

## Career Conversion Programmes – Internationalisation Professionals

### Frequently Asked Questions (FAQs)

S/N	Questions and Answers
<b>1</b>	<b>What is CCP?</b>
	<p>Previously known as Professional Conversion Programme (PCP), the programme has been re-branded as Career Conversion Programme (CCP). CCP aims to help mid-career professionals, managers, executives, and technicians (PMETs) switchers to undergo skills conversion and move into a new job occupation.</p> <p>It also helps companies to widen their talent pool selections and reduce risk in hiring mid-career switchers.</p>
<b>2</b>	<b>What is the modality available under CCP-I?</b>
	<p>Mode of CCP-I include:</p> <ul style="list-style-type: none"> <li>- Place and Train: PMETs who are newly hired to take on new job role that are non – 100% fit to previous experience.</li> <li>- Redeployment: PMETs at risk of redundancy in vulnerable job roles is retained by existing employers and reskilled to take on a new or redesigned job roles within the same company.</li> <li>- Job Redesign Reskilling: Targeted at companies that are undergoing business transformation, where the existing employee will be provided with training to take on new job roles or redesigned job roles within the same company.</li> </ul>
<b>3</b>	<b>What is Place and Train CCP-I?</b>
	Place and Train is a mode of CCP-I for company with new hire that do not fit 100% into the new role to help company for their internationalisation plan. The new hire will go through conversion training to become internationalisation ready.
<b>4</b>	<b>What is Redeployment CCP-I?</b>
	Employers with vulnerable PMETs that are at risk of redundancy can tap on CCP-I to reskill employee into an internationalisation-ready role.
<b>5</b>	<b>What is Job Redesign Reskilling CCP-I?</b>
	Job Redesign Reskilling is a mode of CCP-I for company with existing employee to take on a new or resigned internationalisation job role. The transformation must affect at least 50% of the current job scope with a focus on internationalisation job function.

<b>6</b>	<b>What is the difference between Redeployment and Job Redesign Reskilling CCP-I?</b>
	<p><i>Redeployment</i> CCPs target job roles that are at risk of redundancy, whereas <i>Job Redesign Reskilling</i> CCPs go further upstream to identify job roles that are vulnerable due to business transformation plans but are not immediately at-risk. Both types of CCPs equip existing employee with new skills that can allow them to take on new or redesigned job roles as a result of business transformation.</p> <p>For CCP-I <i>Redeployment</i> mode, trainee undergoes a 6-month training programme comprise of 130 hours of training, On-the-Job Training (OJT) and Company Project Plan.</p> <p>For CCP-I <i>Job Redesign Reskilling</i> mode, trainee undergoes a 3-month training programme comprise of 43 hours of training and On-the-Job Training (OJT).</p>
<b>7</b>	<b>Who is the target audience of CCP-I?</b>
	<p>Company: Singapore incorporated or registered company</p> <p>Individual: Singapore Citizens / Permanent Residents PMETs mid-career switchers who have at least 2 years of working experience or graduated / completed NS for at least two years.</p>
<b>8</b>	<b>Eligibility Criteria for PMETs who wished to participate in CCP-I</b>
	<p>The general non-academic criteria for PMETs are:</p> <ul style="list-style-type: none"> <li>• Singapore Citizen or Permanent Resident</li> <li>• Minimum 21 years old</li> <li>• Graduated or completed National Service for at least 2 years</li> <li>• New job role to be trained under the CCP should be substantially different from previous job role(s), hence requiring reskilling for career conversion</li> </ul> <p>Beyond the general eligibility criteria for PMETs, other course-specific entry criteria and employer-specific shortlisting process may apply CCP-I.</p> <p>CCP-I applicants should also not be:</p> <ul style="list-style-type: none"> <li>• Shareholders* of the CCP participating company, or its related entities</li> <li>• Immediate ex-staff of the CCP participating company or its related entities</li> <li>• Related to the owners^ of the CCP participating company</li> </ul> <p>*Does not apply to publicly traded shares in listed companies  ^ For non-publicly listed companies, refers to individuals with shareholding per ACRA profile</p>
<b>9</b>	<b>Eligibility Criteria for Company who wished to participate in CCP-I</b>
	<p>The participating company must fulfil the following criteria:</p> <ul style="list-style-type: none"> <li>• Registered or incorporated in Singapore</li> <li>• Must be able to offer employment directly related to the job which the CCP is for, with remuneration that is commensurate with the market rate</li> <li>• Commit to the CCP training arrangements for the PMETs that they have selected</li> <li>• Be committed to work with SBF on the necessary administrative matters related to the programme</li> <li>• To provide clear development plans for the trainee and how these plans align with company's internationalisation plans.</li> </ul>

<b>10</b>	<b>What is the structure of CCP-I?</b>
	<p>For <i>Place and Train</i> and <i>Redeployment</i> training comprises of 130 hours training conducted by SBF which includes facilitated classroom/virtual training and e-learning, and structured On-the-Job Training (OJT) &amp; Company Project Plan.</p> <p>For Job Redesign Reskilling training comprises of 43 hours training conducted by SBF which includes facilitated classroom/virtual training and e-learning, and structured On-the-Job Training (OJT).</p>
<b>11</b>	<b>What is the duration of CCP-I?</b>
	<p>Place and Train: 9 months training duration  Redeployment: 6 months training duration  Job Redesign Reskilling: 3 months training duration</p>
<b>12</b>	<b>Why is there a change in Salary Support from 1 September 2020 to 31 March 2023?</b>
	<p>With the introduction of the Jobs Growth Incentive on 1 Sep 2020, WSG will be making temporary adjustments to the salary support disbursements for all new hires on CCP for the period between 1 Sep 2020 to 31 Mar 2023, which coincides with the qualifying period of the JGI. The intent is to spread out salary support disbursements over a longer period to encourage companies to retain new hires under the CCP. The duration of funding will now include the original training duration and an additional retention period equivalent to the training duration. Overall salary support funding per new hire remains unchanged.</p>
<b>13</b>	<b>Arising from these funding adjustments, are there any action required from the CCP participating companies who hire locals during the qualifying period of the JGI?</b>
	No action is required from these companies.
<b>14</b>	<b>If a pay raise is offered to an employee after the training period, will the salary support disbursed during the retention period be applied to the higher salary?</b>
	Yes, the salary support will be computed based on the actual salary over the training period and retention period respectively.