



Career Conversion Programme (CCP) **Sustainability Professionals**



Helping local companies to embark on Sustainability

CCP for Sustainability Professionals

CCP-S will help to equip individuals with fundamental sustainability knowledge (e.g. Environmental, Social & Governance –ESG) and relevant skill sets (e.g. Carbon Accounting, Corporate Sustainability Strategy, etc) to take on new/ redesigned sustainability related role.

To help trainees with the transition, they will be guided by industry mentors.

CCP-S will offer the following modalities:

- **Place-and-Train/ New hires** (6months)
- **Job Redesign / Reskilling** for existing employees who required to be reskilled to take on redesigned or new sustainability related role (3months)

Supporting
Partners :



Building and Construction Authority



Civil Aviation Authority of Singapore



Smart Energy, Sustainable Future



Eligibility Criteria

Trainee Eligibility :

- Singapore Citizen or PR
- Have graduated or completed NS for at least 2 years (minimum 2 years of working experience)
- Be newly hired or existing employees nominated by an eligible participating company for the CCP
- Not be in similar job role to prior to joining the CCP
- Not shareholder or related person to shareholder of participating company and related entities. Not immediate ex-staff to participating company or related entities

Company Eligibility for New Hires :

- Registered or incorporated in Singapore
- Must offer the new hire a PMET job and issue a valid permanent employment contract. Full-time contract employment must be at least 12 months
- To have inter or intra sectoral conversions
- Must be able to provide structural On-the-Job Training (OJT)

Company Eligibility for Existing Employees:

- Enterprise must have plans to kick start sustainability efforts which require affected workers to be reskilled/ retrained; and
- Transformation must affect at least 50% of current job scope*; and
- Affected employee must be with at least 1 year working experience with company; and
- Company undergoing efforts covering Human Capital and Sustainability Development, and fulfils existing CCP company eligibility criteria

*Job level and salary **should not be lower than previous** and where relevant, Company **should provide an increment (where possible) that commensurate the new role / responsibility if it is of higher job value.**

CCP for Sustainability Professionals

(**New hire**) PMETS
SC/PR \geq 2 years of
working experience

New Hires (6 months)

*To select
from pre-
approved list

1 X Sustainability
Programme



Half-day Networking Session &
*Optional Mentorship



Structured
On-the-Job Training (OJT)



Existing Employees (3 months)



**Job Ready
PMETs**

Examples of Job Functions

- Carbon Management
- Regulatory Compliance and Emissions Reporting/ Verification
- Sustainability / Carbon Project Development & Implementation
- Stakeholder Management

Salary for Sustainability Professionals: \$2,500 (minimum)

CCP for Sustainability Professionals

Course Title	Sector/s	Name of Training Provider
Diploma in Environmental & Marine Science by Republic Polytechnic	Agri -Tech	RP
Specialist Diploma in Agritechology and Agribusiness jointly offered by Re	Agri -Tech	RP / NP
Sustainable Agriculture: Clean and Green Standard for Urban Farms by Repu	Agri -Tech	RP
Foundation Cert. in Aquaculture Technology	Agri-Tech	Temasek Poly
Agriculture 101	Agri-Tech	Republic Poly
Developing Sustainability as a Competitive Advantage for SMEs	Broadbased	Singapore Business Federation
BSc in FM	Built Environment	SUSS
Certificate in Virtual Design & Construction	Built Environment	BCAA
Best Practice for Green & Gracious Builders	Built Environment	BCAA
Sustainable Building Engineering	Built Environment	SIT
Green Interior Design	Built Environment	SIT
Solar Energy Systems for Built Environment Professions (Synchronous e-lea	Built Environment	NUS
GMAAP Module - Managing Buildings for Health and Wellness	Built Environment	BCAA
EV Course for Technicians	Electric Vehicle	NTUC Learning Hub
WSQ Hybrid & Electric Vehicle Maintenance and Servicing Course	Electric Vehicle	NTUC Learning Hub
IMI International Level 1 award – Electric / Hybrid Vehicle Awareness	Electric Vehicle	K-Tech
INTRODUCTION TO ELECTRIC VEHICLES	Electric Vehicle	Adept Academy Pte Ltd
Smart Grids and Cyber Security (Synchronous e-learning)	Energy and Power	SIT
Energy Resources, Markets and Economics (Synchronous e-learning)	Energy and Power	SIT
L3 Process Improvement and Optimisation	Environmental Services	Training Masters Workforce Institute
Sustainable Society through Innovative Technology	ICT	SUSS
APPLY INTEGRATED CARBON FOOTPRINT ASSESSMENT METHODOLOGY	Manufacturing	SIMTech
SUSTAINABILITY TRANSFORMATION THROUGH GREEN COMPASS	Manufacturing	SIMTech
Leading in a Circular Economy	Professional Services	SUSS
Module 1: Interconnection between Corporate Governance, Stakeholder Ma	Professional Services	SIM
Analysis and Design of Electrical Machine Systems (Synchronous e-learning)	Transportation	SIT
Analysis and Design of Electrical Machine Systems	Transportation	SIT
Essential Principles in Emission Management and Decarbonisation	Generic	SBF
Essential Principles in Corporate Sustainability	Generic	SBF
Fundamentals of ESG and identifying the GAPs	Generic	SBF
Developing a Sustainability Roadmap & Sustainability Opportunities for Your Business	Generic	SBF
Understanding Sustainability and Sustainability tool kit	Generic	SNEF

