



Career Conversion Programmes (CCPs) SME Professionals



SBF Business Institute (SBI)

Through members' needs, SBI was setup to help SBF members and the wider business community build capabilities through up-skilling and reskilling their workforce.

- Helping companies upskill, reskill, redesign jobs to maximise the potential of their workforce for long-term growth through 2 MAIN programmes:

- ☐ **Learn@SBF Business Institute**

- ☐ **Career Conversion Programmes**

Career Conversion Programmes (CCPs)

CCPs are Workforce Singapore (WSG) funded programmes to help companies meet their manpower needs by reskilling mid-career new hires and existing employees for growth jobs in demand.

SBF was appointed by WSG as the Programme Manager for the following CCPs:

1. Overseas Markets Immersion Programme (OMIP)
2. Wholesale Trade Professionals and Associates (CCP-WTPA)
3. Sustainability Professionals (CCP-S)
4. Human Capital Professionals
5. Professional Executives (CCP-PE) for new hire
6. SME Professionals (CCP-SME) for new hire

CCP for SME Professionals (For New Hires)

Small and Medium Enterprises (SMEs) form 99% of all enterprises in Singapore and have an important role to play in Singapore's economy. SMEs currently employ around seven out of every ten workers and contribute half of Singapore's Gross Domestic Product (GDP).

As SMEs transform to meet evolving business needs, enhancing HR practices and talent acquisition strategies are necessary to support and sustain growth. This will provide local Professionals, Managers, Executives and Technicians (PMETs) jobseekers access to a wide range of career opportunities within the SME ecosystem, including moving into new job roles.

This programme will help PMETs by:

- Providing access to a wide range of career opportunities within the SME ecosystem;
- Equipping them with new skills to take on new job roles in SMEs;
- Adjusting them to an SME working environment; and
- Providing them with the necessary foundational skills across business functions such as human resources, finance, admin and operations, sales and marketing.
- Equipping them with basic knowledge and skills on leveraging AI and digitalisation to improve operational efficiency in SMEs.

Career Conversion Programme (CCP) @ SBF



Company Eligibility

Company will need to meet the following criteria to be eligible for WSG funding support:

- Small and Medium-sized Enterprises (SMEs) registered or incorporated in Singapore. Employment size of not more than 200; **OR** annual sales turnover of not more than S\$100 million.
- Must be able to offer full time employment with a fixed monthly salary of at least \$3,500 and at least a 12-month employment contract;
- Must put in place structured OJT for the candidate;
- Must commit to CCP training arrangements for the trainees;
- Must complete an assessment of the company's human capital (HC) practices using Institute for Human Resource Professionals (IHRP)'s Human Capital Diagnostic Tool (HCDT); and
- Be committed to work with WSG or its appointed programme partners on improving HC capabilities and implementing progressive HR practices such as Structured Career Planning (SCP).



