



eGuide for Schools

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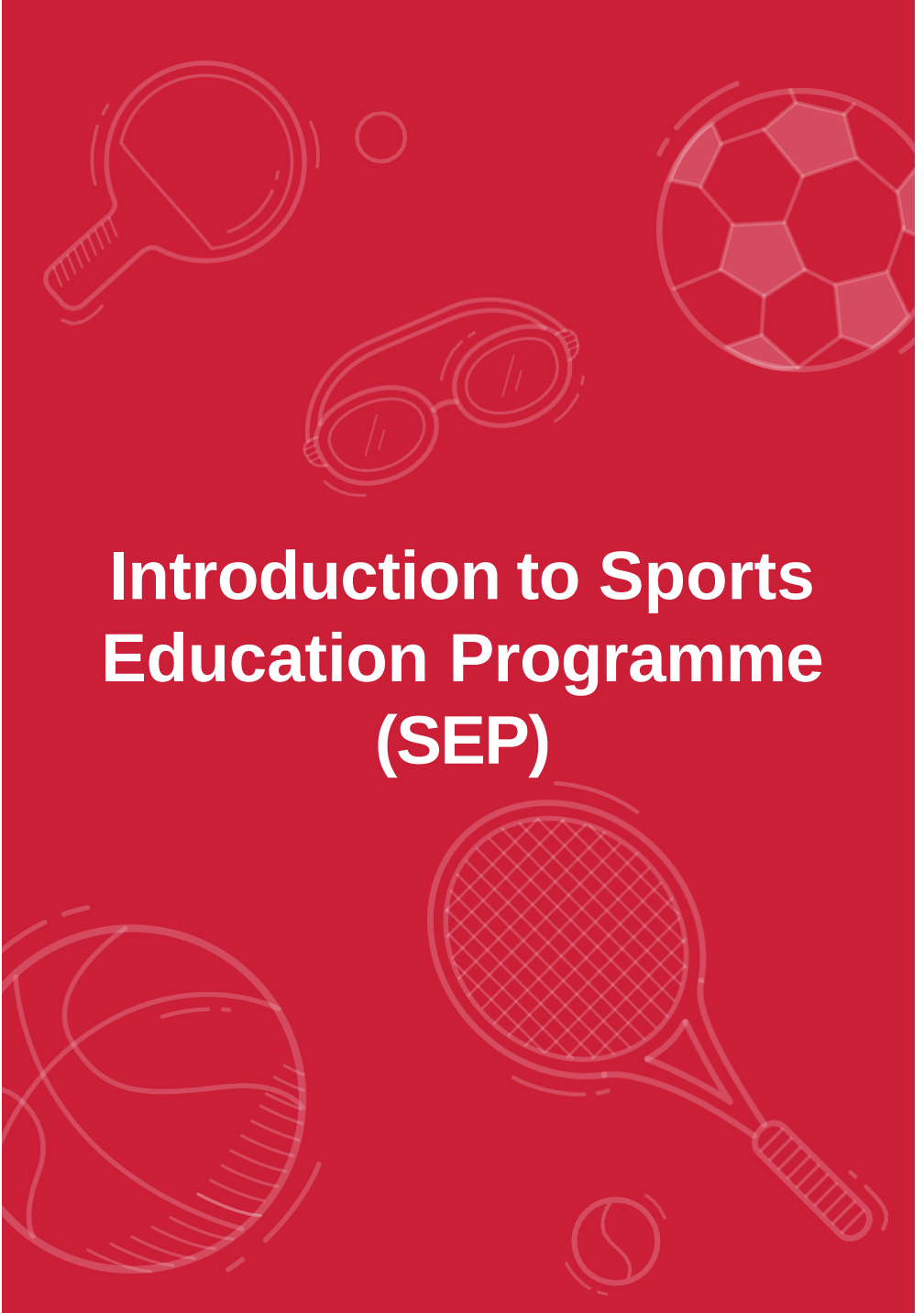
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Introduction to Sports Education Programme (SEP)

ABOUT SEP

Introduced in 2007, the Sports Education Programme (SEP) aims to advocate the importance of sport education, encourage sport participation in schools and increase sporting opportunities for students by augmenting existing sport offerings in schools.

