



Career Conversion Programme (CCP) Sustainability Professionals



Application process

New Hire

1. Latest ACRA (within 6months)
2. Candidate CV (New Hire)
3. Official Job Description on Position (New Hire)
JD should reflect strong business case and strategy towards Sustainability, whether it is in the solutions for clients or operations.
4. Application Form & Short Description of Conversion
 - Company plans and endorsement
 - Difference of role/scope from previous experience (past 3 years)
5. On-the-Job (OJT) Plan (6 Months duration)
 - Training and skills
6. Signed employment Contract of Candidate
7. Candidate NRIC (Colour Copies for front and back)
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. Signed employment Contract of Candidate
OR
Official Letter / Email to state the Job Redesign Reskilling
 - State date of JRR
 - Increment amount (if any)
5. Candidate NRIC (Colour Copies for front and back)
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

	Description	
Short summary difference between before and after role to justify conversion	<ul style="list-style-type: none"> Describe the trainee past roles vs the current role. What is the difference in terms on the skills set. The sustainability skill sets that the trainee will be expose to. 	
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)

New Hire Application Form: Description on Job Conversion

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

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

Company's Sustainability Plan

(Requires strong sustainability elements and business case for implementation, leading to sustainability strategies and new sustainability roles of the candidate)

Overview of Sustainability Plan

1. *Provide an overview of the company, its business and operations.*
2. *Current situation (Key Challenges/Issues in specific areas of sustainability)*
3. *Strategic plans for sustainability that company wished to achieve*
4. *Problem statement/ gaps/ challenges identified*
5. *Proposed solutions/actions plans (e.g. equipment / projects/ research/ training plan)*
6. *How does the solutions/action plans related to sustainability enhance business capabilities (eg improve productivity, innovation, compliance to certain regulations or customer's requirement, etc)*
7. *How the candidates will be involved in these action plans*

New Hire Application Form: Company's Sustainability Plan

Requires strong sustainability elements and business case for implementation, leading to sustainability strategies and new sustainability roles of the candidate

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 reskilling of staff is required.) <i>Note: Please include but not limited to the before and after state of company operations, impact to workforce, etc.</i>	<ol style="list-style-type: none"> 1. Background of Company 2. Sustainability Project / Key Challenges 3. Any other Sustainability Plan
Duration of Project (rough est.)	
Currently tapping on other Government Funding? (e.g Enterprise Development Grant by ESG, etc) <i>Note: Please kindly attach project proposal submission to other agency.</i>	
Name of Contact Person:	
Designation:	
Contact Number:	
Email Address:	

- Details on Project: Refers to the Sustainability Plan 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: SXXXXXB Age: Employee since: DDMMYYYY Employment Duration: 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 BLUEPRINT

CATEGORY
CCP for Sustainability Professionals
Business Function
(Role – Sustainability)

ON-THE-JOB TRAINING CURRICULUM

MODULE			Role of Trainee
CATEGORY		TOTAL TASKS	TOTAL OJT Months
CCP for Sustainability Professionals		Min 3	Min 3
S/N	MAIN TASKS		OJT
1	Task Description		~ X Month Max 2 months
2			
3			

ON-THE-JOB TRAINING TASK ANALYSIS

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

- 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