STEP SKILLS TRAINING & ENHANCEMENT PORTAL

BY THE POLYTECHNICS & ITE

Company Sponsorship Guide for Trainee

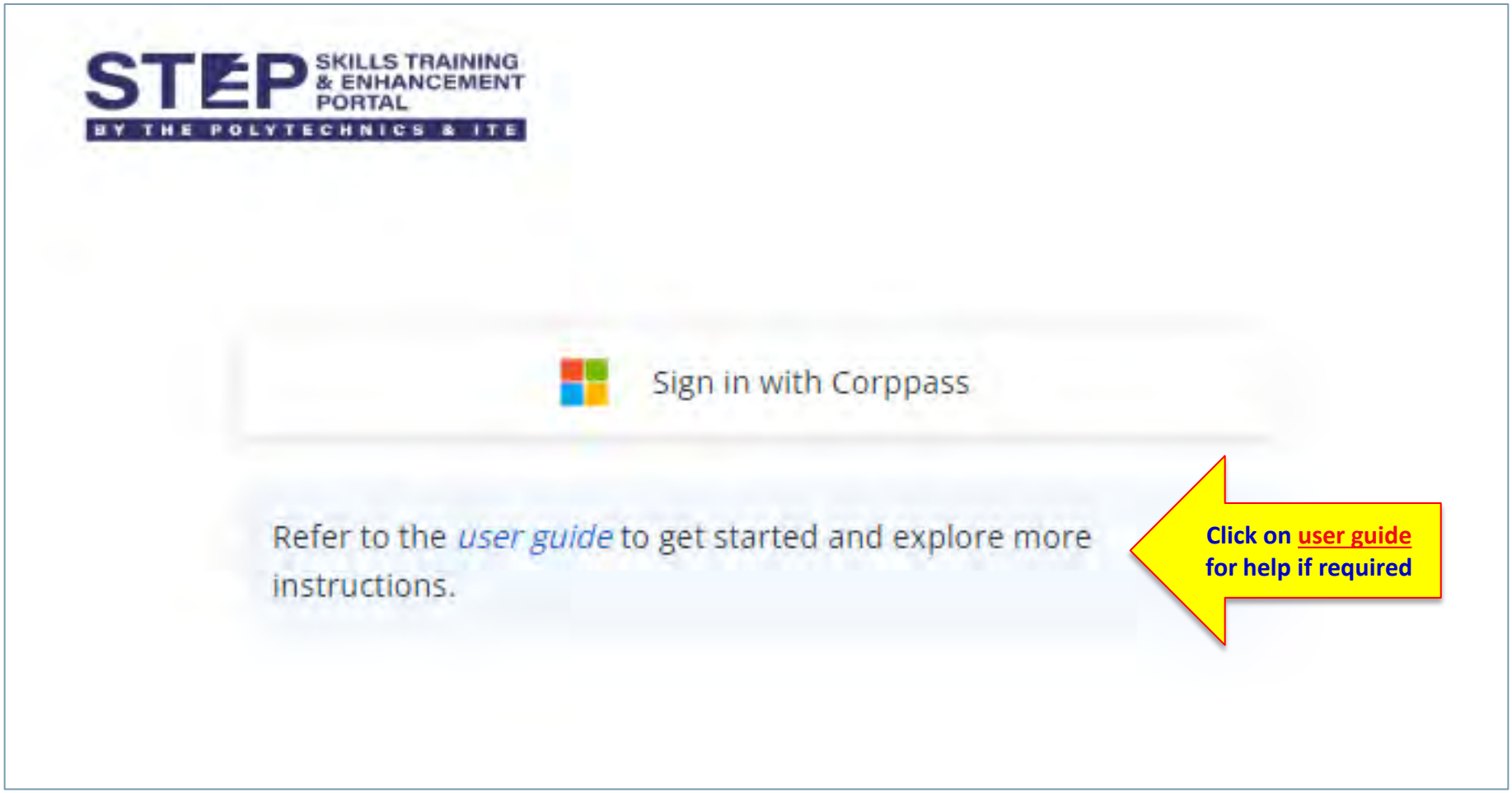
Temasek POLYTECHNIC | Temasek SkillsFuture Academy

