



Mid-Career Pathways Programme

DIVERSIFY YOUR WORKFORCE WITH MATURE MID-CAREER INDIVIDUALS'



Before We Start...

- Kindly place your mobile phone to mute.
- There will be a Q&A segment at the end of the briefing. Kindly leave your questions for the Q&A session.
- Any questions unanswered will be taken offline.
- The briefing slides will be sent to the participants

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

Mid-Career Pathways Programme

Applies across many industries and sectors

Take on mature mid-career individuals and receive up to 70% funding support

Sign up as a Host Organisation in the Retail sector now!



Find out how

Take on mature mid-career individuals and receive up to 70% funding support

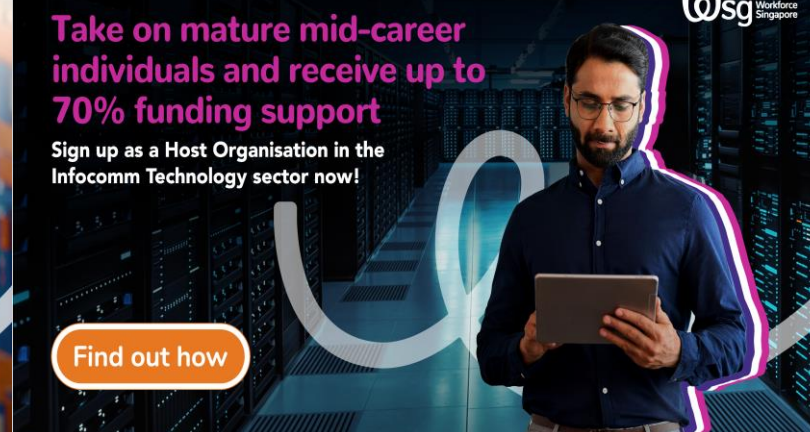
Sign up as a Host Organisation in the Wholesale Trade sector now!



Find out how

Take on mature mid-career individuals and receive up to 70% funding support

Sign up as a Host Organisation in the Infocomm Technology sector now!



Find out how

Take on mature mid-career individuals and receive up to 70% funding support

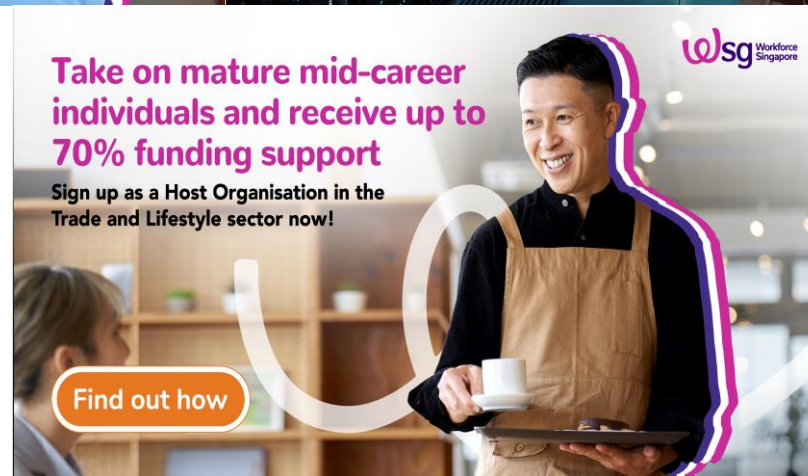
Sign up as a Host Organisation in the Professional Services sector now!



Find out how

Take on mature mid-career individuals and receive up to 70% funding support

Sign up as a Host Organisation in the Trade and Lifestyle sector now!



Find out how

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.

Attachment Form (Sample)

| Attachment Title | SSOC Codes (Please refer to the SSOC code of the closest fit job role via the Singstat SSOC search function at https://www.singstat.gov.sg/standards/standards-and-classifications/ssoc/ssoc-search) | Status of Attachment for Individuals Please state: - *PMET or Non PMET PMET : SSOC Code starting with 1, 2, 3. Non-PMET : SSOC Code starting with 4 and above *Professional, Managers, Executives and Technicians | Attachment Description | Specific Responsibilities | Technical Skills and Competencies |
|------------------------|---|--|---|--|--|
| Human Resource Manager | 12121 | PMET | This position reports to the Human Resources (HR) director and interfaces with Organisation managers and HR staff. Organisation ABC is committed to an employee-orientated, high performance culture that emphasises empowerment, quality, continuous improvement, and the recruitment and on-going development of a superior workplace | Individual to be involved in: 1. Employee orientation and training logistics and recordkeeping 2. Organisation-wide committee facilitation and participation 3. Employee safety, welfare, wellness and health reporting 4. Provide direct support to employees during implementation of HR services, policies and programs | 1. Active participation in strategic planning process, including developing goals, objectives and processes 2. How to engage employees and stakeholders professionally 3. Gain experience with Human Resources Online Systems (LMS / Payroll) and database management and record keeping |

