

## WORK TRIAL

**Gain experience and confidence through a short-term work trial and receive incentives of up to \$5,100**

### A. APPLICATION

Individuals (Singapore Citizens and Singapore Permanent Residents) who are unemployed and actively looking for jobs can contact Work Trial companies to find out about job vacancies under the ‘List of Jobs’: [www.wsg.gov.sg/worktrial\\_individuals](http://www.wsg.gov.sg/worktrial_individuals), and sign up with the employers. For assistance, please contact:

	Workforce Singapore (WSG)	Employment and Employability Institute (NTUC’s e2i)
Tel	6883 5885	6474 0606
Email	<a href="https://portal.ssg-wsg.gov.sg">https://portal.ssg-wsg.gov.sg</a>	<a href="mailto:followup@e2i.com.sg">followup@e2i.com.sg</a>

More information can also be found at [www.wsg.gov.sg/worktrial\\_individuals](http://www.wsg.gov.sg/worktrial_individuals) and [www.e2i.com.sg](http://www.e2i.com.sg)

### B. CLAIM FOR TRAINING ALLOWANCE AND RETENTION INCENTIVE

After completion of the Work Trial, individuals can submit the claim documents (see Annex A, Annex B, Annex C and Annex D) to any of the following channels:

- Via online WSG Feedback Portal; or
- Email to NTUC’s e2i; or
- Walk-in submission at Workforce Singapore’s Careers Connect / NTUC’s e2i.

Individuals who are on longer Work Trial duration (i.e. 30 days or more) can submit multiple claims on a monthly basis to WSG / NTUC’s e2i.

WSG Feedback Portal	NTUC’s e2i
Submit to <a href="https://portal.ssg-wsg.gov.sg">https://portal.ssg-wsg.gov.sg</a> <ol style="list-style-type: none"> <li>i. Individual to login using SingPass</li> <li>ii. Click on “Submit New Feedback”</li> <li>iii. Select “Others” for Type</li> <li>iv. Select “Work Trial” for Category</li> <li>v. Type “Individual’s Claim” for Subject Title</li> <li>vi. Attach Annex A, Annex B and Annex C*</li> </ol> <p><i>*Applicable only for individuals who do not have existing vendor account with Workforce Singapore are required to fill up the Direct Credit Authorisation Form (see Annex C).</i></p>	Email to <a href="mailto:followup@e2i.com.sg">followup@e2i.com.sg</a> . <ol style="list-style-type: none"> <li>i. Type “Work Trial Registration” in subject title</li> <li>ii. Provide requisite information</li> <li>iii. Attach Annex A and Annex B</li> </ol>

DOCUMENTS REQUIRED TO CLAIM FOR TRAINING ALLOWANCE	
[ ]	Copy of NRIC
[ ]	Copy of the completed Trainee's Details Form in <b>[Annex A]</b> and Work Trial Training Allowance Claim Form <b>[Annex B]</b>
[ ]	Copy of completed Direct Credit Authorisation (DCA) form <b>[Annex C]</b> <i>*Individuals who have an <u>active</u> existing vendor account with WSG need not provide. Not required for subsequent TA claim submission if there is <u>no change</u> to your submitted vendor account.</i>
[ ]	Copy of first page of individual's Bank Book/Bank Statement <i>*Individuals who have an <u>active</u> existing vendor account with WSG need not provide. Not required for subsequent TA claim submission if there is <u>no change</u> to your submitted vendor account.</i>

Individuals who completed Work Trial and qualify for the Retention Incentive can submit the claim documents (Annex D) to Workforce Singapore's Careers Connect/ NTUC's e2i after they have stay on the job for at least three months. WSG / NTUC's e2i will contact eligible individuals who qualify for the additional Retention Incentive at the 6<sup>th</sup> month retention mark to request for the necessary documents.

DOCUMENTS REQUIRED TO CLAIM FOR RETENTION INCENTIVE	
[ ]	Copy of the completed Claim Form for Retention Incentive in <b>[Annex D]</b>
[ ]	Salary slips for at least three consecutive months corresponding to the claim period from the date of the employment

Individuals are entitled to a one-off claim for the Training Allowance and Retention Incentive under the programme.

All applications will be processed within 15 working days upon submission of all required documentation. The money will be directly credited to your bank account.

