



**Sports
Education
Programme**

eGuide for Schools

CONTENTS

Introduction to Sports Education Programme (SEP)

- [About SEP](#)
- [SEP Core Objectives](#)
- [SEP Categories](#)

ActiveSG Corporate Self-Service Portal

- [Use of Singpass for ActiveSG Corporate Self-Service Portal](#)
- [Linking School's Corppass Account to ActiveSG Corporate Self-Service Portal](#)
- [First-Time Login to ActiveSG Corporate Self-Service Portal](#)
- [Creating Point of Contact \(POC\) Accounts](#)
- [Removing Point of Contact \(POC\) Accounts](#)
- [SEP Module in ActiveSG Corporate Self-Service Portal](#)
- [Opting-in to SEP Grant](#)
- [Browsing & Searching for SEP-endorsed Programmes](#)
- [Submitting Details of Programme Usage](#)
- [SEP Grant Usage](#)
- [Providing Programme Feedback](#)

Frequently Asked Questions (FAQs)

- [Getting Started with SEP](#)
- [About SEP Grant](#)
- [About SEP Service Providers](#)

SEP Points of Contact



Introduction to Sports Education Programme (SEP)

ABOUT SEP

Introduced in 2007, the Sports Education Programme (SEP) aims to **advocate the importance of sports education, encourage sports participation in schools** and **increase sporting opportunities for the young**.

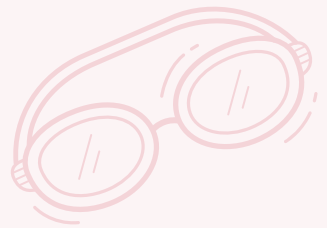
SEP also serves as an integrated and structured approach to link sports service providers with schools.



SEP CORE OBJECTIVES

Objective 1:

Increase sporting opportunities for students, especially those who are not involved in sport CCAs, and facilitate their development of skills and sports knowledge



Objective 2:

Provide opportunities for building character and promoting team spirit among students, with emphasis on life skills development and values inculcation through sports



Objective 3:

Support the development and growth of local sports service providers in delivering innovative and quality programmes for students, which will in turn arouse their interest in continual sports participation



Archery



Fencing



Tennis

SEP CATEGORIES

CATEGORIES	SPORTS EXPOSURE	SPORTS PLAY	SPORTS DEVELOPMENT	SPORTS LEAGUES
				
CHARACTERISTICS	<ul style="list-style-type: none">• These would involve one-off events aimed at introducing a sport or a sporting lifestyle to the masses and should convey the message that participating in sports is fun and easy to do.• Sports Exposure events/ programmes can be in the form of sports clinics, try-outs, events or carnivals within the school.	<ul style="list-style-type: none">• These are structured, regular instructional courses that facilitate the learning of a sports skill at the beginner level.• Students will have learnt basic information and skills about sports after attending such programmes, which will enable them to participate in sports and enjoy doing so at a recreational level.	<ul style="list-style-type: none">• These are structured, regular instructional courses that facilitate the learning of a sports skill at a more advanced level.• These programmes should follow on from Sports Play programmes, providing higher-level and age-appropriate skills that are still presented in a fun and engaging way. As an end result, students will have learnt higher skills and gained more knowledge needed to play sports after attending these programmes.	<ul style="list-style-type: none">• These leagues comprise intra-school competitions that take place regularly over a prolonged period of time where participating teams have the opportunity to play each other in the chosen sporting activity (e.g. weekly inter-class competitions).





ActiveSG Corporate Self-Service Portal

USE OF SINGPASS FOR ACTIVE SG CORPORATE SELF-SERVICE PORTAL

With effect from 11 April 2021, users will be required to login to government digital services for businesses (G2B) using their Singpass instead of Corppass. The login process will be changed to verify the user's identity via Singpass first, before the user can proceed to access and transact with government digital services.

Users will be required to have their Singpass linked to their organisation's Unique Entity Number (UEN) before accessing the Portal. This can be done by the school's Corppass Administrator or Sub-Administrator by creating a Corppass User account on **<https://www.corppass.gov.sg/>**.

