



SEP 10 Workflow Chart for Schools

1. APPLICATION	Time Frame
<p>Principal together with PE HOD and SEP administrator have to acknowledge the online Terms & Conditions.</p> <p>Implementation of programmes for SEP 2010 is from Jan to Dec 2010.</p> <p>The SEP Grant can only be used for the list of endorsed programmes conducted within the calendar year. SEP Grants are reimbursed on an annual basis and all endorsed SEP programmes for the respective year MUST be conducted and updated in the SEP Programme Report within the calendar year that the SEP Grant is being claimed for.</p>	<p style="text-align: center;">Deadline: 29 Jan 10 (Fri)</p>
2. DISBURSEMENT OF FUNDS	Time Frame
<p><u>Govt/Govt aided Schools</u> Funds will be downloaded into the SEP IFAAS Account (project code 500042)</p> <p><u>Independent/Specialised/SPED Schools</u> The schools will pay vendors the full amount first. MOE Finance will reimburse 50% of the programme cost.</p>	<p style="text-align: center;">End Jan & mid Mar 10</p> <p style="text-align: center;">End Mar 11</p>
3. PROCUREMENT	Time Frame
<p>For procurement of programmes, schools need not go through GeBIZ to invite quotations.</p> <p><u>a) Purchases with EPV <\$3,000</u></p> <ul style="list-style-type: none"> - Schools can procure directly from any vendor from the SEP endorsed programme list - Schools do NOT need to raise DPO to the vendors <p><u>b) Purchases with EPV >\$3,000 but <\$70,000</u></p> <p>i) For programmes that are unique and no alternative provider exists in the SEP endorsed programme list</p> <ul style="list-style-type: none"> - Schools can adopt waiver of competition <p>ii) For other programmes</p> <ul style="list-style-type: none"> - Schools can obtain quotations from 3 vendors with endorsed programmes and evaluate the offers - Schools shall seek QAA's approval before raising DPOs. - Evaluation and approval process to be done out of GeBIZ <p>- Must enter into agreement with the service provider with clauses covering aspects on payment, logistic arrangement, safety, and cancellation of programmes due to weather conditions etc.</p> <p>For further enquiries pertaining to the procurement process, schools can contact Ms. Ng Soh Lan, the CCA Officer (Sports) from MOE Education Programmes Division at 6460 9870 or email ng_soh_lan@moe.gov.sg.</p>	<p style="text-align: center;">Jan – Dec 10</p>

4. IMPLEMENTATION	Time Frame
<p>a) <u>Prior</u> to the engagement of sports service providers:</p> <ul style="list-style-type: none"> i) To verify that the sports programme is listed as an endorsed programme under SEP 2010. ii) The instructor-to-student ratio as stated on the SEP Portal is only a general guide. Schools are to work with programme providers to decide upon the optimal instructor-to-student ratio based on the needs of the students. <p>b) <u>Before</u> the conduct of Programme:</p> <ul style="list-style-type: none"> i) Ensure that the coach(es)/instructor(s) conducting the programme is/are listed as eligible for the endorsed programme under respective endorsement year. Schools are to report on ineligible coach(es) who are not registered under the SEP 2010 programme(s) to ssc_sep@ssc.gov.sg. ii) Check that the coach(es) first aid certification(s) is/are <u>still valid</u> at the point of conduct. iii) Take necessary precaution and checks before each session of the programme to ensure that all the participants are reasonably well and fit to take part in the session. <p>c) <u>After</u> the Programme:</p> <ul style="list-style-type: none"> i) Obtain soft copies of invoices with <u>indication of the Service Provider name as indicated in the SEP Portal, SEP Programme Name, ID, start and end date of programme conducted</u> as listed in the SEP portal from the Sports Service Providers. Print screens of E-invoices from IFAAS will also be acceptable. Please note that the payment voucher screen captures from IFAAS <u>will not</u> be acceptable. Schools have to certify that the invoice(s) attached are issued by service providers with endorsed SEP programmes for the respective year. 	<p>Jan – Dec 10</p>

5. POST-PROGRAMME ACTIONS	Time Frame
<ul style="list-style-type: none"> a) Update Programme Report and saved as draft status if there are programmes planned for the year. <ul style="list-style-type: none"> i) Government and Government Aided Schools will need to ensure that the total SEP Grant listed in the SEP Programme report reconcile with the total expenditure reflected in the school's SEP IFAAS account (project code: 500042). ii) Independent and SPED Schools will only need to complete the online SEP Programme Report. b) All Schools can submit the SEP Programme Reports in Final status accompanied by attached copies of providers' invoices or the E-Invoices from IFAAS in the following situations – <ul style="list-style-type: none"> i) If Schools do not have any more programmes planned for the year or ii) If Schools have fully utilised the S\$10,000 SEP Grant for the calendar year c) For Schools that did not utilize the SEP grants, a blank report must also be submitted. d) Submit an online feedback of the programme conducted. Feedback can only be submitted after the draft programme report has been updated for the event. <p>We strongly encourage all Schools to submit the Programme Feedback after updating the SEP Programme Report. The reports and feedback are important considerations in the assessment process for all SEP Applications from Sports Service Providers.</p>	<p>Jan – Dec 10</p>

6. PAYMENT PROCEDURES	Time Frame
<p>Schools to make full payment to the providers:</p> <p>Govt/ Govt Aided Schools</p> <ul style="list-style-type: none"> - Charge 50% of claimable expenses to IFAAS Project Code 500042 (SSC - SEP Grant). - Remaining 50% payment will be borne by schools. <p>Independent/ Specialised / SPED Schools</p> <ul style="list-style-type: none"> - Pay 100% from schools' own funds first. MOE Finance will reimburse 50% of the programme cost by March the following year. 	<p>Deadline: 26 Dec 10, 1700hrs</p> <p>If 26 Dec falls on a weekend or public holiday, the submission deadline will be on the next working day, 1700hrs.</p>