Sustainability Programmes x 1 Training Course

- List of WSG Approved Programmes
- Min 1 full day per training course
- Funding based on course provider

CCP for Sustainability Professionals



Mentorship – 3 half days (Optional)

- Chargeable fee applies
- Mentors to be assigned by SBF based on area of expertise

Networking – 1 half day

Job Archetypes to assist in Job Redesign* Non exhaustive

Business Function	Examples of Potential After Job Titles^	Example of New Job Tasks (New JD must include at least 3 job tasks across any of the 4 business functions)	Potential additional skill sets required
Carbon Management	<ul style="list-style-type: none"> Business Development Executive# Operations Executive# Sales Executive# 	<ul style="list-style-type: none"> - Responsible for computing, monitoring and analyzing carbon emission data - Prepare Carbon emission data for specific operations process for stakeholders - Conduct cost / impact analysis to carbon emission for stakeholders - Advice and help navigate international/domestic, voluntary/compliance carbon markets and regulations - Required to analyze and advise on the quality and sustainability of carbon projects traded - Conduct analysis and forecasting of Carbon Credit prices / trends - Responsible for marketing (buy and sell) carbon credits 	<ul style="list-style-type: none"> - Understanding of the methodology of computation of Carbon Emissions and basic ESG fundamentals - Understanding relevant frameworks / regulations governing carbon trading and carbon project development - Data Analytics
Regulatory Compliance and Emission Reporting / Verification	<ul style="list-style-type: none"> Carbon Analyst Sustainability Officer Compliance Officer Finance Officer# 	<ul style="list-style-type: none"> - Responsible for ensuring on-going processes are compliant to existing sustainability related compliance regulations and laws - Manage and conduct relevant sustainability audits - Address and rectify non-compliance sustainability related incidents - Prepare and provide required information to fulfil stakeholder's regulatory compliance / carbon tax reporting - Monitor and verify GHG emissions from carbon projects, based on relevant frameworks [For Carbon Credit Verifier role] 	<ul style="list-style-type: none"> - Understanding of relevant regulatory, compliance and reporting requirements and basic ESG fundamentals - Understanding of the methodology of computation of Carbon Emissions - Data Analytics - Risk Management
Sustainability / Carbon Project Development & Implementation	<ul style="list-style-type: none"> Accountant# Sustainability Specialist Carbon Project Developer Consultant# Carbon Trader 	<ul style="list-style-type: none"> - Work with relevant stakeholders to identify potential opportunities to implement sustainability / carbon projects by assessing technical, commercial, regulatory, financial feasibility - Manage and develop relationships with stakeholders and project participants - Oversee / advice on the development and implementation of the sustainability / carbon project - Monitor, track and analyze effectiveness of the sustainability / carbon project - Develop and propose carbon reduction solutions to stakeholders 	<ul style="list-style-type: none"> - Understanding of basic ESG fundamentals - Project and Stakeholder Management - Understanding relevant frameworks / regulations for project development - Understanding of the methodology of computation of nature / tech based carbon offset (For Carbon Projects) - Solutioning
Stakeholder Management	<ul style="list-style-type: none"> Carbon Verifier 	<ul style="list-style-type: none"> - Develop and maintain relationships with stakeholders - Using sustainability as part of company's marketing / branding / communications strategies - Develop and oversee implementation stakeholder engagement strategy (e.g training, change management, etc) as part of the sustainability project - Support the development and implementation of sustainability related projects including training / mind set change workshops etc. 	<ul style="list-style-type: none"> - Understanding of basic ESG fundamentals - Marketing, Branding and Sales - Data Analytics - Risk Management - Relationship Management - Business development

^List of Job titles are non-exhaustive as titles may vary between company. #Titles may be same as before role.

