

TRANSLATION TALENT DEVELOPMENT SCHEME (TTDS) **APPLICATION GUIDE**

Introduction

1 The Translation Talent Development Scheme (TTDS) is an initiative 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** in deepening their skills. Awarded recipients can receive up to S\$10,000 to upskill. This can be used to offset 90 per cent of the expenses incurred in their participation of capability development programme(s) related to translation, interpretation and/or languages in Singapore and overseas.

Eligibility

2 Applicants must be Singaporean T&I practitioners in the private sector, have **at least one year** of combined experience in translation and/or interpretation and be working in the following language pairs: **English and Chinese, English and Malay, or English and Tamil. Successful applicants are rigorously selected by a panel of assessors.**

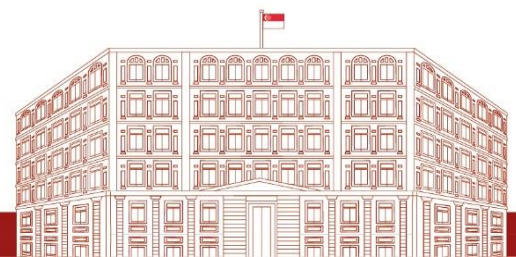
3 A “T&I practitioner” is defined as:

- a. A full-time staff employed in a translation agency, and who deals with translation and/or interpretation between any of the permitted language pairs regularly in the course of work; **or**
- b. A full-time staff employed in other industries/businesses (e.g. media organisations, creative agencies, production/publishing houses, IT-related companies, law firms and so forth), but deals with translation and/or interpretation between any of the permitted language pairs regularly in the course of work; **or**
- c. A self-employed individual who predominantly engages in and makes a living from translation and/or interpretation work between any of the permitted language pairs.

What does the TTDS support?

4 The TTDS supports 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, seminars and webinars; and



d. certification examinations.

5 Examples of capability development programmes include those related to 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. All programmes will be evaluated on a case-by-case basis against the applicant's stated capability development plans.

6 Programmes of a duration of up to one year must start **OR** end between 1 April of the application year and 31 March of the following year (both dates inclusive). For example, for an application submitted in 2024, the start **OR** end date of the programme(s) must be between 1 April 2024 and 31 March 2025 (both dates inclusive).

7 Programmes of a duration exceeding one year (e.g. degree and postgraduate courses) must end within three years of the application year by 31 March. For example, for an application submitted in 2024, the programme must end by 31 March 2027.

8 Civil servants and/or public officers are not eligible for the TTDS. Recipients must not be in the Public Service (i.e. the Government, including any Ministry or Organ of State, or any statutory board or affiliate), whether on a full-time or part-time basis, for the entire duration of their award.

9 Recipients must not concurrently be in receipt of or hold any other scholarships, bursaries, study loans, financial aids, grants, sponsorships or other awards of a monetary nature without MCI's prior approval, except MOE tuition fee grants and subsidies, grants, and other funding from SkillsFuture Singapore. Applicants **MUST** declare any additional sources of funding from other public and private organisations. MCI reserves the right to decide whether to award the TTDS or adjust the funding amount.

How do I apply?

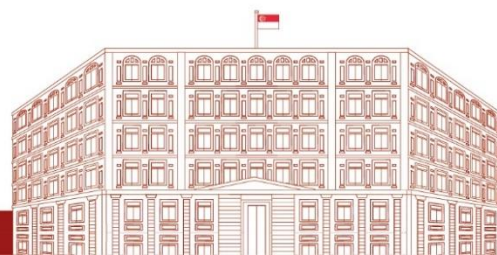
10 We accept applications from 1 April to 30 June (both dates inclusive) each year.

11 Each applicant can submit only one application per year. Applicants may include multiple capability development programmes in their application, as long as these are within the period of eligibility and are related to translation, interpretation and/or languages. Late submissions will not be accepted. The NTC reserves the right to reject incomplete or illegible applications, and applications containing false or misleading information.

12 The TTDS application form will be accessible only during the application period at <https://www.mci.gov.sg/ttds> (scroll down to "Translation Talent Development Scheme", click on "How to apply?"). Refer to Annexes A and B for a sample of the TTDS application form and Capability Development Plan form. The NTC may, from time to time, modify or add to the application process, guide and form, and the eligibility criteria. Interested applicants are therefore encouraged to visit the MCI website to obtain the most updated information and documentation, before commencing their application.

13 Applicants are required to declare other sources of funding for the proposed capability development programme(s), including funding that has been received and funding that the applicant is applying for, or intends to apply for.

How does the selection process work?



