SAP Skills University:
Stay in-demand in Singapore's competitive job market

With SAP Skills University, a joint initiative by SAP and the SkillsFuture Singapore and participating Polytechnics.

Frequently Asked Questions (FAQ)

For Employer-Sponsored

Are there any eligibility criteria for employers to enroll employees in the SAP Skills University Singapore?

All Singapore registered companies (registered on ACRA) are eligible. Companies are required to provide the UEN number upon registration.

Is there a limit to the number of employees I can send for each module? Do I still receive the course fee subsidies for every employees that I enrolled?

There is no limit to the number of employees that a company can enrol onto each module as long as the employees fulfil the eligibility criteria, that is Singapore citizens and PRs. The employees will receive the relevant course fee subsidy, if eligible.

How do I enrol my employees for the course?

Employees can register for the course from this link
https://bluesky.tp.edu.sg/WebUIPTC/PTC/PTOAS/ChoosePTCourse.aspx

How do I make payment?

Notification for the training will be sent to the participants 30 days before the course starts. Upon confirmation of the training, an invoice will be issued for payment prior to training. Payment details will be emailed to you.

How much do I need to pay?

For SMEs, the employer-sponsored individual is eligible for 90% course fee subsidy.

For non SMEs, the employer-sponsored individual is eligible for 70% course fee subsidy.

Employers will only be required to pay the net fee applicable.

What can the PCP and ELP do for me?

Employers can meet their resource needs by hiring individuals and putting them through the PCP & ELP program. Eligible individuals under the PCP & ELP program can receive up to 6 months' salary support of up to 90% capped at SGD 6000 per month.

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For Self-Sponsered

Can I understand more about this program?

SAP Skills University Singapore program, a collaborative effort among SkillsFuture Singapore (SSG), participating polytechnics and SAP. The individuals enjoy the benefit of acquiring the new skill by paying a fraction of the cost. Under this initiative, individuals can:

- Acquire relevant skills for technical roles which are in demand
- Get placed into tech job roles which could be of permanent or contractual positions (This is For PCP/ELP individuals only)
- Attain industry-recognised qualifications / certification
- Get new skills to keep pace with technology shifts

What are the courses offered under this program?

- SAP HANA Modelling
- HANA Administration & Operations
- SAP SuccessFactors Employee Central
- SAP SuccessFactors Performance & Goals Management – Implementation
- SAP SuccessFactors Recruiting Marketing – Implementation
- SAP ERP - SAP ERP Finance - Financial Accounting
- SAP S/4HANA Financial Accounting
- SAP S/4HANA Financial Management
- SAP S/4HANA Finance - Financial and Management Accounting Upskilling for SAP ERP Financials Experts
- SAP S/4HANA – Sales Upskilling for SAP ERP Experts
- SAP S/4HANA – Procurement Upskilling for SAP ERP Experts
- SAP Cloud Platform
- SAP Sales Cloud - Implementation & Configuration
- SAP Service Cloud - Implementation & Configuration
- SAP Cloud for Customer – Integration
- SAP Cloud for Customer – Developer
- ABAP Programming with SAP NetWeaver
- SAP ERP Procurement (Material Management)
- SAP S/4HANA – Sourcing and Procurement
- SAP ERP Sales and Distribution
- SAP S/4HANA - Sales
- SAP ERP Production Planning & Manufacturing
- SAP Business Intelligence (BI) Platform
- SAP Business Intelligence (BI) Reporting
- SAP Business Warehouse powered by SAP HANA
- SAP Human Resources (HCM)
- SAP S/4HANA Implementation Tools and Methodology
- SAP S/4HANA - Asset Management
- SAP Fiori Administration
- SAPUI5 and SAP Fiori Applications

Where can I find out more information on these courses?

Kindly refer to this link for more information. https://sapforgrowth.com/skillsuniversity/

What are the funding available?

SkillsFuture Series Funding is available for the following:

- Singapore Citizens aged 39 years and below and Singapore PRs will receive up to 70% course fee subsidy.
- Singapore Citizens aged 40 years and above will receive up to 90% course fee subsidy.
- SME sponsored Singapore Citizens will receive up to 90% course fee subsidy.

Can I use my SkillsFuture Credits to make payment for the course?

For self paying individuals, you can utilize your SkillsFuture Credits to make payment for the course fee. For more information on how to use your SkillsFuture Credit, please refer to http://www.skillsfuture.sg/credit

Please note that you are only required to transfer your credits upon receipt of the course confirmation email from our course officer. In the confirmation email, our officer will provide you with a document to upload into the SkillsFuture Credit portal.

I am new to SAP. Can you recommend the course that is suitable for me?

We offer a wide range of introductory courses to enable you to attain SAP knowledge. If you are uncertain, you should start with an area in which you have a sound business understanding. For example, if you have experience in the financials, it will be useful for you to consider SAP S/4HANA Financial Accounting or SAP S/4HANA Financial Management.

Please kindly refer to this link for more information. https://sapforgrowth.com/skillsuniversity/

If more assistance is required, you can send us an email using the contact details at info.sapskillsunisg@sap.com

Where will the training location be?

The training location will be in Temasek Polytechnic, 21 Tampines Ave 1, Singapore 529757

There is an error while submitting the registration. What should I do?

Completely close you web browser and try loading the registration page again. If you encounter the same error please take a screenshot of the error message and send an email to tsa_shortcourse@tp.edu.sg

When will the course close for booking?

Course booking will close 30 days before commencement date. No registration will be accepted after the closing date of registration. SAP and TP needs 30 days lead time to administrate and resource for all the courses.

Once I submit an online registration, can I assume that the course is confirmed?

