

## FACTSHEET ON CAREER SUPPORT PROGRAMME

### (A) WHAT IS THE CAREER SUPPORT PROGRAMME?

1. The Career Support Programme (CSP) is a salary support programme offered by Workforce Singapore (WSG) and the Employment and Employability Institute (NTUC's e2i) to encourage employers to hire eligible Singapore Citizen Professionals, Managers, Executives and Technicians (PMETs).
2. As part of the Adapt and Grow initiative to help Singapore Citizens adapt to changing job demands and enhance their employability, the CSP has been enhanced effective from 1 April 2017 to support eligible Singapore Citizen PMETs with salary support up to a cap of \$42,000, for up to 18 months. This is to encourage more Small and Medium-sized Enterprises (SMEs) to come on board.

### (B) WHO IS ELIGIBLE TO PARTICIPATE IN CSP?

#### 3. Individuals

- i) Singapore Citizens aged **40 years and above** who has been
  - Made redundant or unemployed and actively looking for jobs for 6 months or more
- ii) Singapore Citizens aged **below 40 years** who has been
  - Unemployed and actively looking for jobs for 6 months or more

#### Companies

4. Employers are eligible for salary support under the CSP if they fulfil the following criteria:
  - Registered or incorporated in Singapore
  - Employ job seekers who fulfil the conditions in paragraph 3 by offering a monthly gross salary of at least \$4,000 (\$3,600 for SMEs) (basic salary including fixed allowances attracting CPF contribution)

- Offer individuals a permanent job or an employment contract of at least 12 months
- Enrol eligible PMET job seekers for external SkillsFuture Singapore (SSG) approved training or On-The-Job training (OJT) within first 6 months of employment period

### **(C) WHAT ARE THE APPROVED TRAINING UNDER CSP?**

#### SSG-Approved Training

5. Companies can send their new hire for any funded course based on prevailing SSG rates that is listed on SkillsConnect portal ([www.skillsconnect.gov.sg](http://www.skillsconnect.gov.sg)) or SkillsFuture Credit ([www.skillsfuture.sg/credit](http://www.skillsfuture.sg/credit)) by doing a course search.

**OR**

#### On-The-Job (OJT) Plan

6. Companies may submit an OJT plan as part of the new hire's training requirement.

### **(D) WHAT KIND OF SUPPORT IS AVAILABLE?**

#### Individuals

7. Eligible Singapore Citizen PMET job seekers will have more opportunities to access mid-level jobs.

#### Companies

8. Employers can receive salary support of up to a maximum of 18 months for every eligible Singapore Citizen PMET employed (see Table 1). This will help defray a portion of their salary bill as employers tap on the pool of experienced and skilled PMETs.

Table 1: Salary Support for Companies (w.e.f. 1 Apr 2017)

Salary Support for Singapore Citizen PMETs	<u>First</u> 6 months of employment	<u>Second</u> 6 months of employment	<u>Third</u> 6 months of employment
<b>[New] ≥40 years</b> unemployed and actively looking for jobs ≥12 months	<b>50%</b> Up to \$3,500/month	<b>30%</b> Up to \$2,100/month	<b>20%</b> Up to \$1,400/month
<b>≥40 years</b> unemployed and actively looking for jobs for 6 months to <12 months <b>OR</b> made redundant	<b>40%</b> Up to \$2,800/month	<b>20%</b> Up to \$1,400/month	N.A.
<b>&lt;40 years</b> unemployed and actively looking for jobs for ≥6 months	<b>20%</b> Up to \$1,400/month	<b>10%</b> Up to \$700/month	N.A.
<b>Salary:</b> Offering at least <b>\$3,600/month</b> for SMEs^ Offering at least <b>\$4,000/month</b> for Non-SMEs^			

\*Enhancements are effective from 1<sup>st</sup> April 2017

^Companies must be registered or incorporated in Singapore

**Note:** Companies will not be eligible for absentee payroll support from SSG as they would have already received salary support under the CSP.

## (E) HOW DO COMPANIES REGISTER AND CLAIM FOR CSP?

9. Companies can submit the 'CSP Application Form' via WSG Feedback Portal using their organisation login. Once registration is verified, an acknowledgement email will be sent to them. Companies can refer to the 'CSP Claims Form' included in the acknowledgement email on the details for claiming salary support under CSP.

## (F) WHERE TO GET MORE INFORMATION?

10. PMETs and employers who wish to find out more about the CSP can contact WSG Career Centres at 6883 5885 or NTUC's e2i at 6474 0606 or visit [www.wsg.gov.sg](http://www.wsg.gov.sg) for more information.