14 There are two rounds of evaluation:

- 1) All applications are rigorously assessed by a panel of assessors, who will shortlist applicants for an interview;
- 2) Recipients are selected from the shortlisted pool by a panel of interviewers based on interview performance.

Do recipients have any obligations to fulfil?

15 Apart from completing their programmes, recipients will be appointed as National Translation Committee (NTC) Ambassadors for a duration of up to two years and required to contribute their expertise to NTC initiatives.

Can I still apply for the TTDS if I am already pursuing my capability development programme?

16 Yes, if the programme starts OR ends between 1 April of the application year and 31 March of the following year (both dates inclusive). For programmes exceeding one year, they must end within 3 years of the application by 31 March.

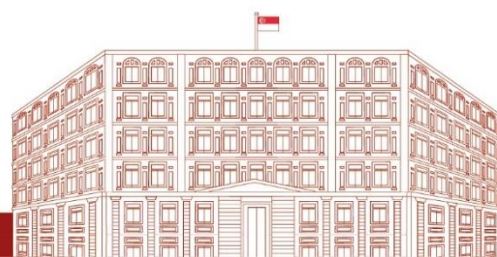
I am waiting for confirmation to be enrolled in the capability development programme. Can I still apply for the TTDS?

17 You should still submit your application before the deadline. Please indicate this in your application form and provide proof of your application to register for the programme, as well as 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. The NTC will assess on a case-by-case basis whether there is sufficient evidence/assurance that you will be successfully enrolled.

Enquiries

18 Please submit your enquiry at <https://go.gov.sg/ttds-enquiry>.

Last updated 21 Mar 2024





TTDS Application Form

Instructions

Thank you for your interest in the Translation Talent Development Scheme (TTDS), an initiative by the National Translation Committee (NTC) under the Ministry of Communications and Information (MCI).

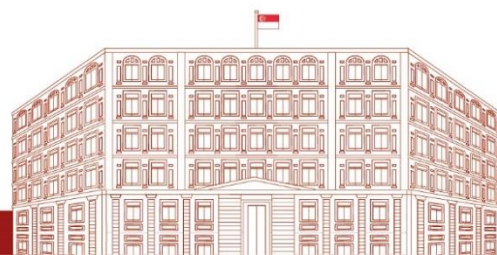
Please take note that this application form has to be completed in one sitting, as incomplete applications cannot be saved as drafts. Hence, please set aside sufficient time to prepare the supporting documents required for the submission.

Applicants must be Singaporean translation and interpretation practitioners in the private sector, have at least one year of combined experience in translation and/or interpretation, and be working in the following language pairs: English and Chinese, English and Malay, or English and Tamil.

Please note that TTDS recipients must for the entire duration of the award (including upon award):

- (i) not be a civil servant or public officer. The recipient must notify MCI if he/she joins the Public Service (i.e. the Government, including Ministries and Organs of State, as well as Statutory Boards, and other affiliates) after award, whether on a full-time or part-time basis.
- (ii) not concurrently be in receipt of or hold any other scholarships, bursaries, study loans, financial aids, grants, sponsorships or other awards of a monetary nature without MCI's prior approval, except MOE tuition fee grants and subsidies, grants, and other funding from SkillsFuture Singapore. Applicants **MUST** declare any additional sources of funding from other public and private organisations. MCI reserves the right to decide whether to award the TTDS or adjust the funding amount.

TTDS is open for applications from 1 April to 30 June each year (both dates inclusive). Your application **MUST** reach the NTC Secretariat by 30 June, 2359hrs (Singapore time) of the



application year. Applications received after this closing date and time shall be disqualified.

Only shortlisted applicants will be notified.

The NTC Secretariat reserves the right to disqualify any applicant who fails to complete any form(s) and/or provide any document(s) required in their application.

Visit the MCI website (<https://www.mci.gov.sg/what-we-do/public-comms-and-engagement/translation/#translation-talent-development-scheme>) for more information.

For enquiries, please fill in and submit the enquiry form at <https://go.gov.sg/ttds-enquiry>.

Before you begin

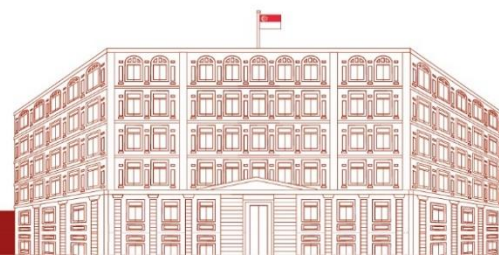
Please prepare the following documents for inclusion in Section C. The documents should preferably be in Microsoft Word or Adobe Acrobat PDF formats.