Examples of BE Related Job Archetypes*Non exhaustive

^List of Job titles are non-exhaustive as titles may vary between company. #Titles may be same as before role.

Business Function	Examples of Potential After Job Titles^	Example of New Job Tasks (New JD must include at least 3 job tasks across any of the 4 business functions)	Potential additional skill sets required
Sustainable Design & Consultancy	<ul style="list-style-type: none"> Architectural Associate/ Assistant (Incl Architects)# Assistant Project Manager/ Executive# Sustainability Specialist/ Manager/ Executive 	<ul style="list-style-type: none"> Identify sustainability targets / develop sustainability strategy for new development, redevelopment / refurbishment projects Guide client's project design teams in implementing the sustainability strategy / targets into project / architecture design, maintainability and provide advisory on technical reporting / design option appraisals Performing Life Cycle Assessments (LCA) / Carbon footprint on project / materials Provide advisory on the use of alternative low carbon products / materials, potential sustainable design / construction methods that can be deployed for the project Conducting benchmarking, market, environmental impact analysis of materials/construction methods for low carbon developments Conduct simulation studies to identify optimal solutions for building designs and/or operations (e.g. sunpath , daylighting, energy modelling, heat load, wind driven rain, CFD etc.) 	<ul style="list-style-type: none"> Carbon Accounting Sourcing & Procurement Project Management Regulations and compliance Data analysis Design and Modeling Understanding of low
Green Construction & Engineering	<ul style="list-style-type: none"> EMS Specialist# Engineer/ Technical Executive (C&S, M&E, ESD, CM)# Facilities Manager/ Technical Executive# 	<ul style="list-style-type: none"> Provide advisory on / oversee implementation of energy efficiency, water conservation, indoor air quality design / solutions /technology during construction Providing advisory on / oversee implementation of low carbon construction methods into construction processes Providing cost analysis on incorporating sustainability processes / solutions Monitoring and tracking carbon footprint and impact construction progress on environment and community Identify and assess suitability of Green Construction solutions implementation (e.g Electrification, Green materials, Greener construction methods, etc) . 	<ul style="list-style-type: none"> Carbon Accounting and tracking Project Management Regulations and compliance Data analysis Green Engineering
Green Facilities Project / Energy Management	<ul style="list-style-type: none"> Green Mark Professionals Sustainability Consultant ESCO Auditor Urban Planners# 	<ul style="list-style-type: none"> Manage and maintain on going new 3rd party vendor contracts in accordance to sustainability KPI set Work with vendor / client to identify potential areas to implement energy saving opportunities Analyze existing building systems and collect data on building operation, HVAC, electrical, lighting, and controls to determine energy usage and efficiency Monitor and track facility energy / water consumption and coordinate maintenance services. Coordinate energy / FM audits and work with client / vendors on efficiency upgrades Identify and oversee implementation of potential Integrated FM / Aggregated FM technologies to optimize performance, energy efficiency, maintainability 	<ul style="list-style-type: none"> Energy & Waste Management Project Management Regulations and compliance Data analysis Integrated Green FM Green Engineering
Cross cutting Function/ Tasks Regulatory Compliance & Green Mark		<ul style="list-style-type: none"> Conduct/coordinate gap analysis using various green building assessment tools (e.g. Green mark /BREEAM/LEED/WELL/ Fitwel) for design and post construction stages and providing design advice throughout the project Support project design requirements comply to relevant green building related regulation requirements (e.g NEA, BCA, etc Provide advisory on green building related regulatory requirements / Carbon emission / mitigation measures for projects and support design teams in developing design pitch during tender process Support stakeholders to define materiality for reporting and assist in processing data for carbon footprint / ESG reporting Identify, develop and implement carbon reduction pathways / strategies 	<ul style="list-style-type: none"> Carbon Accounting and tracking Project Management Regulation and compliance ESG reporting

Examples of EV Related Job Archetypes* Non exhaustive

^List of Job titles are non-exhaustive as titles may vary between company. #Titles may be same as before role.

