

## Q&A Session

### Question:

**Will this program be available all year round? and for the trainee applicants, they are Singaporean and Sg PRs only?**

### Answer:

**The Mid-Career Pathways Programme started on 1 Apr 2022 and will end on 31 Mar 2025.**

**This programme is currently ongoing and opened to Singaporeans and Singapore Permanent Residents only.**

# Q&A Session

## Question:

If there is no suitable Singaporeans or Singapore PRs, can the company offer the position to a foreigner?

## Answer:

Foreigners are not eligible to participate in this programme.

## Q&A Session

### Question:

**What documents are required to be submitted in the application stage?**

### Answer:

**A duly completed Attachment Form and Development Plan along with several supported documents that will be stated in the online application.**

## Q&A Session

### Question:

**What is the supportable stipend/training allowance in the programme?**

### Answer:

**The monthly stipend/training allowance in the programme will be in the range of \$1,800 - \$3,800.**

**Under the programme, the government will support 70% of approved monthly stipend/training allowance**

## Q&A Session

### Question:

Are we able to engage the services of 3<sup>rd</sup> party service providers?

### Answer:

Online applications for the Mid-Career Pathways Programme are free.

Online submission online applications must be made by the potential Host Organisations. 3<sup>rd</sup> party service providers can help companies to prepare but they cannot submit on behalf of companies.

## Q&A Session

### Question:

**Is the funding for 4-6 months before converting to permanent position?**

### Answer:

**Yes, the funding is only for the attachment period that is between 4-6 months.**

**Upon completion, the Host Organisation is expected to offer the Mid-Career Individual a full-time position if the performance is satisfactory.**

## Q&A Session

### Question:

For candidates who had taken the traineeship/attachment before, are they eligible for the attachment in future?

### Answer:

Yes, they may join the programme as a Mid-Career Individual (MCI) but must meet these conditions:

- a) The previous traineeship/attachment has been completed and
- b) MCI is not joining the same Host Organisation.

## Q&A Session

### Question:

Is the foreign entity eligible to apply for this programme?

### Answer:

Foreign owned companies incorporated in Singapore are eligible to apply.



# Q&A Session

## Question:

**Are there only specific roles that can apply to this programme?**

**Is there a restriction on the position (e.g., must be middle management, PMET?)**

## Answer:

**We are open to review any proposed roles/positions that will meet the needs of your company/organisation.**

**PMET and non-PMET roles are accepted.**

## Q&A Session

### Question:

I am the employer. After approval and posting to MCF (MyCareersFuture), can I still accept candidate not applying through career future?

### Answer:

You can post on various job portals however the job posting must be posted on the MCF portal and your potential candidate must submit via MCF portal in order to provide supporting documents on submission to SBF.

## Q&A Session

### Question:

**Could you elaborate on the duration of the attachment? Can a Host Organisation decide on the duration of the attachment?**

### Answer:

**The duration of an attachment range between 4-6 months.**

**Host Organisations can also opt for early conversion (minimum 3 months completion) of the Mid-Career Individual to full-time employment and fully receive the approved funding support.**

# Q&A Session

## Question:

**If my company have few subsidiaries and would like to apply this programme, how do I do the submission?**

## Answer:

**Each company (parent company and associated subsidiaries) would have to submit their applications individually.**

**It is important to note that all approved positions would have to be attached to the applying Host Organisation.**

# Q&A Session

## Question:

**If a candidate is unemployed for more than 6 months, can he/she apply to this programme?**

## Answer:

**All employed and unemployed matured individuals (40 years and above) can apply for a position in this programme.**

# Q&A Session

## Question:

How long am I given to accept the Letter of Offer (LOO)?

How long are Host Organisations (HOs) given to find a suitable Mid-Career Individual (MCI)?

## Answer:

From the issuance of the Letter of Offer (LOO), Host Organisations are given 30 days to complete the Letter of Acceptance (LOA) and send it back to SBF.

Host Organisations are given up to 3 months from the date of LOO to find a suitable Individual to join the programme.

# Q&A Session

## Question:

What happens if a Host Organisation is unable to find a suitable candidate after 3 months? Is there any penalty to not filling the vacancy?

Does the company need to submit a new application?

## Answer:

If a Host Organisation is unable to find a suitable candidate after 3 months, the Letter of Offer will lapse.

The Host Organisation may re-apply and there is no penalty for not filling a position.

## Q&A Session

### Question:

How many days should the job advertisement be placed on the MyCareersFuture (MCF) portal?

### Answer:

The job advertisement of the approved role would be placed on the MyCareersFuture (MCF) portal for up to 3 months. Once the role has been filled it will be removed from the MCF portal.



# Q&A Session

## Question:

**Is it mandatory to offer a full-time position to the Mid-Career Individual upon completion of the attachment?**

## Answer:

**Host Organisations are expected to offer full-time employment by the end of the attachment if the individual's performance is satisfactory.**

**In the event a Host Organisation does not offer a full-time position, SBF will inquire why (i.e. un-satisfactory performance) through the Development Plan review.**

**Successful conversion(s) can have an impact on future applications in the programme.**

## Q&A Session

### Question:

**Does the Employment Act apply in the programme?**

### Answer:

**Host Organisations and Mid-Career Individuals participating in the programme are required to adhere to the terms and conditions stated in the Training Agreement.**

**The Employment Act does not directly apply in this instance.**

# Q&A Session

## Question:

How do you define immediate ex-employee? any timeframe to define?