The ActiveSG Corporate Self-Service Portal consists of modules such as SwimSafer 2.0 and Sports Education Programme (SEP). Access to these modules will require schools to first link their Corppass account to the Portal.



LINKING SCHOOL'S CORPPASS ACCOUNT TO ACTIVESG CORPORATE SELF-SERVICE PORTAL

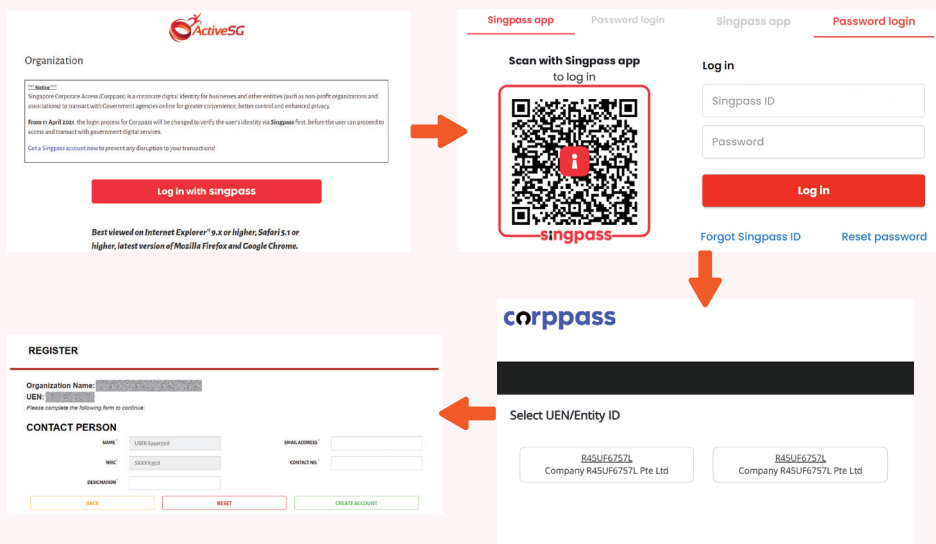
Please work with your school's administration staff (e.g., AM) and follow the steps below to link your school's Corppass account to ActiveSG Corporate Self-Service Portal.

- 1 Visit **<https://www.corppass.gov.sg/>** to login to your school's Corppass account
- 2 Upon successful login, select "e-Services Access" followed by "Singapore Sports Council" from the list of government agencies
- 3 Select "SportSG ActiveSG Membership Management System"

Once the above steps are completed, please appoint at least a Point of Contact (POC) and email the Full Name, NRIC number, Email and Contact number to **sport_sep@sport.gov.sg** for ActiveSG to link the POC to the Portal at **<https://members.myactivesg.com/corpss>**.

FIRST-TIME LOGIN TO ACTIVESG CORPORATE SELF-SERVICE PORTAL

Once the school's Corppass account has been linked to the ActiveSG Corporate Self-Service Portal, the user can proceed to login to the Portal at **<https://members.myactivesg.com/corps>** using his/her Singpass*. Upon logging in for the first time, the user will be prompted to register for a POC account in the Portal.



**With effect from 11 April 2021, access to the ActiveSG Corporate Self-Service Portal will require authentication via Singpass, which replaces the use of Corppass ID and password. Before accessing the Portal, the user will need to ensure he/she has a Corppass account that is created by his/her organisation's Corppass Administrator or Sub-Administrator.*

CREATING POINT OF CONTACT (POC) ACCOUNTS

All POCs with corporate administrator rights will be able to create, edit and remove other POC accounts. During editing, all fields will be editable. Please note that there must be at least one POC at all times.

To create a new POC account, kindly populate all of the fields under the "Add Account" section, before clicking the "Create" button. A confirmation email will then be sent to the new POC.

