

USER GUIDE ON NAC-NICA TRAINING SUPPORT FOR ARTS INSTRUCTORS

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A. About NAC-NICA Training Support

A1. What is NAC-NICA Training Support?

The NAC-NICA Training Support (“Training Support”) is a collaboration between the National Arts Council (NAC) and the National Instructors and Coaches Association (NICA). It is aimed at supporting self-employed Arts Instructors’ continuous professional development through the provision of **i)** course fee subsidies, and/or **ii)** training allowance to lower the actual and opportunity costs of attending training.

To that effect, the Training Support entails a list of courses (“Whitelisted courses”) that are assessed to be aligned with the Skills Framework for Arts (Arts Education)¹

A2. What can eligible arts instructors benefit from the Training Support?

Arts instructors who are assessed to be eligible for the Training Support (see more in Question A3) can claim either or both of the below two components, after having completed any whitelisted course(s), capped at \$500 per pax.

- i. Up to 90% of unsubsidised² course fee³ subsidy and/or,

¹ More information about the Skills Framework for Arts (Arts Education) can be found here: [Skills Framework for Arts | National Arts Council](#)

²“Unsubsidised” in this context means the balance course fee payable by the arts instructor after all applicable subsidies and discounts have been taken into account, prior to the NAC-NICA Training Support. Please note that subsidies and discounts have to be applied if the applicant is assessed to be eligible for them. If out-of-pocket payment (including GST) is below \$200, after all applicable discounts/subsidies kick in but prior to NAC-NICA Training Support, only training allowance will apply.

³ “Course fee” in this context excludes application or registration fee, if any.

- ii. Up to \$10/hour of training allowance⁴ (up until 31 March 2025), based on the course duration;⁵

As NICA membership is one of the eligibility criteria to be met, eligible arts instructors may also utilise the [Union Training Assistance Programme \(UTAP\)](#) to cover up to 50% of the remaining unsubsidised course fee subsidy to further defray out of pocket payment.

However, do note that instructors will **not** be reimbursed the Training Support and/or UTAP, should he/her fail to meet the minimum 75% attendance rate and/or the course's mode of assessment (e.g., examination or practicum), if any.

For illustration:

	Workshop A	Workshop B
Full course fees	\$500	\$300
Less applicable subsidies and discounts	\$240	\$180
Out-of-pocket course fees paid upfront (prior to NAC-NICA Training Support)	\$360	\$120
No. of Training Hours	6 hours	6 hours
Members who complete the course and meet the training support criteria will receive:		
(a) NAC-NICA Training Subsidy (Up to 90% of course fees)	90% of \$360 = \$324	N.A. (the out-of-pocket payment is below \$200)
(b) UTAP Funding (50% of unfunded course fees)	The unfunded course fee is \$360 - \$324 = \$36 50% of \$36 = \$18	The unfunded course fee is \$120 50% of \$120 = \$60
(c) Training Allowance (\$10 per hour)	\$10 x 6 hours = \$60	\$10 x 6 hours = \$60

⁴From 1 April 2025 onwards, the training allowance will be up to \$7.50/hr

⁵ Please note that if out-of-pocket payment (including GST) for a whitelisted course is below \$200, after all applicable discounts/subsidies kick in but prior to the NAC-NICA Training Support, only Training Allowance will apply.

Total Savings with Training Support	\$402	\$120
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A3. What is the eligibility criteria to apply for the Training Support?

The eligibility criteria to apply for the Training Support is as follows. More information is provided in segment B.

1	NICA member with no outstanding membership fees.
2	Work in the Arts sector, including but not limited to the areas of Dance, Music, Vocal, Handicrafts, Visual Arts, Speech, and Drama.
3	Self-Employed Person (SEP) with no concurrent full-time employment, regardless of sector ⁶
4	Subscriber of the NAC Arts Resource Hub. ⁷

A4. What kinds of courses/conferences/workshops are whitelisted under the Training Support?

There are four areas (see the below table) that determine the suitability of courses/conferences/workshops for the Training Support.⁸ You may refer to [here](#) for the current list of whitelisted courses/conferences/workshops.

S/N	Area	Remarks
1.	Target audience	Arts Instructors
2.	Skillsets	<ul style="list-style-type: none"> Artistic, Business, Digital and/or Pedagogical skills (minimum of 1) Must align with at least one (1) Technical or SEP Skill and Competency listed in the Skills Framework for Arts Education⁹
3.	Start date	Within the time frame of the Training Support, which is currently from 1 October 2023 to 30 September 2026.

⁶ SEPs holding concurrent part-time employment are still eligible to apply for the Training Support. However, please note that individuals on part-time employment only, with no other income through trade, will not be considered SEPs, and ineligible to apply for the Training Support.

⁷ To find out more about the Arts Resource Hub, visit this link: [here](#).

