

SGUP Information Briefing Q&A (27 April 2023)

Important definitions:

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

Application

Question	Answer
Will this program be available all year round? and for the Mature Individual applicants, they are Singaporean and Singaporean PRs only?	The SGUnited 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.
If there is no suitable Singaporeans or Singapore PRs, can the company offer the position to a foreigner?	Foreigners are not eligible to participate in this programme.
Is the foreign entity eligible to apply for this programme?	Foreign owned companies incorporated in Singapore are eligible to apply.
Is this programme applicable to all industries? My company is in the financial sector, do we need to liaise with other agency such as IBF or MAS?	The programme is opened to all industries and all applications can be applied directly to SBF.
What is the lead time for the approval of the application for SGUnited Mid-Career Pathways Programme?	The timeline to approve online applications will up to 4 weeks. However, most companies would have a reply within 2-4 weeks from a completed online application.
What documents are required to be submitted in the application stage?	We will require a duly completed Attachment Form and Development Plan along with several supported documents that will be stated in the online application. Kindly follow the instructions to complete the online application .
What is the supportable stipend/training allowance in the programme?	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.

<p>During the Mid-Career Pathway Programme, must it be a full-time program, can we hire someone for this program on part time basis e.g. 3 days work per week</p>	<p>The selected candidate has to join the programme on a full-time basis.</p>
<p>The training allowance amount must be approved by SBF?</p>	<p>The training allowance amount offered during the attachment must be approved by SBF. The approved training allowance will be stated in the Letter of Offer and the approved amount must be paid fully to the trainees.</p>
<p>Is the funding for 4-6 months before converting to permanent position?</p>	<p>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 Matured Individual a full-time position if the performance is satisfactory.</p>
<p>I would like to apply jobs posted under the SGUP Programme.</p> <p>1. Being a Mid-Career Pathways Programme, why is there no CPF contribution especially most in these group, for instance, myself, will need to touch on our CPF OA, and Medisave for various purposes?</p> <p>2. May I know if I can request for CPF contribution from my potential employer?</p> <p>As a Host Organisation, is the allowance subjected to any CPF contributions?</p>	<p>SGUP is a “traineeship” programme. Hence, no CPF is provided during the attachment as no employment has occurred during the attachment. Support is given in the form of a training allowance.</p> <p>CPF contributions are not allowed during the attachment period.</p>
<p>The stipend should be 90% of the median gross wages for the role. What if that 90 percent falls beyond the 1800-3800 bracket? Can we still stick to this range, or do we need to pay higher?</p> <p>Is there a cap to the salary and does it differ by job?</p>	<p>The approved training allowance in this programme would have to be within \$1,800 - \$3,800.</p>
<p>Are we able to engage the services of 3rd party service providers?</p>	<p>We wish to highlight that online applications for the SGUnited Mid-Career Pathways Programme are free.</p> <p>Submission of online applications must be made by the potential Host Organisations. 3rd 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>Is there a maximum number of applicants we can accept into a company under this programme?</p>	<p>We are open to review any proposed roles that will meet the needs of your company/organisation.</p> <p>We accept both PMET and non-PMET roles.</p> <p>Any proposed roles in the application will be subject to approval.</p> <p>The number of attachments accorded to each host organisation will be evaluated and approved by the SBF, based on the organisation’s ability to provide trainee with meaningful attachment experience, its workforce size, the quality of development plans and the ability to hire the participants at the end of the programme period.</p> <p>If an organisation’s related entities also applied for the SGUP programme, SBF may take into account the workforce size of the organization and related entities as a whole in evaluating their SGUP applications, especially if there are overlaps in the workforce between the organization and related entities. This is to mitigate potential risk of abuse of the programme, as there may be instances where the organization and its related entities have a small workforce as a whole and would not be able to offer trainees with a meaningful attachment experience.</p>
<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) issued by SBF.</p> <p>However, Host Organisations can also opt for early conversion of the Mature Individual to full-time employment. Host Organisations can continue to receive the remaining months of approved funding support if the Mature Individual has completed at least 3 months of the attachment.</p>
<p>For this SGUnited Mid-Career Pathways Programme, are you working with specific schools to give these graduates an opportunity to gain experience for the course that they are</p>	<p>This programme is for Matured Individuals. Fresh Graduates are not allowed to participate.</p>

