

# Singapore Business Federation

## Mid-Career Pathways Programme

# Before We Start...

- The session is recorded for internal SBF reference.
- To enhance the experience for all, participants to this briefing will be placed on mute.
- During the Q&A segment, post your question using the Q&A function. For those who unable to access the Q&A, please use the Chat function instead.
- Any questions unanswered will be taken offline. Responses will be circulated to the attendees after the session.

# Mid-Career Pathways Programme

The Mid-Career Pathways Programme is a full-time attachment programme for mature mid-career individuals aged 40 and above. Suitable applicants will be attached to a host organisation where they can gain meaningful industry-relevant skills and experience.

## Benefits for Companies:



Tap on the experience of mature mid-career individuals



70% of training allowance funded by Government for the duration of attachment



Continued funding support for trainees converted early to full-time employment

## Benefits for Individuals:



Receive up to \$3,800 per month in training allowance



Widen your professional network and gain industry-relevant skills and experience



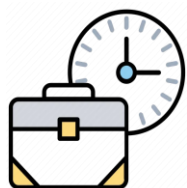
Conversion to full-time employment if performance is deemed satisfactory

# Eligibility (Host Organisation)

- Host Organisation (HO) must be registered or incorporated in Singapore.
- Offer attachments ranging from 4-6 months.
- Documentation: Provide clear **Attachment Description(s) and Development Plan(s)** that would provide mature mid-career individuals with meaningful developmental opportunities during the attachment
- Have the available vacancy to hire and must commit to converting the individual(s) into employment by the end of the attachment period, if their performance is satisfactory.
- Able to pay same or higher salaries upon early or post-attachment conversion.

# Mid-Career Pathways Programme (Requirements for Host Organisation)

Host Organisations will be required to complete/provide the following items :



Provide between 4 to 6 months attachment programme



Provide clear attachment descriptions and development plans



Provide monthly stipend\* during attachment

\*As there is no employment relationship, Host Organisations do not need to pay CPF during the attachment period



Post attachment vacancies on MCF



Offer a full-time employment by the end of the attachment, if the individual's performance is satisfactory.

Note: For **early conversion** to full-time employment, Host Organisations can continue to receive the remaining approved funding support, if the individual has completed at least 3 months of the attachment.

# Process Overview for Host Organisations



Host Organisations submit its application interest via SBF's online application portal.



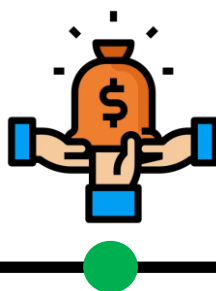
Upon Approval, from the issuance of the Letter of Offer (LOO), Host Organisations are given 30 calendar days to complete and submit the **Letter of Acceptance (LOA)** to SBF.



After Acceptance submission, Host Organisations shall post their attachment vacancies on **MyCareersFuture portal (MCF)**.



Host Organisations select suitable individuals and update applicant status on MCF and submit the individual(s)' details and attachment arrangements to SBF via online portal.



Funding for attachment allowance to be disbursed by SBF on a **quarterly basis only**.

Note: Claims will be processed only after proper submission of Development Plan, Trainee Survey and proof of training allowance(s) payment to Individual(s).



Host Organisations to **convert individual(s) into a full-time role<sup>^</sup>** and update all necessary documents to SBF.

<sup>^</sup>If performance of the individual is assessed to be satisfactory during the attachment period.

# Eligibility (Mature Mid-Career Individuals )

- All Singaporeans and Permanent Residents, **aged 40 and above** (based on calendar year).
- Must be able to commit to a **full-time attachment** with the Host Organisation.
- Matured Mid-Career Individual **is not** a current / immediate ex-employee/ shareholder of the organisation (or its related entities).
- Matured Mid-Career Individual **has not been offered** an employment contract by the organisation (or had the employment offer withdrawn).
- Host Organisations **are not permitted** to onboard the same individual who has undergone a traineeship/attachment with their organisation under the previous SGUnited Traineeship/Mid-Career Pathway (Company Attachment) programmes.