Sponsorship for Trainee

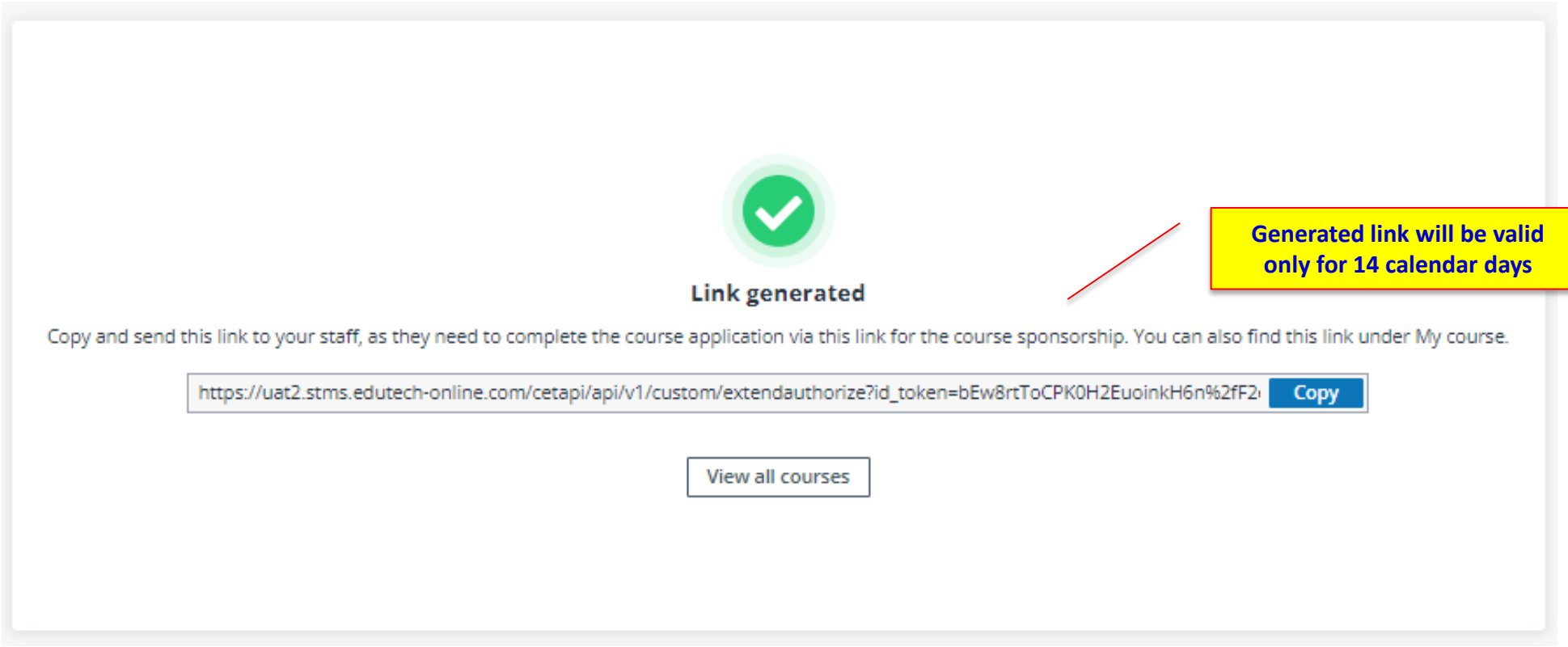
(A) I am new applicant & my company is sponsoring me

Step 1: Your company must login to STEP company Portal using Corppass.

