

# CAREER SUPPORT PROGRAMME

## TERMS AND CONDITIONS

By applying for the Career Support Programme (“CSP”) through WSG Feedback portal at <https://portal.ssg-wsg.gov.sg/feedback> (“the Application”), you have accepted all Terms and Conditions pertaining to the CSP. This will be a contract between you and the Workforce Singapore (“WSG”).

### Terms and Conditions

1. You declared that all information and particulars provided in the Application are true and accurate.

2. You are agreeable for all information and particulars provided in the Application to be shared with any Government agency, authorized agents or contractors for the administration of CSP, or survey(s) relating to CSP that are commissioned by any Government agency.

3. You are a company or business registered with the Accounting and Corporate Regulatory Authority of Singapore or a society registered under the Societies Act (Chapter 311) or, subject to WSG’s approval from time to time, an entity established or regulated under other written law of Singapore.

4. You have hired a New Hire (“New Hire”) that fulfils the following conditions:-

- i. Singapore Citizen aged forty (40) or above; and
- ii. On an employment contract on permanent terms or on contract terms that are no less than one (1) year; and
- iii. Draws a monthly gross salary of at least \$4,000; and
- iv. Made redundant<sup>1</sup>; or
- v. Unemployed six (6) or more consecutive months prior to employment commencement.

or

- vi. Singapore Citizen aged forty (40) or below; and
- vii. On an employment contract on permanent terms or on contract terms that are no less than one (1) year; and
- viii. Draws a monthly gross salary of at least \$4,000; and
- ix. Made redundant<sup>1</sup>; and
- x. Unemployed six (6) or more consecutive months prior to employment commencement.

5. You must submit your CSP application, within three (3) calendar months of your New Hire’s employment commencement, with the following supporting documents:-

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<sup>1</sup> Supported by a copy of retrenchment notification letter last payslip showing retrenchment benefits or signed redundancy declaration form

- i. Scanned copy of signed acknowledgement of *Career Support Programme Terms and Conditions*;
- ii. Scanned copy of employment letter / contract showing company's letterhead, company's stamp for the New Hire;
- iii. Scanned copy of completed *Details of New Hire* (Annex A); and
- iv. Where necessary, a scanned copy of retrenchment notification letter or signed redundancy *Declaration Form* (Annex B).

For any additional New Hire, you shall submit supporting documents as stipulated in clause 6(ii), (iii) and where necessary (iv).

6. Your New Hire must complete a course accredited by SSG or a structured on-the-job training approved by SSG as set out on the SkillsConnect portal at [www.skillsconnect.gov.sg](http://www.skillsconnect.gov.sg) within the first six (6) months of your New Hire's employment.

7. You must submit the completed claim form along with relevant supporting documents, as stipulated in the claim form, when claiming for grant ("Grant Claim").

8. You shall retain the following documents for three (3) years after the date of commencement of the New Hire's employment, and furnish them to WSG upon request:-

- i. Original records showing the amount(s) of salary paid to the New Hire for the period to which your Grant Claim relates to, as well as the date(s) of payment;
- ii. CPF statements showing your CPF contribution to the New Hire for the period to which your Grant Claim relates to; and
- iii. New Hire's employment contract; and copies of training attendance records, or certificate(s) of achievement, at the course referred to in clause 7 above.

9. You must submit your Grant Claim within the following timeframes:-

- i. For the first six (6) months of Grant Claim – Within twelve (12) months after the date of the New Hire's commencement of his employment; and
- ii. For the subsequent six (6) months of Grant Claim – Within eighteen (18) months after the date of the New Hire's commencement of his employment.

10. You are not allowed to apply to WSG, any Government agency or e2i for any other form of monetary support to defray (whether in whole or in part) the New Hire's salary.

11. WSG has the rights to suspend, reject or approve your Application without advance notice or liability to any person, and without giving any reasons for its decision.

12. WSG shall be entitled to recover any Grant disbursed to you in any of the following events:-

- i. You are found to have breached or not satisfied any of the terms and conditions set out herein; and
- ii. You are found to have furnished inaccurate, false or incomplete information.