| Full-Time position to be offered after completion of traineeship. | Number of available Full-Time positions in 2023/2024 | Proposed FIXED Monthly Training Allowance (Mature, 40 years old and above - onboarding year minus year of birth) | Is this an existing current job role within the organisation? If yes, what is the current wage range? | Duration of Attachment | Total Number of Vacancies to be offered |
|---|--|--|--|------------------------|---|
| Human Resource Manager | 3 | 3800 | NO | 6 | 1 |

Development Plan (Sample)

| | | | | |
|-------------------------|--|--|---------------------------------------|--|
| Host Organisation Name: | ABC Pte Ltd | | | |
| Attachment Title: | Business Development Executive | | | |
| S/N | Technical Skills and Competencies | Outcomes | Training Duration (Weeks / Months) | Trainer (State trainer full name (s), designation and how training is conducted) |
| 1 | EXAMPLE ONLY To learn how to communicate relevant information clearly and effectively in written and oral communication through presentation slides and documentation | Trainee will be able to draft presentation slides and requirement specifications with workflows and conduct user requirements gathering internally | 1 month | Mr Albert Tan (Business Development Director) Training conducted at office location: 160 Robinson Road #06-01 SBF Center (S) 068914 |
| | | | | |

Development Plan (Full Page)

Mid-Career Pathways Programme - Attachment Development Plan/ Performance Review

Month of submission:

☐ 1st and 2nd month of attachment
☐ 3rd and 4th month of attachment
☐ 5th and/or 6th month of attachment
(please tick where applicable)

Instructions

1) Please ensure the Development Plan / Performance Review fields are completed and duly signed once every 2 months based on the approved programme duration (note: if the attachment is 5 months long, the host organisation should complete the development plan progress report/performance review at the 2nd, 4th and 5th month mark of the programme)
2) SBF may audit the relevant documents submitted by the Host Organisation from time to time. The Host Organisation is expected to render full assistance upon request.
3) Reimbursement of fund cannot proceed if (1) is not completed.

| | | | | |
|-------------------------|--|--|---------------------------------------|--|
| Host Organisation Name: | ABC Pte Ltd | | | |
| Attachment Title: | Business Development Executive | | | |
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| | | | | |

Performance Review

Performance Rating:
(Please refer to TABLE A below for the definitions of the ratings for performance review)

☐ Poor
☐ Unsatisfactory
☐ Satisfactory
☐ Good
☐ Excellent

Supervisor Comments

Examples:
Trainee has performed well and is able to meet the key deliverables.
Trainee is a team player and is able to work under pressure despite tight deadlines.
Trainee works well with co-workers and is able to adapt easily to various situations.
Trainee has exceeded our expectations by completing work assignments ahead of the deadline without compromising on quality.
Trainee's work performance has not met expectations.

Areas for Improvement (if Poor or Unsatisfactory is selected)

Examples:
Trainee is unable to meet work deliverables assigned, specifically ->pls elaborate on work deliverable not met->
Trainee does not collaborate well with others on projects, in particular ->pls elaborate on instance->
Trainee has not been open and receptive to alternative views and suggestions, for example ->pls elaborate on example->

☐ I hereby declare that the information provided above is true and accurate.

Name:

**Signature:

Mid-Career Individual's Name:

**Signature:

Date:

Date:

**Signatures to be signed off using Wet ink or Digital signature (e.g. DocuSign/Adobe sign) ONLY. Initials are not accepted as signatures. These signatures have to be signed off personally by the respective supervisor and the appointed mid-career individual. Any forgery of these signatures, for the purpose of obtaining grant support for the Programme, WSG will not hesitate to take the appropriate actions against the host organisation and/or related person(s), including but not limited to, rescinding the grant approvals, recovery of grants disbursed, referring to the police and debarment from participation of any WSG programmes/schemes in the future.

Process Overview for Host Organisations

✓ **FOR APPROVAL**



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.

my
careersfuture

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

ONBOARDED



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[^] and update all necessary documents to SBF.