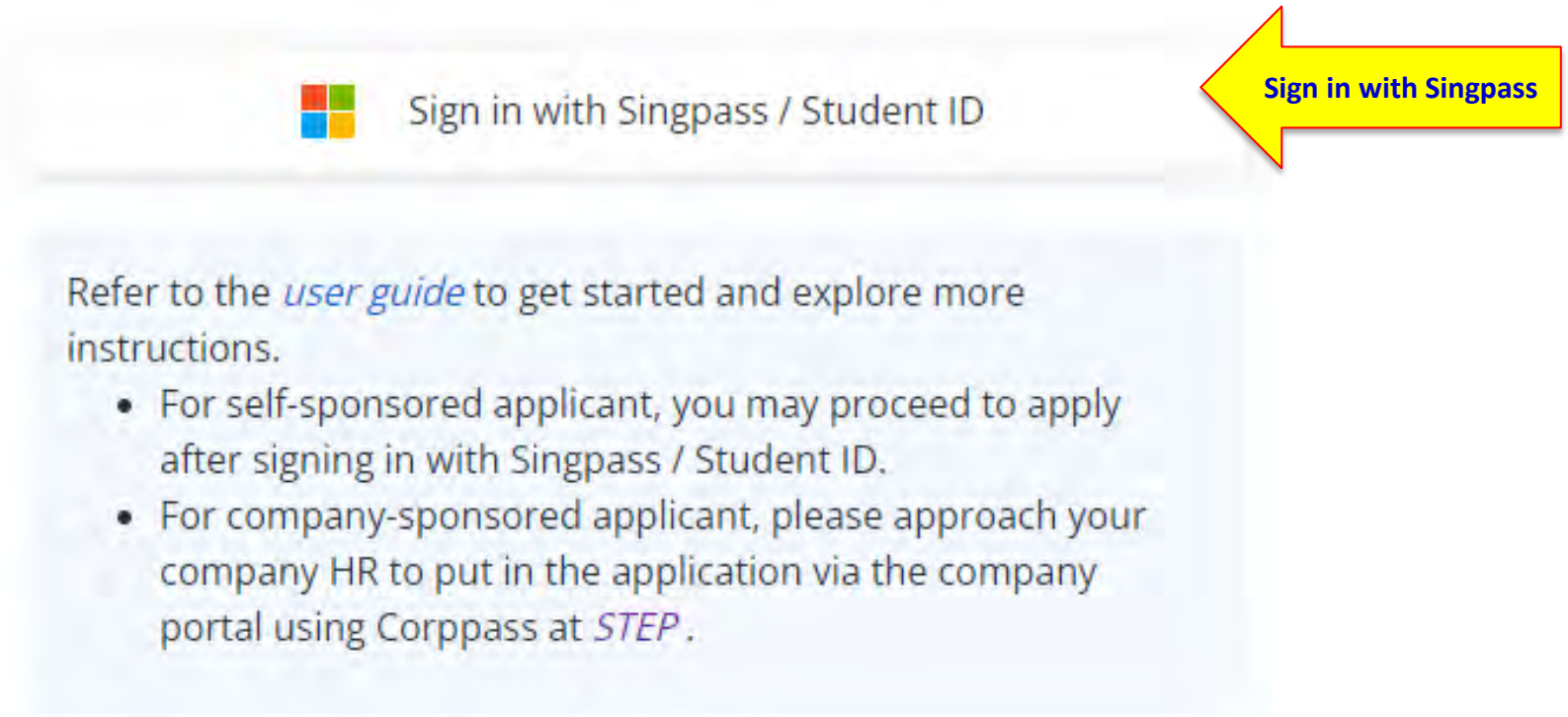
Companies can search for the course intake opened for application in Course Catalogue