1. Capability Development Plan form - download the form from <https://www.mci.gov.sg/what-we-do/public-comms-and-engagement/translation/#translation-talent-development-scheme> ("Translation Talent Development Scheme" > "How to Apply") and upload it after completion.
2. Curriculum vitae
3. Proof of enrolment (e.g., letter of acceptance / matriculation) OR application (e.g., application acknowledgement emails) OR awaiting confirmation / invitation (e.g., registration emails) from the programme provider of each programme OR plan(s) to apply for upcoming programmes (screenshots of programme details stating the application period if it has yet to commence)
4. Translation portfolio with non-confidential items (for translation practitioners) and/or testimonials from clients (for both translation and interpretation practitioners)

Items 2 to 4 above must be saved as a single ZIP file (max file size 4MB).

Section A: Your particulars

1. Salutation



Select an option ▼ ✕

2. Name as in NRIC

3. Chinese / Tamil name (if applicable) (optional)

4. NRIC

5. Email address

Verify

6. Residential address

7. Contact number

Please provide your primary contact number (e.g., mobile phone number).

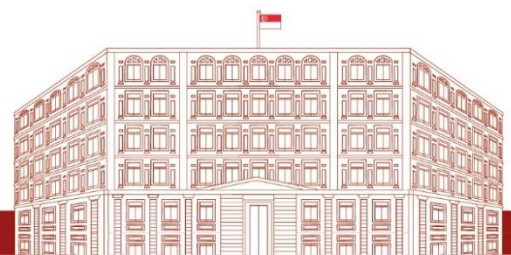
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Verify

8. Alternative contact number (optional)

Please provide an alternative contact number (e.g., office or home phone number).

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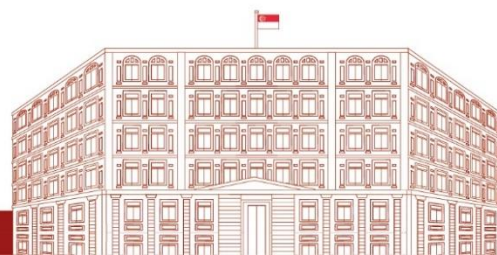
9. Where did you learn about TTDS?

You may select more than one option.

- Local TV / radio
- Local newspapers (e.g., The Straits Times, Berita Harian, Lianhe Zaobao, Tamil Murasu)
- Online local news websites (e.g., The Straits Times, Berita Harian, Lianhe Zaobao, Tamil Murasu)
- Digital ads (e.g., banners on web and mobile versions of The Straits Times, Berita Mediacorp and Seithi)
- MCI website
- Social media platforms (Facebook / Instagram / LinkedIn / X / YouTube)
- Emails (from NTC Secretariat, institutions, etc.)
- Messaging applications (WhatsApp, Telegram, etc.)
- Digital Display Panels (e.g., display panels at lift lobbies or in the lifts, venues or events)
- Brochures and posters
- Sharing sessions (e.g., at educational institutions, language-related events)
- Word-of-mouth (from peers, colleagues, family, friends, etc.)
- Others

Section B: Your professional profile

10. Which of the following option best describes your professional profile in translation/interpretation?



- I work full-time in the translation industry (e.g., translation agency) and deal with translation and/or interpretation in any of the permitted language pairs regularly in my work.
- I work full-time in other industries (e.g., business organisations, law firms, publishing houses, media) but deal with translation and/or interpretation in any of the permitted language pairs regularly in my work.
- I am a self-employed individual who predominantly engages in and makes a living from translation and/or interpretation work in any of the permitted language pairs.
- Others

11. Which of the following language pairs do you work in?

- English / Chinese
- English / Malay
- English / Tamil

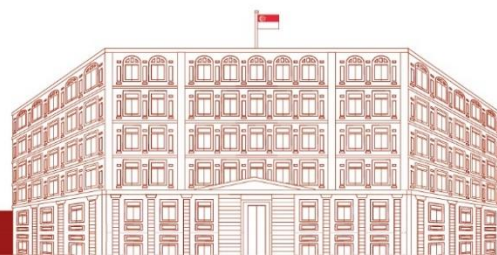
12. How many years of relevant working experience do you have in translation and/or interpretation?

 - | +

13. What is/are your area(s) of work or practice?

You may select more than one option.

- General translation
- Audio-visual translation
- Business and financial translation
- Legal translation
- Literary translation




- News translation
- Medical translation
- Science and technology translation
- General interpreting
- Business interpreting
- Court/legal interpreting
- Conference interpreting
- Medical interpreting
- Others

Section C: Documents for submission

14. Capability Development Plan form

Please download and complete the Capability Development Plan form from <https://www.mci.gov.sg/what-we-do/public-comms-and-engagement/translation/#translation-talent-development-scheme> under "Translation Talent Development Scheme" > "How to Apply", and upload the file here.



