

SBI

SGUnited Mid-Career Pathways Programme

**27 September 2022
2.30pm – 3.30pm**

House Rules

- The session is recorded for internal SBF reference only .
- To enhance the experience for all, participants other than the speakers are muted.
- To ask questions 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 and the 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 mths 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

my careersfuture 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 attachment, and will be benchmarked to 90% of the median gross wages for equivalent full-time job roles:

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



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
		Total:	\$6,800	<u>\$2,040</u>	\$4,760

*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 to six months
- Provide clear attachment description(s) and development plan(s) that would provide mature mid-career individuals with meaningful developmental opportunities during the attachment period, 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, 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 of process for Host Organisations

 FOR APPROVAL



Host Organisations to apply via SBF's online application portal



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

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Upon approval, Host Organisations to post attachment vacancies on MyCareersFuture portal (MCF)

ONBOARDED



Funding for training 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 TA payment to Individual(s)



Host Organisations to convert individual(s) into a full time role[^] and update all documents to SBF

[^]If performance of the individual is assessed to be satisfactory during the attachment period

Host Organisations to take on suitable individuals and update applicant status on MCF, and submit the individual(s)' details and attachment arrangements to SBF

Overview of process for Individuals

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

APPLY NOW



Proceed to apply for attachments vacancies. Interviews / Selection process will be conducted by the Host Organisation

ONBOARDED



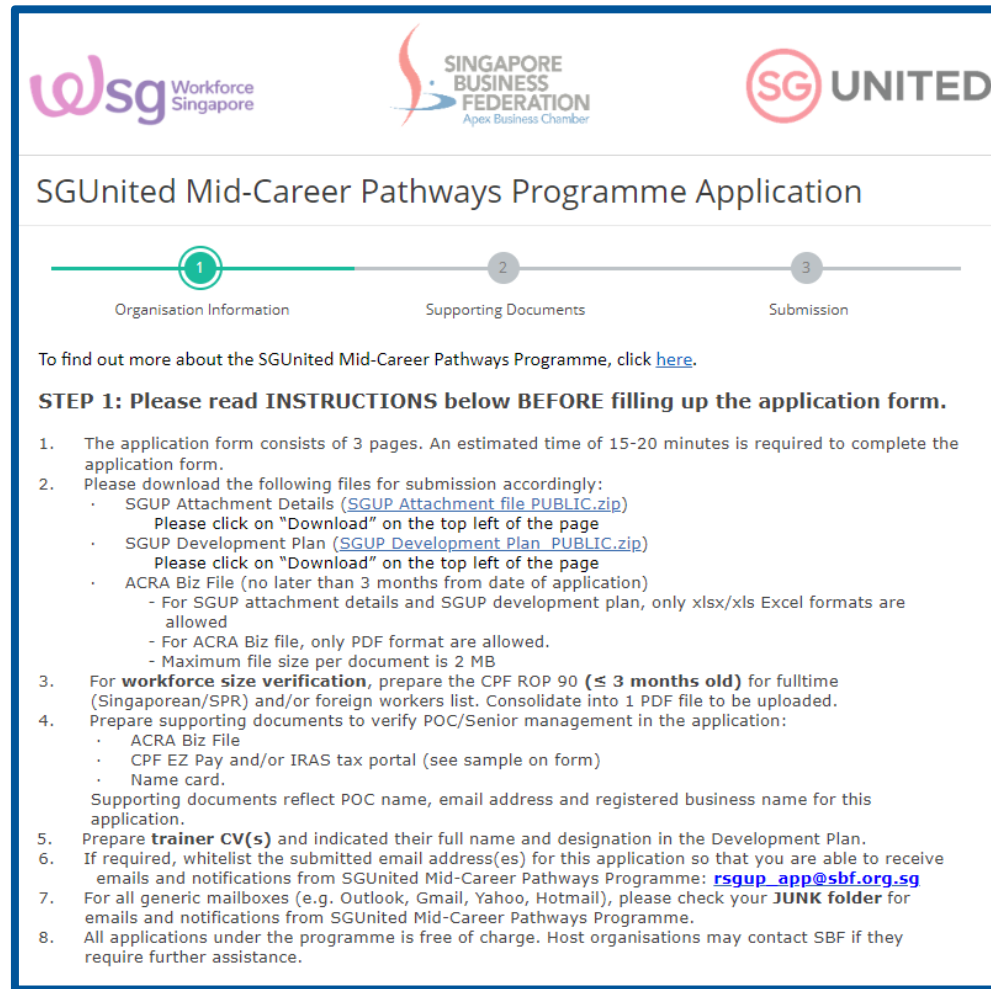
Successful individual will be issued an Individual Agreement by the organisation to be signed and returned



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

Where to Start...

