

# SGUP Information Briefing Q&A (27 September 2022)

## Important definitions:

- A. Mid-Career Individual: Singaporean or Permanent Resident aged 40 and above
- B. Host Organisation: Companies that are registered or incorporated in Singapore and have their application to the SGUnited Mid-Career Pathways Programme approved.

## Application

Question	Answer
What documents are required to be submitted in the application stage?	<p>We will require a duly completed Attachment Form and Development Plan along with several supported documents that will be stated in the online application.</p> <p>Kindly follow the instructions to complete the <a href="#">online application</a>.</p>
What is the supportable stipend/training allowance in the programme?	<p>The monthly stipend/training allowance in the programme will be in the range of \$1,800 - \$3,800.</p> <p>Under the programme, the government will support 70% of approved monthly stipend/training allowance</p>
Are we able to engage the services of 3 <sup>rd</sup> party service providers?	<p>We wish to highlight that online applications for the SGUnited Mid-Career Pathways Programme are free.</p> <p>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.</p>
<p>Are there only specific roles that can apply to this programme?</p> <p>Is there a restriction on the position (e.g. must be middle management, PMET?)</p>	<p>We are open to review any proposed roles that will meet the needs of your company/organisation.</p> <p>We also accept PMET and non-PMET roles.</p> <p>Any proposed roles in the application will be subject to approval.</p>
How long will it take to process my application?	A submitted online application can take up to 28 days to be processed.

<p>Could you elaborate on the duration of the attachment? Can a Host Organisation decide on the duration of the attachment?</p>	<p>The duration of an attachment ranges between 4-6 months and would have to be stated at the application stage. Once an application has been approved, the Host Organisation will need to offer the duration as stated in the Letter of Offer (LOO).</p> <p>However, Host Organisations can also opt for <b>early conversion of the Mid-Career Individual to full-time employment</b>. Host Organisations can continue to receive the remaining approved funding support if the individual has completed at least 3 months of the attachment.</p>
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## Onboarding

<p>How long am I given to accept the Letter of Offer (LOO)?</p> <p>How long are Host Organisations (HOs) given to find a suitable Mid-Career Individual (MCI)?</p>	<p>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.</p> <p>Host Organisations are given up to 2 months from the date of LOO to find a suitable Individual to join the programme.</p>
<p>What happens if a Host Organisation is unable to find a suitable candidate after 2 months? Is there any penalty to not filling the vacancy?</p> <p>Does the company need to submit a new application?</p>	<p>If a Host Organisation is unable to find a suitable candidate after 2 months, the Letter of Offer will be lapsed.</p> <p>The Host Organisation may re-apply and there is no penalty for not filling a position.</p>
<p>How many days should the job advertisement be placed on the MyCareersFuture (MCF) portal?</p>	<p>The job advertisement of the approved role would be placed on the MyCareersFuture (MCF) portal for up to 2 months. Once the role has been filled it will be removed from the MCF portal.</p>

## Mid-Career Individual

<p>Is it mandatory to offer a full-time position to the Mid-Career Individual upon completion of the attachment?</p>	<p>Host Organisations are expected to offer full-time employment by the end of the attachment if the individual's performance is satisfactory.</p> <p>In the event a Host Organisation does not offer a full-time position, SBF will inquire why (i.e.</p>
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	<p>un-satisfactory performance) through the Development Plan review.</p> <p>We wish to highlight that successful conversion(s) can have an impact on future applications in the programme.</p>
For conversion, can the full-time position be for a period of 12 months subject to renewal?	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.
Are Host Organisations expected to purchase workplace injury insurance for the Mid-Career Individual?	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.
Are Host Organisations expected to provide annual and medical leave during the attachment?	<p>It is not mandatory for Host Organisations to provide annual or medical leaves during the attachment.</p> <p>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.</p>
Are Mid-Career Individuals with prior relevant working experience are eligible for this programme?	Mid-Career Individuals with prior relevant skills can apply.
Must the Mid-Career Individual come from the same industry/sector as the Host Organisation?	Mid-Career Individuals do not need to come from the same industry/sector as the Host Organisation.
We have an ex-staff who left for another job with another company and is now interested to join this programme. Is it allowed?	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.
If the Mid-Career Individual is a freelancer or self-employed whom we engaged previously, can the person still join the attachment?	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.
Does the Mid-Career Individual need to go for any external training for the Host Organisation to qualify for the support?	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.
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## Claims

Are Host Organisations expected to submit their claims regularly?	Host Organisations are expected to submit their claims on a quarterly basis from the start of the attachment.
What are the documents required for the submission of claims in SGUP?	<p>The following claim documents are to be zipped and be submitted via the PAYDAY portal.</p> <ol style="list-style-type: none"> <li>1. Verified Development Plan Email Acknowledgement</li> <li>2. Payslip</li> <li>3. Proof of Payment, e.g., bank statement (from company or individual)</li> </ol>