<p>taking as an "entry level" with SG United Mid-Career Pathways Programme?</p>	<p>As the Programme Manager for SGUP, SBF is tasked to encourage Host Organisations to apply. Mature Individuals keen to join as "trainees" should look up MyCareersFuture (MCF) portal to find attachment opportunities.</p>
<p>I am the employer. After approval and posting to MCF (MyCareersFuture), can I still accept candidate not applying through the MCF site?</p>	<p>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.</p>
<p>Can I re-direct the applicants to my company's job opening system to submit their application electronically?</p>	<p>No. All job postings and selections must be done through the MyCareersFuture (MCF) portal.</p>
<p>If we already have someone in mind to participate in the programme, do we still need to advertise the job posting in MCF?</p> <p>If we have already shortlisted the candidate but yet to put in the application, we cannot recruit him?</p>	<p>It is a must for Host organisations to post approved position(s) and select the candidate(s) from the MyCareersFuture (MCF) portal.</p> <p>Application has to be submitted and only upon approval, company will be required to return the letter of acceptance before posting the role onto the MyCareersFuture Portal.</p>
<p>Is there a limit to the number of positions we can apply?</p>	<p>In determining the number of positions, we can approve for the Host Organisation, we will assess the reasonableness of the attachment vacancies requested.</p> <p>Contributing factors would include the quality of traineeship/attachment roles offered and traineeship development plans submitted, the Host Organisation's ability to host and supervise Mature Individuals taking into consideration its workforce size, and track record in filling traineeship/attachment vacancies.</p> <p>This is to ensure that trainees are provided with a meaningful traineeship/attachment experience.</p>
<p>If a candidate is unemployment for more than 6 months, can he/she apply to this programme?</p>	<p>All employed and unemployed Matured Individuals (40 years and above) can apply for a position in this programme.</p>
<p>If my company have few subsidiaries and would like to apply this programme, how do I do the submission?</p>	<p>Each company (parent company and associated subsidiaries) would have to submit their applications individually. It is important to note</p>

<p>Can the candidate be trained in one subsidiary, and offered job in another subsidiary when there is same job available?</p> <p>What if the company while training the Mature Individual, has found another internal transfer to take over the position/job?</p> <p>If offered the job, we can then transfer within group? Meaning other subsidiaries?</p>	<p>that all approved positions would have to be attached to the applying Host Organisation.</p> <p>Candidate can only be attached to the approved entity.</p> <p>Company is supposed to convert the Mature Individual if the performance is satisfactory and above.</p> <p>Converted roles must stay within the approved entity. If other entities have such requirements, they have to submit a new application accordingly.</p>
<p>If there is no vacancy but company wishes to offer training and exposure, is it possible?</p>	<p>Company must have a vacancy during application.</p>
<p>How do we proceed for the pre-selection of candidate before interview? Does SBF provide a pool of candidates?</p>	<p>Through MyCareersFuture website, you will be able to get a selection of candidates who apply for your role posting. From there, you can make your selection accordingly. SBF does not provide any candidate.</p>
<p>What is the name of scheme for hiring fresh graduates?</p>	<p>Currently the programme does not support the hiring of fresh graduates.</p>
<p>Are there any outreach programmes/sessions for companies to reach out to these individuals?</p>	<p>All approved positions are to be advertised in the MyCareersFuture (MCF) portal.</p>
<p>The previous program was 9 months (if I remember correctly) ... this time is only 4 to 6 months. Any reason?</p>	<p>We wish to highlight that the parameters of this programme can be subjected to change over time.</p> <p>The current iteration of the SGUnited Mid-Career Pathways Programme has a 4 to 6 months attachment duration.</p>
<p>I have submitted my application but rejected. Some questions have been asked and we answered. How can we proceed to explain?</p>	<p>For us to assist you further, please contact our Customer Service Centre at 6797 0763 or email to sgutp_cs@sbf.org.sg.</p>

Onboarding

<p>How long am I given to accept the Letter of Offer (LOO)?</p>	<p>From the issuance of the Letter of Offer (LOO), Host Organisations are given 30 days to</p>
---	--