ADD ACCOUNT

Name:

Email:

NRIC:

Designation:


Contact No:

CREATE

REMOVING POINT OF CONTACT (POC) ACCOUNTS

Please note that if a POC is no longer a staff of the school, his/her account should be removed by any other POCs from the same school. Please note that there must be at least one POC at all times.

To remove an existing POC account, kindly click the “Remove” button. A confirmation email will then be sent to the POC who removed the account.



Dashboard

My Account

SEP Programme

SwimSafer

Reports

MY ACCOUNT > ADMIN ACCOUNTS

CURRENT POINT OF CONTACTS (POC)

Name:

Nric:

Contact No:

USER S9991350I

SXXXX350I

65941388

Email:

Designation:

elston_goh_from.TP@sport.gov.sg

admin

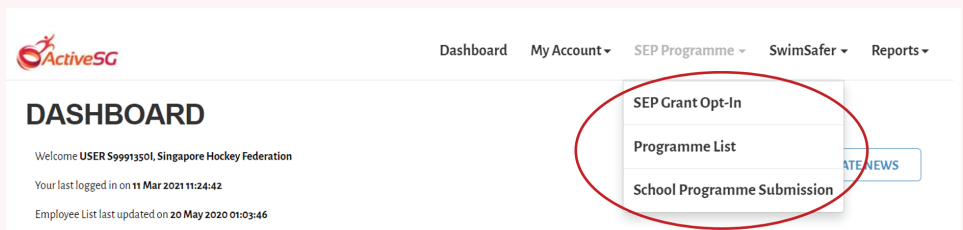
EDIT

REMOVE

SEP MODULE IN ACTIVESG CORPORATE SELF-SERVICE PORTAL

The SEP module in the ActiveSG Corporate Self-Service Portal offers three key functionalities to schools:


- 1 Opt-in to SEP Grant
- 2 Browse and search for selected SEP-endorsed programmes
- 3 Submit details of programme usage*
**Only applicable to Independent, Specialised Independent and Special Education Schools for payment claims purposes*



OPTING-IN TO SEP GRANT

All schools need to opt-in every year to be eligible for receiving the SEP dollar-to-dollar matching grant of up to \$10,000 per school, as follows:

- 1 Tick the box to acknowledge "I have read and agree to Sport Singapore's Terms and Conditions"
- 2 Click the "SUBMIT" button to complete application
- 3 A confirmation email will be sent to the POC upon completion of opt-in process

Dashboard My Account ▾ SEP Programme ▾ SwimSafer ▾ Reports ▾

SEP PROGRAMMES

SEP GRANT OPT-IN

[Click here to view the Terms and conditions](#)

☒ I have read and agree to Sport Singapore's (Singapore Sports Council) Terms and Conditions

BACK

SUBMIT

BROWSING & SEARCHING FOR SEP-ENDORSED PROGRAMMES

Under the “Programme List” section, schools can browse the list of SEP-endorsed programmes and narrow the search for preferred programmes by inputting details into the available fields.

Schools can also click on the “View Detail” button corresponding to the selected programme to view its details.

SEP PROGRAMMES

PROGRAMME LIST

Programme Name

Service Provider

Program Category

Activity

CANCEL

School Level

Lower Primary

Upper Primary

Lower Secondary

Upper Secondary

IC / Centralised Institute

Special Education

SEARCH

Programme	Service Provider	Level	Action
Abled to Succeeds	Kat cat five	Lower Primary	View Detail Submit Usage
as Soccer	Debra Hah Ching	Lower Primary	View Detail Submit Usage
Centurion	Centurion(removed(Subject)) (removed)	Upper Primary	View Detail Submit Usage
Centurion	Centurion(removed(Subject)) (removed)	IC / Centralised Institute	View Detail Submit Usage
Centurion CBI	Centurion(removed(Subject)) (removed)	Upper Primary	View Detail Submit Usage
Centurion CBI	Centurion(removed(Subject)) (removed)	Upper Primary	View Detail Submit Usage
Kat	Kat cat right	Lower Primary	View Detail Submit Usage
Football for Kids	Kat cat right	Lower Primary	View Detail Submit Usage
Junior College programme	Kat cat right	Upper Primary	View Detail Submit Usage
Zui Programme	Kat cat right	IC / Centralised Institute	View Detail Submit Usage
run fast	Debra Hah Ching	Upper Primary	View Detail Submit Usage
		Special Education	View Detail Submit Usage