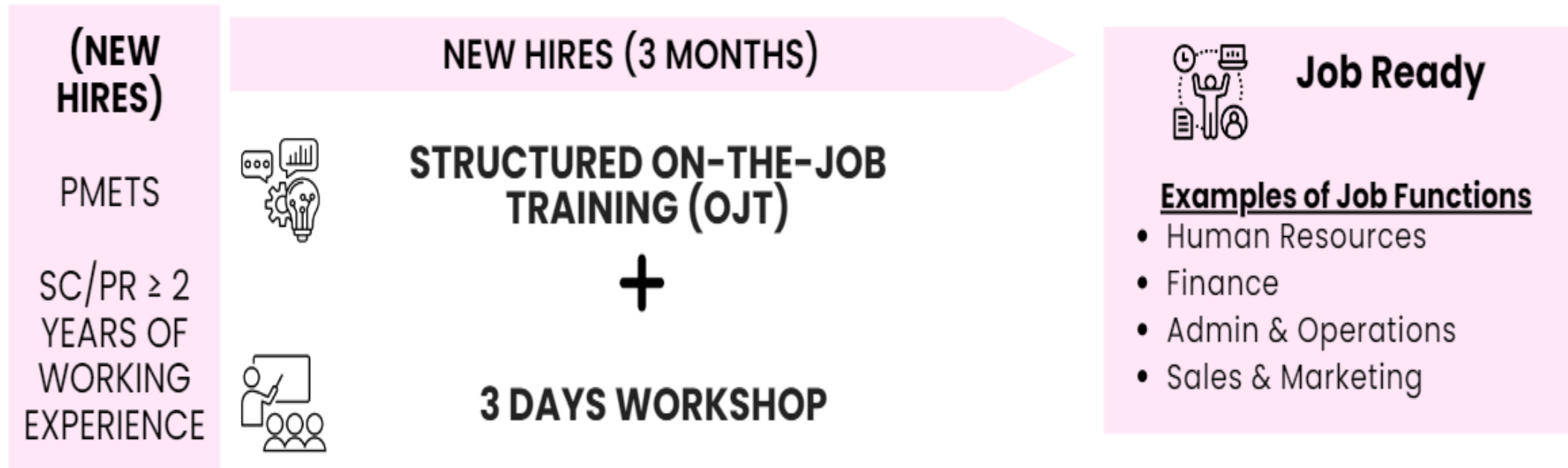
Trainee Eligibility

PMETs will need to meet the following criteria to be eligible for WSG salary support:

- Singapore Citizen or Permanent Resident aged 21 years and above;
- Must have graduated from fulltime studies or completed NS (whichever later) at least 2 years prior at the point of application;
- Job role trained for under the CCP should be substantially different from previous job role,
 - **OR** has held similar role previously but was from a non-SME based on the public available info (i.e. previous company's financial reports, official LinkedIn website, news articles from official sources)
- Must not be connected to the CCP participating company
 - a) Shareholder of CCP company or its related companies;
 - b) Related to the owners of the CCP company; and
 - c) Immediate ex-staff of the CCP company or related entities

CCP for SME Professionals (For New Hires)

Empowering SME: Transforming Careers



Grant Support *terms and conditions apply



3 Months, Up to 90% Salary Support

CCP for SME Professionals (For New Hires)

Total Duration = 3 months (480 hours)
(Place-and-Train)



Classroom
Training/
Facilitated

3 days
(24 hours)



Structured
OJT

57 days
(456 hours)



Mid-career PMET Entrant	3-day workshop on acclimatization, foundation skills and expectation setting (~5%)	Structured OJT (~95%)	Job-ready PMETs
<p>Criteria:</p> <ul style="list-style-type: none"> • SC/PR • PMET role • Min. fixed monthly salary of \$3,500 • Graduated or ORD for 2 years 	<ul style="list-style-type: none"> • Day 1: Acclimatisation Workshop • Day 2: Foundation Skills for SME Executive • Day 3: Facilitated Session for Employer and Employee 	<ul style="list-style-type: none"> • OJT template • PMET Evaluation template <p>[New]</p> <ul style="list-style-type: none"> • Career Development template, for employers to indicate possible higher value job roles that the PMET could take up in the next 1-3 years 	<p>Job roles in areas such as :</p> <ul style="list-style-type: none"> • Leadership and Management • Sales and Marketing • Business Development • Project Management • Operations and Administration

Programme Funding Structure

Salary Support

New Hires

SC/ PR < 40 years old : subsidise 70% monthly salary, grant capped at \$5,000 per month per trainee over CCP Approved period

SC/ PR ≥ 40 years old or LTU : subsidise 90% monthly salary, grant capped at \$7,500 per month per trainee over CCP Approved period

- LTU: Long-Term Unemployed where LTU refers to new hires who have been actively looking for job for at least 6 months

CCP for SME Professionals (For New Hires)

Target audience		<u>Minimum salary</u> <ul style="list-style-type: none">• \$3,500 for PMETs
CCP modality		New Hire
CCP duration (months)		<u>3 months</u> <ul style="list-style-type: none">• Approved trainee <u>must attend</u> a 3-day workshop (last day must be attended with their supervisor/company rep) to eligible to the salary support
On-Job-Training (OJT)	Salary support (for OJT duration of CCP)	<ul style="list-style-type: none">• 70% of monthly salary for locals below 40 years [Monthly grant capped at \$5,000]• 90% of monthly salary for locals aged 40 & above and/or Long Term Unemployed* [Monthly grant capped at \$7,500] <p><i>*6 months or more without a job</i></p>

Application Process

1. Latest ACRA (within 6months)
2. Supporting Documents to show either Employment size of not more than 200; OR Annual sales turnover of not more than S\$100 million
3. Candidate CV (New Hire)
4. Official Job Description on Position (New Hire)
5. Application Form & Short Description of Conversion
- Company and Trainee Details
6. OJT Training Plan
- Training and skills
7. Candidate to apply via Gov. Application Management System (AMS) using SingPass
8. Signed employment Contract of Candidate
9. Declaration Form

