

SBI

# SGUnited Mid-Career Pathways Programme

# Before We Start...

- The session is recorded for internal SBF reference only.
- To enhance the experience for all, participants to the briefing are 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 not answered will be taken offline. Responses will be circulated to the attendees after the session.

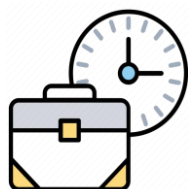
# Agenda

1. What is SGUP and Examples
2. Eligibility (Host Organisations and Matured Individuals)
3. Application Process (Host Organisation and Matured Individuals)
4. Key Points and Facts (Host Organisation and Matured Individuals)

# SGUnited Mid-Career Pathways Programme

Helps mature mid-career individuals (40 and above) acquire industry-relevant experience through **attachments with Host Organisations** and look forward to a full-time role with the Host Organisation

**Host Organisations** will need to:



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

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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.

# SGUnited Mid-Career Pathways Programme



Government Funding, with WSG co-funding 70% of Training Allowance

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

<b>Estimated Monthly Training Allowance</b>	<b>\$1,800 - \$3,800</b>
<b>Government Funding of 70%</b>	<b>\$1,260 - \$2,660</b>

## Illustration:



A Host Organisation\* offering the following attachments

	Attachment Offered	Number of Mature Mid-Career Individuals	Proposed Monthly Stipend per Mature Mid-Career Individual	Funding under SGUP	
				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
		<b>Total:</b>	<b>\$6,800</b>	<b>\$2,040</b>	<b>\$4,760</b>

\*Host Organisations must be registered or incorporated in Singapore. This includes SMEs, MNCs, TACs, NGOs and Non-Profit Organisations.

# Eligibility (Host Organisation)

- Host Organisation (HO) must be registered or incorporated in Singapore.
- Offer attachments ranging from four (4) to six (6) months.
- Provide clear attachment description(s) and development plan(s) that would provide mature mid-career individuals with meaningful developmental opportunities during the attachment, subject to approval by the appointed programme manager.
- 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.

# Eligibility (Mature 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 Individual **is not** a current / immediate ex-employee/ shareholder of the organisation (or its related entities).
- Matured 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.

# Overview process for Host Organisations

 FOR APPROVAL



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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)**.

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 submission of Development / Performance review and proof of Training Allowance 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.



# Overview process for Individuals

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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.

# Where to Start – for Host Organisations

## SBF Website

<https://www.sbf.org.sg/what-we-do/jobs-and-skills/sgunited-programmes>

## Submit via SBF Online Application Form



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

## SGUNITED MID-CAREER PATHWAYS PROGRAMME

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

The SGUnited 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 SGUNITED MID-CAREER PATHWAYS PROGRAMME (FROM 1 APRIL 2022)