# Application Process (Mature Mid-Career Individuals)



my  
careersfuture



APPLY NOW



ONBOARDED



Proceed to MyCareersFuture portal (MCF) and search for attachment vacancies via filter, **“For mid-career attachments”**

Proceed to **apply for attachment vacancies**. Interviews / Selection process will be conducted by the Host Organisations.

Successful individual will be issued an **Attachment Agreement** by the Host Organisations to be signed by both parties. Host Organisations update required documents to SBF via online portal.

Individuals are required to take a **screenshot of their application on MCF** as part of supporting documentation.



# Matured Mid-Career Individual: Safeguards



## Individual Attachment Agreement

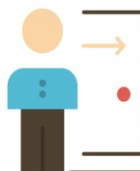
that clearly states the monthly training allowance and (non-monetary) benefits offered.



**Workplace injury insurance** to be fully funded by the Government.



**Quarterly check-in** by WSG/SBF with individuals on progress of attachment and well-being.



Individuals may leave the attachment as long as they **adhere to the termination notice duration**



Host Organisations are required to **review individual's performance and highlight areas for improvement.**



Individuals may **contact us** should they face unfair treatment during their attachment.

**Customer Service Support: +65 6797 0763**  
**Email: [sgutp\\_cs@sbf.org.sg](mailto:sgutp_cs@sbf.org.sg)**

# Mid-Career Pathways Programme (Illustration)

Approved monthly stipend will depend on the role, and will be benchmarked to 90% of the median gross wages for equivalent full-time job roles:

**Monthly Training Allowance (Range)**

**\$1,800 - \$3,800**

**Government Funding (70% of approved training allowance)**

**\$1,260 - \$2,660**



Host Organisation\* offering the following attachments

	Attachment Offered	Number of Mature Mid-Career Individuals	Proposed Monthly Stipend per Mature Mid-Career Individual	Funding under Mid-Career Pathways Programme	
				Company Outlay per pax (30%)	Govt Funding per pax (70%)
1	Business Development Manager	1	\$3,000	\$900	\$2,100
2	Data Analyst	1	\$3,800	\$1,140	\$2,660
	Total:		\$6,800	\$2,040	\$4,760

# Where to Start (Host Organisations)

## SBF Website



The screenshot shows the SBF website's 'Mid-Career Pathways Programme' page. The header includes the SBF logo, navigation links (ABOUT US, EVENTS, WHAT WE DO, MEMBERSHIP & TACS, NEWSROOM), social media icons (Facebook, LinkedIn, YouTube), and a BIZQ logo. The main content area features a breadcrumb trail: Home > What We Do > Jobs & Skills > Mid-Career Pathways Programme. The title 'MID-CAREER PATHWAYS PROGRAMME' is prominently displayed. Below the title, there is a section titled 'ABOUT MID-CAREER PATHWAYS PROGRAMME (FROM 1 APRIL 2022)' which describes the program as a full-time attachment for mature individuals aged 40 and above. Another section, 'FUNDING RATES FOR MID-CAREER PATHWAYS PROGRAMME (FROM 1 APRIL 2022)', details the training allowance of up to \$3,800 per month. A photograph of three business professionals in a meeting is also visible on the right side of the page.

**SINGAPORE BUSINESS FEDERATION**  
Apex Business Chamber

ABOUT US EVENTS WHAT WE DO MEMBERSHIP & TACS NEWSROOM

Home > What We Do > Jobs & Skills > Mid-Career Pathways Programme

## MID-CAREER PATHWAYS PROGRAMME

**ABOUT MID-CAREER PATHWAYS PROGRAMME (FROM 1 APRIL 2022)**

The Mid-Career Pathways Programme is a full-time attachment programme which supports mature mid-career individuals aged 40 and above, to widen their professional networks and gain meaningful industry-relevant skills and experience. The attachments last between four to six months.

Mature individuals bring with them a wealth of work experience, which host organisations can benefit from by allowing them to undergo training through attachment opportunities.

**FUNDING RATES FOR MID-CAREER PATHWAYS PROGRAMME (FROM 1 APRIL 2022)**

Mid-Career Individuals will receive a training allowance of up to \$3,800 per month for the duration of the attachment. The approved monthly training allowance may vary depending on the scope of the attachment proposed by the host organisation. The Government co-funds the training allowance with the host organisation.

