total Gross Fee	S\$156.00	S\$78.00	S\$39.00
GST Payable	S\$54.60	S\$54.60	S\$54.60
Total Fee Payable to Kaplan Professional	S\$210.60	S\$132.60	S\$93.60
Training duration is 10 days (90 hours) and course fee is S\$1,450			
Type	Category of Individuals		
	Singapore Citizen & Singapore PR*	Singapore Citizen; 40 years and above	Singapore Citizen; 35 years and above, earning S\$2,000/month or less
Course Fee	S\$1,450.00	S\$1,450.00	S\$1,450.00
SkillsFuture Funding	S\$1,160.00	S\$1,305.00	S\$1,377.50
Total Gross Fee	S\$290.00	S\$145.00	S\$72.50
GST Payable	S\$101.50	S\$101.50	S\$101.50
Total Fee Payable to Kaplan Professional	S\$391.50	S\$246.50	S\$174.00

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Funding Validity Period

Title of Course/Module	Full Course Fee (S\$)	Course Duration	Funding Effective Date	Funding Expiry Date
Workplace Literacy (Conversational) - Beginner	780.00	5 days (45h)	1 January 2019	7 October 2020
Workplace Literacy (Conversational) - Intermediate	780.00	5 days (45h)	1 January 2019	7 October 2020
Workplace Literacy (Conversational) - Advanced	780.00	5 days (45h)	1 January 2019	7 October 2020
Workplace Literacy (Writing) - Beginner	700.00	5 days (45h)	1 January 2019	7 October 2020
Workplace Literacy (Writing) - Intermediate	700.00	5 days (45h)	1 January 2019	7 October 2020
Workplace Literacy (Writing) - Advanced	700.00	5 days (45h)	1 January 2019	7 October 2020
Workplace Literacy (Comprehensive) - Beginner	1,450.00	10 days (90h)	1 January 2019	7 October 2020
Workplace Literacy (Comprehensive) - Intermediate	1,450.00	10 days (90h)	1 January 2019	7 October 2020
Workplace Literacy (Comprehensive) - Advanced	1,450.00	10 days (90h)	1 January 2019	7 October 2020
Workplace Numeracy - Beginner	250.00	2 days (15h)	1 January 2019	12 November 2020
Workplace Numeracy - Intermediate	500.00	4 days (30h)	1 January 2019	7 October 2020
Workplace Numeracy - Advanced	500.00	4 days (30h)	1 January 2019	7 October 2020

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Kaplan Learning Institute Pte Ltd

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80 Jurong East Street 21 #06-02 Singapore 609607
Tel: +65 6733 1877 | Email: enquiry.sg@kaplan.com

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UEN199701260K 20/05/2018–19/05/2022





Course Fees and Subsidies Workplace Skills (WPS)

Please refer to the Minimum Entry Requirements for respective levels below:

Level	Minimum Entry Requirements
WPS Level 1	Participants should be able to: <ul style="list-style-type: none"> Speak, understand, read and write English at a proficiency level not lower than the Employability Skills Workforce Skills Qualification (ES WSQ) Workplace Literacy (WPL) Level 4 or equivalent
WPS Level 2	Participants should be able to: <ul style="list-style-type: none"> Speak, understand, read and write English at a proficiency level not lower than the Employability Skills Workforce Skills Qualification (ES WSQ) Workplace Literacy (WPL) 4 or equivalent Manipulate numbers at a proficiency level not lower than the ES WSQ Workplace Numeracy (WPN) level 4 or equivalent Showcase some responsibilities at work for the work of others, usually related to an organisational sub-set of functions

Please refer to the subsidies below if:

Training duration is 1 day (8 hours) and course fee is S\$150			
Type	Category of Individuals		
	Singapore Citizen & Singapore PR*	Singapore Citizen; 40 years and above	Singapore Citizen; 35 years and above, earning S\$2,000/month or less
Course Fee	S\$150.00	S\$150.00	S\$150.00
SkillsFuture Funding	S\$120.00	S\$135.00	S\$142.50
Total Gross Fee	S\$30.00	S\$15.00	S\$7.50
GST Payable	S\$10.50	S\$10.50	S\$10.50
Total Fee Payable to Kaplan Professional	S\$40.50	S\$25.50	S\$18.00
Training duration is 2 days (16 hours) and course fee is S\$250			
Type	Category of Individuals		
	Singapore Citizen & Singapore PR*	Singapore Citizen; 40 years and above	Singapore Citizen; 35 years and above, earning S\$2,000/month or less
Course Fee	S\$250.00	S\$250.00	S\$250.00
SkillsFuture Funding	S\$200.00	S\$225.00	S\$237.50
Total Gross Fee	S\$50.00	S\$25.00	S\$12.50
GST Payable	S\$17.50	S\$17.50	S\$17.50
Total Fee Payable to Kaplan Professional	S\$67.50	S\$42.50	S\$30.00

Training duration is 2 days (16 hours) and course fee is S\$350			
Type	Category of Individuals		
	Singapore Citizen & Singapore PR*	Singapore Citizen; 40 years and above	Singapore Citizen; 35 years and above, earning S\$2,000/month or less
Course Fee	S\$350.00	S\$350.00	S\$350.00
SkillsFuture Funding	S\$272.00	S\$315.00	S\$332.50
Total Gross Fee	S\$78.00	S\$35.00	S\$17.50
GST Payable	S\$24.50	S\$24.50	S\$24.50
Total Fee Payable to Kaplan Professional	S\$102.50	S\$59.50	S\$42.00
Training duration is 2 days (17.5 hours) and course fee is S\$250			
Type	Category of Individuals		
	Singapore Citizen & Singapore PR*	Singapore Citizen; 40 years and above	Singapore Citizen; 35 years and above, earning S\$2,000/month or less
Course Fee	S\$250.00	S\$250.00	S\$250.00
SkillsFuture Funding	S\$200.00	S\$225.00	S\$237.50
Total Gross Fee	S\$50.00	S\$25.00	S\$12.50
GST Payable	S\$17.50	S\$17.50	S\$17.50
Total Fee Payable to Kaplan Professional	S\$67.50	S\$42.50	S\$30.00
Training duration is 2 days (17.75 hours) and course fee is S\$250			
Type	Category of Individuals		
	Singapore Citizen & Singapore PR*	Singapore Citizen; 40 years and above	Singapore Citizen; 35 years and above, earning S\$2,000/month or less
Course Fee	S\$250.00	S\$250.00	S\$250.00
SkillsFuture Funding	S\$200.00	S\$225.00	S\$237.50
Total Gross Fee	S\$50.00	S\$25.00	S\$12.50
GST Payable	S\$17.50	S\$17.50	S\$17.50
Total Fee Payable to Kaplan Professional	S\$67.50	S\$42.50	S\$30.00

Please note that self-sponsored individuals taking certifiable courses (National or industry-wide certification training programmes) approved by SSG must be 21 years old or above.

With effect from 19 May 2017, SkillsFuture Credit used for a programme at Kaplan (subject to SkillsFuture's approved list of programmes) will be paid directly to **Kaplan Professional**.

If you wish to use your SkillsFuture Credit, you can make your claim up to 60 days before the start of the programme till the day of programme commencement (with effect from 21 April 2017). According to SkillsFuture SG, this window period is sufficient for individuals to make claims to facilitate earlier programme registration.

When making a claim, you should inform your Programme Consultant on the intention to use your SkillsFuture Credit and to request for the relevant amount to be offset against the qualifying programme fees. After which, you can then submit the claim via the SkillsFuture Credit Portal for the relevant amount to be paid to **Kaplan Professional** for your registered programme. The actual claimable amount is subject to SkillsFuture Singapore's approval.

In compliance with SkillsFuture Singapore's guidelines, students who utilise SkillsFuture credits, enrol in SSG-funded or CITREP-funded courses are not eligible for indirect rewards such as referral awards, lucky draws, gifts and vouchers. SkillsFuture credits are non-transferrable and cannot be exchanged for cash, vouchers and gifts.

For more information, please visit www.skillsfuture.sg.