Trainees 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



## SGUnited Mid-Career Pathways Programme Application

1 Organisation Information      2 Supporting Documents      3 Submission

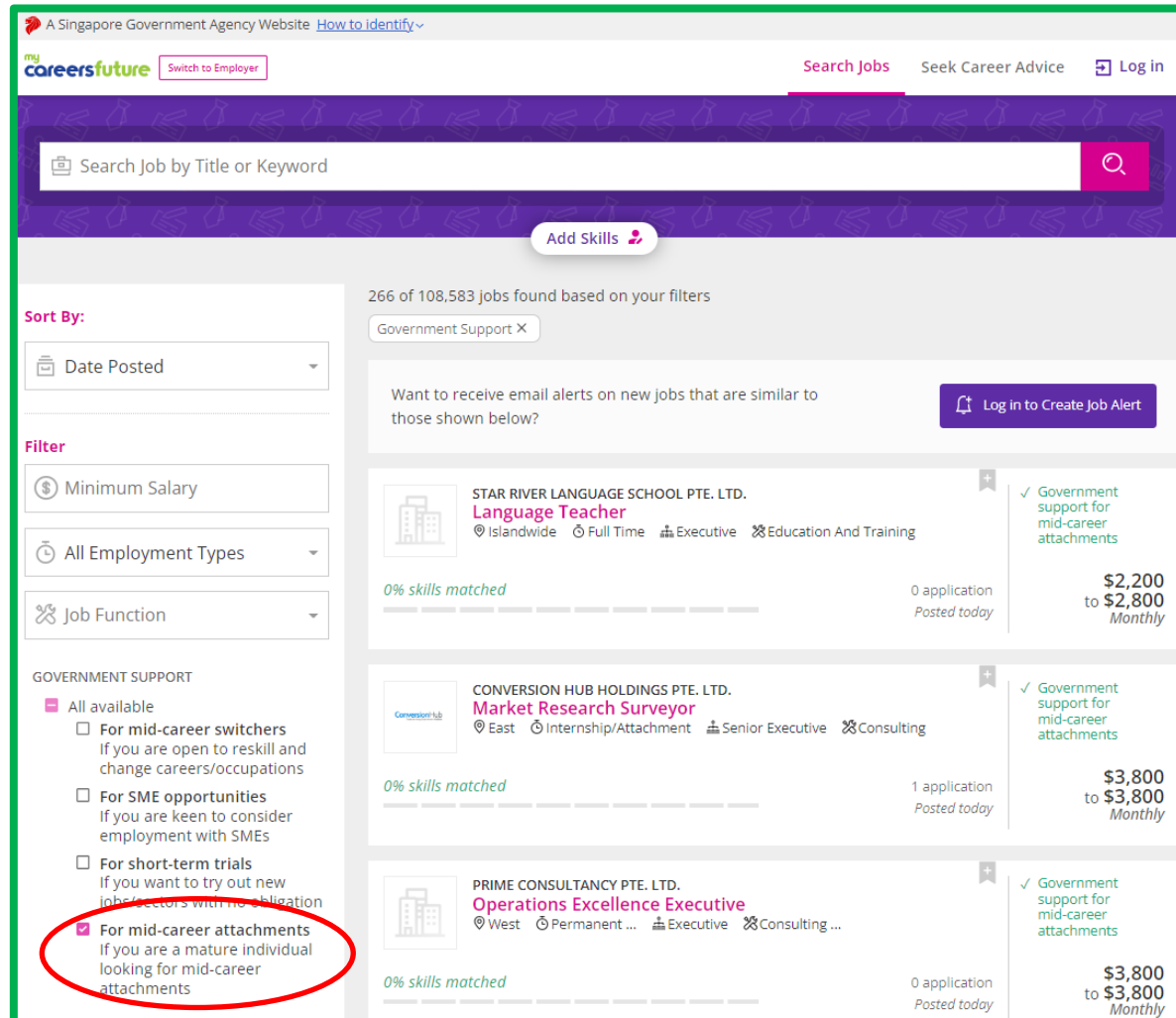
To find out more about the SGUnited Mid-Career Pathways Programme, click [here](#).

### 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:
  - SGUP Attachment Details ([SGUP Attachment file PUBLIC.zip](#))  
Please click on "Download" on the top left of the page
  - SGUP Development Plan ([SGUP Development Plan PUBLIC.zip](#))  
Please click on "Download" on the top left of the page
  - ACRA Biz File (no later than 3 months from date of application)
    - For SGUP attachment details and SGUP development plan, only xls/xlsx 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 (**≤ 3 months old**) for fulltime (Singaporean/SPR) and/or foreign workers list. Consolidate into 1 PDF file to be uploaded.
- Prepare supporting documents to verify POC/Senior management in the application:
  - ACRA Biz File
  - CPF EZ Pay and/or IRAS tax portal (see sample on form)
  - Name card.
 Supporting documents reflect POC 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 SGUnited 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 SGUnited Mid-Career Pathways Programme.
- All applications under the programme is free of charge. Host organisations may contact SBF if they require further assistance.