**Monthly Training Allowance:** \$1,800 to \$3,800

**Government Funding:** 70% of the training allowance

## MCPP Online Application Form



The screenshot shows the 'Mid-Career Pathways Programme Application' page on the Workforce Singapore website. The header includes the Workforce Singapore logo and the SBF logo. The page title is 'Mid-Career Pathways Programme Application'. A progress bar indicates three steps: 1. Organisation Information, 2. Supporting Documents, and 3. Submission. The first step, 'Organisation Information', is currently active. Below the progress bar, there is a link to find out more about the program. The main content area is titled 'STEP 1: Please read INSTRUCTIONS below BEFORE filling up the application form.' and contains a list of eight instructions regarding the application form, including details on page count, required attachments (Attachment Details, Development Plan, ACRA Biz File), and supporting documents (CPF ROP 90, ACRA Biz File, email correspondence, name cards, and trainer CVs).

**Workforce Singapore**

**SINGAPORE BUSINESS FEDERATION**  
Apex Business Chamber

### Mid-Career Pathways Programme Application

1 2 3

Organisation Information Supporting Documents Submission

To find out more about the Mid-Career Pathways Programme, click [here](#).

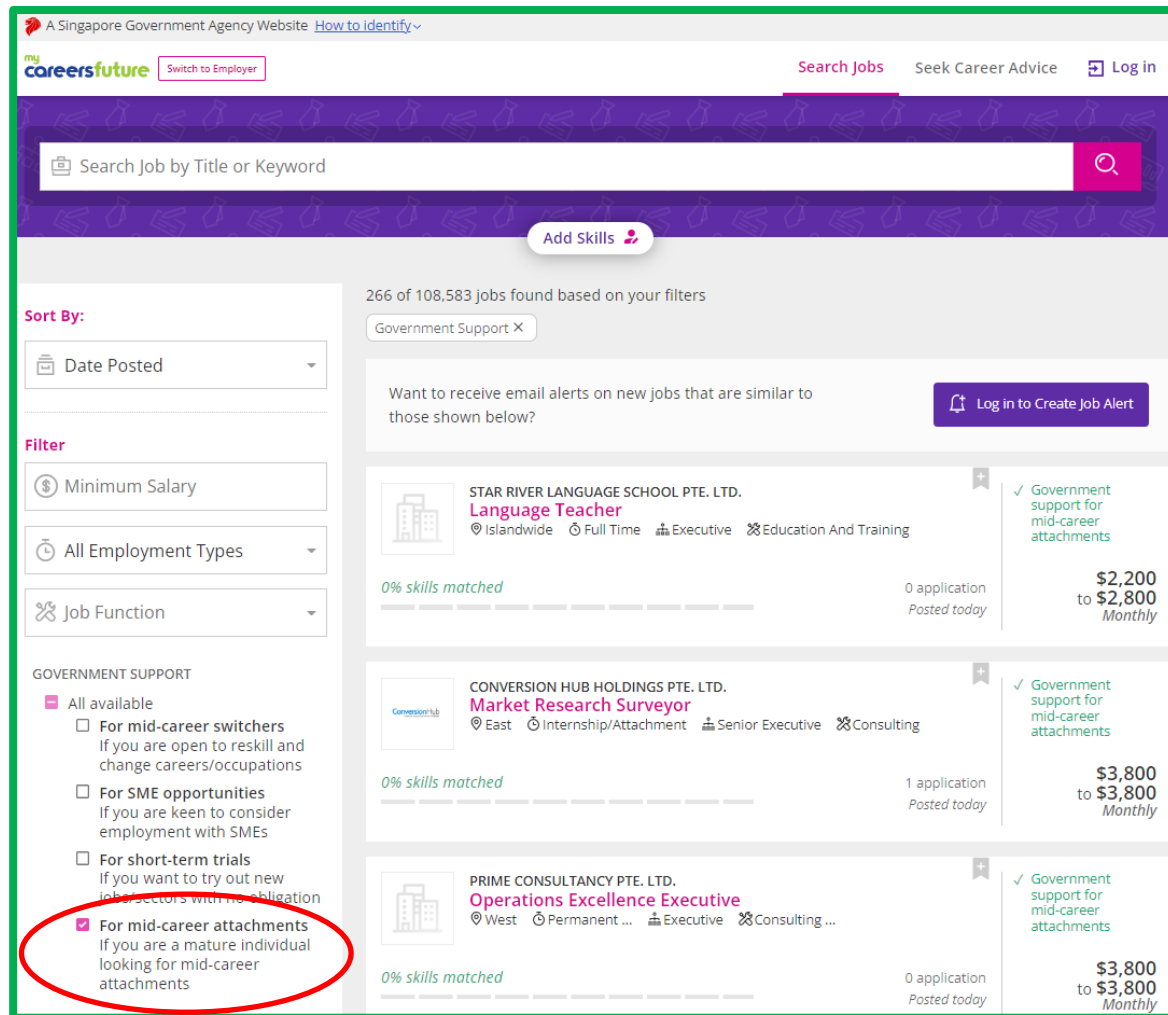
**STEP 1: Please read INSTRUCTIONS below BEFORE filling up the application form.**