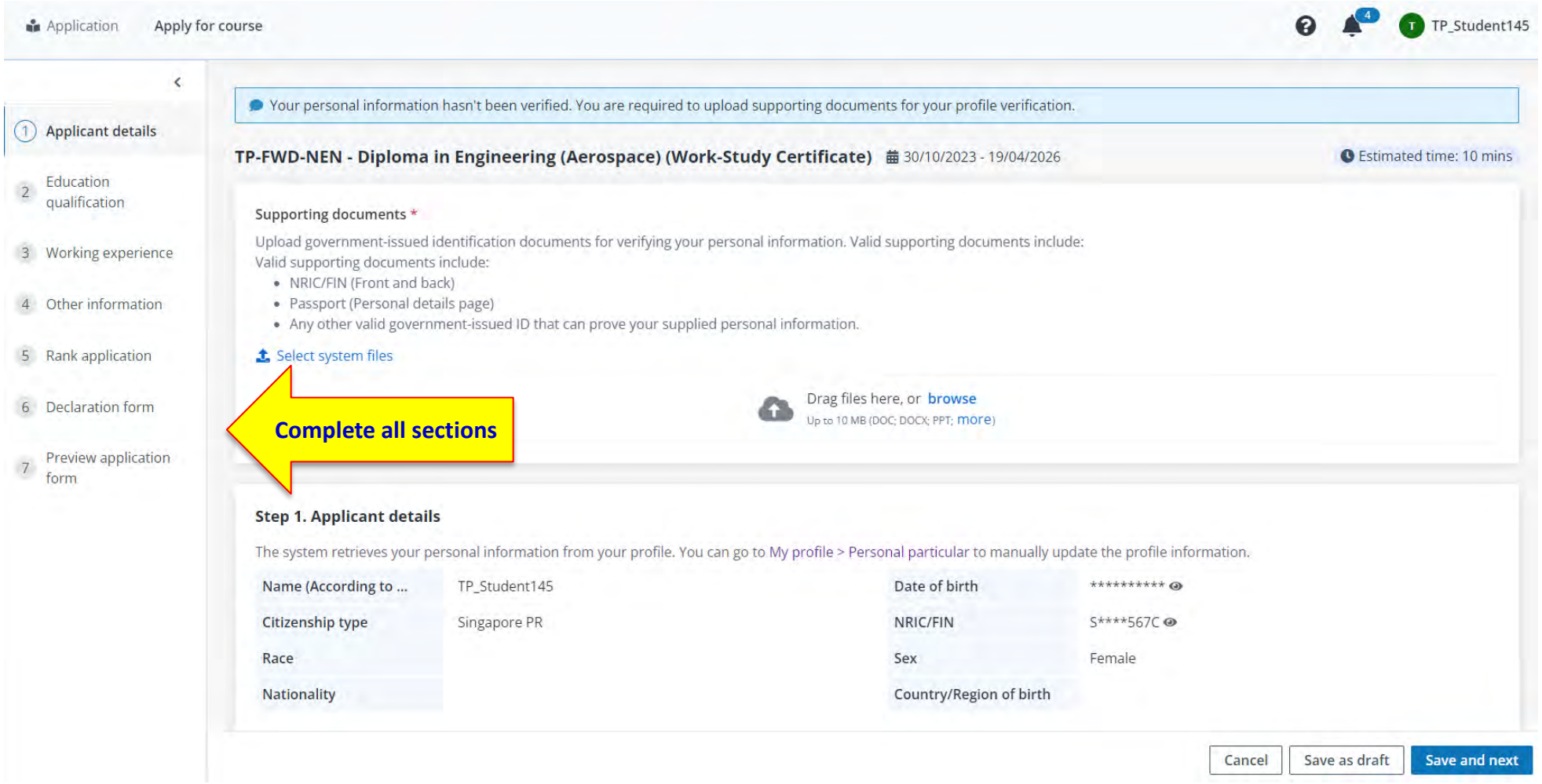
Step 2: After your company setup the sponsorship info, the company will generate an application link for you to submit your course application. Applicant must apply via the generated link to be company-sponsored.



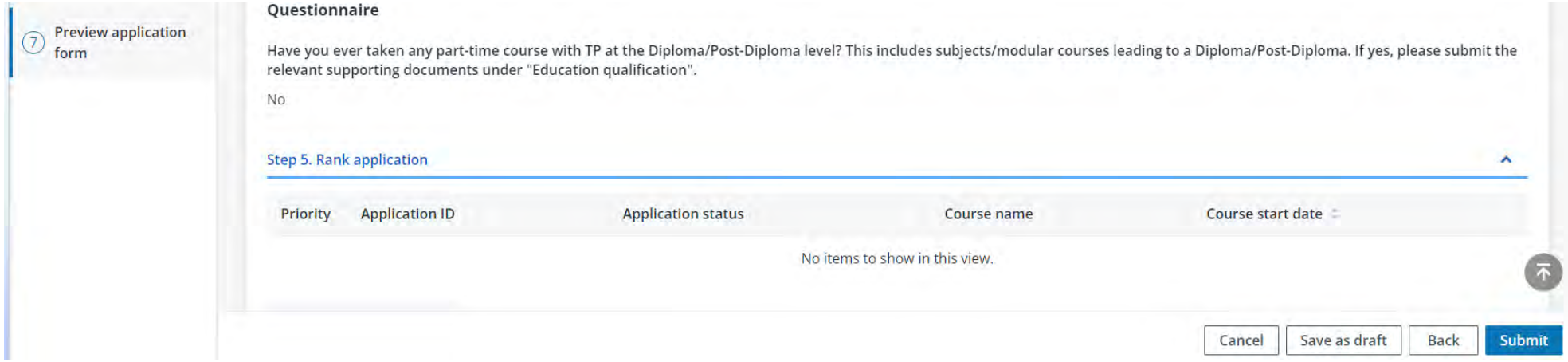
Step 3: Login to the application portal via the application link with your Singpass.
Complete your profile by clicking Retrieve Myinfo or manually update.



