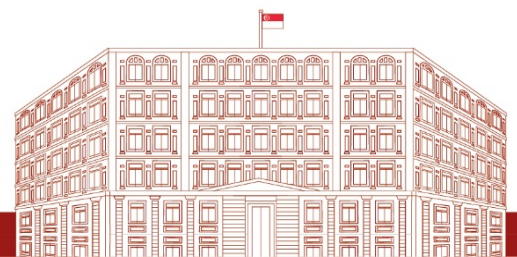
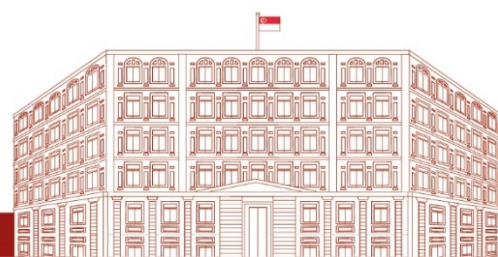


National Translation Committee
Translation Talent Development Scheme (TTDS)
Frequently Asked Questions

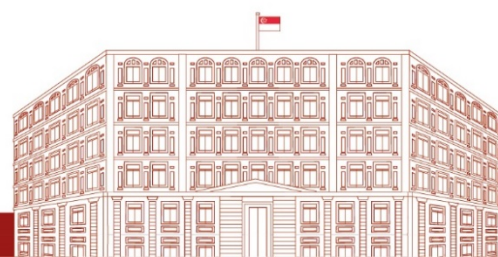
S/N	Question and Answer
A	General Questions on Translation Talent Development Scheme
1	<p>What is the Translation Talent Development Scheme (TTDS)?</p> <p>The Translation Talent Development Scheme (TTDS) is a co-sponsorship grant set up by the National Translation Committee (“NTC”) under the Ministry of Communications and Information (“MCI”) to support Singaporean translation and interpretation (T&I) practitioners from the private sector to further develop their capabilities and attain mastery of their skills.</p> <p>If you are awarded, you will receive a grant of up to S\$10,000. You can use this grant to offset 90 per cent of the expenses incurred in your participation of capability development programme(s).</p>
2	<p>What can I use TTDS for?</p> <p>TTDS can be used for the following categories of capability development programme(s) related to translation, interpretation and/or languages in Singapore and overseas:</p> <ol style="list-style-type: none"> a. short courses, workshops and intensive summer courses; b. courses that lead to a full qualification (e.g. Diploma, Bachelor’s degree, Postgraduate diploma, Master’s degree); c. conferences, seminars and webinars; and d. certification examinations. <p>For examples of suitable programmes, please refer to Question 7. You may also propose to attend multiple programmes (refer to Question 8).</p>
3	<p>Do I need to serve a bond?</p> <p>Recipients are not required to serve any bond but will be appointed as National Translation Committee (NTC) Ambassadors for the period of one year. They will be required to conduct sharing sessions or workshops as part of the Community-in-Translation initiative and/or contribute their expertise for other NTC initiatives.</p>



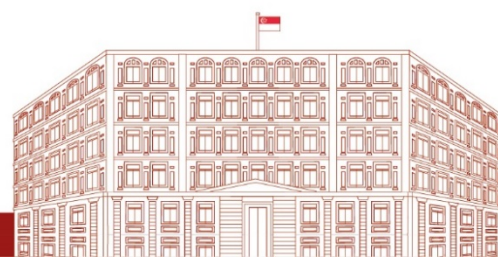
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4	What types of expenses are covered under TTDS?																	
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<p><i>*For programmes conducted overseas, conversion of foreign currencies will be based on prevailing exchange rates published by the Monetary Authority of Singapore (MAS)</i></p>																		



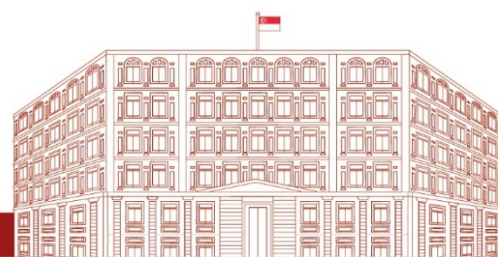
S/N	Question and Answer
B	Questions on Eligibility Criteria
5	<p>Who can apply for TTDS? What are the eligibility criteria?</p> <p>TTDS is open to Singaporean T&I practitioners from the private sector with at least one year of combined experience in translation and/or interpretation and with good work performance. Applicants must also be working in the following language pairs: English and Chinese, English and Malay, <u>or</u> English and Tamil.</p> <p>Additionally, applicants must not be a recipient of any scholarships and/or sponsorships from the Government (except MOE tuition fee grants or SkillsFuture Mid-Career Enhanced Subsidy) for the same chosen programme(s).</p> <p>For applicants who have additional sources of funding from other organisations, the total grant amount including from MCI will be capped at the programme's fees, less the funding from such other organisation(s). For example, if the course fees amount to S\$20,000 and the applicant has received a S\$15,000 grant from a private organisation, the grant disbursed under TTDS will be capped at S\$5,000.</p>
6	<p>I am a Public Officer. Am I eligible for TTDS?</p> <p>TTDS is only open to Singaporean T&I practitioners from the <u>private sector</u> with at least one year of combined experience in translation and/or interpretation.</p>
7	<p>Given that TTDS is only open to Singaporean T&I practitioners from the private sector, does it mean that a recipient of the grant must not be a public servant during the period of his or her development programme(s) funded by TTDS?</p> <p>Yes. A TTDS grant recipient must not be a civil servant or public officer, upon award and for the duration of the programme(s) funded by TTDS. If the recipient joins the Public Service during the period of the programme(s), the TTDS grant may be terminated.</p>
C	Questions on Supported Programmes
8	<p>What capability development programmes are eligible for TTDS?</p> <p>Programmes of a duration of up to one year must start or end within 1 April of the application year and 31 March of the following year to be eligible, i.e. they can start/end between or on these two dates. E.g. For an application submitted in 2022, the programme(s) must fall within 1 April 2022 and 31 March 2023.</p> <p>Programmes that stretch more than one year (e.g. degree and postgraduate courses) must end by 31 March within 3 years of the application. E.g. For an application submitted in 2022, the programme must end by 31 March 2025.</p> <p>Examples of suitable programmes include programmes on general translation/interpretation, specialised translation such as audio-visual translation, legal translation, business and financial translation, specialised interpretation such as conference interpreting, translation technology (e.g. computer-assisted translation and machine translation) and applied linguistics.</p>