How long are Host Organisations (HOs) given to find a suitable Mature Individual (MCI)?	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 Mature Individual to join the programme.
What happens if a Host Organisation is unable to find a suitable candidate after 3 months? Is there any penalty for not filling the vacancy? Does the company need to submit a new application?	If a Host Organisation is unable to find a suitable candidate after 3 months, the Letter of Offer will be lapsed. The Host Organisation may re-apply and there is no penalty for not filling a position.
How many days should the job advertisement be placed on the MyCareersFuture (MCF) portal?	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.
Is there any special promotion / highlighting of the position provided via MCF portal?	A guide will be provided on steps in posting the role in the MCF portal upon approval of the application. The positions available under this programme are highlighted in the "For Mid-Career attachment" as a filter option in the MCF (MyCareersFuture) portal.
Does the Employment Act apply in the programme?	Host Organisations and Mature Individuals participating in the programme are required to adhere to the terms and conditions stated in the Individual Attachment Agreement. The Employment Act does not directly apply in this instance.
One of the criteria for onboarding is that we must have a face-to-face meeting with the applicant. We have conducted a face-to-face zoom meeting with the applicant. Does this meet the criteria, or we have to re-arrange with the applicant to come personally to our plant again.	Host Organisations are given discretion on how interviews with potential candidates take place. Host Organisations are also fully responsible for the choice of candidates to be onboarded into the programme.

Mature Individual

Is it mandatory to offer a full-time position to the Mature Individual upon completion of the attachment?	Host Organisations are expected to offer full-time employment by the end of the attachment
---	--

	<p>if the Mature 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. 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>
<p>As a potential Mature Individual, how will I be able to know/ascertain the Training Agreement is drafted based on the template from SBF? Or potential employers can amend the template as they see fit?</p>	<p>We will provide a standard Training Agreement to Host Organisations for reference. Host organisations cannot make substantive changes to the template.</p> <p>Kindly go through the Training Agreement carefully and understand the terms before signing.</p>
<p>For conversion, can the full-time position be for a period of 12 months subject to renewal?</p>	<p>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.</p>
<p>For conversion, must a full-time role be offered? Can a 12-month contract role be offered?</p>	<p>A 12-month full-time position would be accepted as a conversion of the Mature Individual in the programme.</p>
<p>If due to unforeseen circumstance, I am unable to offer a permanent role to the Mature Individual, what will happen?</p> <p>Can employer offer a contract term employment instead?</p>	<p>Failure to offer a permanent role without valid reasons will affect the Host Organisation's future applications.</p> <p>We would recommend the Host Organisation to offer a minimum 12-month full time contract in the event a full-time role cannot be offered.</p>
<p>Can the Host Organisation not offer the long-term employment after the training if the candidate is unsuitable? Will there be any penalty?</p>	<p>Regular performance evaluations will need to be conducted between the Mature Individual and Trainer through the agreed Development Plans. If the Individual is found to be unsuitable through the performance evaluations, the Host Organisation may not offer a full-time position. There is no penalty for non-conversion, but the reasons for non-conversion will be taken into consideration for future applications.</p>

<p>If due to unforeseen circumstances I am unable to offer a perm role to the Mature Individual, what will happen?</p>	<p>If the Host Organisation is unable to do so, this may have an impact on future applications to the programme. The reasons for “unforeseen circumstances” will be taken into consideration for future applications.</p>
<p>At the end of the training attachment, is it mandatory to convert the Mature Individual even if the company has to reduce the headcount or removal of the position due to change in the company direction goals?</p> <p>Do we need to inform or provide supporting documents to SBF if it is so? Will this affect the future applications from the company?</p>	<p>Host organisations will need to inform SBF on the reasons for non-conversion if the Mature Individuals’ performances are satisfactory. SBF will take the reasons into consideration when Host Organisations make future applications.</p>
<p>How if the job scope changed after the first month of joining which is different with existing development plan?</p>	<p>If there is a change to the development plan, company will need to ensure that this is communicated to the Mature Individual and both parties agreed. SBF will need to be informed and provided with a copy of the revised development plan. However, changing of role is not allowed during the 6-month attachment.</p>
<p>Are Host Organisations expected to purchase workplace injury insurance for the Mature Individual?</p>	<p>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.</p>
<p>Are Host Organisations expected to provide annual and medical leave during the attachment?</p>	<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 Mature Individuals. The conditions must be properly stated in the Training Agreement which will be signed by both the Host Organisation and the Mature Individual.</p>
<p>Are Mature Individuals with prior relevant working experience are eligible for this programme?</p>	<p>Mature Individuals with prior relevant skills can apply.</p>
<p>Must the Mature Individual come from the same industry/sector as the Host Organisation?</p>	<p>Mature Individuals do not need to come from the same industry/sector as the Host Organisation.</p>

