

Career Conversion Programme (CCP) Sustainability Professionals

Application



New Hire

1. Latest ACRA (within 6months)

- 2. Candidate CV (New Hire)
- 3. Official Job Description on Position (New Hire)
- 4a. Short description of conversion (New Hire)Difference of role/scope from previous experience (past 3 years)
- 5. On-the-Job (OJT) Plan (6 Months duration)
- Training and skills
- 6. Candidate NRIC (Colour Copies for front and back
- 7. Signed employment Contract of Candidate
- 8. Declaration Form

Job Redesign Reskilling

1. Latest ACRA (within 6months)

- 2. Job Redesign/ Reskill (Existing Staff)
- Details on Company Sustainability Project
- Reason of Reskilling
- 3. On-the-Job (OJT) Plan (3 Months duration)
- Training and skills
- 4. Candidate NRIC (Colour Copies for front and back
- 5. Signed employment Contract of Candidate

<u>OR</u>

Official Letter / Email to state the Job Redesign Reskilling

- State date of JRR
- Increment amount (if any)
- 6. Declaration Form

Details on Job Conversion (New Hire)

Description on how the new roles/scopes (including countries involved) differ from the trainee's previous job experiences (i.e., showing conversion of Skills/Industry)

Justification

	Descr	ription
Short summary difference between before and after role to justify conversion	 Describe the trainee past roles vs the What is the difference in terms on the Sustainability skill sets that the The Sustainability skill sets that the Sustainability skill sets the Sustainability skill sets that the Sustainability skill sets that the Sustainability skill sets that the Sustainability skill sets the Sustainability skill sets that the Sustainability skill sets that the Sustainability skill sets the Sustainability sets the Sustainability skill sets the Sustainability sets the Sustainab	the skills set.
Breakdown of difference by:	Before	After
Skills sets / Knowledge	(e.g., Accountant with accounting and financial skills)	(e.g., Business Development, Sustainability report, stakeholder management, carbon accounting, carbon reduction, etc)
Industries / Business function	(e.g., Construction, Finance, Engineering)	(e.g., Wholesale trade)



Description on Job Conversion

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

- The sustainability skill sets must be clearly stated out to support the conversion of the Individual



Reskilling Application Form – Pg 1

Reskilling CCP for Sustainability Professionals – Application Form¹

Company Name & UEN:			
(As listed on ACRA)			
Total Company Workforce Size:			
(breakdown into est. pax per department &			
Foreign to Local Ratio where possible)			
No. of existing affected employees:	 		
(Pls complete table below)			
Details of Project (e.g. Details on Company's			
sustainability plans / transformation and why	1.	Background of Company	
reskilling of staff is required.)	2.	Sustainability Project / Key Challenges	
Note: Please include but not limited to the			
before and after state of company operations,	3.	Any other Sustainability Plan	
impact to workforce, etc.			
Duration of Project (rough est.)			
Currently tapping on other Government	1 1 1		
Funding? (e.g. Enterprise Development Grant by			
ESG, etc)			
Note: Please kindly attach project proposal			
submission to other agency.			
Name of Contact Person:			
Designation:			
Contact Number:			
Email Address:			

- Details on Project: Refers to the Sustainability Project that your company is embarking
 - To Include Background of Company
 - The Key Challenges and Sustainability Plans of company that result in the need of reskilling
- State the difference of the scope and reason of reskilling
- Note: All fields are required



Reskilling Application Form – Pg 2

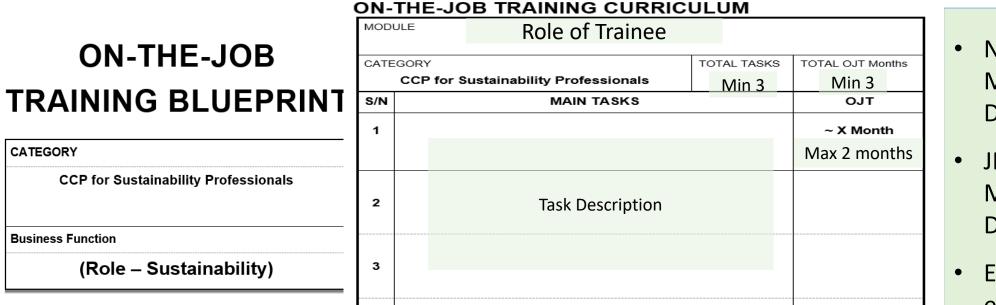
Details of Reskilling

There must be at least 50% Transformation to job scope

S/N	Individual/s Affected and NRIC	Current Job Description (JD) & Salary	Future JD, Salary and how different from Current JD?	Reason for Reskilling	Approved Duration of Redeployment (To be filled by WSG)
1	e.g.Mr Tan ah hock Nric: SXXXXB Age: Employee <u>since.</u> DDMMYYYY Employment <u>Duration.</u> YY/ MM	e.g. Business Development Manager [JD Details] Salary: \$3,000	e.g. Sustainability Officer [JD Details] Salary: \$3,500	e.g. Explanation on Company's plans that require reskilling of individual	e,g, 3 Months
2					
3					
4					

- State out the job scope in pointer format
- The future job description must reflect a 50% transformation in sustainability efforts
- Salary and information of individual must be stated out clearly in the form
- Reason of Reskilling: Explain why the individual has been selected by the company to take on the sustainability role

On-the-Job Training (OJT) Plan



ON-THE-JOB TRAINING TASK ANALYSIS

S/N	Main Task	Task Elements	TLO
1		1.	~X Month
		2.	
		3.	
		4.	
2		1.	~X Month
		2.	
		3.	
		4.	
3.		1.	~X Month
		2.	
		3.	
		4.	

- New Hire: Total 6 Months Training Duration
- JRR (Existing): Total 3 Months Training Duration
- Each Topic should not exceed 2 months in duration
- Min 3 training topics
- Topic should align to your sustainability plans