Funding Validity Period

Title of Course/Module	Full Course Fee (S\$)	Course Duration	Funding Effective Date	Funding Expiry Date
Level 1				
Adapt to Change	250.00	2 days (16h)	1 October 2015	29 March 2019
Apply 5S Techniques	250.00	2 days (17.75h)	1 January 2019	5 April 2019
Apply Emotional Competence to Manage Self at the Workplace	250.00	2 days (16h)	1 October 2015	29 March 2019
Apply Emotional Competence to Manage Self at the Workplace (Blended)	350.00	2 days (16h)	1 January 2019	31 May 2020
Apply Quality Systems	250.00	2 days (17.5h)	11 January 2019	10 January 2021
Communicate & Relate Effectively at the Workplace	250.00	2 days (16h)	1 October 2015	29 March 2019
Comply with Workplace Safety and Health Policies and Procedures	150.00	1 day (8h)	1 January 2019	5 April 2019
Demonstrate Initiative and Enterprising Behaviors	250.00	2 days (16h)	1 October 2015	29 March 2019
Develop Personal Effectiveness at Operations Level	250.00	2 days (16h)	1 October 2015	5 April 2019
Maintain Personal Presentation and Employability at Operations Level	250.00	2 days (16h)	1 October 2015	5 April 2019
Perform Basic Productivity Practices	350.00	2 days (16h)	1 January 2019	5 April 2019
Solve Problems and Make Decisions at Operations Level	250.00	2 days (16h)	1 October 2015	29 March 2019
Level 3				
Apply Emotional Competence to Manage Self and Team at the Workplace	250.00	2 days (16h)	1 October 2015	5 April 2019
Develop Personal Effectiveness at Supervisory Level	250.00	2 days (16h)	1 October 2015	5 April 2019
Facilitate Effective Communication & Engagement at the Workplace	250.00	2 days (16h)	1 October 2015	5 April 2019
Facilitate Effective Work Teams	250.00	2 days (16h)	1 October 2015	5 April 2019
Foster Initiative & Enterprise in Teams	250.00	2 days (18h)	1 October 2015	5 April 2019
Foster Team Adaptability	250.00	2 days (16h)	1 October 2015	29 March 2019
Maintain Personal Presentation and Employability at Supervisory Level	250.00	2 days (16h)	1 October 2015	5 April 2019
Maintain Workplace Safety and Health Policies and Procedures	250.00	2 days (16h)	1 January 2019	5 April 2019
Solve Problems & Make Decisions at Supervisory Level	250.00	2 days (16h)	1 October 2015	29 March 2019
Supervise Quality Procedures	250.00	2 days (16h)	11 January 2019	10 January 2021
Supervise Work Improvement Processes	250.00	2 days (16h)	1 January 2019	5 April 2019

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Course Fees and Subsidies

Business Management and Financial Management (BMFM)

Please refer to the Minimum Entry Requirements for respective levels below:

Level	Minimum Entry Requirements
BM-FM Level 3	<p>Learners are assumed to:</p> <ul style="list-style-type: none"> • Understand relevant organisational strategies, objectives, culture, policies, processes and products/services • Have analytical skills to identify issues within financial statements • Have information gathering skills to gather and compile necessary data • Have numeracy skills to prepare calculations • Have interpersonal and communication skills to prepare and report summaries of consolidated financial reports • Have technological skills needed to use spreadsheet applications • Be aware of organisation's business model • Be aware of financial accounting concepts and statements
BM-FM Level 4	<p>Participants should:</p> <ul style="list-style-type: none"> • Understand how the business environment impacts the organisation • Understand relevant organisational strategies, objectives, culture, policies, processes and products/services • Have an understanding and working knowledge of financial accounting concepts, financial policies and accounting principles related to budget preparation • Have analytical skills to assess financial forecasts • Have numeracy skills to prepare and review financial calculations • Have management skills to escalate or advise business unit on budget overruns in an appropriate and timely manner • Have technological skills needed to use spreadsheet applications • Be aware of organisational financial reporting requirements such as taxation policies
BM-FM Level 5	<p>Participants should:</p> <ul style="list-style-type: none"> • Understand how the business environment and financial trends impact the organisation • Understand relevant organisational strategies, objectives, culture, policies, processes and products/services • Understand financial management, especially with regard to budget planning and financial forecasting • Have business management skills and business acumen to develop financial plans • Have strategic visioning and decision making skills to identify and prioritise the organisation's financial needs • Have analytical skills to determine implications of budget on organisational strategies and plans • Have presentation skills to communicate and articulate findings, recommendations and options to relevant stakeholders • Be aware of how to manage and monitor budget and processes, as well as their importance to organisational strategies and objectives

