National Translation Committee
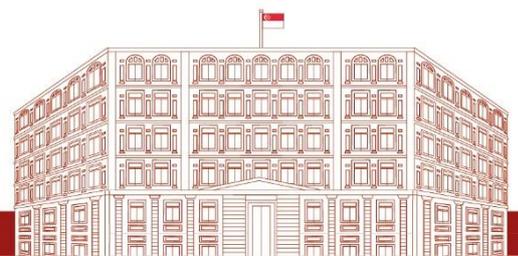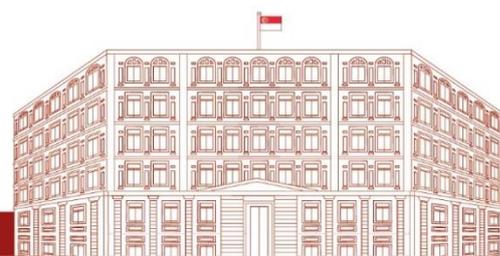**Translation Talent Development Scheme (TTDS)**
Frequently Asked Questions
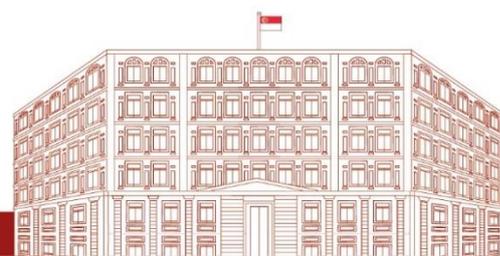
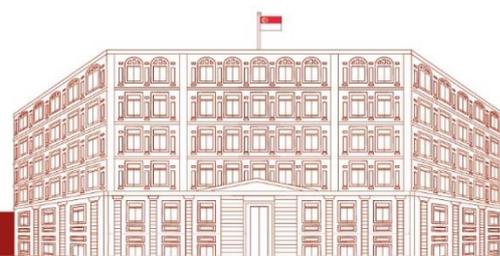| S/N	Question and Answer
A	**General Questions on Translation Talent Development Scheme**
1	**What is the Translation Talent Development Scheme (TTDS)?** The Translation Talent Development Scheme (TTDS) is a **co-sponsorship grant** to support Singaporean translation and interpretation (T&I) practitioners from the private sector to further develop their capabilities and attain mastery of their skills. 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).
2	**What can I use TTDS for?** TTDS can be used for the following categories of capability development programme(s) related to translation, interpretation and/or languages in Singapore and overseas: 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 and seminars; and d. certification examinations. For examples of suitable programmes, please refer to Question 7. You may also propose to attend multiple programmes (refer to Question 8).
3	**Do I need to serve a bond?** 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.

S/N	Question and Answer
4	**What types of expenses are covered under TTDS?**

The expenses covered are summarised in the table below:

Programme	Conducted in Singapore	Conducted overseas
Short courses and workshops	- course/workshop fees - cost of **compulsory** training materials	- course/workshop fees - cost of **compulsory** training materials - economy-class airfare for **one** return flight from Singapore to programme venue - visa fees (if required)
Courses leading to a full qualification	- course fees - cost of **compulsory** training materials	- course fees - cost of **compulsory** training materials - economy-class airfare for **one** return flight from Singapore to programme venue - visa fees
Conferences and seminars	- conference/seminar fees - cost of **compulsory** training materials	- conference/seminar fees - cost of **compulsory** training materials - economy-class airfare for **one** return flight from Singapore to programme venue - visa fees (if required)
Certification examinations	- examination fees - cost of **compulsory** training materials	- examination fees - cost of **compulsory** training materials - economy-class airfare for **one** return flight from Singapore to programme venue - visa fees (if required)

B	**Questions on Eligibility Criteria**
5	**Who can apply for TTDS? What are the eligibility criteria?** TTDS is open to Singaporean T&I practitioners from the private sector with at least **three years** 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. Additionally, applicants must not have received any scholarships and/or sponsorships from the Government (except MOE tuition fee grants) for their same chosen programme(s). For applicants who have additional sources of funding from other organisations, the total grant amount including from the Ministry of Communications and Information (MCI) will be capped at the programme's fees. 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.
6	**I am a Public Officer. Am I eligible for TTDS?** TTDS is only open to Singaporean T&I practitioners from the <u>private sector</u> with at least three years of combined experience in translation and/or interpretation.

S/N	Question and Answer
C	**Questions on Supported Programmes**
7	**What capability development programmes are eligible for TTDS?** 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 2020, the programme(s) must fall within 1 April 2020 and 31 March 2021. 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 2020, the programme must end by 31 March 2023. 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.
8	**Can I participate in multiple capability development programmes?** Yes, so long as these programmes have been proposed in your application, they are within the period of eligibility (refer to Question 7) and can be covered by the grant.
9	**The capability development programme I intend to take is not yet open for registration. Can I still apply for TTDS?** You may still submit your TTDS application before the deadline. However, please indicate this in your application form and provide proof that you are awaiting invitation to the programme, e.g. email correspondences with the programme provider confirming that registration will open at a later date. If necessary, the NTC Secretariat will seek further verification with you on the status of your programme registration.
D	**Questions on Application Process**
10	**When can I apply for TTDS?** TTDS is open for application from **1 April to 31 May 2020** (both dates inclusive). 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 31 May 2020.** Applications received after this closing date and time shall be disqualified. The NTC Secretariat reserves the right to disqualify applicants who fail to complete any forms and/or provide any documents required in their application.

S/N	Question and Answer
E	**Questions on Grant Disbursement**
11	**How will the grants for recipients be disbursed?** Grants will be disbursed according to the length of the programme(s), as summarised in the table below:

Programme	First tranche	Second tranche
Short courses, workshops, conferences, seminars, certification examinations (≤14 days)	**100%** Upon submitting: • 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: • proof of acceptance/enrolment • proof of payment	**80%** Upon submitting: • proof of successful completion • proof of additional payment, if any

Recipients who choose to attend multiple programmes will be reimbursed each time they complete a programme until their grant amount is depleted.

12	**The programme that I have applied for was cancelled. What should I do?** 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.
13	**Can I postpone the completion of a programme to a later date?** Recipients who require a longer period of time to complete their programme(s) may write in to the NTC Secretariat to request for approval.
14	**What happens if I fail to complete a programme due to reasons <u>not</u> stated in Question 12 and 13, e.g. terminated from studies?** Recipients will have to return any previously disbursed funds for the particular programme.
15	**Can I receive the TTDS grant more than once?** No. You are only allowed to receive the grant **once**. This is to allow more Singaporean translation and interpretation practitioners to benefit from the Scheme.
16	**Can I apply for the TTDS grant more than once?** Yes, provided that you fulfil the eligibility criteria for the TTDS. Please note that you are only allowed to receive the grant **once.**

S/N	Question and Answer
F	**Other questions**
17	**I have other queries not addressed on this FAQ.** 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".