Step 4: Complete all sections to submit your application for the course.



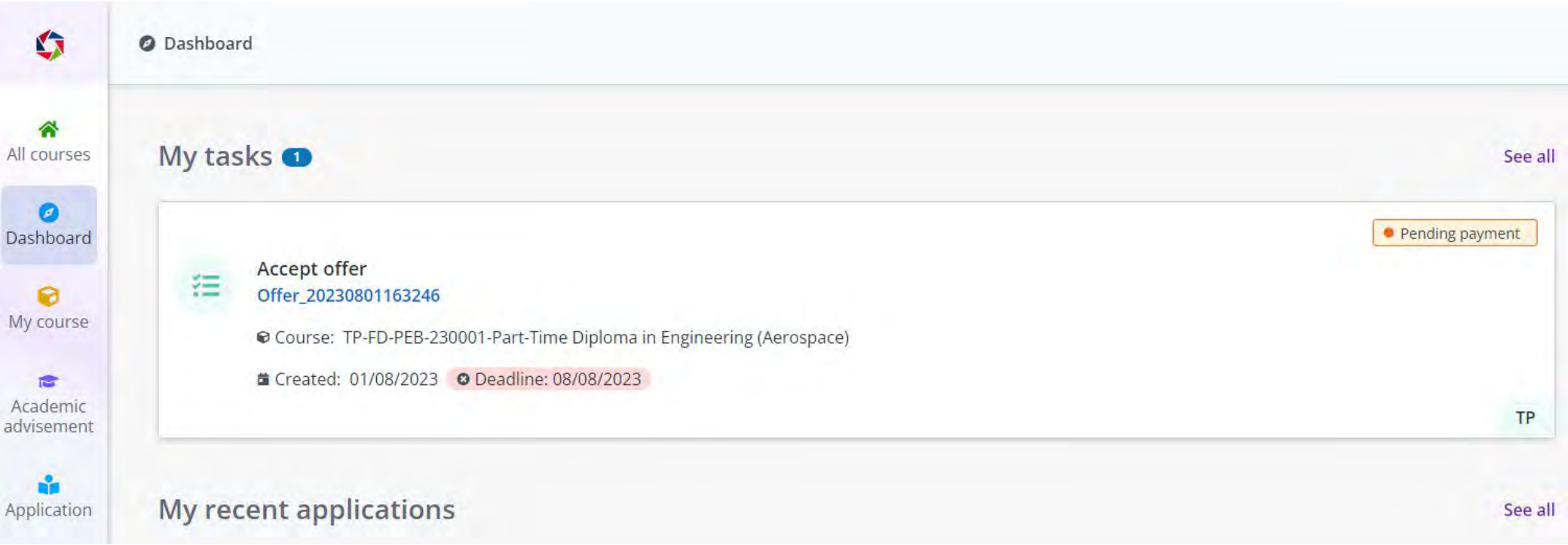
Step 5: Complete all sections to submit your application for the course.



Ensure you complete all sections & click Submit.

