

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

With SAP Skills University, a joint initiative by [SAP](#), [SkillsFuture Singapore](#) and Temasek Polytechnic.

Frequently Asked Questions (FAQ)

For Employer-Sponsored

Are there any eligibility criteria for employers to enrol 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 employee that I enrolled?

There is no limit to the number of employees that a company can enrol into 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?

Employers can register their employees using CORPPASS at this link <https://cet.tp.edu.sg/registration/#/Login>

How do I make payment?

Employers should follow through the registration steps when using CORPPASS to complete the registration and instructions on payment will be provided.

What can the PCP and ELP do for me?

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.



For Self-Sponsored

Can I understand more about this programme?

SAP Skills University Singapore programme is a collaborative effort among SkillsFuture Singapore (SSG), Temasek Polytechnic and SAP. The individuals enjoy the benefit of acquiring new skills by paying a fraction of the cost. Under this initiative, individuals can:

- Acquire relevant skills for technical roles which are in demand
- Attain industry-recognised qualifications / certification
- Get new skills to keep pace with technology shifts

What are the courses offered under this programme?

SAP Certification programmes that lead to becoming an SAP Consultant:

- SAP ERP Procurement (Material Management)
- SAP S/4HANA – Sales
- SAP S/4HANA Financial Management

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 utilise your SkillsFuture Credits to make payment for the course fee. For more information on how to use your SkillsFuture Credit, please refer to <https://www.skillsfuture.gov.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 finance, you may consider SAP S/4HANA Financial Accounting or SAP S/4HANA Financial Management.

Please 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.sapskillsunig@sap.com

Where will the training location be?

Training will be delivered online using Zoom.

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 be confirmed if we have 5 or more participants.

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?

Singapore Citizens and Singapore Permanent Residents need to use Singpass to complete a registration. Candidates should make payment using eNets or SkillsFuture Credits upon completion of registration. Registrations can be submitted here: <https://cet.tp.edu.sg/registration/#/Login>

For any technical issues faced while submitting registration or making payment, please contact Temasek Polytechnic at this email address: tsa_shortcourse@tp.edu.sg

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, 9 am to 5 pm.

What is the course timing for Part Time?

Part-Time courses are conducted on Saturdays and Sundays, 9 am to 5 pm.

How does the funding work?

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

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

Eligible individuals will only be required to pay the 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 credit card.

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 should be taken 3 weeks after the course is completed. This is to give participants enough time to prepare for the certification exam.

Participants need to pass the exam in order to complete the programme.

Participants who do not take the SAP Certification Exam by the deadline given will not complete the programme.

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 programme.

Will there be any audio or video recordings of the classroom/online sessions?

These recordings are for SkillsFuture Singapore and Temasek Polytechnic's audit purposes. It is not open to student requests for review.

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

Individuals can cancel their registration 14 days before commencement of the course. There will be a full refund of the fee less an administrative fee of SGD \$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.

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

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

If you have not heard from the SAP Global Certification team within 14 days of passing your exam please write to info.sapskillsunig@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 programme. If you did not succeed in the first attempt, participants can take another attempt at the SAP Certification exam by purchasing the [CER001 SAP Certification Exam, One Attempt](#). This will be at the individuals' own cost.

For more information on SAP Certification Exams, please write to info.sapskillsunig@sap.com

How will the certification be conducted?

SAP Certification Exams will be conducted online.

Participants can book the exam at any date before the deadline that is published in the schedule.

Participants need to pass the exam in order to complete the programme.

Participants who do not take the SAP Certification Exam by the deadline given will not complete the programme.

What kind of questions will be asked during the 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?

The certification is a 3-hour exam.

Are the course materials accessible online? Do I have to purchase any materials at my own expense?

You will be given a participant handbook. There will be no extra cost.

- When a soft copy of the course material is provided to the participant, a printed copy of the course material will not be provided
- When a printed copy of the course material is provided to the participant, a soft copy of course material will not be provided

How will the course materials be provided for the courses?

For courses that are delivered in a physical classroom:

- A printed copy of the course material is provided to the participant
- When a printed copy of the course material is provided to the participant, a soft copy of course material will not be provided

For courses that are delivered online through Zoom:

- A soft copy of the course material is provided to the participant
- When a soft copy of the course material is provided to the participant, a printed copy of the course material will not be provided

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

For the module on SuccessFactors, after the individual has 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.

The standard validity of your SAP certification is 12 months upon the date of certification, unless there is a change in the certification criteria.

For more information, visit [SAP Certification Transformation](#) & [Frequently Asked Questions](#)

If I have attained the certification and I'm keen to take 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 to download in the SAP Certification Manager? Can I download a copy of it after 1 to 2 years?

Yes, you can download your e-certificate via [Credly](#) 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 on a trial basis. It is no longer offered in this programme.

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 programme.

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 has 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 annual subscription for SAP Learning Hub Subscription Hub is **SGD\$1,836.00 (before tax)**.

How long will I be able to access the SAP Training system to practise SAP training exercises?

SAP training system is valid as per the SAP individual training course start date and end date only. There is no system access during the break time between SAP training courses and/or SAP certification. For further clarification please write to info.sapskillsunisg@sap.com

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