Level	Minimum Entry Requirements
BM-FM Level 6	<p>Participants should:</p> <ul style="list-style-type: none"> • Understand how the business environment and financial trends impact the organisation and its strategies and objectives • Understand relevant organisational strategies, objectives, culture, policies, processes and products/services • Understand budgeting plan, budgeting objectives, budget processes and its importance to organisational strategies and objectives • Understand financial risk position, financial management, corporate financing strategies and the various types of financial policies and plans • Have business management skills and business acumen to set organisational budget plan direction • Have strategic visioning and decision making skills to direct the organisation • Have leadership skills to guide the organisation with regard to corporate finance strategies • Have analytical skills to determine implications of budget on organisational strategies and plans • Have interpersonal and communication skills to articulate recommendations to senior management

Please refer to the subsidies below if:

Training duration is 1 day (8 hours) and course fee is S\$220			
Type	Category of Individuals		
	Singapore Citizen & Singapore PR*	Singapore Citizen; 40 years and above	Singapore Citizen; 35 years and above, earning S\$2,000/month or less
Course Fee	S\$220.00	S\$220.00	S\$220.00
SkillsFuture Funding	S\$110.00	S\$198.00	S\$209.00
Total Gross Fee	S\$110.00	S\$22.00	S\$11.00
GST Payable	S\$15.40	S\$15.40	S\$15.40
Total Fee Payable to Kaplan Professional	S\$125.40	S\$37.40	S\$26.40
Training duration is 1 day (8 hours) and course fee is S\$260			
Type	Category of Individuals		
	Singapore Citizen & Singapore PR*	Singapore Citizen; 40 years and above	Singapore Citizen; 35 years and above, earning S\$2,000/month or less
Course Fee	S\$260.00	S\$260.00	S\$260.00
SkillsFuture Funding	S\$120.00	S\$234.00	S\$247.00
Total Gross Fee	S\$140.00	S\$26.00	S\$13.00
GST Payable	S\$18.20	S\$18.20	S\$18.20
Total Fee Payable to Kaplan Professional	S\$158.20	S\$44.20	S\$31.20

Training duration is 1 day (8 hours) and course fee is S\$265			
Type	Category of Individuals		
	Singapore Citizen & Singapore PR*	Singapore Citizen; 40 years and above	Singapore Citizen; 35 years and above, earning S\$2,000/month or less
Course Fee	S\$265.00	S\$265.00	S\$265.00
SkillsFuture Funding	S\$120.00	S\$238.50	S\$251.75
Total Gross Fee	S\$145.00	S\$26.50	S\$13.25
GST Payable	S\$18.55	S\$18.55	S\$18.55
Total Fee Payable to Kaplan Professional	S\$163.55	S\$45.05	S\$31.80
Training duration is 1 day (8 hours) and course fee is S\$300			
Type	Category of Individuals		
	Singapore Citizen & Singapore PR*	Singapore Citizen; 40 years and above	Singapore Citizen; 35 years and above, earning S\$2,000/month or less
Course Fee	S\$300.00	S\$300.00	S\$300.00
SkillsFuture Funding	S\$120.00	S\$270.00	S\$285.00
Total Gross Fee	S\$180.00	S\$30.00	S\$15.00
GST Payable	S\$21.00	S\$21.00	S\$21.00
Total Fee Payable to Kaplan Professional	S\$201.00	S\$51.00	S\$36.00
Training duration is 1 day (9 hours) and course fee is S\$265			
Type	Category of Individuals		
	Singapore Citizen & Singapore PR*	Singapore Citizen; 40 years and above	Singapore Citizen; 35 years and above, earning S\$2,000/month or less
Course Fee	S\$265.00	S\$265.00	S\$265.00
SkillsFuture Funding	S\$132.50	S\$238.50	S\$251.75
Total Gross Fee	S\$132.50	S\$26.50	S\$13.25
GST Payable	S\$18.55	S\$18.55	S\$18.55
Total Fee Payable to Kaplan Professional	S\$151.05	S\$45.05	S\$31.80
Training duration is 2 days (15 hours) and course fee is S\$530			
Type	Category of Individuals		
	Singapore Citizen & Singapore PR*	Singapore Citizen; 40 years and above	Singapore Citizen; 35 years and above, earning S\$2,000/month or less
Course Fee	S\$530.00	S\$530.00	S\$530.00
SkillsFuture Funding	S\$225.00	S\$477.00	S\$503.50
Total Gross Fee	S\$305.00	S\$53.00	S\$26.50
GST Payable	S\$37.10	S\$37.10	S\$37.10
Total Fee Payable to Kaplan Professional	S\$342.10	S\$90.10	S\$63.60

