

Frequently Asked Questions (FAQs) on NAC-NICA Training Support for NICA Arts Educators-Members (“Training Support”)

You are encouraged to read the instructions (PDF document) for details of the
 NAC-NICA Training Support on www.nica.org.sg

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A. General Questions

1. Who are the targeted beneficiaries of the Training Support?

The targeted beneficiaries are existing and prospective NICA members, who are self-employed arts educators with no concurrent full-time employment regardless of sector and works in the arts field including but not limited to the areas of Dance, Music & Vocal, Handicrafts, Visual Arts, Speech, and Drama.

2. How long will the application process for LOE be open for?

The application process for LOE will be open from 15 September 2023 to 28 February 2025. Applications for LOE that are submitted after 28 February 2025 will not be processed.

3. What kinds of courses/conferences/workshops are NAC and NICA looking to be eligible for the Training Support?

We look at the following 6 areas to assess the suitability of courses/conferences/workshops for the Training Support. All pre-qualified courses are approved to be eligible for *both* NAC-NICA Training Support and Union Training Assistance Programme (UTAP) under NICA. In other words, successful applicants who attend any pre-qualified course under the Training Support would minimally receive the above mentioned two layers of financial support. They must, however, have a minimum 75% course attendance rate and pass the course’s mode of assessment, if any.

S/N	Area	Remarks
1.	Target audience	Arts sector
2.	Skillsets	<ul style="list-style-type: none"> Artistic, Business, Digital and/or Pedagogical skills (minimum of 1)

		<ul style="list-style-type: none"> Must align with at least one (1) Technical or SEP Skill and Competency listed in the Skills Framework for Arts Education¹
3.	Minimum total unsubsidised course fee	<p>The minimum total unsubsidised course fee (including GST) is \$200.</p> <p>If the total course/conference/workshop fee (including GST) is below \$200, eligible applicants will not be entitled to course fee subsidies from NAC-NICA Training Support. However, they can be reimbursed with training allowance of \$10 per hour based on the course duration <u>and</u> UTAP course fee subsidy, following course completion with a minimum of 75% attendance rate and passing of the course's mode of assessment, if any.</p>
4.	Start and end date	Earliest start date as 1 October 2023 and latest end date as 31 March 2025
5.	Funding sources	<ul style="list-style-type: none"> No other funding from government agencies and/or Continuous Education and Training (CET) grant-giving agencies Only subsidies from Union Training Assistance Programme (UTAP), National Silver Academy (NSA) or Skills Future Credit are accepted.
6.	Mode of Instruction ²	<ul style="list-style-type: none"> Physical Digital Blended Asynchronous (Do note that NAC and NICA request that asynchronous courses include a mode of assessment (eg examination or practicum) in order for us to verify the educators' learning).

4. What is the Union Training Assistance Programme?

UTAP is a training benefit for NTUC-NICA members to defray their cost of training. This benefit is to encourage more NTUC-NICA members to go for skills upgrading.

NTUC-NICA members enjoy 50% unfunded* course fee support for up to \$250 each year when you sign up for courses supported under UTAP. NTUC-NICA members aged 40 and above will get increased funding support from \$250 to \$500. *Unfunded course fee refers to the balance course fee payable after applicable government subsidies. This may include materials fees, registration fees and miscellaneous fees.

Read more: <https://www.ntuc.org.sg/uportal/programmes/union-training-assistance-programme>

¹ [Skills Framework for Arts | National Arts Council \(nac.gov.sg\)](https://www.nac.gov.sg) – scroll down to bottom of page for Skills Framework for Arts (Arts Education).

² The course's mode of instruction must be able to facilitate/complement the participants' learning of the course content and identified skillsets.

5. Is there a cap on the number of pre-qualified courses that I can attend, once I have successfully obtained the 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.

6. If I sign up for a pre-qualified course before applying for or successfully obtaining the LOE, will I be eligible for the Training Support?

No, you will need to produce the LOE to the Training Provider prior to the commencement date, in order to be eligible for the Training Support.

7. 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.

8. 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.

9. 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.

10. When can I expect to receive reimbursement of course fee subsidy and/or training allowance if I meet the minimum course attendance and pass the mode of assessment (if any)?

Type of Support	Processing time	Reimbursing Party
NAC-NICA Training Support (Course fee subsidy and/or training allowance)	8 - 12 weeks upon course completion	NICA
UTAP (Course fee subsidy) ³	8 - 12 weeks upon course completion	NICA on behalf of e2i

11. How can I check my balance of monies under the NAC-NICA Training Support?

Please email NICA at nicatrainingssupport@ntuc.org.sg

³ NICA will help successful applicants submit claims for UTAP.

B. Eligibility Criteria

12. If I am a self-employed NICA arts educator 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. However, if you are a self-employed NICA arts instructor with a concurrent full-time job, regardless of sector, you will not be eligible to apply for the LOE.

13. If I just started as a freelance arts educator, can I still apply for the Letter of Eligibility (LOE)?

Applicants would need to be a full-time freelance arts educator for at least 6 months at the point of application to be eligible for the training support.

14. If I am a self-employed NICA arts instructor 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 arts 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.

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

No document required, as NAC will be able to verify subscription with full name and email address which applicants will indicate in the online application form.

C. NICA Membership

16. If I am not yet a NICA member, can I still apply for the LOE if I'm interested in a pre-qualified course?

If you are not yet a NICA member, please sign up as a NICA member first (refer to Question 17 on how to sign up) to be eligible for the Training Support that all pre-qualified courses would have access to. Do note that all other eligibility criteria will have to be met as well, in order to successfully be issued the LOE.

17. How do I sign up for NICA membership?

If you are a freelance or self-employed coach/ instructor in the arts (or sports, fitness, and enrichment), you can sign up as a NICA member. You may sign up online at www.ntuc.co/nica and select "NICA" under the company field.

18. 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

19. Do I still need to register for NICA membership if I am an existing NTUC member?

If you are an existing NTUC member, please email NICA at nica@ntuc.org.sg to do a membership conversion to NICA.