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



SEP CORE OBJECTIVES

Provide schools with access to a wide variety of quality sport programmes and in turn, increasing sporting opportunities for students, generating greater interest in sport and deepening acquisition of sport skills and knowledge for continual sport participation.



Archery



Fencing



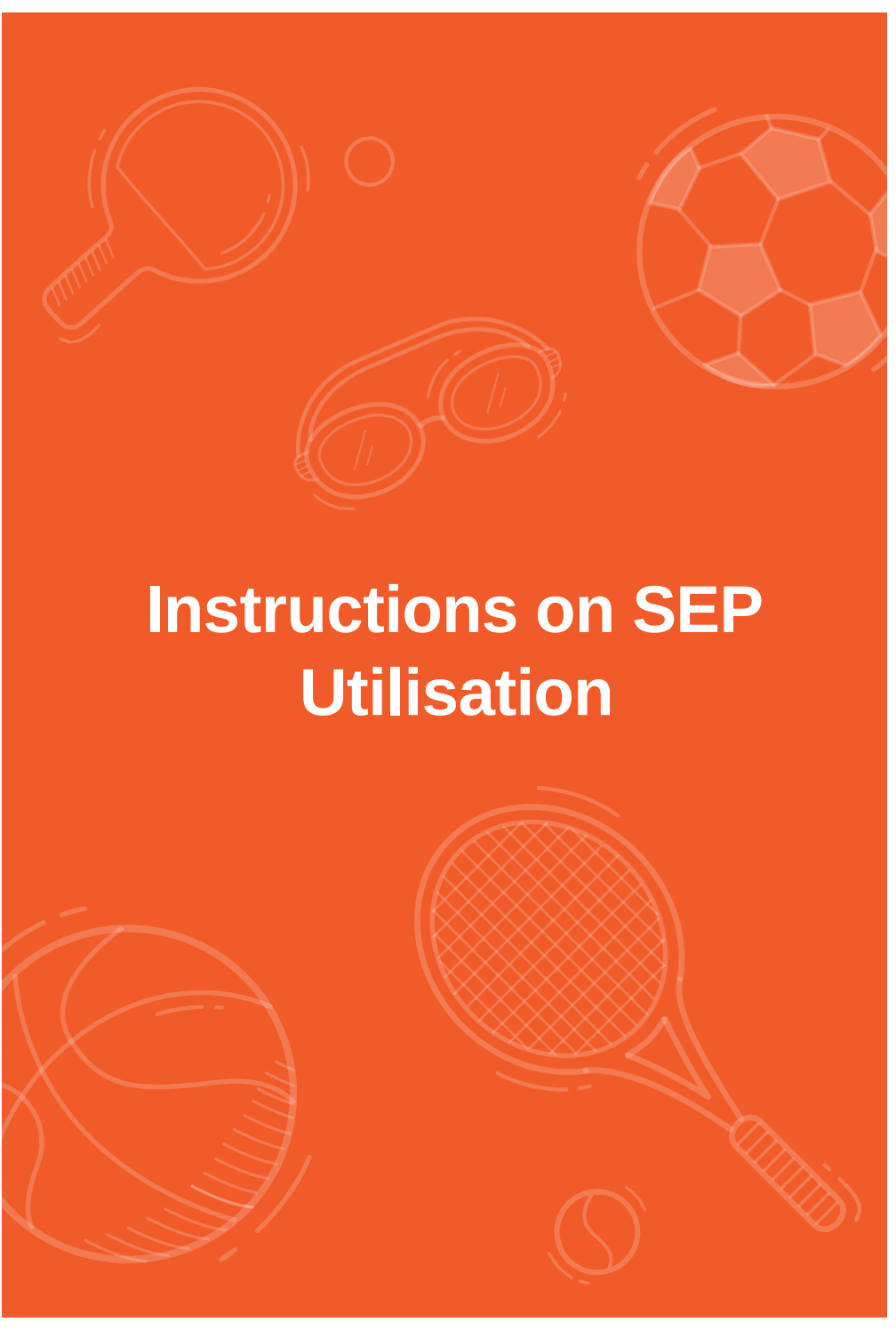
Tennis

SEP CATEGORIES

CATEGORIES	SPORT EXPOSURE	SPORT DEVELOPMENT	SPORT INCLUSIVE	SPORT SPED
CHARACTERISTICS	 • An introductory programme designed to offer students the opportunity to experience the sport. Students should understand the rules and basic gameplay and acquire basic skills to engage in the sport upon completion of the programme. • Sport Exposure programmes may include sport clinics, try-outs, events, or carnivals.	 • A structured, developmental programme that facilitates the learning and development of sport skills. Students should understand the rules and gameplay and develop their skills of the sport to an intermediate or advance level upon completion of the programme.	 • A customised programme for students in the mainstream schools to develop a deeper understanding of individuals with disabilities through sport and for students of all abilities to play together.	 • A customised programme for students in the special education schools to learn and experience sport.

* Available from June 2025

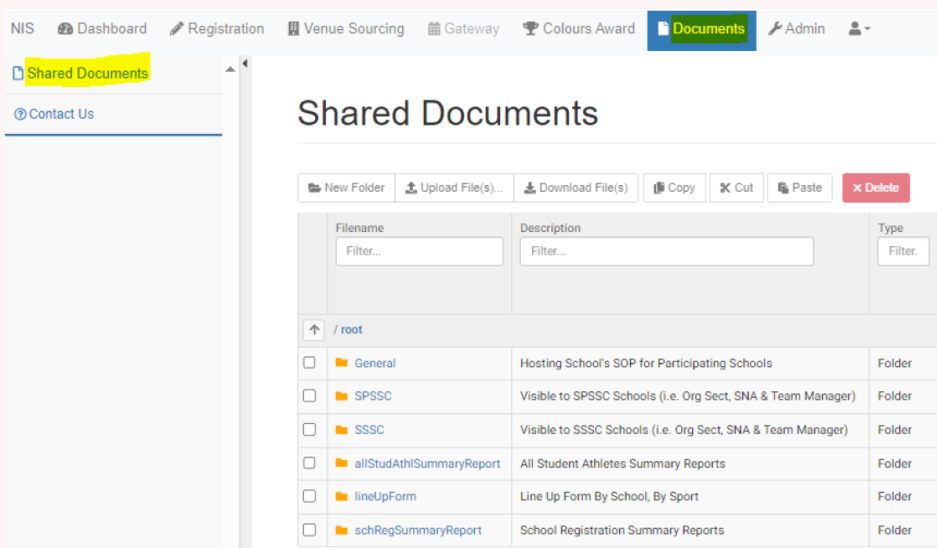




Instructions on SEP Utilisation

ACCESSING SEP PROGRAMME LISTING VIA NIS

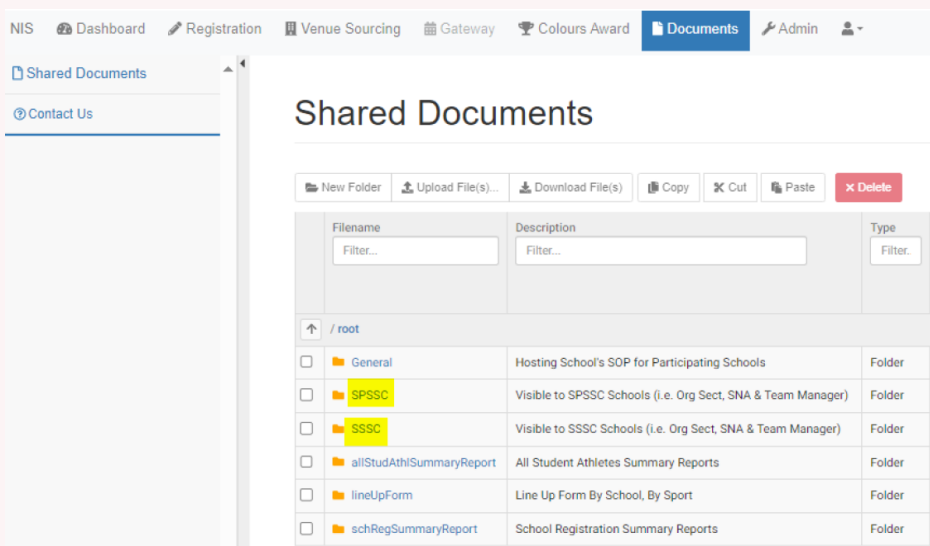
1. After logging in to NIS, click on 'Documents' tab. Next, click on 'Shared Documents' on the side panel.