[^]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)



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

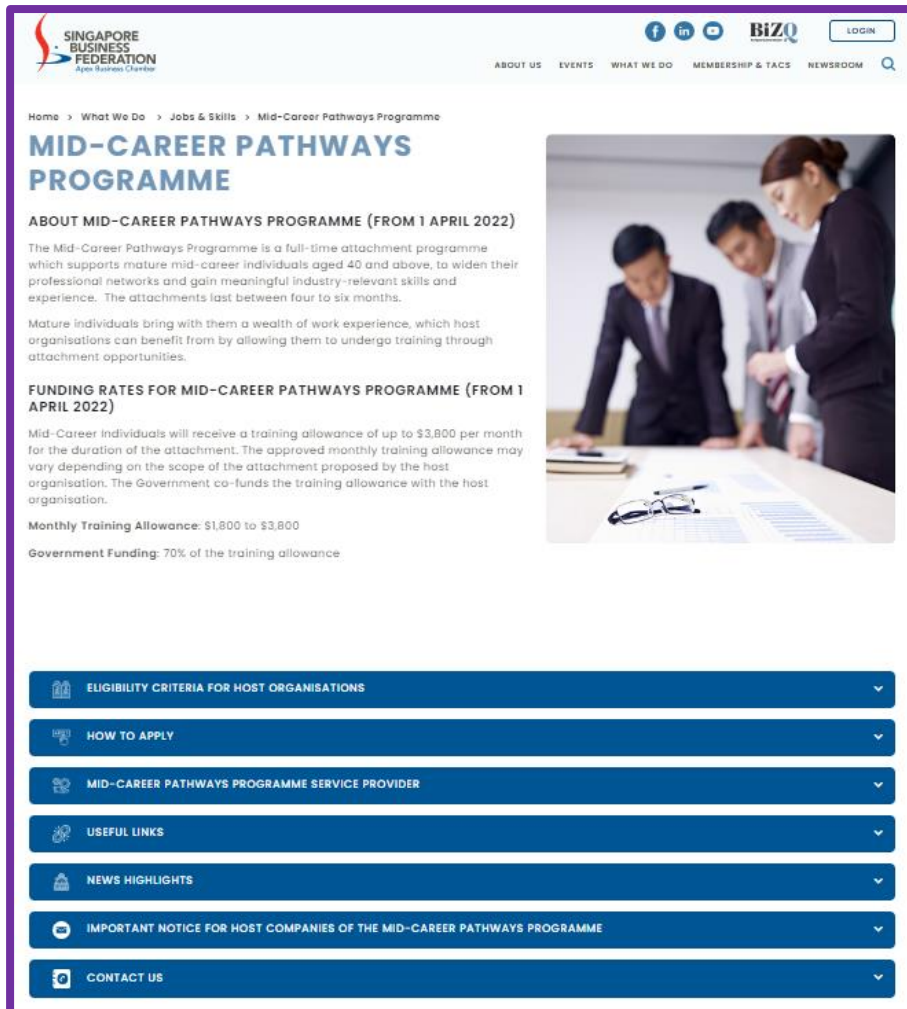


Host Organisation* offering the following attachments

| | 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 page for the Mid-Career Pathways Programme. The header includes the SBF logo, navigation links (ABOUT US, EVENTS, WHAT WE DO, MEMBERSHIP & TACS, NEWSROOM), and a LOGIN button. The main content area features the programme title, a brief description, and funding details. A sidebar on the right contains a list of links: ELIGIBILITY CRITERIA FOR HOST ORGANISATIONS, HOW TO APPLY, MID-CAREER PATHWAYS PROGRAMME SERVICE PROVIDER, USEFUL LINKS, NEWS HIGHLIGHTS, IMPORTANT NOTICE FOR HOST COMPANIES OF THE MID-CAREER PATHWAYS PROGRAMME, and CONTACT US. An image of three professionals in business attire is also present.

SINGAPORE BUSINESS FEDERATION
Apex Business Chamber

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)