- The application form consists of 3 pages. An estimated time of 15-20 minutes is required to complete the application form.
- Please download the following files for submission accordingly:
  - Attachment Details ([Attachment File\\_011123](#))  
Please click on "Download" on the top left of the page
  - Development Plan ([Development Plan\\_01112023](#))  
Please click on "Download" on the top left of the page
  - ACRA Biz File (no later than 3 months from date of application)
    - For attachment details and development plan, only xlsx/xls Excel formats are allowed
    - For ACRA Biz file, only PDF format are allowed.
    - Maximum file size per document is 2 MB
- For **workforce size verification**, prepare the CPF ROP 90 (**≤ 2 months old**) for fulltime (Singaporean/SPR) and/or foreign workers list. Do consolidate into 1 PDF file to be uploaded.
- Prepare supporting documents to verify Point of Contact (POC)/Senior management in the application:
  - ACRA Biz File
  - Email correspondence from Gov agencies, financial house eg banks, telco/public utilities and vendors/suppliers
    - Name card
 (Supporting documents **MUST** reflect POC/Senior management's name, email address and registered business name for this application.)
- Prepare **trainer CV(s)** and indicated their full name and designation in the Development Plan.
- If required, whitelist the submitted email address(es) for this application so that you are able to receive emails and notifications from Mid-Career Pathways Programme: [rsgup\\_app@sbf.org.sg](mailto:rsgup_app@sbf.org.sg)
- For all generic mailboxes (e.g. Outlook, Gmail, Yahoo, Hotmail), please check your **JUNK folder** for emails and notifications from Mid-Career Pathways Programme.
- All applications under the programme is free of charge. Host organisations may contact SBF if they require further assistance.

**Step 2: Online Application Form**

# Where to Start (Matured Mid-Career Individuals)

## Mid-Career Individual: via MyCareersFuture (MCF) portal



A Singapore Government Agency Website [How to Identify](#)

mycareersfuture [Switch to Employer](#) [Search Jobs](#) [Seek Career Advice](#) [Log In](#)

Search Job by Title or Keyword

Add Skills

266 of 108,583 jobs found based on your filters

Government Support X

Want to receive email alerts on new jobs that are similar to those shown below? [Log in to Create Job Alert](#)