Training duration is 2 days (16 hours) and course fee is S\$450			
Type	Category of Individuals		
	Singapore Citizen & Singapore PR*	Singapore Citizen; 40 years and above	Singapore Citizen; 35 years and above, earning S\$2,000/month or less
Course Fee	S\$450.00	S\$450.00	S\$450.00
SkillsFuture Funding	S\$225.00	S\$405.00	S\$427.50
Total Gross Fee	S\$225.00	S\$45.00	S\$22.50
GST Payable	S\$31.50	S\$31.50	S\$31.50
Total Fee Payable to Kaplan Professional	S\$256.50	S\$76.50	S\$54.00
Training duration is 2 days (16 hours) and course fee is S\$500			
Type	Category of Individuals		
	Singapore Citizen & Singapore PR*	Singapore Citizen; 40 years and above	Singapore Citizen; 35 years and above, earning S\$2,000/month or less
Course Fee	S\$500.00	S\$500.00	S\$500.00
SkillsFuture Funding	S\$240.00	S\$450.00	S\$475.00
Total Gross Fee	S\$260.00	S\$50.00	S\$25.00
GST Payable	S\$35.00	S\$35.00	S\$35.00
Total Fee Payable to Kaplan Professional	S\$295.00	S\$85.00	S\$60.00
Training duration is 2 days (18 hours) and course fee is S\$530			
Type	Category of Individuals		
	Singapore Citizen & Singapore PR*	Singapore Citizen; 40 years and above	Singapore Citizen; 35 years and above, earning S\$2,000/month or less
Course Fee	S\$530.00	S\$530.00	S\$530.00
SkillsFuture Funding	S\$265.00	S\$477.00	S\$503.50
Total Gross Fee	S\$265.00	S\$53.00	S\$26.50
GST Payable	S\$37.10	S\$37.10	S\$37.10
Total Fee Payable to Kaplan Professional	S\$302.10	S\$90.10	S\$63.60
Training duration is 2 days (18 hours) and course fee is S\$700			
Type	Category of Individuals		
	Singapore Citizen & Singapore PR*	Singapore Citizen; 40 years and above	Singapore Citizen; 35 years and above, earning S\$2,000/month or less
Course Fee	S\$700.00	S\$700.00	S\$700.00
SkillsFuture Funding	S\$270.00	S\$630.00	S\$665.00
Total Gross Fee	S\$430.00	S\$70.00	S\$35.00
GST Payable	S\$49.00	S\$49.00	S\$49.00
Total Fee Payable to Kaplan Professional	S\$479.00	S\$119.00	S\$84.00