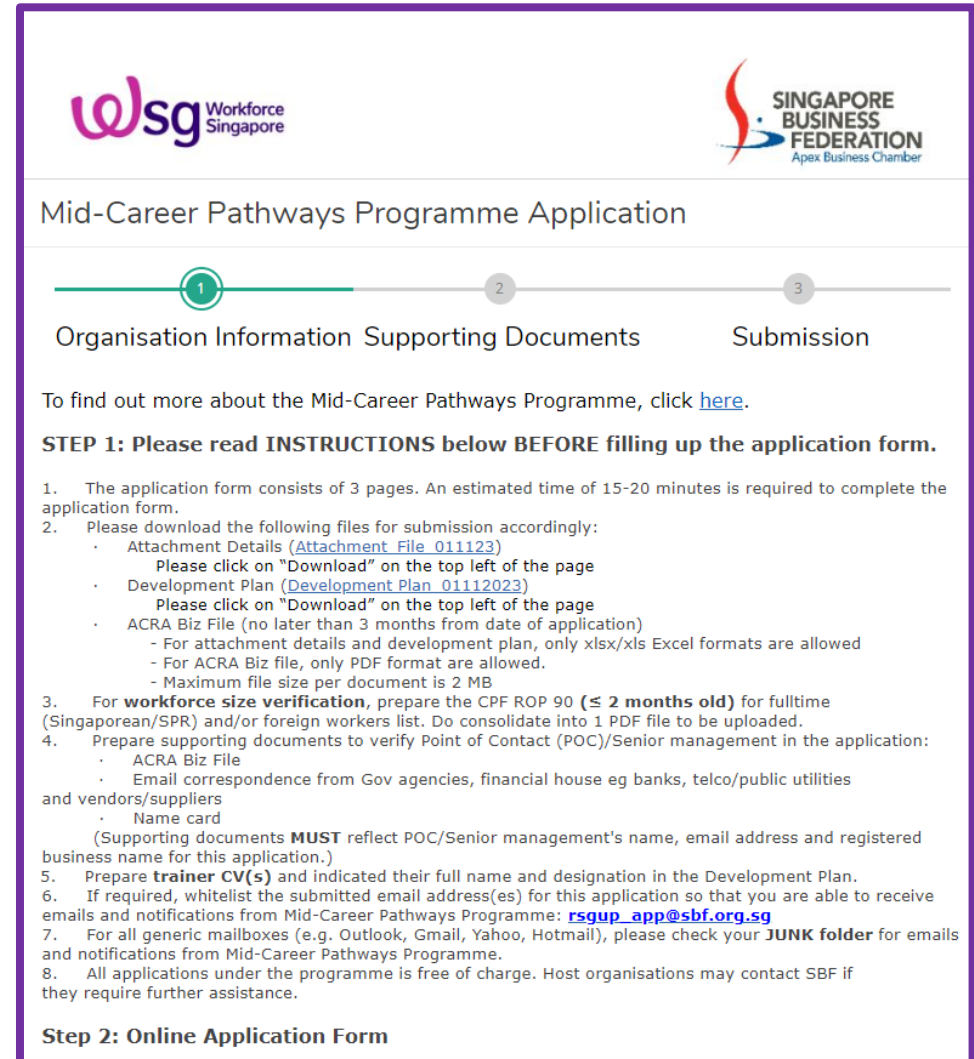
Mid-Career individuals will receive a training allowance of up to \$3,800 per month for the duration of the attachment. The approved monthly training allowance may vary depending on the scope of the attachment proposed by the host organisation. The Government co-funds the training allowance with the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

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

Government Funding: 70% of the training allowance

- ELIGIBILITY CRITERIA FOR HOST ORGANISATIONS
- HOW TO APPLY
- MID-CAREER PATHWAYS PROGRAMME SERVICE PROVIDER
- USEFUL LINKS
- NEWS HIGHLIGHTS
- IMPORTANT NOTICE FOR HOST COMPANIES OF THE MID-CAREER PATHWAYS PROGRAMME
- CONTACT US

MCPP Online Application Form



The screenshot shows the MCPP Online Application Form interface. It features the Workforce Singapore (wsg) and SBF logos. The page is titled 'Mid-Career Pathways Programme Application' and includes a progress bar with three steps: 1. Organisation Information, 2. Supporting Documents, and 3. Submission. A link is provided to find out more about the programme. The first step, 'Organisation Information', is highlighted, and a list of instructions for completing the application form is displayed. The SBF logo is visible in the bottom right corner.

wsg 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
- 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

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 jobs/sectors with no obligation
- ☒ For mid-career attachments
If you are a mature individual looking for mid-career attachments

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](#)

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

✓ Government support for mid-career attachments

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

✓ Government support for mid-career attachments

PRIME CONSULTANCY PTE. LTD.
Operations Excellence Executive
West Permanent ... Executive Consulting ...

0% skills matched

0 application Posted today

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

✓ Government support for mid-career attachments

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 TAFCP](#)

Roles & Responsibilities

1. 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.

