

FACT SHEET ON HUMAN RESOURCE CAPABILITY PROGRAMME

HR Capability Package

1. In October 2008, SPRING and WDA introduced a Human Resource (HR) Capability Package which aims to help SMEs address their HR capability gaps. Ernst & Young Advisory Pte Ltd was commissioned to develop the Package in a pilot involving twenty SMEs from various industry sectors. The package provides the framework, guidelines, tools and templates to help SMEs systemically manage HR functions in the following 6 key HR areas:
 - (a) Manpower planning
 - (b) Recruitment and selection
 - (c) Compensation and benefits
 - (d) Performance management
 - (e) Learning and development
 - (f) Career management
2. The Package is hosted on the website of Singapore National Employers Federation (SNEF) for free downloads by companies and response has been encouraging. Since its launch, there has been more than 24,000 downloads. SNEF also conducts Materials Familiarisation Training (MFT) workshops to help SMEs familiarise themselves with the modules in the Package before they implement it, and provides free HR advisory service for SMEs. To-date, 23 runs of the MFT workshops have been conducted attracting 460 participants from 380 companies.

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3. While SMEs feedback that they found the modules useful, some have highlighted that they need help in the actual implementation of the Package in their organisations. In particular, companies without a dedicated HR department or staff would require more intensive guidance and advice in customising the HR modules to their needs and rolling out a structured HR management system in their organisations.
4. The HR Capability Programme thus aims to provide consultancy support to help local SMEs to implement the good HR practices embedded in the modules under the Package in their organisations.

Who can apply?

5. Small and medium enterprises (SMEs) can tap on the HR Capability Programme if their company meets the following criteria:
 - (i) at least 30% of local shareholding
 - (ii) group annual sales turnover of not more than S\$100 million
 - (iii) employment size of not more than 200 workers
 - (iv) the proposed project is carried out for Singapore-based operations only

- (v) at least one staff who is currently handling HR functions will be assigned to be part of the project team and he or she must have attended the MFT workshop for HR Capability Package prior to project commencement

How does the HR Capability Programme work?

6. For a start, SPRING will be partnering SNEF to provide the consultancy through its PMC-certified in-house consultants or associate consultants. Interested SMEs will need to approach SNEF first to scope their consultancy needs based on the modules of the HR Capability Package, and request for a project proposal. With the proposal, SMEs can submit their application for the Programme.
7. Each consultancy project should comprise the implementation of minimum 3 modules to all 6 modules of the HR Capability Package to ensure that there is substantial transformation to their HR practices. The consultancy cost per module is \$3,000. Companies taking up all 6 modules in one consultancy project will pay the total consultancy cost for only 5 modules i.e. \$15,000 (instead of \$18,000).
8. Up to 50% of qualifying consultancy costs for each project will be supported. Other costs, such as manpower, software (including customisation) and hardware costs will not be eligible for support under the programme.
9. Interested SMEs can contact SNEF's HR consultants for an appointment. Please contact Mr Chris Lee at DID: 6324 1539 or Mr Kee Chia Choon at DID: 6324 0437.
10. For more information on the HR Capability Programme, please contact the EnterpriseOne hotline at Tel: (65) 6898 1800 or email enterpriseone@spring.gov.sg.