**Reskilling CCP for Sustainability Professionals  
– Application Form[[1]](#footnote-1)**

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| --- | --- |
| Company Name & UEN:  (As listed on ACRA) | [To include] |
| Total Company Workforce Size:  (breakdown into est. pax per department & Foreign to Local Ratio where possible) | [To include] |
| No. of existing affected employees:  (Pls complete table below) | [To include] |
| Details of Project (e.g Details on Company’s sustainability plans / transformation and why reskilling of staff is required.)  *Note: Please include but not limited to the before and after state of company operations, impact to workforce, etc.* | Background of Company  [Company to Fill up]  Key Challenges  With the roll out of Singapore Green Plan 2030 in 2021 and growing global emphasis on sustainability, companies in Singapore encouraged kick start their green transformation efforts and adopt sustainability practises within their operations as energy, waste, and water optimisation to lower their company’s carbon footprint.  To help kickstart company’s sustainability efforts, [Insert Company Name] is looking to reskill [Insert Number] of their staff to take on a sustainability lead role within the company to help chart out the company’s sustainability strategy and work with stakeholders to oversee the implementation of sustainability projects. Individual will need to acquire skills sets in Carbon Management, Sustainability strategy / reporting and compliance, etc to be able to transit into the new sustainability role.  Other Company’s sustainability plans |
| Duration of Project (rough est.) | 6 months |
| Currently tapping on other Government Funding? (e.g Enterprise Development Grant by ESG, etc)  Note: Please kindly attach project proposal submission to other agency. | No |
| Name of Contact Person: | [To include] |
| Designation: | [To include] |
| Contact Number: | [To include] |
| Email Address: | [To include] |

**Details of Reskilling**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 Reskilling**  *(To be filled by WSG)* |
| 1 | [Individual Name]  Employment with Company: [To include]  NRIC: [To include]  DOB: [To include]  Age: [To include] | [To include current Job title]  Job Description:   * [To include full JD] * .   Current Salary: [To include] | XXX Cum Sustainability Officer [Company can adjust the job title where relevant]  Individual will take on additional sustainability job tasks in addition to his current role which includes:   * Work with stakeholders to identify and develop company’s sustainability strategy / plans. * Responsible for computing and monitoring company’s carbon emission data. * Ensure that company operations are compliant to existing sustainability related regulations. * Manage company’s sustainability reporting and compliance requirements. * Manage and conduct relevant sustainability internal audits. * Work with relevant stakeholders to identify and implement potential opportunities to implement sustainability / carbon projects. * Monitor, track, and analyze effectiveness of sustainability projects.   [Delete above job tasks if not relevant to individual. Please retain at least 4 tasks]  Salary: [To include] | To help kickstart company’s sustainability efforts, company is looking to reskill [To include number] of their staff to take on a sustainability lead role within the company to help chart out the company’s sustainability strategy and work with stakeholders to oversee the implementation of sustainability projects. | *3 Months* |

**For Official Use Only**

**Supported By**:

|  |  |
| --- | --- |
| Name: |  |
| Designation: |  |
| Agency: |  |
| Assessment of Application: |  |

**Approved by**:

|  |  |
| --- | --- |
| Name: |  |
| Designation: |  |
| Agency: |  |
| Date of Approval: |  |

1. Note that this is a supplementary application form on top of the usual CCP application form for approval of reskilling cases only. [↑](#footnote-ref-1)