⁸ While we generally accept all modes of instruction (i.e. physical, digital, blended and asynchronous), asynchronous courses will need to include a mode of assessment in order for NICA to verify the participant's learning prior to reimbursement of the Training Support.

⁹ [Skills Framework for Arts | National Arts Council \(nac.gov.sg\)](#) – scroll down to bottom of page for Skills Framework for Arts (Arts Education).

4.	Funding sources	<ul style="list-style-type: none"> • No other funding from government agencies and/or Continuous Education and Training (CET) grant-giving agencies • Subsidies from Union Training Assistance Programme (UTAP), National Silver Academy (NSA) or Skills Future Credit are accepted.
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A5. How long will the Training Support be in effect?

The 1st cycle of the Training Support will be in effect from 1 October 2023 to 31 March 2025 and has been renewed for a second cycle that will be from 1 April 2025 to 30 September 2026

Employment Type	Existing Membership Status
Freelancer or Self-Employed Person (SEP)	NTUC membership; serviced by NICA
Full-time Employee	NTUC membership; serviced by NTUC and relevant union

B. Application and Reimbursement Process

B1. What is the application process for the Training Support?

Online applications are open from 15 October 2023 to 31 August 2026

Application outcomes will be notified via email within 7 working days.

Step 1: Apply for a Letter of Eligibility (LOE)

(one-time application)

- i. Apply online via the form [HERE](#).
- ii. Send the supporting documents in a password-protected zip file to nicatrainingsupport@ntuc.org.sg

Please save the documents in a zip folder and protect the folder with a password. Use a fresh email to send us the password. This step is important because your documents contain personal data.

Step 2: Email the NICA-issued LOE to Training Provider when registering for a whitelisted course prior to its start date.

Kindly note that NICA requires up to 7 working days to assess the application and generate the LOE. You must obtain and email the LOE to the Training Provider no later than the end date of the course. .

Note: NICA reserves the right to:

- request for additional documents, for verification and audit purposes;
- void application or for a full refund of training course fee subsidy and/or training allowance awarded if information provided by applicant is found to be inaccurate; and reject incomplete and late submissions.

B2. What are the required supporting documents for application?

1. Proof of Self-Employed Income

- Latest Notice of Assessment (NOA) that reflects trade income AND,
- CPF Contribution History for the past 6 months
- **Self-Declaration of not holding a concurrent Full-Time employment**

<p>2. Proof of Work in the Arts sector</p> <ul style="list-style-type: none"> • Updated CV OR, • Portfolio of Work or teaching experience <p>Example: Professional Website, Facebook, Instagram Page or U FSE Freelance Directory Profile</p>
<p>3. Bank Statement</p> <p>Bank statement that reflects the bank account holder name and account number.</p>
<p>4. Subscription to NAC Arts Resource Hub</p> <p>You may subscribe to the NAC Arts Resource Hub HERE.</p> <p>Please note that there is no need to submit any documentation. NAC and NICA will verify subscription based on the following details that will be asked in the ARH Subscription Form:</p> <ul style="list-style-type: none"> • Full Name • Email address

B3. What is the reimbursement process upon Course Completion?

NICA will work with the Training Providers to process the reimbursement, provided that the instructor has completed the **minimum 75% attendance rate and passed the course’s mode of assessment (e.g., examination or practicum), if any.**

As eligible instructors have to be NICA members, NICA will also assist successful applicants with the submission of claims for UTAP (Union Training Assistance Programme) on their behalf.

The below table outlines the reimbursement that successful applicants would receive, depending on the out-of-pocket payment after all applicable subsidies and discounts kick in, but prior to the Training Support.

<p>If out of pocket payment (including GST) for any whitelisted course is \$200 and above, <i>after</i> all applicable</p>	<ul style="list-style-type: none"> • Up to 90% of unsubsidised course fee subsidy under Training Support • Up to 50% of remaining unsubsidised course fee subsidy under UTAP
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<p>subsidies and discounts kick in, <i>prior</i> to the Training Support</p>	<ul style="list-style-type: none"> • Training allowance of up to \$10/hour¹⁰ (up until 31 March 2025) based on the course duration under Training Support
<p>If out of pocket payment (including GST) for any whitelisted course is below \$200, <i>after</i> all applicable subsidies and discounts kick in, <i>prior</i> to the Training Support</p>	<ul style="list-style-type: none"> • No course fee subsidy under Training Support • Up to 50% of unsubsidised course fee subsidy under UTAP • Training allowance of up to \$10/hour¹¹ (up until 31 March 2025) based on the course duration under Training Support

¹⁰ From 1 April 2025 onwards, the training allowance will be up to \$7.50/hr

¹¹ From 1 April 2025 onwards, the training allowance will be up to \$7.50/hr

C. FAQ

C1. Is there a cap on the number of whitelisted courses that I can attend, once I have successfully obtained the Letter of Eligibility (LOE) from NICA?