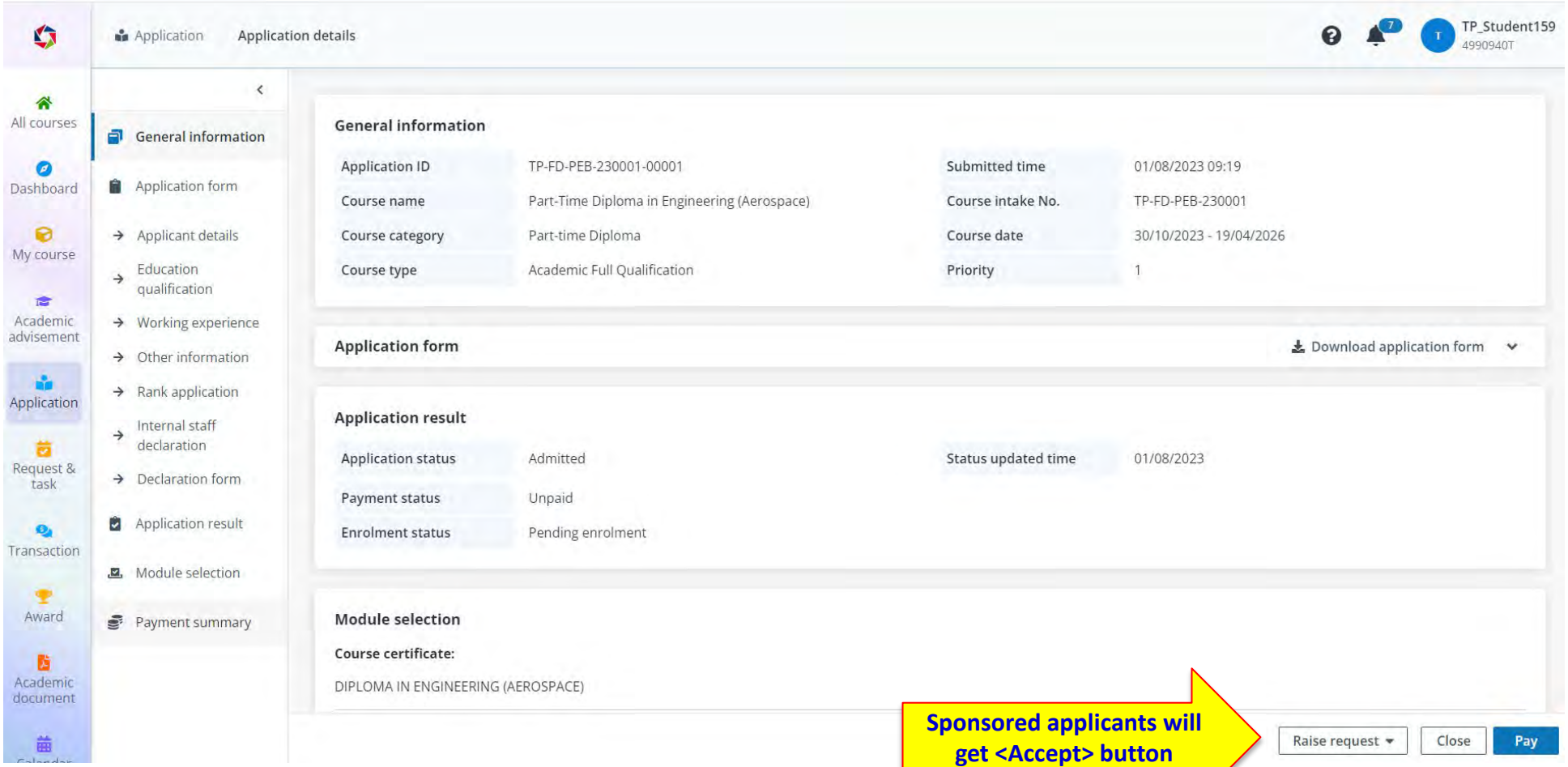
Step 6: If you are selected for admission offer after your application had been processed, you will find the admission offer pending for your acceptance.

Dashboard -> My tasks



Step 7: Click on the "Accept" button at the bottom to accept admission offer.
For company-sponsored applicants, the invoice will be billed to your company after semester commenced.

Application -> Application details



Step 8: After you have been enrolled into the course, you can find it under My course.

My course

My course

My course provides a place where you can view your academic information including course details, class session timetables, assessment information, and academic documents.