Business Function	Examples of Potential After Job Titles^	Example of New Job Tasks (New JD must include at least 3 job tasks across any of the 4 business functions)	Potential additional skill sets required
Electric / Hybrid Vehicle Management	<ul style="list-style-type: none"> Electric / Hybrid Vehicle Technician Electrical Engineer EV Charger Equipment / Facilities Specialist Electric / Hybrid vehicle Inspector Software Engineer Power/ Energy Management Engineer / Technician / Consultant 	<ul style="list-style-type: none"> - Responsible for handling, transporting and storing of electric / hybrid vehicles safely. - Responsible for inspection / servicing / repairing / maintaining / troubleshooting issues involving electric/hybrid vehicle system and components independently (this includes operations within workshop / on the roads) - Conduct diagnostic testing of electric/hybrid vehicle - Generate service report on faults identified and recommend / implement corrective action on electric/hybrid vehicle system - Manage workplace safety practices / risk management for all electric vehicles and workplace - Responsible for accident investigation / damage assessment for high energy electrical charger components / incident reporting - Conduct quality control check / inspections on Electric / hybrid vehicles - Able to handle EV battery swaps for different types of Electric / Hybrid vehicles 	<ul style="list-style-type: none"> - Safety best practices / regulation compliance involving working with high energy electrical system - Knowledge on high energy electrical systems / charger compatibility - Hazard management - EV repair and maintenance technical skills - Investigation & Damage assessment - Data Diagnostics and Analytics - Troubleshooting & solutioning - Stakeholder management - Basic proficient in English for written and spoken
EV Infrastructure Management	<ul style="list-style-type: none"> Energy Management / System Analyst Accident Damage Surveyor Insurance Claim Specialist / Underwriter Vehicle Sale / After Sales Personnel Workshop Customer Service Advisor Road Emergency Respond Personnel 	<ul style="list-style-type: none"> - Responsible for handling, transporting and storing of electrical charger systems safely. - Oversee / conduct the installation of various types of electrical charger systems - Responsible for inspection / servicing / repairing / maintaining / troubleshooting issues involving electrical charger systems and components independently - Conduct diagnostic testing of electrical charger system - Build / installation / Development / Servicing / Programming of electrical systems to support the management and operation of the EV Charging Network - Develop and maintain application / online platform for critical services of EV charging such as seamless and open payment, charging session initiation and termination - Develop and enhance systems to store and analyse data from EV charging sessions - Develop new solutions for seamless charging access and/or payment such as interoperability across other network platforms - Design electrical infrastructure upgrading plans for approval by authorities - Advise installation of electrical equipment and mechanical works based on specified demand and parameters - Advise civil expansions / modifications for upgrading of electrical infrastructure - Manage workplace safety practices / risk management for all electrical charger systems and workplace - Conduct quality control check / inspections on electrical charger systems - Provide EV solutioning / advise based on stakeholder needs (e.g includes types of electric charging stations / electrical requirements / benefits / costs etc) 	<ul style="list-style-type: none"> - Safety best practices / regulation compliance involving working with high energy electrical system - Knowledge on high energy electrical systems / charger compatibility - Hazard management - Software / System / Cloud Development - Data Diagnostics and Analytics - Troubleshooting & solutioning - Stakeholder management - Basic proficient in English for written and spoken - Electrical, Mechanical and Civil Engineering

Programme Funding Structure

Salary Support

New Hires from 1 Apr 2023 / Existing Employees

SC/ PR < 40 years old : subsidise 70% monthly salary, capped at \$4,000 per month per trainee over 6 months / 3 months

SC/ PR ≥ 40 years old or LTU : subsidise 90% monthly salary, capped at \$6,000 per month per trainee over 6 months / 3 months

- Adjusted salary funding support for new hires who start employment between Sep 2020 and Mar 2023 (inclusive) due to JGI
- LTU: Long-Term Unemployed where LTU refers to new hires who have been actively looking for job for at least 6 months
- For existing Employees: Job Level and Salary should not be lower than previous and where relevant, company should provide an increment (where possible) that commensurate the new role/ responsibility if it is of a higher job value

Application process

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
OR
Official Letter / Email to state the Job Redesign Reskilling
 - State date of JRR
 - Increment amount (if any)
6. Declaration Form