No, but there is a cap of \$500 Training Support per successful applicant. This cap applies to both NAC-NICA course fee subsidy and training allowance altogether.

C2. Is there a minimum course attendance rate that I must meet in order to be reimbursed under the Training Support?

Yes, similar to guidelines set by Skillsfuture Singapore (SSG), the minimum course attendance rate is 75%. You will also need to pass the course if there are any assessments.

C3. If I meet the minimum course attendance rate but fail the course's mode of assessment, will I be reimbursed under the Training Support?

No, you will not be reimbursed under the Training Support, if you meet the minimum course attendance rate but fail the course's mode of assessment. This is to ensure that all successful LOE applicants attend the course with the right mindset and are able to show evidence of learning.

C4. Will there be any form of penalty should I fail either or both the minimum course attendance rate and course's mode of assessment (if any)?

No, there will be no penalty. However, you will not be able to receive any reimbursement under the Training Support and/or UTAP for that particular course.

C5. How do I sign up as a NICA member?

If you are a professional freelance or self-employed arts instructor, you may sign up as a NICA member at www.ntuc.co/nica and select "Freelance/SEP - Visual Arts / Performing Arts Instructors" under the occupational group field.

Your employment details

Occupational group

FREELANCER/SEP - VISUAL ARTS / PERFORMING ARTS IN × ▾

Job title

Monthly gross salary ▾

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C6. What is the difference between NTUC and NICA membership?

Employment Type	Existing Membership Status
Freelancer or Self-Employed Person (SEP)	NTUC membership; serviced by NICA
Full-time Employee	NTUC membership; serviced by NTUC and relevant union

C7. I am an existing NTUC member, how do I check if I am a NICA member?

If you are an existing NTUC member and unsure if it is currently serviced by NICA, you may email us at nica@ntuc.org.sg.

C8. If I am not yet a NICA member, can I still apply for the LOE if I'm interested in a whitelisted course?

If you are not yet a NICA member, please sign up as a NICA member first (refer to Question B2 on how to sign up)... If all other eligibility criteria are met as well (refer to Question A3), you will be issued a Letter of Eligibility (LOE) that will allow you to take up whitelisted course(s) under the Training Support.

C9. I am a part-time Arts Instructor, or I just started as a self-employed Arts Instructor, am I eligible?

Applicants would need to be a full-time self-employed arts instructor for at least 6 months at the point of application to be eligible for the Training Support.

C10. If I am a self-employed NICA Arts Instructor-member with a concurrent part-time job, regardless of sector, can I still apply for the Letter of Eligibility (LOE)?

Yes, you may still apply for the LOE, as long as this part-time job is not the only form of employment you have.¹² However, if you are a self-employed NICA arts instructor-member with a concurrent full-time job, regardless of sector, you will not be eligible to apply for the LOE.

C11. If I am a self-employed NICA Arts Instructor-member but without a CV, can I still apply for the Letter of Eligibility (LOE)?

We will need your CV to verify that you work in the VPA sector. If you are unable to develop your CV in time, please submit a portfolio of work in the past 5 years or share the link to your professional website/Facebook/Instagram account.

C12. What is the NAC Arts Resource Hub and how do I subscribe to it?

NAC's Arts Resource Hub (ARH) is an initiative that supports arts SEPs and freelance practitioners in Singapore to unlock new opportunities and grow meaningful careers for the long term. It is meant to be an accessible online platform with aggregated training and job opportunities, as well as useful information on financial planning and legal knowledge.

You may find out more about it [here](#) and subscribe to it at [ARH Subscription Form](#).

C13. If I have already subscribed to NAC Arts Resource Hub, how can I show proof of subscription?

No document is required. NAC and NICA will be able to verify subscription with one's full name and email address, which applicants will have to indicate in the online application form.

¹² SEPs holding concurrent part-time employment are still eligible to apply for the Training Support. However, please note that individuals on part-time employment only, with no other income through trade, will not be considered SEPs, and ineligible to apply for the Training Support.

C14. How do I know which courses are eligible for the Training Support?

Please see the list of whitelisted courses [here](#). Please note that this list is not exhaustive, and will be updated progressively.

C15. How long will it take for me to receive the reimbursement?

Type of Support	Processing Time
NAC-NICA Training Support (Course fee subsidy and/or training allowance)	8-12 weeks upon course completion
UTAP (Course fee subsidy) ¹³	

C16. How do I check the balance in my Training Support?

Please email NICA at nicatrainingsupport@ntuc.org.sg.

¹³ NICA will help successful applicants submit claims for UTAP.

D. Others

D1. HELP US TO HELP YOU

We aim to process your application as efficiently and quickly as possible.

Please:

1. **Do Not** submit multiple applications.
2. **Do** ensure that the scanned copies of the supporting documents are clear and can be read easily.
3. **Do** check that all supporting documents have been submitted.
4. **Do** check your email regularly after you submit the application. We will contact you via email if we require clarifications.