FOR INDIVIDUAL – ANNEX A

### TRAINEE’S DETAILS FORM

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

*\*Note: All fields to be completed and submitted to WSG / NTUC’s e2i prior to start of Work Trial.*

PERSONAL PARTICULARS*				
<b>Name:</b>		<b>NRIC:</b>	<b>Citizenship:</b> <input type="checkbox"/> SC <input type="checkbox"/> SPR	
<b>Gender:</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Date of Birth:</b>	<b>Age:</b>	<b>Race:</b>
<b>Email:</b>			<b>Mobile:</b>	
<b>Highest Academic Qualification:</b>	<input type="checkbox"/> No Formal Education <input type="checkbox"/> Primary education <input type="checkbox"/> PSLE <input type="checkbox"/> Secondary education <input type="checkbox"/> 'N' levels <input type="checkbox"/> 'O' levels <input type="checkbox"/> 'A' Levels <input type="checkbox"/> NTC2 / NTC3 / NITEC <input type="checkbox"/> ITC / Higher NITEC <input type="checkbox"/> Diploma <input type="checkbox"/> Degree <input type="checkbox"/> Masters / Post Grad <input type="checkbox"/> Others (e.g. WSQ)_____			
<b>Work Trial Company Name:</b>		<b>Work Trial Job Title:</b>		<b>Approved Work Trial Hours:</b>
<b>Contact Person (HR manager or equivalent)*:</b>		<b>Email address:</b>		<b>Tel:</b>
<b>Work Experience</b> (Please start with your current or most recent job): <input type="checkbox"/> <u>Refer to enclosed resume</u>				
From Date (MM/YYYY)	To Date (MM/YYYY)	Job Title	Company Name	Last Drawn Salary
TO BE COMPLETED BY TRAINEE*				
<p>I declare that:</p> <p>a. I am unemployed since_____ (DDMMYY).</p> <p>b. I am not a blacklisted individual of Workforce Singapore / SkillsFuture Singapore / NTUC’s e2i.</p> <p>c. The information stated in this form is true and accurate.</p> <p>d. I acknowledge that I must submit this form together with the claim form to WSG’s Careers Connect/NTUC’s e2i to be eligible for the one-off Training Allowance.</p>				
_____ Signature of Trainee			_____ Date (DDMMYY)	

**FOR INDIVIDUAL – ANNEX B**

## WORK TRIAL TRAINING ALLOWANCE CLAIM FORM

*\*Note: All fields must be completed. Incomplete submission will not be processed. WSG/NTUC's e2i reserves the rights to recover the grants if incorrect information is provided.*

### SECTION A: TO BE COMPLETED BY TRAINEE\*

Please tick box, where appropriate.

1. I declare that:
  - a. I had completed the Work Trial with \_\_\_\_\_ (the "Work Trial Company"), from \_\_\_\_\_ (DDMMYY) to \_\_\_\_\_ (DDMMYY).
  - b. I am not a blacklisted individual of WSG / SSG / NTUC's e2i.
  - c. The information stated in this form is true and accurate.
2. Please rate the usefulness of the Work Trial:  
 Very useful     Somewhat useful     Not so useful     Not useful at all
3. I have submitted all required documents (refer to pg. 2 in 'Infokit for Individual'):  Yes     No

\_\_\_\_\_  
Name of Trainee (as per NRIC)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
NRIC

\_\_\_\_\_  
Date (DDMMYY)

### SECTION B: TO BE COMPLETED BY HOST ORGANISATION\*

- |                                                                                               |                                                                                                               |
|-----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| 4. Total number of Work Trial hours Completed by Trainee (exclude absenteeism and MC):        | (            ) hours                                                                                          |
| 5. Trainee was offered employment upon completion of Work Trial (min. three months contract): | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> Still ongoing Work Trial |
| 6. If 'No' in S/N 5, pls provide reason(s) why the trainee was not offered employment:        |                                                                                                               |

\_\_\_\_\_  
Name & Designation (HR manager or equivalent)

\_\_\_\_\_  
Company Stamp

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (DDMMYY)

### FOR OFFICIAL USE ONLY

- |                                                                                                           |                                                                         |
|-----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| Trainee submitted all required documents to claim for the <b>Training Allowance</b> under the Work Trial. | <input type="checkbox"/> Yes <input type="checkbox"/> No                |
| Funding Rate:<br><input type="checkbox"/> SC (\$7.50/hr) <input type="checkbox"/> SPR (\$4.50/hr)         | Claim Amount (Total no. of Work Trial hours multiply by funding rate) : |

\_\_\_\_\_  
Name of Processing Officer

\_\_\_\_\_  
Signature of Processing Officer

\_\_\_\_\_  
Date (DDMMYY)

**DIRECT CREDIT AUTHORISATION FORM FOR WORK TRIAL**

**No correction tape/fluid should be used on this form. Any cancellations made must be endorsed by the authorised signatories signing this form.**

**Part I: To be completed by the Individual**

Please <b>TICK</b> one of the relevant boxes: [For enquiries, please contact us via WSG Feedback Portal (www.portal.ssg-wsg.gov.sg); Hotline: 6883 5885]	
I. <input type="checkbox"/> New Vendor  <input type="checkbox"/> Update existing Vendor record	II. <input type="checkbox"/> Work Trial Training Allowance  <input type="checkbox"/> Work Trial Retention Incentive

Name(s) of Bank Account Holder(s):

.....