New:

After the application is approved, company will need to submit the **Career Development Plan** for the PMET at the end of the programme

Application Form

Company's Information		
Registered Business Name		
Company's Address		
Business UEN		
Current Workforce Size	Total Number of Employees: XX <ul style="list-style-type: none"> XX% of current workforce size are locals (SC & PR) XX% of locals are mature workers 	
Name of Contact Person <small>(Overseeing the On-Job-Training for the candidate)</small>		
Designation		
Email		
Contact Number		
Name of Candidate for this Application		
Candidate's NRIC No.		
Office Email		
Contact Number		
Previous Employer Name		
Previous Job Designation		
Last Drawn Salary		
Last Employment Date with Previous Employer		
Details on Career Conversion		
Provide a description on how the new roles/scopes differ from the trainee's previous job experiences (i.e., showing conversion of Skills/Industry).		
Short summary of the difference between before and after role to justify conversion.		
Breakdown of difference by:	Before	After
Skillsets/Knowledge		
Industries/Business Function		

Please answer the following questions before submission to WSG <small>(please tick off)</small>
1. My company is registered or incorporated in Singapore. <input type="checkbox"/> Yes <input type="checkbox"/> No
2. The job role(s) offer monthly gross salaries of at least at least \$2,700 (PMET). <input type="checkbox"/> Yes <input type="checkbox"/> No
3. My company acknowledges that On-The-Job Training has to commence within 3 months from the start date of employment for the new hire. <input type="checkbox"/> Yes <input type="checkbox"/> No
4. My company has ensured that the employee(s) to be placed on the programme must: <ul style="list-style-type: none"> Be a Singapore Citizen or Permanent Resident aged 21 years and above. Have graduated or completed NS for at least 2 years, whichever is later, at the point of application. Not be a shareholder of the CCP company or its related companies [Excluding publicly traded shares in listed companies]. Not be related to the owner(s) of the CCP company. <input type="checkbox"/> Yes <input type="checkbox"/> No

Checklist for Supporting Documents:
Please ensure the following supporting documents are completed before submission of application: <ul style="list-style-type: none"> <input type="checkbox"/> The CCP for SME Executives application form, signed by the organisation's owner, shareholder, directors or a representative from senior management. <input type="checkbox"/> On-The-Job Training Plan [via the provided Excel Template] <input type="checkbox"/> Latest ACRA [within 6 months] <input type="checkbox"/> New Hire's Resume/CV <input type="checkbox"/> New Hire's Job Description <input type="checkbox"/> New Hire's Employment Contract <input type="checkbox"/> Supporting Document to proof SME's status <ul style="list-style-type: none"> Latest Income statement CPF Form 90 & list of Work Permit holders <small>(only required for company with annual sales turnover of S\$100 million and above)</small>
Please have the following supporting documents ready before submission of claims: <ul style="list-style-type: none"> Completed OJT plan, PMET Evaluation form, Career Health Template Monthly payslips, CPF Contribution Statements for the supported OJT duration of the approved Trainee Certificate of Attendance for PMET and SME Supervisors for the 3-day Workshop

Explain the differences of the trainee's past **THREE** years working experience vs current role

On-the-Job Training (OJT) Plan

Instructions

- 1) Please ensure the OJT Development Plan fields are completed
- 2) Host Companies are to ensure OJT Development Plan submitted is adhere to and complete by the end of the Career Conversion Programme
- 3) PP may audit the relevant documents submitted by the Company from time to time. The Company is expected to render full assistance upon request.

S/N	OJT (Estimated in months/weeks/days)	Competencies/Skills/Knowledge needed	Action Steps to develop the competency	Actual OJT Duration (Date)	Completed (signed off by Host Company)	Completed (signed off by Trainee)
e.g.	1 Month	Identify new business opportunities and incorporate to revamp the existing product marketing strategy.	Research potential clients, existing and new markets, products and services to identify new business opportunities Identify new business opportunities for growing revenue, diversifying business streams, and strengthening market position Present business trends and its impact on new products and/or services, and distribution channel	1 Jun 23 to 30 Jun 23		

- New Hire: Total 3 Months Training Duration
- Each Topic should not exceed 1 months in duration
- Min 3 training topics
- Topic should align to the new job role

Application Process for New Hires

~4 weeks for approval upon receiving completed set of application

1

Preliminary Evaluation of Eligibility

1. **Company's Eligibility:** Registered/Incorporated in Singapore, offer fulltime employment contract, etc.
2. **Individuals' Eligibility:** SC or PR with min 2 years of work experience, unrelated to company shareholders, etc.
3. **Conversion:** Does candidate have significant job conversion to the new role related to the CCP that company is applying?
4. **On-The-Job Training Plan:** Is company able to develop structure OJT plan for the CCP period?
5. **Salary:** Does the job role meet the minimum salary criteria?