S/N	Question and Answer
9	<p>Can I participate in multiple capability development programmes?</p> <p>Yes, so long as these programmes have been proposed in your application, are within the period of eligibility (refer to Question 8) and can be covered by the grant. You should however indicate your interest in the multiple capability development programmes when applying for the grant and not after you receive the grant. MCI will in its discretion decide whether to provide you the TTDS grant in respect of one or more of the multiple capability programmes indicated in your application.</p>
10	<p>Can I still apply for TTDS in the following scenarios:</p> <ul style="list-style-type: none"> • The capability development programme I intend to take is not yet open for registration • I have registered for a capability development programme but am pending confirmation of my successful registration <p>You may submit an application in either of the above scenarios, but MCI will assess on a case-by-case basis whether there is sufficient evidence/assurance that you will in fact be successfully enrolled in the programme, and whether the TTDS grant should be awarded to you. If either scenario applies, please indicate this in your application form, and provide proof of your application to register for the programme, as well as proof of the programme provider's acknowledgement of your application. If necessary, the NTC Secretariat will seek further verification with you on the status of your programme registration.</p>
D	Questions on Application Process
11	<p>When can I apply for TTDS?</p> <p>TTDS is open for application from 1 April to 30 June 2022 (both dates inclusive).</p> <p>Applications can be made at the TTDS website at www.mci.gov.sg/ttds. All applications must reach the NTC Secretariat by 2359hrs Singapore time on 30 June 2022. Applications received after this closing date and time shall be disqualified.</p> <p>The NTC Secretariat reserves the right to disqualify applicants who fail to complete any forms and/or provide any documents required in their application.</p>



S/N	Question and Answer									
E	Questions on Grant Disbursement									
12	<p>How will the grants for recipients be disbursed?</p> <p>Grants will be disbursed according to the length of the programme(s), as summarised in the table below:</p> <table border="1"> <thead> <tr> <th>Programme</th> <th>First tranche</th> <th>Second tranche</th> </tr> </thead> <tbody> <tr> <td>Short courses, workshops, conferences, seminars, webinars, certification examinations (≤14 days)</td> <td> 100% Upon submitting: <ul style="list-style-type: none"> • proof of acceptance/enrolment • proof of payment • proof of successful completion </td> <td>—</td> </tr> <tr> <td>Longer courses and workshops (>14 days); courses that lead to a full qualification</td> <td> 20% Upon submitting: <ul style="list-style-type: none"> • proof of acceptance/enrolment • proof of payment </td> <td> 80% Upon submitting: <ul style="list-style-type: none"> • proof of successful completion • proof of additional payment, if any </td> </tr> </tbody> </table> <p>Recipients who choose to attend multiple programmes will be reimbursed each time they complete a programme until their grant amount is depleted.</p>	Programme	First tranche	Second tranche	Short courses, workshops, conferences, seminars, webinars, certification examinations (≤14 days)	100% Upon submitting: <ul style="list-style-type: none"> • proof of acceptance/enrolment • proof of payment • proof of successful completion 	—	Longer courses and workshops (>14 days); courses that lead to a full qualification	20% Upon submitting: <ul style="list-style-type: none"> • proof of acceptance/enrolment • proof of payment 	80% Upon submitting: <ul style="list-style-type: none"> • proof of successful completion • proof of additional payment, if any
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13	<p>The programme that I have applied for was postponed/cancelled. What should I do?</p> <p>Please inform the NTC Secretariat at MCI_NTC_Secretariat@mci.gov.sg as soon as possible. You will be allowed to find a replacement programme within a reasonable period of time.</p>									
14	<p>Can I postpone the completion of a programme to a later date?</p> <p>Recipients who require a longer period of time to complete their programme(s) may write in to the NTC Secretariat to request for approval.</p>									
15	<p>What happens if I fail to complete a programme due to reasons <u>not</u> stated in Question 13 and 14, e.g. terminated from studies, due to illness?</p> <p>Recipients will have to return any previously disbursed funds for the particular programme.</p>									
16	<p>Can I receive the TTDS grant more than once?</p> <p>No. Please note that you are only allowed to receive the grant once. This is to allow more Singaporean translation and interpretation practitioners to benefit from the Scheme.</p>									
17	<p>Can I apply for the TTDS grant more than once?</p> <p>Yes, provided that you fulfil the eligibility criteria for the TTDS. Please note that you are only allowed to receive the grant once.</p>									



S/N	Question and Answer
F	Other questions
18	<p>I have other queries not addressed on this FAQ.</p> <p>For more details on TTDS, you may visit the TTDS website at www.mci.gov.sg/ttds. You may also submit your query through the online enquiry form on the website (under “Frequently Asked Questions and Enquiry”) or email to MCI_NTC_Secretariat@mci.gov.sg with the subject line “TTDS Enquiry”.</p>