Training duration is 2 days (18 hours) and course fee is S\$900			
Type	Category of Individuals		
	Singapore Citizen & Singapore PR*	Singapore Citizen; 40 years and above	Singapore Citizen; 35 years and above, earning S\$2,000/month or less
Course Fee	S\$900.00	S\$900.00	S\$900.00
SkillsFuture Funding	S\$270.00	S\$810.00	S\$855.00
Total Gross Fee	S\$630.00	S\$90.00	S\$45.00
GST Payable	S\$63.00	S\$63.00	S\$63.00
Total Fee Payable to Kaplan Professional	S\$693.00	S\$153.00	S\$108.00
Training duration is 3 days (24 hours) and course fee is S\$795			
Type	Category of Individuals		
	Singapore Citizen & Singapore PR*	Singapore Citizen; 40 years and above	Singapore Citizen; 35 years and above, earning S\$2,000/month or less
Course Fee	S\$795.00	S\$795.00	S\$795.00
SkillsFuture Funding	S\$360.00	S\$715.50	S\$755.25
Total Gross Fee	S\$435.00	S\$79.50	S\$39.75
GST Payable	S\$55.65	S\$55.65	S\$55.65
Total Fee Payable to Kaplan Professional	S\$490.65	S\$135.15	S\$95.40
Training duration is 3 days (24 hours) and course fee is S\$900			
Type	Category of Individuals		
	Singapore Citizen & Singapore PR*	Singapore Citizen; 40 years and above	Singapore Citizen; 35 years and above, earning S\$2,000/month or less
Course Fee	S\$900.00	S\$900.00	S\$900.00
SkillsFuture Funding	S\$360.00	S\$810.00	S\$855.00
Total Gross Fee	S\$540.00	S\$90.00	S\$45.00
GST Payable	S\$63.00	S\$63.00	S\$63.00
Total Fee Payable to Kaplan Professional	S\$603.00	S\$153.00	S\$108.00
Training duration is 5 days (40 hours) and course fee is S\$1,325			
Type	Category of Individuals		
	Singapore Citizen & Singapore PR*	Singapore Citizen; 40 years and above	Singapore Citizen; 35 years and above, earning S\$2,000/month or less
Course Fee	S\$1,325.00	S\$1,325.00	S\$1,325.00
SkillsFuture Funding	S\$600.00	S\$1,192.50	S\$1,258.75
Total Gross Fee	S\$725.00	S\$132.50	S\$66.25
GST Payable	S\$92.75	S\$92.75	S\$92.75
Total Fee Payable to Kaplan Professional	S\$817.75	S\$225.25	S\$159.00

Training duration is 3 days (40 hours) and course fee is S\$1,500			
Type	Category of Individuals		
	Singapore Citizen & Singapore PR*	Singapore Citizen; 40 years and above	Singapore Citizen; 35 years and above, earning S\$2,000/month or less
Course Fee	S\$1,500.00	S\$1,500.00	S\$1,500.00
SkillsFuture Funding	S\$600.00	S\$1,350.00	S\$1,425.00
Total Gross Fee	S\$900.00	S\$150.00	S\$75.00
GST Payable	S\$105.00	S\$105.00	S\$105.00
Total Fee Payable to Kaplan Professional	S\$1,005.00	S\$255.00	S\$180.00

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Funding Validity Period

Title of Course/Module	Full Course Fee (S\$)	Course Duration	Funding Effective Date	Funding Expiry Date
WSQ Level 3				
Analyse Financial Statements	1,325.00	5 days (40h)	1 January 2019	5 August 2020
Apply Basic Negotiation Skills & Techniques	220.00	1 day (8h)	1 January 2019	26 June 2020
Apply Project Scope Management Techniques	450.00	2 days (16h)	1 January 2019	31 January 2020
Collate & Present Workplace Information from a Knowledge Management System	265.00	1 day (9h)	1 January 2019	26 June 2020
Display Critical Thinking and Analytical Skills	450.00	2 days (16h)	1 January 2019	2 August 2020
Fundamentals of the Personal Data Protection Act	530.00	2 days (15h)	1 January 2019	2 August 2020
Identify & Establish Internal & External Stakeholder Relationships	265.00	2 days (16h)	1 January 2019	26 June 2020
Prepare Budget for a Business Unit	795.00	3 days (24h)	1 January 2019	5 August 2020
Prepare Cash Flow Report for the Business Unit	265.00	1 day (8h)	1 January 2019	5 August 2020
Prepare Consolidated Financial Reports	530.00	2 days (18h)	1 January 2019	5 August 2020
Present Information	450.00	2 days (16h)	1 January 2019	24 June 2020
Secure Prospect Commitment	450.00	2 days (16h)	1 January 2019	27 December 2019
WSQ Level 4				
Articulate and Discuss Ideas	260.00	1 day (8h)	1 January 2019	16 April 2020
Interpret Market Trends and Development	500.00	2 days (16h)	1 January 2019	5 August 2020
Manage Budgeting and Forecasting Processes for the Business Unit	900.00	3 days (24h)	1 January 2019	5 August 2020
Manage Credit and Treasury Operations	1,500.00	5 days (40h)	1 January 2019	5 August 2020
Manage Meetings	260.00	1 day (8h)	1 January 2019	31 January 2020
Manage Programmes and Activities to Enhance Stakeholder Relationships	500.00	2 days (16h)	1 January 2019	5 August 2020
Manage Project Team	500.00	2 days (16h)	1 January 2019	26 June 2020
Manage Resource Planning	300.00	1 day (8h)	1 January 2019	26 June 2020
Monitor Cash Flow Reports	300.00	1 day (8h)	1 January 2019	5 August 2020
WSQ Level 5				
Develop and Establish Financial Budget and Plans	700.00	2 days (18h)	1 January 2019	5 August 2020
WSQ Level 6				
Endorse Financial and Treasury Management Policies Systems Budgets and Plans	900.00	2 days (18h)	1 January 2019	5 August 2020