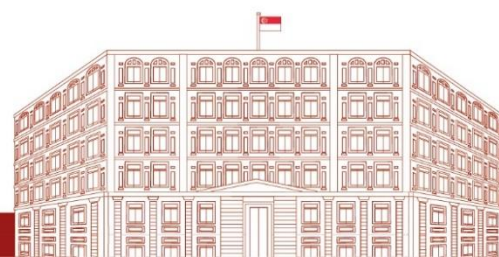
[Choose file](#) or drag and drop here

Maximum file size: 2 MB


15. Supporting documents

Please upload the following documents in a single ZIP file here.

- Curriculum vitae



- Proof of enrolment / application / screenshots of intended programme (indicating the application period if it has yet to commence)
- Translation portfolio



[Choose file](#) or drag and drop here

Maximum file size: 4 MB

If you wish to provide physical copies of your portfolio to support your application, please deliver them by registered mail or by hand to MCI Mailroom at Level 1 of the following address:

National Translation Committee Secretariat
(Attn: Translation Talent Development Scheme)
Ministry of Communications and Information
140 Hill Street Singapore 179369

Submitted items will be returned to all applicants in Q4 of the application year.

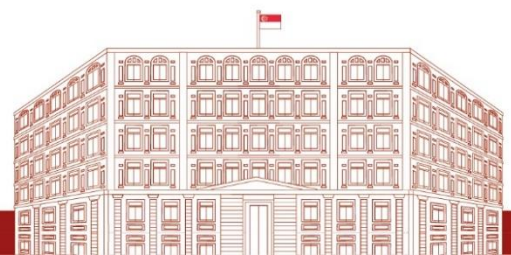
Section D: Acknowledgement and declaration

16. I declare that the information provided in this application form and all documents submitted are true, accurate and complete.

Yes

17. I permit MCI and the NTC Secretariat, as well as their employees, suppliers and agents, to use any of the information that I have provided (including my personal data, if any) for the purpose of assessing my application. I acknowledge that this may include making the information available to an NTC-appointed panel of assessors who will be bound by a Non-Disclosure Agreement.

Yes

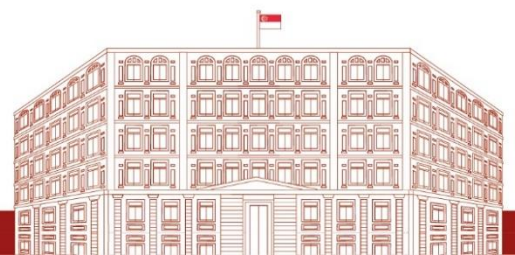


18. I am not concurrently in receipt of or holding any other scholarships, bursaries, study loans, financial aids, grants, sponsorships or other awards of a monetary nature (except MOE tuition fee grants and subsidies, grants, and other funding from SkillsFuture Singapore) for the programme(s) stated in this application form. I agree to declare any additional sources of funding from other public and private organisations, and that MCI reserves the right to decide whether to award the TTDS or adjust the funding amount.

If you have received additional sources of funding from other public and private organisations, please provide details in the Capability Development Plan form.

Yes

Submit now





National Translation Committee
Translation Talent Development Scheme (TTDS)
Capability Development Plan Form

Section C: Your capability development programme(s)

C1. Please provide details of your capability development programme(s) below. Please use one table for one programme and add more tables if necessary.

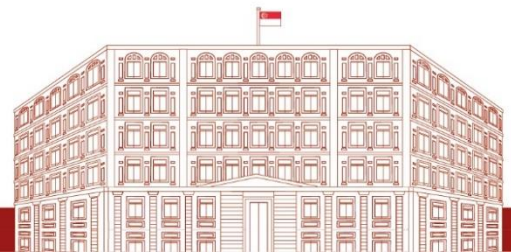
For each programme, please furnish the required supporting materials, i.e. proof of enrolment (e.g., letter of acceptance / matriculation) OR application (e.g., application acknowledgement emails) OR awaiting confirmation / invitation (e.g., registration emails) from the programme provider of each programme OR plan(s) to apply for upcoming programmes* (screenshots of programme details stating the application period if it has yet to commence).

You may include additional notes (e.g., 'application period for programme will commence at a later date', etc.).

*Programmes of a duration of up to one year must start **OR** end between 1 April of the application year and 31 March of the following year to be eligible (both dates inclusive). For example, for an application submitted in 2023, the start **OR** end date of the programme(s) must be between 1 April 2024 and 31 March 2025 (both dates inclusive). Programmes exceeding one year (e.g., degree and postgraduate courses) must end within three years of the application by 31 March. For example, for an application submitted in 2024, the programme must end by 31 March 2027.