After you have submitted your application, you will be required to submit a copy of your NRIC to us via email (tsa_shortcourse@tp.edu.sg).

All courses will confirm to run if we have:

- 4 or more participants for Full-time courses, and
- 5 or more participants for part-time courses

Courses are subject to postponement if there is low enrolment.

You will receive an email confirmation with instructions for payment. If you need any clarification, please contact us at tsa_shortcourse@tp.edu.sg

I have received my booking confirmation. How do I proceed to make payment for the training?

Payment details will be emailed to you.

When will I receive the invoice?

Upon confirmation of the training, an invoice will be issued for payment prior to training.

What is the course timing for Full Time?

Full Time courses are conducted from Mondays through Fridays.
The first day of training will be 10am to 5pm, subsequently 9am to 5pm.

What is the course timing for Part Time?

Part Time courses are conducted from Saturdays and Sundays.
The first day of training will be 10am to 5pm, subsequently 9am to 5pm.

How does the funding works?

Eligible individual will pay net fee. The course is endorsed under SkillsFuture Series funding. Funding of up to 70% to 90% will be extended to Singapore Citizen and Singapore Permanent Resident based on the eligibility criteria

Do I need to pay the full course fee first and claim it later?

Eligible individual will only be required to pay net fee.

What is the funding process and required documents?

Other than the submission of the NRIC, no further action is required from the eligible individual.

What is the payment option?

Payment can be made via AXS station/AXS mobile/ AXS online.

Do i need to sit for the certification exam immediately after the course completion? Is there a timeframe to take the certification exam upon course completion?

The certification exam will be schedule anywhere from 14 days to 28 days after the course is completed. This is to give participants enough time to prepare for the certification exam.

If I have an emergency during the course period, will there be any replacement class arranged for me?

There is no replacement class in this program.

If I can't attend the registered course due to unforeseen circumstance, can I get refund?

There are terms and conditions that apply. But the individual can submit a request for refund. This will be reviewed on a case by case basis.

If I wish to cancel my registration, is there any penalty? What is the cancellation policy?

Individuals can cancels their registration 14 days before commencement of the course. A full refund of the fee less an administrative fee of $50.00 or 10% of the fee charged, whichever is higher.

If an individual cancels their registration within 14 days preceding the commencement of the course, 50% of the fee charged will be forfeited.

If an individual cancels their registration after the commencement of the course, there will be no refund.

Will I get my certification automatically upon completion of the course?

Upon completion of the course individuals will have to sit for the Exam.

I have passed my certification exam. When can I find the SAP Digital Badge?

For issues with the digital badge please reach out to the Acclaim team (https://support.youracclaim.com/hc/en-us). You will be able to download your Digital Badge within 3-4 days of passing the exam.

If you have not hear from the SAP Global Certification team withing 14 days from passing your exam please write to info.sapskillsunisg@sap.com

If I did not pass the certification exam the first time, what happens then?

There is one attempt at the certification exam in this program. If you did not succeed in the first attempt, SAP will provide another attempt at certification at no extra cost.

If the individual did not succeed again in the second attempt, the individual can make a third attempt of the same certification. **This third attempt will be outside of the program and will be out of the individuals own cost.** For more information on this, please write to info.sapskillsunisg@sap.com

How will the certification be conducted?

SAP will assist to book the exam for individuals based on the planned schedules. Exam will be held at SAP authorized location only and individuals have to appear physically to the exam centre.

What kind of questions will be asked during a certification exam?

Individuals can view sample questions in the document
https://blogs.sap.com/2016/02/23/take-your-sap-certification-exams-in-the-cloud/

How long is the certification exam?

For the selected 30 modules, the certification is a 3-hour exam.

Are the course materials assessible online? Do I have to purchase any materials on my own expense?

As part of the classroom training, you will be given a participant handbook. There will be no extra cost.

How long would these skills stay relevant? Would my certification still be recognised by the industry after 1 or 2 years?

For the module on SuccessFactors, after the individuals attained certification (C_THR8x_xxxx), on a quarterly basis they will have to complete a Delta Assessment via SAP Learning Hub (Professional Edition or Solution Edition for People Engagement) to remain certified.

For the rest of the modules, your certification will be valid for 10 years upon the date of certification, unless there is a change in the certification criteria.

If I have attained the certification and keen to take in the next edition in the future, would there be exemptions and funding available?

This will be subjected to SkillsFuture Course Fee Funding Policies in the future.

If I lose the certificate, is it still available for download in the SAP Certification Manager? Can I download a copy of it after 1 or 2 years?

Yes, you can download your e-certificate via Acclaim as long as your certification record is still valid.

Will i be provided the complimentary access to the SAP Learning Hub (Professional Edition)

SAP Learning Hub Licenses were provided by SkillsFuture Singapore in a trial basis. It is no longer offered in this program.

Is there a reminder to complete the Delta Assessment?

Yes, SAP Global certification Team will send a reminder email to all affected certified individuals. You need access to SAP Learning Hub to do this. SAP Learning Hub is a subscription-based service payable annually. The subscription is not covered in the program.

If i miss the Delta Assessment, what are the consequences?

Your certification will be revoked and you have to retake the certification.

If my SAP Learning Hub is expired, how do I complete my Delta Assessment?

You will need to renew your SAP Learning Hub subscription to take the Delta Assessment.

You need access to SAP Learning Hub to do this.

SAP Learning Hub is a subscription-based service payable annually.

How much should I pay?

You require an access to the SAP Learning Hub to to take the Delta Assesment.

SAP Learning Hub is a subscription-based service payable annually.

Please note, SAP reserves the right to change the pricing and / or promotions without prior notice.

The price of the annual subscription for an individual to the Professional Edition of the SAP Learning Hub is **SGD $4,476.00**

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