The screenshot shows the NIS interface with the 'Documents' tab selected in the top navigation bar. On the left sidebar, 'Shared Documents' is highlighted. The main content area is titled 'Shared Documents' and contains a toolbar with buttons for 'New Folder', 'Upload File(s)...', 'Download File(s)', 'Copy', 'Cut', 'Paste', and 'Delete'. Below the toolbar is a table with three columns: 'Filename', 'Description', and 'Type'. The table lists several folders, including 'General', 'SPSSC', 'SSSC', 'allStudAthiSummaryReport', 'lineUpForm', and 'schRegSummaryReport'. The 'SPSSC' and 'SSSC' folders are highlighted in yellow.

Filename	Description	Type
Filter...	Filter...	Filter.
/ root		
☐ General	Hosting School's SOP for Participating Schools	Folder
☐ SPSSC	Visible to SPSSC Schools (i.e. Org Sect, SNA & Team Manager)	Folder
☐ SSSC	Visible to SSSC Schools (i.e. Org Sect, SNA & Team Manager)	Folder
☐ allStudAthiSummaryReport	All Student Athletes Summary Reports	Folder
☐ lineUpForm	Line Up Form By School, By Sport	Folder
☐ schRegSummaryReport	School Registration Summary Reports	Folder

2. Select the folder ending with 'SPSSC' or 'SSSC'.



This screenshot is similar to the previous one, but the 'SPSSC' and 'SSSC' folders in the table are highlighted in yellow, indicating they have been selected.

Filename	Description	Type
Filter...	Filter...	Filter.
/ root		
☐ General	Hosting School's SOP for Participating Schools	Folder
☐ SPSSC	Visible to SPSSC Schools (i.e. Org Sect, SNA & Team Manager)	Folder
☐ SSSC	Visible to SSSC Schools (i.e. Org Sect, SNA & Team Manager)	Folder
☐ allStudAthiSummaryReport	All Student Athletes Summary Reports	Folder
☐ lineUpForm	Line Up Form By School, By Sport	Folder
☐ schRegSummaryReport	School Registration Summary Reports	Folder

ACCESSING SEP PROGRAMME LISTING VIA NIS

3. Select the file titled 'SEP Programme Listing'.

NIS [Dashboard](#) [Registration](#) [Venue Sourcing](#) [Gateway](#) [Colours Award](#) **Documents** [Admin](#) [User](#)

[Shared Documents](#) [Contact Us](#)

Shared Documents

[New Folder](#) [Upload File\(s\)...](#) [Download File\(s\)](#) [Copy](#) [Cut](#) [Paste](#) [Delete](#)

	Filename Filter...	Description Filter...	Type Filter...
↑	/ root / SPSSC		
☐	A1- 65th SPSSC AGM Slides 2023.pdf	A1- 65th SPSSC AGM Slides 2023	pdf
☐	A3- 65th SPSSC Annual Report 2023.zip	A3- 65th SPSSC Annual Report 2023	zip
☐	A4- 2023 SPSSC Flag Statistic_change of flags.pdf	A4- 2023 SPSSC Flag Statistic_change of flags	pdf
☐	B. Admin Information for NSG 2024.zip	B. Admin Information for NSG 2024	zip
☐	NIS User Guides		Folder
☐	SEP Programme Listing _ accurate as of 08082024.xlsx	SEP Programme Listing _ accurate as of 08082024	xlsx

NIS [Dashboard](#) [Registration](#) [Venue Sourcing](#) [Gateway](#) [Colours Award](#) **Documents** [Admin](#) [User](#)

[Shared Documents](#) [Contact Us](#)

Shared Documents

[New Folder](#) [Upload File\(s\)...](#) [Download File\(s\)](#) [Copy](#) [Cut](#) [Paste](#) [Delete](#)

	Filename Filter...	Description Filter...	Type Filter...
↑	/ root / SSSC		
☐	65th SSSC AGM 2023_28 Nov.zip		zip
☐	Admin Materials for NSG 2024.zip	Admin Materials for NSG 2024	zip
☐	Colours Award		Folder
☐	NIS User Guides		Folder
☐	SEP Programme Listing _ accurate as of 08082024.xlsx	SEP Programme Listing _ accurate as of 08082024	xlsx

SUBMITTING SEP UTILISATION REPORT

All schools (Government, Government-aided, Independent, Specialised Independent, Specialised and Special Education (SPED) schools) must submit their SEP Utilisation Report through an online form (<https://go.gov.sg/sep-report-2025>) upon completion of the programme.