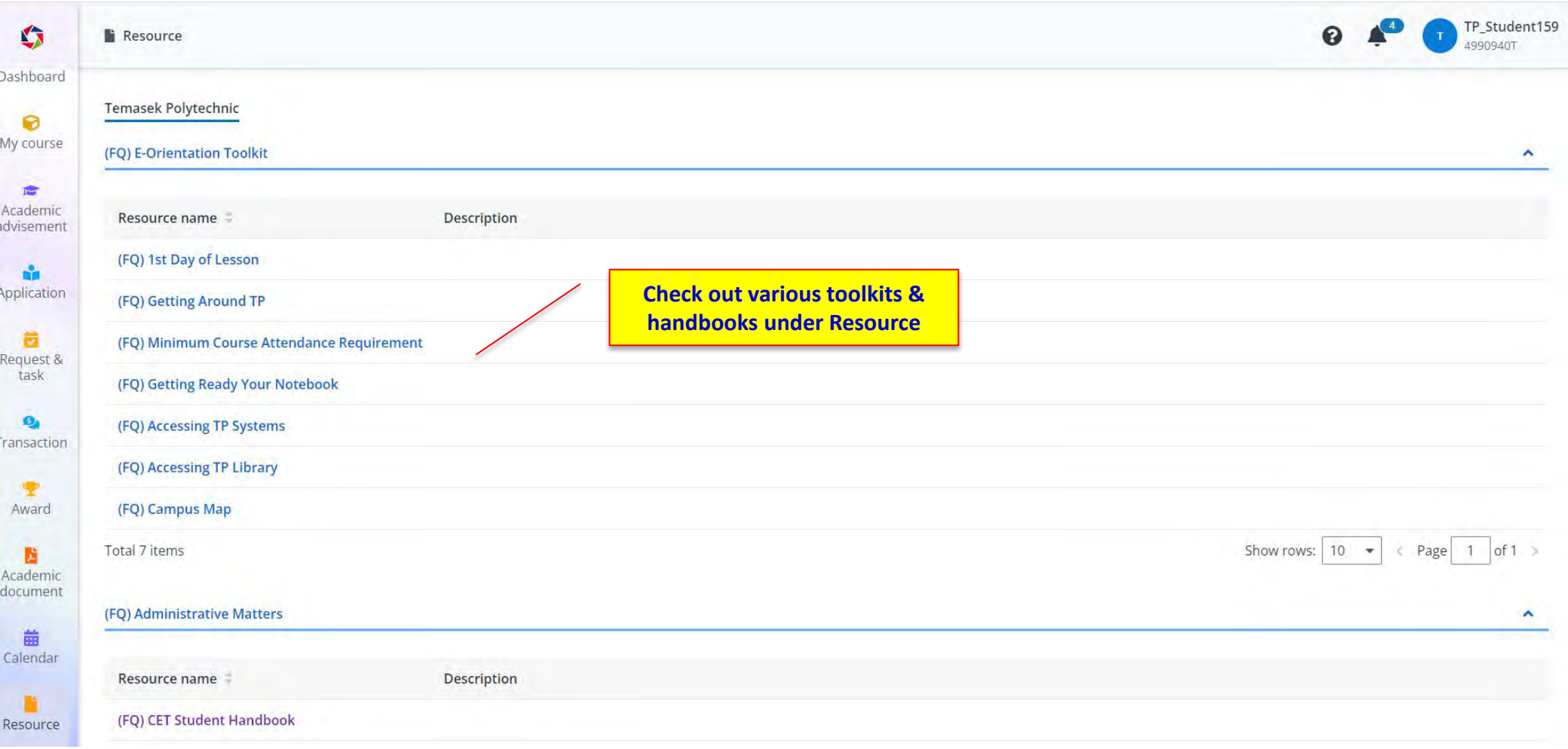
FAQs

- **Q1: My course application status states admitted, but I cannot find the course in "My course", what should I do?**

  A1: A course will only appear in **My course** when the course intake is confirmed, and you have been successfully enrolled in the course. You will receive a course confirmation notification when the course intake is confirmed.

- **Q2: When can I see my timetable for my admitted courses?**

  A2: Your course timetable will only be available for viewing when you are successfully enrolled in the course. You can view it in **My course** > **Course details** > **Module details**.

Step 9: Check out the various toolkits such as Handbooks etc. under Resource

Resource