SEP PROGRAMMES

PROGRAMME DETAIL

Name of provider: Kat cat five

Date Created: 2017-10-18 00:00:00

Name of Programme: Abled to Succeeds

Overall objective: Active participation and self-fulfilment

Programme Description: Quick enrichment on basic skills, develop self-esteem, improve social interaction

Communication Language: English

Service Provider URL: http://google.com

No. of Session: 2

Description of each session (optional):

Instructor to Student: 1:1

School Level: Lower Primary

Cost of Programme: \$100.00

List Activity Coach/Instructor:

Point of Contact:

Remarks:

BACK

Programme Category: Social Activities

Activity: Yoga

Programme Code: ABCD000000

Activity Type: Fitness and Wellness

Sport Category Level 1: Sport Category Level 2: Sport Category Level 3: Badminton

Duration of each Session: 60:00

Tier	Session Name	Session Description
1	Session 1	Warm-up, stretching and basic yoga asanas
2	Session 2	Intermediate yoga asanas and relaxation

Name	Mobile	Email

SUBMIT USAGE

SUBMITTING DETAILS OF PROGRAMME USAGE*

**Only applicable to Independent, Specialised Independent and Special Education Schools for payment claims purposes*

Schools can click on the “Submit Usage” button under the “Programme List” section to submit details of any subscribed programmes in the “Submit Programme Usage” page.

SEP PROGRAMMES

PROGRAMME LIST

Programme Name

Service Provider

Program Category

Select one

Activity

Select one

CANCEL

SEARCH

School Level

☐ Lower Primary

☐ Upper Primary

☐ Lower Secondary

☐ Upper Secondary

☐ JC / Centralised Institute

☐ Special Education

Programme	Service Provider	Level	Action
Abdulla Solomons	Kat sat five	- Lower Primary	<div>View Detail</div> <div>Submit Usage</div>
at Soccer	Debra Hah Ching	- Lower Primary	<div>View Detail</div> <div>Submit Usage</div>
Centurion	Centurion(remove(Galett))remove()	- Upper Primary	<div>View Detail</div> <div>Submit Usage</div>
Centurion2	Centurion(remove(Galett))remove()	- Upper Primary	<div>View Detail</div> <div>Submit Usage</div>
CenturionSRF	Centurion(remove(Galett))remove()	- Upper Primary	<div>View Detail</div> <div>Submit Usage</div>
test	Kat sat eight	- Lower Primary	<div>View Detail</div> <div>Submit Usage</div>
Football for Kids	Kat sat eight	- Lower Primary	<div>View Detail</div> <div>Submit Usage</div>
Junior College programme	Kat sat eight	- Upper Primary	<div>View Detail</div> <div>Submit Usage</div>
Zai Programme	Kat sat eight	- Special Education	<div>View Detail</div> <div>Submit Usage</div>
run fast	Debra Hah Ching	- JC / Centralised Institute	<div>View Detail</div> <div>Submit Usage</div>

SEP PROGRAMMES

SUBMIT PROGRAMME USAGE

Please note that:
1. The SEP Grant can only be utilized within the calendar year.
2. Only providers with endorsed programmes will be listed.
3. The SEP Grant of 2020/21 is for the programme cost excluding GST. All (S\$) amounts on this page excludes GST.
4. School cannot top up both the NCCY-MOE Secondary funding and SEP grant to pay for the Secondary Programme Usage for the same cohort.