## Answer:

For an immediate ex-employee, this will refer to the last place of employment of the Mid-Career Individual.

If an immediate ex-employee wishes to apply, this must be declared at the point of application (through the Individual Declaration Form) and assessment will be performed on a case-by-case basis.

# Q&A Session

## Question:

For conversion, can the full-time position be for a period of 12 months subject to renewal?

## Answer:

For conversion, a Host Organisation can offer a 12-month contract with CPF contribution. Note the salary offered should be equal or higher than the monthly stipend during the attachment.

## Q&A Session

### Question:

If due to unforeseen circumstance, I am unable to offer a permanent role to the Mid-Career Individual, what will happen?

Can employer offer a contract term employment instead?

### Answer:

Failure to offer a permanent role without valid reasons will affect the Host Organisation's future applications.

We would recommend the Host Organisation to offer a minimum 12-month full time contract in the event a permanent role cannot be offered.

## Q&A Session

### Question:

**Are Host Organisations expected to purchase workplace injury insurance for the Mid-Career Individual?**

### Answer:

**Host Organisations are expected to purchase workplace injury insurance which is aligned with the Work Injury Compensation Act (WICA).**

**The WICA is claimable 100% from this programme.**

# Q&A Session

## Question:

**Are Host Organisations expected to provide annual and medical leave during the attachment?**

## Answer:

It is not mandatory for Host Organisations to provide annual or medical leaves during the attachment.

However, the Host Organisation has the discretion to offer such leaves to the approved Mid-Career Individuals. The conditions must be properly stated in the Training Agreement which will be signed by both the Host Organisation and the Mid-Career Individual.

## Q&A Session

### Question:

**Are Mid-Career Individuals with prior relevant working experience are eligible for this programme?**

### Answer:

**Mid-Career Individuals with prior relevant skills can apply.**



# Q&A Session

## Question:

**Must the Mid-Career Individual come from the same industry/sector as the Host Organisation?**

## Answer:

**Mid-Career Individuals do not need to come from the same industry/sector as the Host Organisation.**

## Q&A Session

### Question:

**We have an ex-staff who left for another job with another company and is now interested to join this programme. Is it allowed?**

### Answer:

**A Mid-Career Individual can apply to the programme if he/she is not an existing staff, an immediate ex-employee or a shareholder of the Host Organisation or its related entities.**

## Q&A Session

### Question:

**If the Mid-Career Individual is a freelancer or self-employed whom we engaged previously, can the person still join the attachment?**

### Answer:

**We can accept a Mid-Career Individual if he/she is not an existing staff, an immediate ex-employee or a shareholder of the Host Organisation or its related entities.**

# Q&A Session

## Question:

**Does the Mid-Career Individual need to go for any external training for the Host Organisation to qualify for the support?**

## Answer:

**The training provided during the attachment normally should be on the job with the Host Organisation as they learn from the trainer.**

**Any external training needed will be at the discretion of the Host Organisation.**

## Q&A Session

### Question:

**Would a Host Organisation be able to terminate individuals by giving notice as well?**

### Answer:

**Both the Host Organisation and Matured Individual may terminate the attachment in accordance with the agreed notice period stated in the signed Training Agreement.**

## Q&A Session

### Question:

How many times can I sign up for the programme as a Mid-Career Individual if I am not converted?

### Answer:

A Mid-Career Individual can apply to different Host Organisations if he/she was not converted.

However, the Mid-Career Individual is not allowed to join the same Host Organisation that did not perform the conversion.

# Q&A Session

## Question:

**For conversion, must a full-time role be offered? Can a 12-month contract role be offered?**

## Answer:

**A 12-month full-time position would be accepted as a conversion of the Mid-Career Individual in the programme.**

# Q&A Session

## Question:

**Are Host Organisations expected to submit their claims regularly?**

## Answer:

**Host Organisations are expected to submit their claims on a quarterly basis from the start of the attachment.**



# Q&A Session

## Question:

**What are the documents required for the submission of claims?**

## Answer:

The following claim documents are to be zipped and be submitted via the PAYDAY portal.

1. Email acknowledgement of the verified Development Plan
2. Payslip
3. Proof of Payment, e.g., bank statement (from company or individual)

# Q&A Session

## Question:

How do you define early conversion? Is it like we offer 6 months attachment but convert to full-time at 3 months and remaining funding will still be paid?

## Answer:

Early conversion in the programme can occur once a minimum of 3 months of training has been completed.

If the Mid-Career Individual has been converted early, the Host Organisation will be eligible to receive the remaining funding and may consider applying for additional role(s) in the programme.

## Q&A Session

### Question:

**If the stated stipend is fixed, does this mean any other monetary incentives (e.g., sales commission, OT, transport) will not be supported?**

### Answer:

**That is correct. Host Organisations are expected to adhere strictly to the approved training allowance.**