

# PROFESSIONAL CAPABILITY GRANT (PCG)

## PCG - TRAINING GRANT LOCAL

### Information for VWO Applicants

#### DISBURSEMENT PROCEDURES

Table 3: Local Training Grant Fund Disbursement Details

Training Category	Method of Fund Disbursement	Fund Disbursement Procedures
Pre-approved Courses	<ul style="list-style-type: none"> <li>▪ <b>Applicant:</b> Pays nett course fees less VCF subsidy</li> <li>▪ <b>Training provider:</b> Claims VCF subsidy from VCF Secretariat</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Applicant:</b> N.A.</li> <li>▪ <b>Training provider:</b> Claims VCF subsidy from VCF Secretariat</li> </ul>
Non Pre-approved Courses	<p><b>Short Courses &amp; Conferences, and Accredited Certificate &amp; Specialist Diploma:</b> Applicant pays full course upfront, and claims VCF subsidy from VCF Secretariat on a reimbursement basis</p> <p><b>Degree/Master programmes:</b> Applicant receives VCF subsidy in 3 instalments:</p> <ul style="list-style-type: none"> <li>▪ <b>1st 50%:</b> Upon submission of Letter of Acceptance by recognised tertiary institution/university</li> <li>▪ <b>2nd 40%:</b> Upon course completion</li> <li>▪ <b>Final 10%:</b> Completion of bond period</li> </ul> <p>*Based on approved amount or actual expenditure whichever is lower, capped at \$34,000.</p>	<p>Applicant claims VCF subsidy from VCF Secretariat after course completion, by submitting the following supporting documents:</p> <ol style="list-style-type: none"> <li>a. VCF Approval email;</li> <li>b. Certified true copies of invoices/receipts generated by training provider;</li> <li>c. Proof of attendance &amp; course completion: <ul style="list-style-type: none"> <li>▪ <u>Short courses &amp; conferences</u> – Certificate of course completion / record(s) of attendance</li> <li>▪ <u>Accredited Certificate &amp; Specialist Diploma, and Degree/Master programmes</u> – Certificate, results slip and confirmation letter of successful attainment of qualification from the awarding institution</li> </ul> </li> <li>d. Evaluation forms: <ul style="list-style-type: none"> <li>▪ <a href="#">Course feedback form/Training evaluation summary (for more than 5 participants)</a> and</li> <li>▪ <a href="#">Post-course evaluation report</a> for Degree/Master programmes</li> </ul> </li> </ol> <p>Claims submitted more than 2 months after the course, or approval date, whichever is the later, will not be supported.</p>