13. WSG will not be liable to you in any manner for any loss, damage or expense incurred or suffered by you arising from your Application, or any other circumstances beyond WSG's control within reason.

14. These terms and conditions shall be governed by and interpreted in accordance with Singapore laws.

**Acknowledged by:**

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Signature

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Company stamp

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Date

Name:

Designation (Director or  
equivalent):

Email:

**DETAILS OF NEW HIRE<sup>2</sup>**

<b>NRIC:</b>		<b>Citizenship:</b>	<input type="checkbox"/> Singaporean Citizen	
<b>Name:</b>				
<b>Gender:</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Date of Birth:</b>	(Day/Month/Year)	<b>Age:</b>
<b>Address: (as in NRIC)</b>	Postal code:			
<b>Contact:</b>	[Home]		[Mobile]	
<b>Email:</b>				
<b>Marital Status:</b>	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed			
<b>National Service:</b>	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Completed <input type="checkbox"/> Exempted <input type="checkbox"/> Serving, NS Men			
<b>Highest Academic Qualification:</b>	<input type="checkbox"/> None <input type="checkbox"/> PSLE and below <input type="checkbox"/> COC/ISC <input type="checkbox"/> Secondary 1/2/3/4 <input type="checkbox"/> 'N' levels <input type="checkbox"/> 'O' levels (with / without* pass in English) <input type="checkbox"/> NTC2 / NTC3 / NITEC* <input type="checkbox"/> 'A' Levels <input type="checkbox"/> ITC / Higher NITEC / Master NITEC* <input type="checkbox"/> Diploma <input type="checkbox"/> Degree & Above			
<b>Certification Attained:</b>			Driving License *Please Circle Class: 2 / 3 / 3A / 4 / 4A / 5 Forklift License: Yes / No	
<b>Work Experience:</b>				
<input type="checkbox"/> Refer to enclosed resume				
Please start with your current or most recent job				
<b>From Date (MM/YYYY)</b>	<b>To Date (MM/YYYY)</b>	<b>Job Title</b>	<b>Company Name</b>	<b>Last Drawn Salary</b>
<b>Current work details:</b>	<input type="checkbox"/> Permanent <input type="checkbox"/> Contract (_____ years)			
	Job Industry:		Job Title:	Monthly Salary:
	Company Name:			
	Date of Employment Commencement:			

<sup>2</sup> To include a scanned copy of New Hire's NRIC, front and back

**Declaration Form**

To: - Workforce Singapore (“WSG”) / Employment and Employability Institute (“e2i”)

1. I declare that I was previously employed by \_\_\_\_\_ as a \_\_\_\_\_ and my employment was terminated because of *Retrenchment / Premature termination due to redundancy* (Please delete accordingly). The last day of my employment was \_\_\_\_\_. The person to contact at my previous employer’s organisation is \_\_\_\_\_ and his contact number is \_\_\_\_\_.  
<Previous Employer’s Name>  
<Previous Job Title/Occupation>  
<Date of Last Day of Employment>  
<Name of Contact> <Contact Number>
  
2. I consent to WSG / e2i:-
  - (a) contacting my previous employer to verify or ascertain the reason for the termination of my employment; and
  - (b) disclosing information (including personally identifiable information) about myself as WSG may deem necessary or appropriate for the purposes of the abovementioned verification or ascertainment.
  
3. I declare that the information provided in this declaration form is true, accurate and complete to the best of my knowledge.
  
4. I acknowledge and accept that, if WSG / e2i shall discover that any of the information provided by me in this declaration form is false, inaccurate or incomplete, without prejudice to WSG’s / e2i’s other rights and remedies, WSG / e2i shall be entitled to suspend me from receiving funding support of any nature, and / or bar me from obtaining any form of career services at the WSG Career Centres / e2i for such duration as it deems appropriate.

Name (as per NRIC): \_\_\_\_\_

Signature: \_\_\_\_\_

NRIC: \_\_\_\_\_

Date of declaration: \_\_\_\_\_