The final SEP Utilisation Report for a calendar year must be submitted by **20 December** of that calendar year.

Sports Education Programme (SEP) 2025 Utilisation Report Submission

Instructions

School's Information

SEP Programme Usage

Feedback of Programme(s)

Instructions

All schools must submit their SEP Usage Report after completion of the programme(s). Submission latest by **20 December** of the calendar year.

Upon successful submission of this form, you will receive an email with the Response ID of your submission. Please keep the email for verification purpose.

If you did not receive the email, please write in to sport_sep@sport.gov.sg to check the status of your submission.

School's Information

1. Type of School

Select an option

2. Level

Please select the education level of your institution.

For schools with Integrated Programme (IP) / International Baccalaureate (IB), please submit a separate form for the other level's usage.

Select an option

Government, Government-aided schools

Proof of SEP Grant Utilisation will be based solely on the SEP Utilisation Report submitted by schools. Failure to submit the SEP Utilisation Report may result in recovery of the Grant.

Independent, Specialised Independent, Specialised and Special Education (SPED) schools

Reimbursement will be based solely on the SEP Utilisation Report submitted by schools.

PROVIDING PROGRAMME FEEDBACK

Please submit feedback of the SEP programme together with the SEP Utilisation Report (<https://go.gov.sg/sep-report-2025>).

Sports Education Programme (SEP) 2025 Utilisation Report Submission

Instructions

School's Information

SEP Programme Usage

— Feedback of Programme(s)

Feedback of Programme(s)

7. How well did the programme meet the school's learning objective(s)?

- 1 star = did not meet the objective(s) at all
- 5 stars = met the objective(s) completely



8. Did the delivery of the programme match the programme description in the SEP portal?

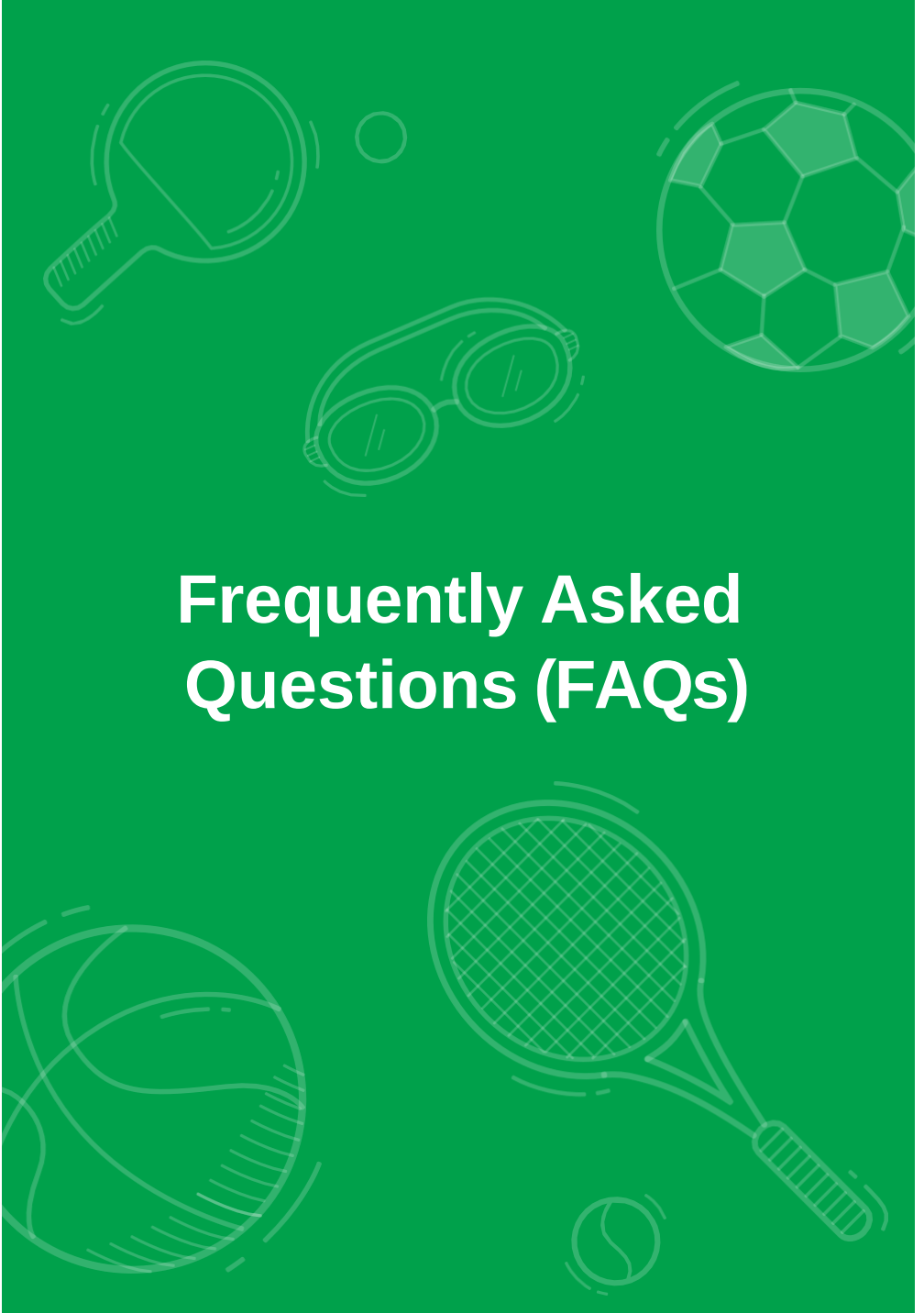
- 1 star = did not match at all
- 5 stars = matched the description completely