2. 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

3. 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

Note: 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

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



Courts and crime

Notables for Host Organisations

Be Honest and Transparent

- Straits Times article: "3 weeks' jail for man who made false claim to get over \$8k in grants during pandemic" (31 July 2024)
- Cheating and forgery after he allegedly tried to claim \$8,901.90 in grants
- Phantom Trainee: Wong Boon Lim is accused of attempting to cheat the Singapore Business Federation (SBF) by falsely claiming falsely claiming that his neighbour worked as a trainee for his company.
- His offence came to light when an SBF officer called the neighbour to verify Houten's claim that she was attending the traineeship programme.
- Potential Charges:
 - Those convicted of cheating can be jailed for up to three years, fined, or both.

Notables for Host Organisations

Be Honest and Transparent

- The owner of A Swim Place was sentenced to 13 weeks in prison for deceiving SBF and obtaining a \$4,800 subsidy.
- Facing five charges of document forgery, the owner falsely advertised a coaching position and claimed a monthly salary of \$3,000 for an intern while paying only \$1,200 to secure the subsidy.

骗工商联合总会4800元补贴金 游泳学校老板判监13周

李耀文 报道 leeyw@sph.com.sg

游泳学校老板向新加坡工商联合总会骗取4800元补贴金，被判坐牢13周。

被告是57岁的谢忠光（译音），案发时是A Swim Place游泳学校老板，他面对5项伪造文件行骗的控状。

案情显示，被告在2021年9月打算聘请一名游泳教练，于是在Carousell上刊登招聘广告。

一名顾问公司职员看见被告的广告，便与被告取得联络，并说市面上的“新心相连”中途转业人士见习计划(SGUnited Mid-Career Pathways Programme)，可协助中途转业人士在指定企业全职见习长达半年，学习领域相关知识并获取工作经验。指定企业也能从中获得补贴金，用以补贴参与计划的见习生的薪资。新加坡工商联合总会是计划的合作伙伴，专责管理计划的补贴金。在计划下，指定企业能获得高达80%的补贴金。

被告获知该计划后，于2021年11月招来一名28岁青年到学校实习，月薪1200元，但被告却向顾问公司职员谎称，青年的月薪是3000元，叫对方帮忙向新加坡工商联合总会申请补贴金。

为掩盖罪行，被告在多份文件上冒签实习生签名，包括提交给新加坡工商联合总会的实习生训练进度报告，以及付款凭证（payment voucher）等。

新加坡工商联合总会在收到所需文件后，将两个月共4800元补贴金汇进被告的公司户头。

被告原本告知实习生，说新加坡工商联合总会迟给补贴金，因此被告决定不参与计划，以时薪支付实习生薪水。

新加坡工商联合总会后来在2022年4月要求实习生填写调查问卷，后者以为计划已取消，觉得奇怪而联络对方，才揭发被告罪行。

求情称财务压力大才会犯罪

被告求情时说，案发时正值冠病时期，生意大受影响，因面对财务压力才会犯罪，求法官轻判。他求情时还一度哭泣落泪。

被告也说，他只申请两个月的补贴金，案发时面对巨大压力，教练纷纷离职，母亲健康不佳，半年内多次进出医院。被告表示为自己的行为感到愧疚，以后不会重犯。

控方陈词时则说，被告精心策划欺骗政府补贴金，求法官判他坐牢12至16周。

For more enquires on Mid-Career Pathways Programme

Please contact the Customer
Service Hotline:

Contact: 6797 0763

Email: sgutp_cs@sbfb.org.sg

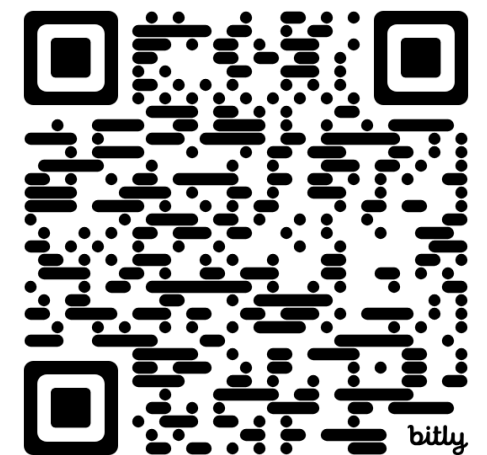
Please visit us at the SBF website:

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

Mid-Career Pathways
Programme [Website](#)
QR Code



Mid-Career Pathways
Programme [Brochure](#)
QR Code



Question & Answer



MCPD Information Briefing Feedback Form

Kindly scan the QR Code and provide your feedback please





Thank You.

sbf.org.sg