Endorse Year

Select Year

Start Date

End Date

No of Participants

Service Provider

SP org sat three

Programme Name

Sports Enterprise learning netball through mini games 2016 (school)

School Level

-select-

Cost of program

☐ Per Person ☐ Per Program

Is GST included

☐ Yes ☐ No

Supporting Invoice (FAAS + Invoice/SP Invoice)

Choose File

No file chosen

Total SEP Grant Utilised Before GST

☐ (Dollar) ☐ (Percentage %)

Dollar - Enter the amount or Percentage - Enter between 0 and 100

BACK

SUBMIT

SEP GRANT USAGE*

**Only applicable to Independent, Specialised Independent and Special Education Schools for payment claims purposes*

Under the "School Programme Submission" section, schools can click on the "Edit Usage" button to provide details of its grant usage in the "Edit Grant Usage" page.

SEP PROGRAMMES
SCHOOL PROGRAMME SUBMISSION

Endorse Year
- Select Year -

Start Date

End Date

Programme Name

Service Provider

School Level

☐ Lower Primary

☐ Upper Primary

☐ Lower Secondary

☐ Upper Secondary

☐ JC / Centralised Institute

☐ Special Education

CANCEL

SEARCH

Programme	Service Provider	Level	Status	Action
Abdul Solomons	Kat sat five	- Lower Primary	Pending	Edit Usage Feedback
ab Soccer	Debra Hui-Ching	- Lower Primary	Pending	Edit Usage Feedback
super tennis training	Kat sat eight	- Lower Secondary	Pending	Edit Usage Feedback
Football Play	SP org sat three	- Upper Secondary	Pending	Edit Usage Feedback

SEP PROGRAMMES
EDIT GRANT USAGE

Please note that:

1. The SEP Grant can only be utilised within the calendar year.
2. Only providers with endorsed programmes will be listed.
3. The SEP Grant of \$10,000 is for the programme cost excluding GST. All other amounts on this page excludes GST.
4. School cannot tap on both the MCEC-ACE Secondary Funding and SEP grant to pay for the Secondary Programme Stage 1 for the same cohort.

Endorse Year
2018

Start Date
26 December 2018

End Date
26 December 2018

No. of Participants
59

Cost of program
38,000

Is GST Included
Yes

Supporting Invoice (FAAS = Invoice/SP Invoice)
Choose File

Total SEP Grant Utilised Before GST
59,000

Service Provider
Kat sat five

Programme Name
Abdul Solomons

School Level
Lower Primary

☐ Per Person

☒ Per Program

☐ No File chosen

☒ (Dollar \$)

☐ (Percentage %)

BACK

SUBMIT

PROVIDING PROGRAMME FEEDBACK

Under the “School Programme Submission” section, schools can also click on the “Feedback” button to submit feedback on the programme(s) it subscribed to, across four key areas:

- Delivery of Programme
- Competency of Coaches
- Safety Precautions
- Service Quality of Provider

SEP PROGRAMMES
SCHOOL PROGRAMME SUBMISSION

Endorse Year
- Select Year -

Start Date

End Date

Programme Name

Service Provider

CANCEL

School Level
☐ Lower Primary
☐ Upper Primary
☐ Lower Secondary
☐ Upper Secondary
☐ JC / Centralised Institute
☐ Special Education

SEARCH

Programme	Service Provider	Level	Status	Action
Abdul Is Solomons	Isat sat five	- Lower Primary	Pending	Edit Usage Feedback
aa Soccer	Debra Hui Ching	- Lower Primary	Pending	Edit Usage Feedback
super tennis training	Kat sat eight	- Lower Secondary	Pending	Edit Usage Feedback
Football Play	SP org sat three	- Upper Secondary	Pending	Edit Usage Feedback

SEP PROGRAMMES
SUBMIT PROGRAMME FEEDBACK

Endorse Year
2018

Start Date
2018-12-24 00:00:00

End Date
2018-12-24 00:00:00

No of Participants
59

Service Provider
Isat sat five

Programme Name
Abdul Is Solomons

School Level
59

Delivery Of Programme
How well did the programme meet its stated learning objectives?
1 = Poor, 5 = Excellent