2

Submission of Application Documents to SBF

1. Completed and Duly Signed Application Form, On-The-Job Training Plan, Trainee Details.
2. Employee's Resume and JD
3. Employee's Employment Contract
4. Company's ACRA within 6 months of application date
5. CCP Eligibility and Declaration Form (provided by SBF)

3

SBF to Process Application: Conduct Eligibility Checks

1. SBF to review documents from company to confirm eligibility.
2. Invite new hires to submit application via WSG's Application Management System (AMS)

4

Application Approved: Issue Letter of Offer (LOO)

1. SBF to issue LOO to company **within 2 weeks** from companies submitting their complete set of application documents (column 2).
2. Company may commence OJT after signing LOO.

Claims and Disbursement Process to Applicant Company

~12-15 weeks from claim submission cutoff date (22nd of Jan / Apr / Jul / Oct)

2

Process Claims: Checks and Consolidation

1. SBF to check all companies' claims documents, generate claimable amount, and upload all supporting documents onto Training Grant System (TGS) for WSG's claims team to process; **within 5 weeks** from claim submission cutoff date
2. WSG's claims processing team will verify documents and reach out to SBF for further clarifications, if any (**~2-4 weeks**)

3

Claims Approved: Fund Disbursement

1. WSG will disburse approved claims amount to SBF
2. SBF will disburse salary support to companies **within 3 weeks** from credit date

Submission of Claims Documents to SBF¹

After trainee's completion of OJT:

1. Completed and duly signed OJT logbook by employee and trainer
2. Trainee's monthly itemised salary slips; containing monthly salary, breakdown of fixed allowances
3. CPF Contribution Statement
4. Employee's resignation letter for proration, if applicable
5. Salary Support Claims Template (provided by SBF)

¹If the company misses the quarterly claims submission cut-off date, the claims will be processed in the next quarter during the next scheduled tranche. Claims submission from companies must not be later than 6 months from the approved OJT end date, failing which, SBF will not be processing the claim for The Company.

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Overseas Markets Immersion Programme

PMET Roles only
(Min Salary \$4,000)

New Hires &
Existing Staff
(9 mths period)

- ✓ **Companies with market growth AND/OR**
- ✓ **With overseas/global business transformation plan**



CCP-Wholesale Trade Professionals

PMETs/Rank & File Roles
(Min Salary: PMET-\$2,800,
RnF-\$2,200)

New Hires:

PMET (6 mths period)
Rank & File (3 mths period)

Existing Staff:

PMET (3 mths period)
Rank & File (3 mths period)

- ✓ **From different job role within Wholesale Trade OR**
- ✓ **Similar role but from different sector**



CCP-Sustainability Professionals

PMETs Roles Only
(Min Salary \$2,500)

New Hires (6 mths period)
Existing Staff (3 mths period)

- ✓ **Sustainability related roles AND**
- ✓ **Company with strong business case for sustainability implementation (with specific outcomes and plan in place)**

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CCP-Human Capital Professionals

PMETs Roles Only
(Min Salary \$3,200)

New Hires (4 mths period)
Existing Staff (3 mths period)

- ✓ **New hire transiting into HR professions**
OR
- ✓ **Existing employee taking on growth HR roles and/or growth HR skills**



CCP-Professional Executives

PMETs Roles
(Min Salary \$3,000)

New Hires Only
(4 mths period)

- ✓ **New hire must be equipped with at least one digital skill competency (eg. Data analytics, technology applications)**



CCP-SME Professionals

PMETs Roles for SMEs Only
(Min Salary \$3,500)

New Hires Only
(3 mths period)

- ✓ **From different job role**
OR
- ✓ **Similar role but from Non-SME**



Thank You!

Scan / Email us for more information



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