**Sort By:**  
Date Posted

**Filter**

Minimum Salary

All Employment Types

Job Function

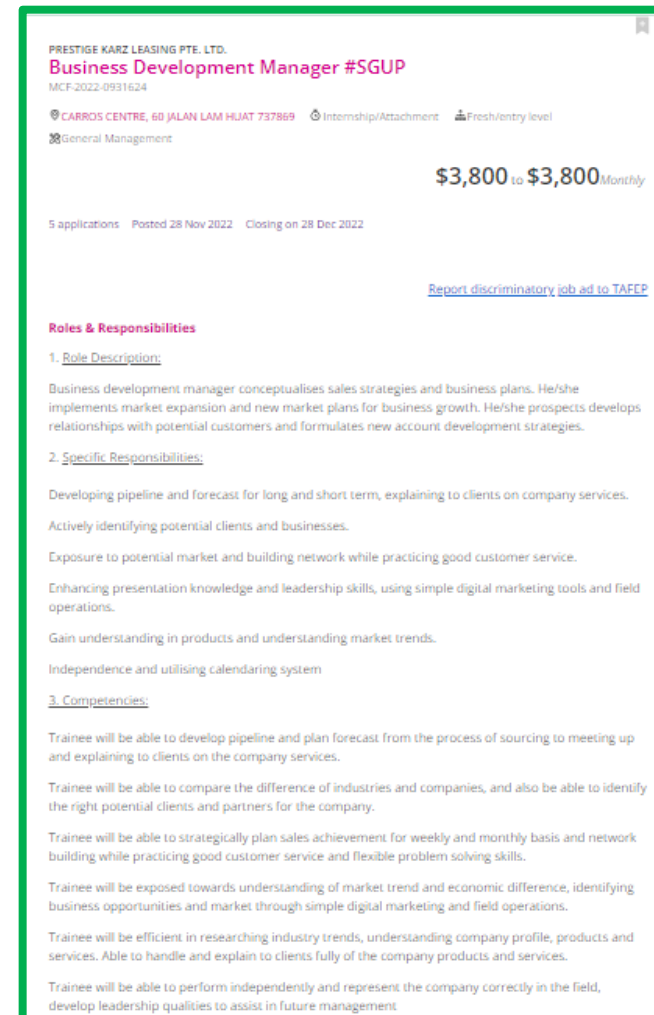
**GOVERNMENT SUPPORT**

- All available
- For mid-career switchers  
If you are open to reskill and change careers/occupations
- For SME opportunities  
If you are keen to consider employment with SMEs
- For short-term trials  
If you want to try out new job sectors with no obligation
- For mid-career attachments  
If you are a mature individual looking for mid-career attachments

**STAR RIVER LANGUAGE SCHOOL PTE. LTD.**  
**Language Teacher**  
Islandwide Full Time Executive Education And Training  
0% skills matched 0 application Posted today \$2,200 to \$2,800 Monthly

**CONVERSION HUB HOLDINGS PTE. LTD.**  
**Market Research Surveyor**  
East Internship/Attachment Senior Executive Consulting  
0% skills matched 1 application Posted today \$3,800 to \$3,800 Monthly

**PRIME CONSULTANCY PTE. LTD.**  
**Operations Excellence Executive**  
West Permanent ... Executive Consulting ...  
0% skills matched 0 application Posted today \$3,800 to \$3,800 Monthly



PRESTIGE KARZ LEASING PTE. LTD.  
**Business Development Manager #SGUP**  
MCF-2022-0931624

CARROS CENTRE, 60 JALAN LAM HJAT 737869 Internship/Attachment Fresh/entry level  
General Management

\$3,800 to \$3,800 Monthly

5 applications Posted 28 Nov 2022 Closing on 28 Dec 2022

[Report discriminatory job ad to TAFEP](#)

**Roles & Responsibilities**

- Role Description:**  
Business development manager conceptualises sales strategies and business plans. He/she implements market expansion and new market plans for business growth. He/she prospects develops relationships with potential customers and formulates new account development strategies.
- Specific Responsibilities:**  
Developing pipeline and forecast for long and short term, explaining to clients on company services.  
Actively identifying potential clients and businesses.  
Exposure to potential market and building network while practicing good customer service.  
Enhancing presentation knowledge and leadership skills, using simple digital marketing tools and field operations.  
Gain understanding in products and understanding market trends.  
Independence and utilising calendaring system
- Competencies:**  
Trainee will be able to develop pipeline and plan forecast from the process of sourcing to meeting up and explaining to clients on the company services.  
Trainee will be able to compare the difference of industries and companies, and also be able to identify the right potential clients and partners for the company.  
Trainee will be able to strategically plan sales achievement for weekly and monthly basis and network building while practicing good customer service and flexible problem solving skills.  
Trainee will be exposed towards understanding of market trend and economic difference, identifying business opportunities and market through simple digital marketing and field operations.  
Trainee will be efficient in researching industry trends, understanding company profile, products and services. Able to handle and explain to clients fully of the company products and services.  
Trainee will be able to perform independently and represent the company correctly in the field, develop leadership qualities to assist in future management