1

2

3

4

5

○

○

○

○

●

How well-managed was the timing of the programme? (e.g. programme started punctually, smooth transitions between segments, reduced waiting time)
1 = Poor, 5 = Excellent

1

2

3

4

5

○

○

○

○

●



Frequently Asked Questions (FAQs)

FAQS: GETTING STARTED WITH SEP

1. What is the Sports Education Programme?

The Sports Education Programme (SEP) is a partnership between Sport Singapore (SportSG) and Ministry of Education (MOE) with the objective of promoting sports participation in schools. Schools that offer SEP-endorsed programmes to their students will receive a dollar-to-dollar matching grant of up to \$10,000 per school, which can be used to defray up to 50% of the incurred costs (before GST).

2. How do schools participate in SEP?

Schools which are interested to offer SEP-endorsed programmes as part of their school activities will need to opt-in for SEP via the ActiveSG Corporate Self-Service Portal at <http://members.myactivesg.com/corpss> at the start of the year. The opt-in process is to facilitate the allocation of the SEP grant to individual schools and ensure better tracking of grant allocation and utilisation.

3. How can schools subscribe to a programme under SEP?

After schools have opted in for SEP, they may refer to the list of SEP-endorsed programmes in the ActiveSG Corporate Self-Service Portal and proceed to contact the service provider directly to arrange for the programme/ event to be delivered.

4. Do schools have the flexibility to schedule the delivery of SEP-endorsed programmes for students during or outside of school curriculum hours?

Yes, schools can decide whether they would like to schedule the delivery of their preferred SEP-endorsed programmes for students during or outside of school curriculum hours.

FAQS:

GETTING STARTED WITH SEP

5. Why doesn't SEP include contact sports such as boxing and mixed martial arts?

For safety reasons, sports programmes incorporating physical contact striking or sparring between participants will not be endorsed. Judo, wrestling and similar programmes may include only safe grappling. Any form of striking and choking is strictly not allowed.

6. Do schools need to source for three (3) quotes to procure any SEP-endorsed programme that costs \$6,000 or less? Do schools need to go through GeBIZ to procure any SEP-endorsed programme that costs more than \$6,000?

For any Small Value Purchase of SEP-endorsed programmes, whereby the Estimated Procurement Value (EPV) does not exceed \$6,000, schools can procure such programmes directly from any approved service providers within SEP. Schools do NOT need to raise Direct Purchase Orders (DPOs) to these vendors.

Schools shall call an open ITQ (Invitation To Quote) via GeBIZ to procure any SEP-endorsed programme that costs more than \$6,000. Under this ITQ, schools shall also only invite service providers of SEP-endorsed programmes to participate, if the SEP grant is to be utilised.

FAQS: ABOUT SEP GRANT

7. What can the SEP grant be used for?

The SEP grant can be used by schools to subsidise up to 50% of the costs of SEP-endorsed programmes (before GST). The remaining 50% of the costs will have to be borne by participating schools. The grant can only be used by schools which have successfully opted in for SEP in any given year to pay for SEP-endorsed programmes.

For guidelines on utilisation of the grant, schools will have to refer to notification GA/06/21 dated 8 February 2021. Claimable expenses under the SEP grant include what have been quoted in each programme as the programme cost.

Additional costs not listed in the description of programmes (e.g. transportation of students, costs of buying equipment, rental of safety boats, entry fees to facilities, hiring of venue etc.) shall be borne by schools.

8. Can the SEP grant be used to support Co-Curricular Activities in schools?

Schools can tap on the SEP grant to support the design and planning of their Co-Curricular Activities (CCA) with the intent to provide greater breadth in the activities to enhance the students' CCA experiences.

However, the SEP grant cannot be used to pay for the fees of the coach/instructor, who is engaged to provide coaching services to the students in the core CCA activity.

For example, a school cannot use the SEP grant to engage a badminton coach for their badminton CCA. However, the grant can be used by the school to pay a vendor for delivering another type of sport activity to facilitate team building among students in the badminton CCA.