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Cert No.: EDU 2/2022
Validity: 19/07/2015 - 18/07/2019



Course Fees and Subsidies

Executive Development and Growth for Excellence (EDGE)

Please refer to the Minimum Entry Requirements for respective levels below:

Level	Minimum Entry Requirements
EDGE Level 4	Participants should be able to: <ul style="list-style-type: none"> Speak, understand, read and write English at a proficiency level not lower than the Employability Skills Workforce Skills Qualification (ES WSQ) Workplace Literacy (WPL) 4 Manipulate numbers at a proficiency level not lower than ES WSQ level 4 or equivalent
EDGE Level 5	Participants should be able to: <ul style="list-style-type: none"> Speak, understand, read and write English at a proficiency level not lower than the Employability Skills Workforce Skills Qualifications (ES WSQ) Workplace Literacy (WPL) level 4 or equivalent Manipulate numbers at a proficiency level not lower than the ES WSQ Workplace Numeracy (WPN) level 4 or equivalent Apply effective communication techniques at all levels

Please refer to the subsidies below if:

Training duration is 2 days (16 hours) and course fee is S\$350			
Type	Category of Individuals		
	Singapore Citizen & Singapore PR*	Singapore Citizen; 40 years and above	Singapore Citizen; 35 years and above, earning S\$2,000/month or less
Course Fee	S\$350.00	S\$350.00	S\$350.00
SkillsFuture Funding	S\$175.00	S\$315.00	S\$332.50
Total Gross Fee	S\$175.00	S\$35.00	S\$17.50
GST Payable	S\$24.50	S\$24.50	S\$24.50
Total Fee Payable to Kaplan Professional	S\$199.50	S\$59.50	S\$42.00
Training duration is 3 days (24 hours) and course fee is S\$500			
Type	Category of Individuals		
	Singapore Citizen & Singapore PR*	Singapore Citizen; 40 years and above	Singapore Citizen; 35 years and above, earning S\$2,000/month or less
Course Fee	S\$500.00	S\$500.00	S\$500.00
SkillsFuture Funding	S\$250.00	S\$450.00	S\$475.00
Total Gross Fee	S\$250.00	S\$50.00	S\$25.00
GST Payable	S\$35.00	S\$35.00	S\$35.00
Total Fee Payable to Kaplan Professional	S\$285.00	S\$85.00	S\$60.00

Training duration is 4 days (32 hours) and course fee is S\$650			
Type	Category of Individuals		
	Singapore Citizen & Singapore PR*	Singapore Citizen; 40 years and above	Singapore Citizen; 35 years and above, earning S\$2,000/month or less
Course Fee	S\$650.00	S\$650.00	S\$650.00
SkillsFuture Funding	S\$325.00	S\$585.00	S\$617.50
Total Gross Fee	S\$325.00	S\$65.00	S\$32.50
GST Payable	S\$45.50	S\$45.50	S\$45.50
Total Fee Payable to Kaplan Professional	S\$370.50	S\$110.50	S\$78.00
Training duration is 5 days (40 hours) and course fee is S\$800			
Type	Category of Individuals		
	Singapore Citizen & Singapore PR*	Singapore Citizen; 40 years and above	Singapore Citizen; 35 years and above, earning S\$2,000/month or less
Course Fee	S\$800.00	S\$800.00	S\$800.00
SkillsFuture Funding	S\$400.00	S\$720.00	S\$760.00
Total Gross Fee	S\$400.00	S\$80.00	S\$40.00
GST Payable	S\$56.00	S\$56.00	S\$56.00
Total Fee Payable to Kaplan Professional	S\$456.00	S\$136.00	S\$96.00

Please note that self-sponsored individuals taking certifiable courses (National or industry-wide certification training programmes) approved by SSG must be 21 years old or above.