Programme 1

Name of programme provider			
Programme title			
Country/region where programme is held			
Programme type (Check one only.)	<input type="checkbox"/> Short course/workshop/intensive summer course <input type="checkbox"/> Diploma/Degree/Postgraduate programme (part-time) <input type="checkbox"/> Diploma/Degree/Postgraduate programme (full time) <input type="checkbox"/> Conference/seminar/webinar <input type="checkbox"/> Certification examination		
Programme start date		Application period for programme	
Programme end date		Applied for programme? (Highlight 'Yes' or 'No'.)	Yes / No
Duration of programme		Selected for programme? (Highlight 'Yes' or 'No'.)	Yes / No
Website of programme provider			
Notes (if any)			



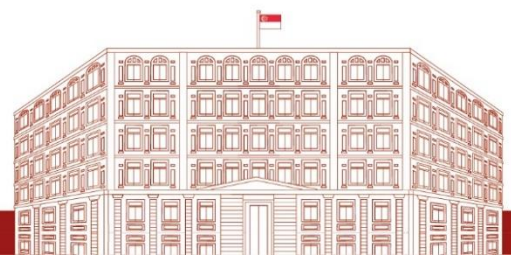
Programme costs <i>(If exact figures are not available, you may provide an estimated figure.)</i>	Programme fee (e.g., course/workshop/conference/examination fee)	(indicate currency and amount)
	Cost of compulsory training materials	(indicate currency and amount)
	Economy-class airfare for one return flight from Singapore to programme venue*	(indicate currency and amount)
	Visa fees (if required)*	(indicate currency and amount)
	Total cost (indicate currency and amount)	

*For programmes conducted overseas. Not applicable if conducted online and physical attendance is not required.

(For multiple programmes, please copy and paste the table above and label it as Programme 2, Programme 3, and so forth.)

C2. Have you received any other sources of funding from the Government (except MOE tuition fee grants and subsidies, grants and other funding from SkillsFuture Singapore) or other public and/or private organisations for any of the programmes above? (Check one box only.)

- No
- Yes, please specify details:



Section D: Your capability development plan

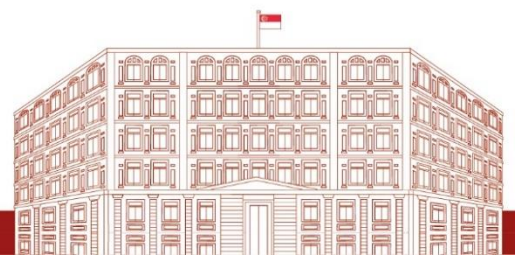
In this section, you will explain your capability development plan and how your proposed programme(s) can help you in your capability development. All questions should be answered in full, in not more than 300 words.

D1: Your strengths and accomplishments (in not more than 300 words)

- What are your strengths as a translation/interpretation practitioner?
- What are your significant accomplishments in translation/interpretation to date?

D2: Your capability development objectives (in not more than 300 words)

- Which translation/interpretation-related focus area(s) or skill(s) do you wish to develop?
- What are your specific capability development objectives?
- How will your proposed programmes help you meet your capability development objectives? Please explain.
- How will meeting these objectives support and advance your translation/interpretation practice?

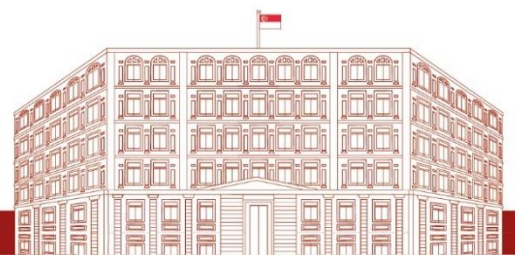


D3: Achieving your capability development objectives (in not more than 300 words)

- How would you determine that your capability development objectives (as stated in D2) have been met?
- How will you track and review your progress towards achieving your capability development objectives?
- How do you plan to apply what you have learnt in your work?

D4: Your contribution to the translation/interpretation sector (in not more than 300 words)

- Where do you see yourself in the next three years?
- How do you intend to contribute to the translation/interpretation sector? Explain with concrete examples of initiatives or projects you plan to participate in or even lead.



E2. Please indicate your work experience, starting with the most recent position.

From	To	Company	Position Held	Brief Description of Your Role

E3. Please indicate your education background, starting with the most recent qualification/certification obtained.

From	To	Institution	Country	Qualification/Certification