# Mid-Career Pathways Programme Service Providers

## Mid-Career Pathways Programme Service Providers

- SBF has appointed Mid-Career Pathways Programme Service Providers that can provide a fee-based service to assist companies in applying for the Mid-Career Pathways Programme

## 2 Service Providers

- AccountStaff (A Stone Forest Company)
- Worklife Solutions Pte Ltd
  
- Refer to web page for the full list of services offered

# Mid-Career Pathways Programme Service Providers

## **Application to the programme is free**

- There is no obligation for companies to use the Mid-Career Pathways Programme Service Provider in completing the application
- Employing the services of the Mid-Career Pathways Programme Service Providers are at the sole discretion of the applying company
- Any associated services fees in employing those services are to be fully borne by the applying company and the fees are not claimable under the Mid-Career Pathways Programme



# Notables for Host Organisations

## **Mid-Career Individual Interview (1<sup>st</sup> Month of Attachment)**

- This is to allow SBF to assess the training and experience of the MCI

## **Host Organisation Orientation (1<sup>st</sup>- 2<sup>nd</sup> Month of Attachment)**

- This will provide Host Organisations a clear understanding of the processing and processes of the programme.

## **Trainee Survey (3<sup>rd</sup> Month of Attachment)**

- Trainees are required to complete a Trainee Survey after the third month of the attachment. Non-completion of the survey will affect the Host Organisation's ability to claim

## **Development Plan (2<sup>nd</sup>, 4<sup>th</sup>, 5<sup>th</sup>/6<sup>th</sup> month of Attachment)**

- Host Organisations are required to submit the duly signed Development Plan on the 2<sup>nd</sup>, 4<sup>th</sup>, 5<sup>th</sup>/6<sup>th</sup> month of the attachment. No/improper submission of the Development Plan will affect the Host Organisation's ability to claim

# Notables for Host Organisations

## Provide only approved Training Allowance

- No sales commissions, incentives or top ups in addition to the approved training allowances

## Pay First, Claim Later

- Must pay to Individual first before claiming from SBF

## Training Allowance pay via Bank Account, PayNow or PayLah!

- Do not pay allowance in Cash or Cheque

## Conversion is important

- Will affect future applications in the programme
- Consider **early conversion** to full-time job



# Notables for Host Organisations

## Be Honest and Transparent

- **Straits Times article: “Tuition centre owner jailed over bogus claims for \$126k in grants under government assistance scheme” (4 October 2023)**
- Host Organisation forged signatures on training agreements and monthly development plans
- POC was sentenced to 22 months’ jail on four counts of cheating and a forgery charge. Six other charges were taken into consideration during sentencing
- Potential Charges:
  - For the charges of cheating under Section 420 of the Penal Code, imprisonment for a term which may extend to 10 years and a fine
  - For the charges of forgery for the purpose of cheating under Section 468 of the Penal Code, imprisonment for a term which may extend to 10 years and a fine
  - For the charges of falsification of accounts under Section 477A of the Penal Code, imprisonment for a term which may extend to 10 years, a fine, or both.

Tuition centre owner jailed over bogus claims for \$126k in grants under government assistance scheme



# Mid-Career Pathways Programme

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Tap on the experience of mature mid-career individuals



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## Benefits for Individuals:



Receive up to \$3,800 per month in training allowance



Widen your professional network and gain industry-relevant skills and experience



Conversion to full-time employment if performance is deemed satisfactory

# For more enquires on Mid-Career Pathways Programme

Please contact the Customer Service Hotline:

Contact: 6797 0763

Email: [sgutp\\_cs@sbf.org.sg](mailto:sgutp_cs@sbf.org.sg)

Please visit us at the SBF website:

<https://www.sbf.org.sg/what-we-do/jobs-and-skills/mid-career-pathways-programme>

Mid-Career Pathways  
Programme QR Code



**Any questions?  
15 mins**

Please type in your questions in the Teams Q&A function