With effect from 19 May 2017, SkillsFuture Credit used for a programme at Kaplan (subject to SkillsFuture's approved list of programmes) will be paid directly to **Kaplan Professional**.

If you wish to use your SkillsFuture Credit, you can make your claim up to 60 days before the start of the programme till the day of programme commencement (with effect from 21 April 2017). According to SkillsFuture SG, this window period is sufficient for individuals to make claims to facilitate earlier programme registration.

When making a claim, you should inform your Programme Consultant on the intention to use your SkillsFuture Credit and to request for the relevant amount to be offset against the qualifying programme fees. After which, you can then submit the claim via the SkillsFuture Credit Portal for the relevant amount to be paid to **Kaplan Professional** for your registered programme. The actual claimable amount is subject to SkillsFuture Singapore's approval.

In compliance with SkillsFuture Singapore's guidelines, students who utilise SkillsFuture credits, enrol in SSG-funded or CITREP-funded courses are not eligible for indirect rewards such as referral awards, lucky draws, gifts and vouchers. SkillsFuture credits are non-transferrable and cannot be exchanged for cash, vouchers and gifts.

For more information, please visit www.skillsfuture.sg.

Funding Validity Period

Title of Course/Module under Cat B Programme	Full Course Fee (S\$)	Course Duration	Funding Effective Date	Funding Expiry Date
WSQ Level 4				
Apply Emotional Competence to Manage Self and Others in a Business Context	350.00	2 days (16h)	1 October 2015	5 April 2019
Contribute towards a Learning Organisation	350.00	2 days (16h)	1 October 2015	5 April 2019
Develop a Work Team	350.00	2 days (16h)	1 October 2015	5 April 2019
Develop Personal Effectiveness at Managerial Level	350.00	2 days (16h)	1 October 2015	5 April 2019
Implement Business Process Reengineering	650.00	4 days (32h)	1 January 2019	5 April 2019
Implement Lean Six-Sigma	650.00	4 days (32h)	11 January 2019	10 January 2021
Lead Workplace Communication and Engagement	350.00	2 days (16h)	1 October 2015	5 April 2019
Lead a Virtual Team	350.00	2 days (16h)	1 October 2015	5 April 2019
Manage Process Improvement	500.00	3 days (24h)	1 January 2019	5 April 2019
Manage Workplace Safety and Health System	350.00	2 days (16h)	1 January 2019	5 April 2019
Manage Quality System and Processes	800.00	5 days (40h)	1 January 2019	5 April 2019
Manage Workplace Challenges with Resilience	350.00	2 days (16h)	1 October 2015	5 April 2019
Solve Problems & Make Decisions at Managerial Level	350.00	2 days (16h)	1 October 2015	5 April 2019
Support Establishment of Framework for Initiative & Enterprise	350.00	2 days (16h)	1 October 2015	5 April 2019
WSQ Level 5				
Apply Systems Thinking in Problem Solving and Decision Making	350.00	2 days (16h)	1 October 2015	5 April 2019
Contribute to the Design and Development of a Productivity Framework	350.00	2 days (16h)	1 October 2015	5 April 2019
Develop Professional Image and Competence to Achieve Personal Career Goals	350.00	2 days (16h)	1 January 2019	5 April 2019
Facilitate the Implementation of a Productivity Framework	350.00	2 days (16h)	1 October 2015	5 April 2019
Manage Cross Functional and Culturally Diverse Teams	350.00	2 days (16h)	1 October 2015	5 April 2019

All information contained in this insert is accurate at the time of print (March 2019).

Kaplan Learning Institute Pte Ltd

Devan Nair Institute for Employment and Employability
80 Jurong East Street 21 #06-02 Singapore 609607
Tel: +65 6733 1877 | Email: enquiry.sg@kaplan.com

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