SBF Online Application Form



Workforce Singapore | SINGAPORE BUSINESS FEDERATION Apex Business Chamber | SG UNITED

SGUnited Mid-Career Pathways Programme Application

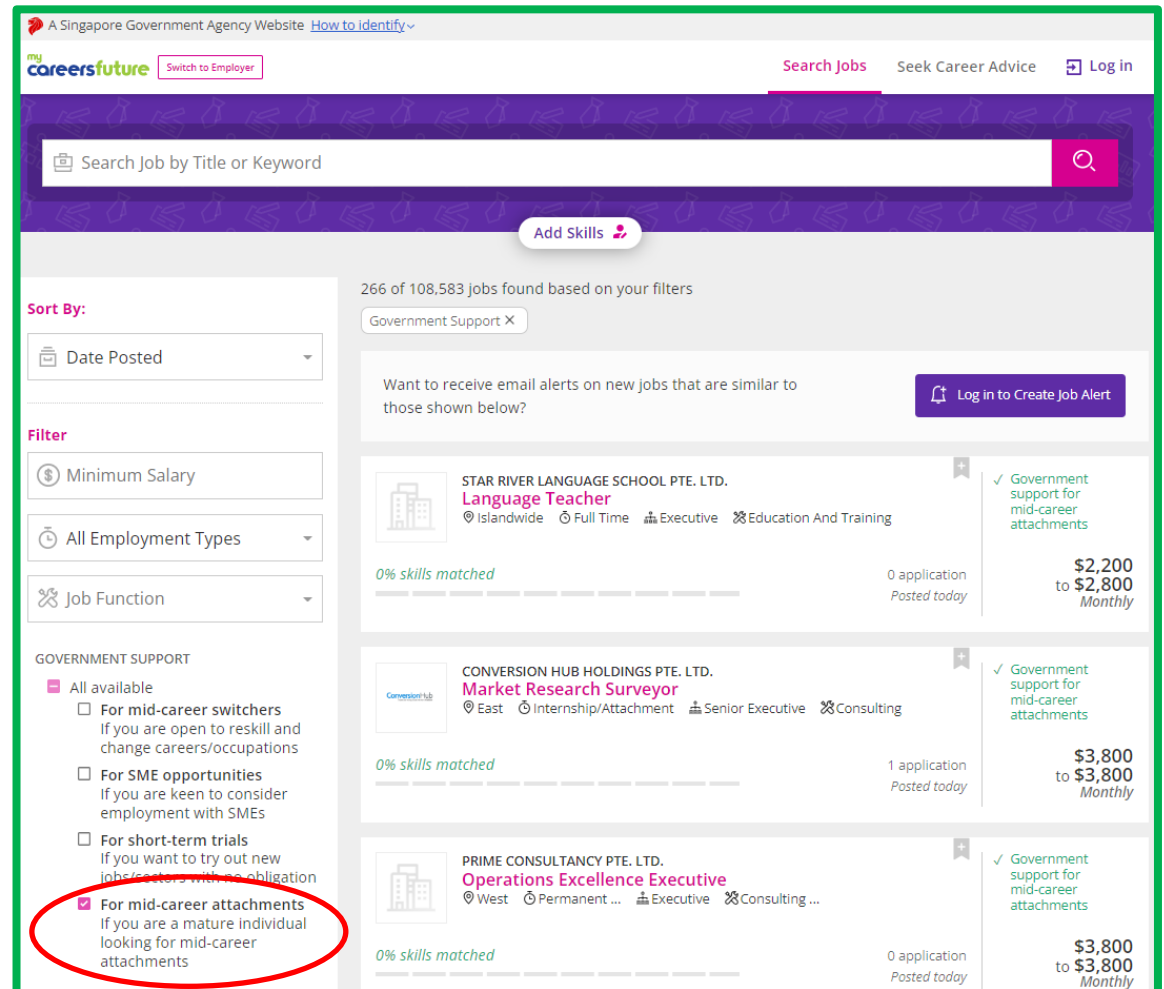
1 Organisation Information | 2 Supporting Documents | 3 Submission

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 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 (**≤ 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
- 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.

Mid-Career Individual: 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 jobs/sectors with no obligation
 - For mid-career attachments
If you are a mature individual looking for mid-career attachments

Job Title	Location	Employment Type	Skills Matched	Applications	Salary	Support
Language Teacher	Islandwide	Full Time	0% skills matched	0 application Posted today	\$2,200 to \$2,800 Monthly	Government support for mid-career attachments
Market Research Surveyor	East	Internship/Attachment	0% skills matched	1 application Posted today	\$3,800 to \$3,800 Monthly	Government support for mid-career attachments
Operations Excellence Executive	West	Permanent	0% skills matched	0 application Posted today	\$3,800 to \$3,800 Monthly	Government support for mid-career attachments

Notables for Host Organisations

Provide only approved training allowance

- No sales commissions or other tops up added on top of the allowances

Pay First, Claim Later

- Must pay first before claiming from SBF

Training Allowance via Bank Account and PayNow, PayLah!

- Do not pay allowance in cash

Conversion is important

- Will affect future applications in the programme

Individual safeguards under SGUnited Mid-Career Pathways Programme



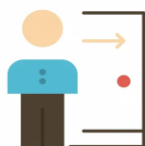
Individual Agreement that clearly states the monthly training allowance and (non-monetary) benefits offered



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: 6797 0763

Email: sgutp_cs@sbf.org.sg

For More Enquires on SGUnited Mid-Career Pathways Programme

- Please contact the Customer service hotline at 6797 0763

Email: sgutp_cs@sbf.org.sg

- For more information of the Programme and links to submit claims or application please visit SBF website at

<https://www.sbf.org.sg/activities/sgunited-programmes>

- Please scan QR code for more information of the Programme



Any questions?

5-10 mins

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