# Where to Start – for Individuals

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



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

my **careersfuture** [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

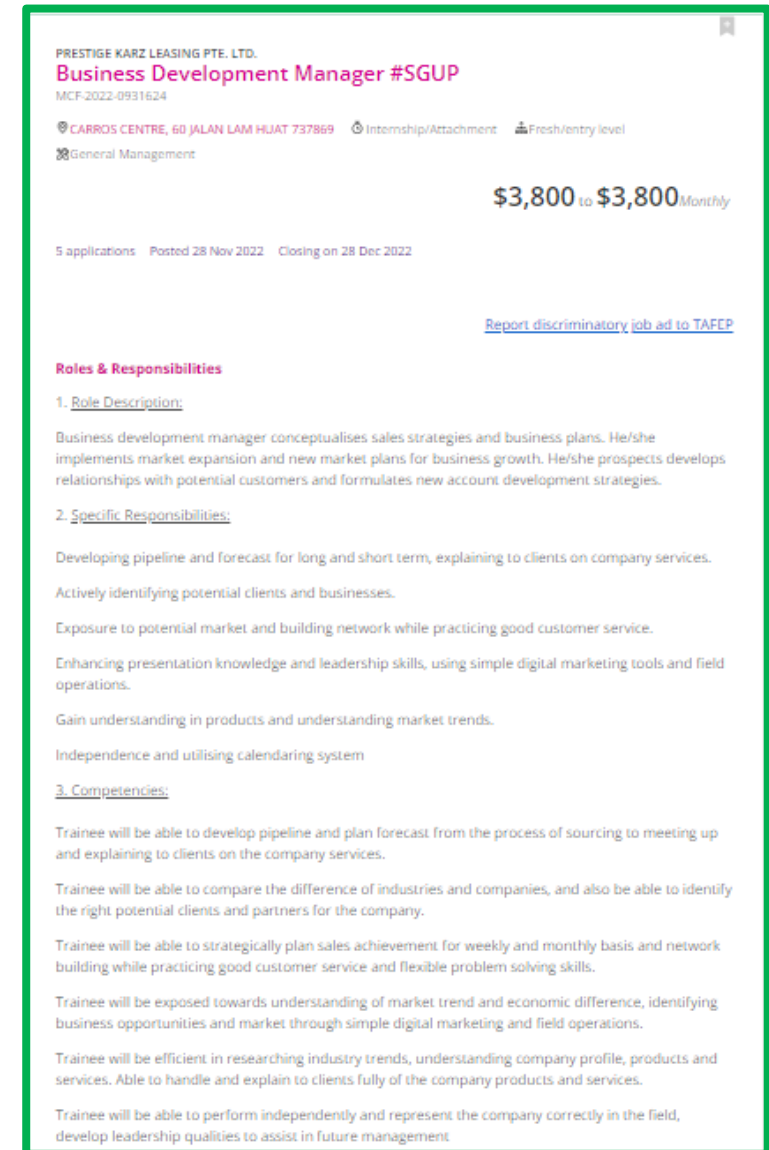
**GOVERNMENT SUPPORT**

- 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 HUIAT 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.

# 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

## **Conversion is important**

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

# Notables for Host Organisations

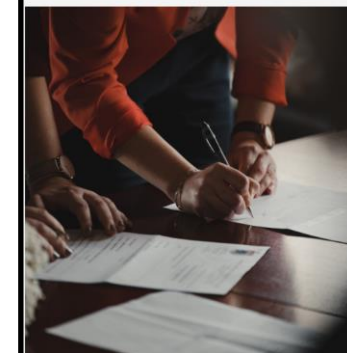
## Be Honest and Transparent

- Host Organisation forged signatures on training agreements and monthly development plans
- 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.

### S'pore man, 36, allegedly cheated S'pore Business Federation into disbursing S\$126,000 grants related to SGUnited Traineeships

He was charged in court on Mar. 2 with offences of cheating, forgery, and falsification of accounts.

Nixon Tan | March 03, 2023, 02:17 PM



**SG UNITED**

Tuition centre principal accused of cheating Govt of over \$126,000 in grants

**COURTS &  
CRIME**





# Individual safeguards under SGUnited Mid-Career Pathways Programme



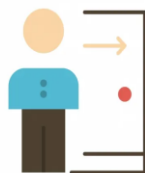
**Individual Attachment Agreement** that clearly states the monthly training allowance and (non-monetary) benefits offered.



**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)**

# For more enquires on SGUnited 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)

- For more information of the Programme, please visit SBF website:

<https://www.sbf.org.sg/what-we-do/jobs-and-skills/sgunited-programmes>

SGUnited Mid-Career Pathways  
Programme QR Code



**Any questions?**  
**15 mins**

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