9. Can the SEP grant be used to defray the costs of multiple SEP-endorsed programmes subscribed to by the same school?

Yes, schools can use the SEP grant to defray up to 50% of their costs of subscribing to multiple SEP-endorsed programmes, for up to \$10,000 per school.

FAQS: ABOUT SEP GRANT

10. Can schools carry forward any unused portion of the \$10,000 SEP grant to the following year?

Schools are encouraged to utilise as much of the SEP grant as possible by the end of each calendar year as schools will not be allowed to carry forward any remaining balance of the SEP grant to the following year.

11. Can schools engage a service provider that does not offer any SEP-endorsed programmes and still be able to utilise the SEP grant to cover 50% of the programme costs?

No. The SEP grant can only be utilised for procuring SEP-endorsed programmes.

12. How can schools proceed to claim 50% of programme expenses that can be covered by the SEP grant?

(a) For Government and Government-aided schools:

Schools will need to charge 50% of claimable expenses to IFAAS Project Code 500042 (SportSG-SEP Grant) while the remaining 50% of the payment must be borne by schools.

(b) Independent Schools/ Specialised Independent Schools/ Special Education Schools:

Independent and Specialised Independent Schools will need to pay 100% of their expenses upfront using their own funds. They will be reimbursed 50% of their expenses subsequently based on the final report submitted through the ActiveSG Corporate Self-Service Portal.

All schools under category (b) must login to the Portal to submit their draft / final report for programmes conducted, accompanied by scanned copies of invoices before end of the calendar year.

FAQS:

ABOUT SEP SERVICE PROVIDERS

13. What qualifications do coaches/ instructors who are delivering SEP-endorsed programmes possess?

Coaches/ instructors who are tasked to deliver SEP-endorsed programmes are required to possess the following qualifications:

- A member of the National Registry of Coaches (NROC)
- NCAP technical certifications and/ or other equivalent technical certifications that validates the instructor's/ coach's competency in teaching the sport
- National Standard for Youth Sport (NSYS) or Values and Principles in Sports (VPS)
- A recognised and valid Standard First Aid certification
- Fulfil requirements stated in the MOE notification PA/25/20 on 'Engagement and Registration of Instructors Offering Co-Curricular and Enrichment Activities to Schools'. The circular can be found at <http://intranet.moe.gov.sg/sdcd/sdco/Pages/Circulars-and-Notifications-new-page.aspx> in the Student Development Coordination Office (SDCO) intranet site

Schools are advised to ensure the instructors/ coaches whom they have engaged to deliver SEP-endorsed programmes for their students possess the aforementioned qualifications.

14. Can schools accept a discount off the listed prices that SEP service providers offer for their programmes and still be able to utilise the SEP grant to cover 50% of the programme costs?

Yes. As long as the programme has been listed as an endorsed programme under SEP and the service provider makes it clear in the invoice that a discount has been offered, schools can still utilise the SEP grant to cover 50% of the programme costs.

FAQS: ABOUT SEP SERVICE PROVIDERS

15. Can schools engage a service provider that does not offer any SEP-endorsed programmes and still be able to utilise the SEP grant to cover 50% of the programme costs?

No. The SEP grant can only be utilised for procuring SEP-endorsed programmes.

16. Can schools recommend new service providers to be incorporated in SEP?

If schools would like to recommend the incorporation of service providers whose programmes are currently not endorsed under SEP, they can email to sport_sep@sport.gov.sg with details of their recommended service provider and the SEP team will follow up with the service provider accordingly.

SEP POINTS OF CONTACT

Ministry of Education

Name	Designation	Tel	Email
Ms Alice Koh	SS (SE)	64609857	Alice_Koh@moe.gov.sg
Mr Robin Goh	PSO (SE)	64609843	Robin_Goh@moe.gov.sg

Sport Singapore

Department	Email
Schools Programme Partnership & Engagement	sport_sep@sport.gov.sg

An initiative by

Sport
SINGAPORE

Partner in Sport

tote
board

Giving Hope
Improving Lives