.....

Bank No.	Branch No.	Bank Account No. to be Credited
.....	.....	.....

Bank and Branch Name

.....

NRIC No. (for individuals)	.....	Others (e.g. FIN, Society No.)	.....
Address	.....	Tel. Number	.....
	.....	Fax. Number	.....
	.....	*Email	.....

*\*Remittance Advice will be sent to this given email address*

- (a) I/We hereby authorise Workforce Singapore to credit payments due to me/us to the above account. Amounts so credited would constitute valid discharge of obligations due to me/us.
- (b) This authorisation shall continue to be in force until I/we expressly revoked it by notice in writing delivered to you 30 days in advance before the change. Workforce Singapore may in your absolute discretion terminate this arrangement by written notice delivered to my/our address last known to you.
- (c) In the event of a change in bank account number, I/we shall inform you in writing 30 days in advance before the change.

\_\_\_\_\_  
Authorised Signature(s) & Stamp as in Bank's Record

\_\_\_\_\_  
Date

**Part II: Other documents required to submit**

DOCUMENTS REQUIRED TO CLAIM FOR TRAINING ALLOWANCE	
[ ]	Copy of NRIC
[ ]	Copy of the completed Trainee's Details Form <b>[Annex A]</b> and Work Trial Training Allowance Claim Form <b>[Annex B]</b>
[ ]	Copy of completed Direct Credit Authorisation (DCA) form <b>[Annex C]</b>
[ ]	<i>*Individuals who have an <u>active</u> existing vendor account with WSG <u>need not</u> provide. <u>Not required</u> for subsequent TA claim submission if there is <u>no change</u> to your submitted vendor account.</i>
[ ]	Copy of first page of individual's Bank Book/Bank Statement
[ ]	<i>*Individuals who have an <u>active</u> existing vendor account with WSG <u>need not</u> provide. <u>Not required</u> for subsequent TA claim submission if there is <u>no change</u> to your submitted vendor account.</i>
DOCUMENTS REQUIRED TO CLAIM FOR RETENTION INCENTIVE	
[ ]	Copy of the completed Claim Form for Retention Incentive in <b>[Annex D]</b>
[ ]	Salary slips for at least three consecutive months from the date of the employment

FOR INDIVIDUAL – ANNEX D

## WORK TRIAL RETENTION INCENTIVE CLAIM FORM

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

*\*Note: All fields must be completed. Incomplete submission will not be processed. WSG/NTUC’s e2i reserves the rights to recover the grants if incorrect information is provided.*

SECTION A: TO BE COMPLETED BY INDIVIDUAL*		
<b>Name of Individual (as per NRIC):</b>	<b>NRIC:</b>	<b>Citizenship:</b> <input type="checkbox"/> SC <input type="checkbox"/> SPR
<b>Company Name:</b>	<b>Work Trial Job Title:</b>	<b>Job Commencement Date:</b>
<b>Contact Person (HR manager or equivalent):</b>	<b>Email Address:</b>	<b>Tel:</b>
<p>1. I declare that:</p> <p style="margin-left: 20px;">a. I have completed the Work Trial.</p> <p style="margin-left: 20px;">b. Prior to Work Trial commencement, I am unemployed since _____ (DD/MM/YY).</p> <p style="margin-left: 20px;">e. I am currently employed with the company for (please tick box):</p> <div style="margin-left: 40px;"> <input type="checkbox"/> 3 months or more  <input type="checkbox"/> 6 months or more         </div> <p style="margin-left: 20px;">f. The information stated in this form is true and accurate.</p> <p style="margin-left: 20px;">g. I, further acknowledge that I must submit this form together with my salary slips of at least 3 / 6 months* corresponding to the claim period to the Workforce Singapore’s Careers Connect / NTUC’s e2i* to be eligible for the one-off Retention Incentive.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; border-top: 1px solid black; text-align: center;">Signature</div> <div style="width: 45%; border-top: 1px solid black; text-align: center;">Date (DD/MM/YY)</div> </div>		

*\*Delete where appropriate.*

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Trainee submitted all required documents to claim for the <b>Retention Incentive</b> under the Work Trial.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Claim Amount (please tick the appropriate box):		
3 month Retention Incentive: <input type="checkbox"/> SPR (\$300) <input type="checkbox"/> SC (\$500)	6 month Retention Incentive: <input type="checkbox"/> SC unemployed and actively searching for a job for 12 months or more (\$1,000)	
Name of Processing Officer	Signature of Processing Officer	Date (DDMMYY)