9. How effective (e.g. clearly articulated and effective transfer of programme knowledge) were the instructor(s) in delivering the programme?

- 1 star = very ineffective
- 5 stars = very effective





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 can schools subscribe to a programme under SEP?

Schools may refer to the SEP programme listing on the NIS portal and proceed to contact the service provider directly to arrange for the programme to be delivered.

3. 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.

4. Why doesn't SEP include certain types of defense and martial arts programmes?

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.

FAQS: ABOUT SEP GRANT

5. 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/04/25 dated 20 January 2025. 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.

6. 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.

FAQS: ABOUT SEP GRANT

7. Can the SEP Grant be used to defray the costs of multiple SEP-endorsed programme 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.

8. Can schools carry forward any unused portion of the 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.

9. 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.

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

Starting 2024, the SEP grant shall be downloaded to schools on IFAAS in January and schools are not required to exercise Opt-In via the SEP portal for the grant.

(a) For Government and Government-aided schools:

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

FAQS: ABOUT SEP GRANT

(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% (before GST) of their expenses subsequently based on the SEP Utilisation Report(s) submitted.

All schools must submit their SEP Utilisation Report through an online form (<https://go.gov.sg/sep-report-2025>) after completion of the event(s) / programme(s), latest by 20 December of the calendar year.

FAQS:

ABOUT SEP SERVICE PROVIDERS

11. 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:

- Valid National Registry of Coaches (NROC) membership relevant to the sport of the SEP programme.
- A recognised and valid Standard First Aid and AED 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.

12. 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

13. 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. Please note that schools are only allowed to use the SEP grant to participate in a programme after it is SEP endorsed.

14. When will programmes under the new category – “Sport Inclusive” be available for use?

Programmes under the “Sport Inclusive” category will be shared with schools from June 2025 via the SEP programme listing on the NIS portal. Schools can proceed to contact service providers directly to arrange for programmes to be delivered.

SEP POINTS OF CONTACT

Ministry of Education

Name	Designation	Tel	Email
Mr Ong Chee Wee Ishaq	SS (SE)	64609850	Ong_Chee_Wee@moe.gov.sg
Mr Kevin Teo	SPSO(SE)	64609869	Kevin_TEO@moe.gov.sg

Sport Singapore

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

An initiative by



Partner in Sport

