

## Human Resource and Payroll System (HRPS)

The HRPS provides public service officers a platform to manage their learning activities. Through the HRPS Training module, officers can explore and register for learning activities they need for development.

In coming onboard and partnering VITAL as a Training Provider (TP), you can reach out to more than 40,000 public service officers and provide courses to enhance their professional growth and facilitate lifelong learning.

Join us as one of the Training Providers to deliver quality training to public service officers!

Successful Training Providers will be given an account to access an Internet portal to upload courses, manage registrations and attendance.

## Application for New Training Providers

If you meet the qualifying criteria below, you may submit your application with the required documents to **TP\_Service\_Request@VITAL.gov.sg**. VITAL reserves the right to admit or reject an application, following our assessment of it.

S/N	Qualifying Criteria	Required Documents
1	Registered business entity with ACRA	Business Profile from ACRA
2	Sound Financial Health	Latest Notice of Assessment
3	Trainer's Track Records	Qualification in training delivery or teaching e.g. ACLP, NIE and/or past experience in course delivery
4	Adequate Facilities & Equipment to conduct training	Photos of training/assessment rooms and/or online lessons held, portal to facilitate learning
5	Track record of courses delivered	a) Details of courses conducted in the past year for the courses TP intends to publish including the following: i. Course title ii. Course description iii. Dates conducted iv. Attendance lists (if any) v. Courses that were attended by public officers will be favourably assessed  b) TP may also include testimonials or referral letters (if any)

## Performance of Training Providers

Training Providers who are assessed to be suitable will be onboarded at the start of a quarter (e.g. 1<sup>st</sup> January, 1<sup>st</sup> April etc.), based on our financial year. An annual performance evaluation will be conducted before contract renewal is offered the following Financial Year (FY).

**Fees Payable**

There will be a one-time setup fee and an annual package fee. There will also be other fees payable for the upload and ad-hoc processing of courses in HRPS and the participants' attendance.

Payment shall be made within 30 calendar days from the date of invoice. An administrative fee of 5% of the invoice amount shall be imposed for any late payment.

**Contact Us**

If you require any clarification, you may contact us via [TP\\_Service\\_Request@VITAL.gov.sg](mailto:TP_Service_Request@VITAL.gov.sg).