<p>If for example, someone was a Project Coordinator but was always handling jobs in the Construction sector, now we open a vacancy for Project Coordinator under Marine sector, is this also considered a career switch and eligible under this programme?</p>	<p>Yes, as long as the identified candidate is deemed suitable by the Host Organisation, and he or she has met the criteria stipulated in the programme.</p>
<p>Can company engage someone who already has the skillset for this program? E.g., ex-warehouseman from another organization, we accept him for this program as a warehouseman? In this instance, there will be very minimum training require.</p>	<p>Yes, this is possible. At the end of the attachment, the Host Organisation must have the vacancy to offer a full-time employment to the individual, if the individual's performance is satisfactory.</p>
<p>Can an existing accounts assistance who has the same skill sets that we are looking for being engaged through this program?</p>	<p>Yes, the person can apply for the job posting as long as he or she meets the criteria of the programme and also, he or she must not be an existing or immediate employee of the Host Organisation.</p>
<p>We have an ex-staff who left for another job with another company and is now interested to join this programme. Is it allowed?</p>	<p>A Mature 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.</p>
<p>If the Mature Individual is a freelancer or self-employed whom we engaged previously, can the person still join the attachment?</p>	<p>We can accept a Mature Individual in this programme if he/she is not an existing staff, an immediate ex-employee or a shareholder of the Host Organisation or its related entities.</p>
<p>Does the Mature Individual need to go for any external training for the Host Organisation to qualify for the support?</p>	<p>The training provided during the attachment normally should be on the job with the Host Organisation as they learn from the trainer.</p> <p>Any external training needed will be at the discretion of the Host Organisation.</p>
<p>Can Matured Individuals who are also pursuing another degree/diploma as an upgrade for themselves apply to the programme?</p>	<p>Matured Individuals must be able to commit to this full-time attachment and looking for a full-time job.</p>
<p>Would a Host Organisation be able to terminate Individuals by giving notice as well?</p>	<p>Both the Host Organisation and Matured Individual may terminate the attachment in accordance with the agreed notice period stated in the signed Training Agreement.</p>
<p>What if a position is offered to the candidate(s) but they do not want to accept?</p>	<p>The Host Organisation will need to submit evidence of the offer made by Host Organisation and the rejection by the candidate(s).</p>

What is considered "satisfactory" performance in the attachment?	A Mature Individual's performance in the attachment can be considered "satisfactory" when the objectives and outcomes stated in the development plan are met.
How many times can I sign up for the programme as a Mature Individual if I am not converted?	A Mature Individual can apply to different Host Organisations if he/she was not converted. However, the Mature Individual is not allowed to join the same Host Organisation that did not perform the conversion.
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?	Early conversion in the programme can occur once a minimum of 3 months of training has been completed. If the Mature 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.

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?	The following claim documents are to be zipped and submitted via the PAYDAY portal: 1. Verified Development Plan Email Acknowledgement 2. Payslip 3. Proof of Payment, e.g., bank statement (from company or Mature Individual)
If I have ICT during my attachment, am I allowed to serve and be reimbursed or my potential employer reserve the right to reject and request for me to seek deferment prior/ after my employment?	NS men on the SGUnited Mid-Career Pathways Programme will be able to claim for make-up pay (MUP) during their in-camp training (ICT) period, in view of training allowance forgone during the ICT period.
If the stated stipend is fixed, does this mean any other monetary incentives (e.g. sales commission, OT, transport) will not be supported?	That is correct. Host Organisations are expected to adhere strictly to the approved training allowance.
For the training allowance, when Mature Individuals are absent, be it on MC or leave, are they required to be paid on that day.	If there are leaves benefits accorded in the signed Individual Attachment Agreement (between Host Organisation and Mature

	<p>Individual) then he or she is entitled to that benefit, the MC or leaves will be paid.</p> <p>If they have taken beyond the number of days accorded in the Individual Attachment Agreement, those days will be counted as unpaid leaves and training allowance for that month will be pro-rated accordingly.</p>
How about mobile claim?	<p>Only approved training allowances will be eligible for claims. No additional financial benefits are allowed under this programme.</p>