

NAC-NICA Training Support for NICA Arts Educator-Members

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A. General Questions

A.1 What is NAC-NICA Training Support?

National Arts Council (NAC) is collaborating with National Instructors and Coaches Association (NICA) to support NICA arts educator-members' i.e., "Members" continuous professional development through the provision of course fee subsidies and/or training allowance to lower the actual and opportunity costs of attending training.

The **NAC-NICA Training Support** i.e., "Training Support" will run from 1 October 2023 to 31 March 2025, and is in tandem with the Skills Framework for Arts (Arts Education and Technical Theatre & Production): www.nac.gov.sg/support/capability-development/skills-framework-for-arts.

If you are a self-employed arts educators and qualify for the Training Support, you can utilise up to \$500 for pre-qualified courses/ workshops/ conferences. Interested self-employed arts educators must be/ sign up as a NICA member before applying for the Training Support.

NICA will also help Members to apply for additional training fund (UTAP).

A2. Who is considered as NICA Arts Educator-Members?

NICA Arts Educator refers to a NICA member who is a self-employed or freelance instructor and works in the arts field including but not limited to the areas of Dance, Music & Vocal, Handicrafts, Visual Arts, Speech, and Drama.

In addition, the applicant also needs to be a paid-up NICA member with no outstanding membership fees throughout the duration of the Training Support.

A3. What can NICA Arts Educator-Members benefit from the Training Support?

When NICA Arts Educator-Members attend and complete courses under the pre-qualified courses, workshops, and conferences, they can claim up to \$500 Training Support as indicated below.

- i. Up to 90% of unsubsidised¹ course fee² subsidy and/or,
- ii. Up to \$10/hour of training allowance, based on the course duration;

For courses/ conference/ workshops below \$200, only training allowance will apply.

In addition, NICA members can utilise the [Union Training Assistance Programme \(UTAP\)](#) of up to 50% of the remaining unsubsidised course fee subsidy to further defray out of pocket course fees. NICA will assist in processing and reimbursing both the Training Support and UTAP to members.

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

A4. When long will the Training Support be in effect?

The Training Support will be in effect from 1 October 2023 to 31 March 2025. The duration of pre-qualified courses must therefore fall within this stated period.

¹ "Unsubsidised" in this context means the portion of the course fee that remains after the educator has utilized his/her Skillsfuture Credit (SFC) (if applicable and available) and/or National Silver Academy (NSA) subsidy (if applicable). In the case where both SFC and NSA are not applicable, "Unsubsidised" would refer to the total course fee including GST.

² "Course fee" in this context excludes application or registration fee, if any.

B. Eligibility Criteria

B1. Are You Eligible?

You are eligible if you meet the following criteria:

1	NICA member with no arrears (i.e., no outstanding membership fees)
2	Work in the Arts sector
3	Self-Employed Person (SEP) with no concurrent full-time employment, regardless of sector
4	Subscribed to NAC Arts Resource Hub

B2. How do I sign up as a NICA member?

If you are a professional freelance or self-employed arts educator, you may sign up as a NICA member at www.ntuc.co/nica and indicate 'NICA' under the company field.

Your employment details

Occupational group X ▾

Company name (In full)
 NICA X

Monthly gross salary
 0 ▾

B3. 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.

B4. I am a part-time arts educator, or I just started as a freelance arts educator, am I eligible?

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.

B5. 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](#).

C. Apply for NAC-NICA Training Support

C1. How do I apply for NAC-NICA Training Support?

Online applications will be accepted between 15 October 2023 to 28 February 2025.

All applications will be considered. Outcome of the application 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 pre-qualified course prior to its start date.

Kindly note that you must obtain the LOE prior to attending any pre-qualified course. NICA requires up to 7 working days to assess the application and generate the LOE.

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 untrue; and
- reject incomplete and late submissions.

C2. What are the supporting documents that I need to prepare?

<p>1. Proof of Self-Employed Income</p> <ul style="list-style-type: none"> • Notice of Assessment (NOA) 2023 that reflects trade income OR, • CPF Contribution History for the past 6 months
<p>2. Proof of Work in the Visual and Performing Arts Field</p> <ul style="list-style-type: none"> • Update CV OR, • Portfolio of Work or teaching experience <p>Example: Professional Website, Facebook, or Instagram Page</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 you do not need to submit any documentation. NAC and NICA will verify subscription based on the following details in the ARH Subscription Form:</p> <ul style="list-style-type: none"> • Full Name • Email address

C3. How do I know which courses are qualified for the Training Support?

Please see the list of pre-qualified courses in Section F. The list of pre-qualified courses is not exhaustive will be made available www.nica.org.sg progressively.

C4. What do I need to provide to the Training Provider when I sign up for the class / workshop / conference?

Please email the NICA-issued LOE to the Training Provider when registering for a pre-qualified course/ workshop / conference prior to the course start date.

Kindly note that you must obtain the LOE prior to attending any pre-qualified course. NICA requires up to 7 working days to assess the application and generate the LOE.

D. Claims for NICA Arts Educator-Members

D1. What will you receive from the Training Support upon Course Completion?

NICA will work with the Training Providers to process and disburse your training fund, provided you have completed the minimum 75% attendance rate and passed the course’s mode of assessment (e.g., examination or practicum), if any.

NICA will also assist Members in claiming UTAP³ (Union Training Assistance Programme) on their behalf. This means NICA will handle the procedures required for members to receive their UTAP reimbursement (if any), making it a hassle-free process for you. The UTAP reimbursement will be made together with the NAC-NICA Training Support for each course, by NICA to eligible members.

For pre-qualified courses that are \$200 and above (including GST)	<ul style="list-style-type: none"> • Up to 90% of unsubsidised⁴ course fee subsidy under Training Support • Up to 50% of remaining unsubsidised course fee subsidy under UTAP • Training allowance of up to \$10/hour based on the course duration under Training Support
For pre-qualified courses that are below \$200 (including GST)	<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/hour based on the course duration under Training Support

D2. How long will it take for me to receive the Training Support?

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)	8-12 weeks upon course completion

³ NICA will help successful applicants submit claims for UTAP.

⁴ “Unsubsidised” in this context means the portion of the course fee that remains after the educator has utilized his/her Skillsfuture Credit (if available) and/or National Silver Academy (NSA) subsidy (if applicable).

D3. How do I check the balance in my Training Support?

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

E. Others

E1. 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.

F. List of Pre-Qualified Courses

The list of pre-qualified courses is available on www.nica.org.sg.

Please note the list of pre-qualified courses is not exhaustive and will be updated progressively.