**CAREER SUPPORT PROGRAMME (CSP)**

**NOTIFICATION INSTRUCTIONS FOR EMPLOYERS**

With the announcement of the Job Growth Incentive (JGI), which will take effect from Sep 2020, **CSP will cease w.e.f. 1 Sep 2020.**

- CSP applications with work commencement date from **1 Sep 2020 onwards** will not be eligible for CSP funding.
- Employers may continue to submit CSP applications on WSG Feedback Portal no later than 3 months from work commencement date (i.e. if individual commenced work on 31 Aug 2020, the last day of submission is 30 Nov 2020). Any late submission will strictly not be processed.

**Employers are required to provide the following information and supporting documents:**

1. Completed CSP Notification Form
2. Scanned copy of official employment letter/contract (signed)
3. Scanned copy of New Hire’s NRIC (front and back)

All submissions must be made via **WSG’s feedback portal:** [https://portal.ssg-wsg.gov.sg/feedback](https://portal.ssg-wsg.gov.sg/feedback). The submission must be no later than **three (3) calendar months** from the date of work commencement.

Upon receipt of the CSP submission, WSG will process the submission and liaise with employer on the necessary follow up, if any. WSG may request for New Hire’s past 15 months CPF Statement for verification purposes. WSG will require 10 working days from the receipt of the complete set of documents to process the CSP submission, before informing employers of the outcome.

* Please note that employers will not be eligible for CSP if they have applied or have received Hiring Incentive under the SkillsFuture Mid-Career Support Package announced in Feb 2020 under the Unity Budget or the Enhanced Hiring Incentive announced in May 2020 under the Fortitude Budget.

**Employers will require the following to access the feedback portal:**

1) Companies’ CorpPass admin would need to authorize the employer with the following administrative access:

<table>
<thead>
<tr>
<th>Agency Name</th>
<th>Digital Service Name</th>
<th>Digital Service Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>SkillsFuture Singapore and Workforce Singapore (SSG &amp; WSG)</td>
<td>SSG-WSG E-services</td>
<td>FMS FEEDBACKPREP</td>
</tr>
</tbody>
</table>

2) A contact profile on our feedback portal. You may request to create a contact profile by calling in our WSG hotline (6883 5885) and providing the hotline with the following details:
   - UEN
   - Name of employer
   - Work Address
   - NRIC number
   - Email
   - Phone number / mobile

**Contact Information**

Employers who wish to find out more about CSP and/or their CSP application status can contact WSG at Tel: 6883 5885 or make an enquiry through **WSG’s feedback portal.**
CAREER SUPPORT PROGRAMME
NOTIFICATION FORM

By acknowledging on the Career Support Programme ("CSP") notification form (the "Notification"), you have accepted all Terms and Conditions (set out below) pertaining to the CSP. This will be a contract between you and the Workforce Singapore Agency ("WSG").

Terms and Conditions

1. If you are submitting the Notification on your own behalf (the "Employer"), you have hired / or intend to hire a New Hire ("New Hire") who fulfils the following conditions:

<table>
<thead>
<tr>
<th>Age</th>
<th>New Hire’s CSP criteria</th>
<th>Employer’s CSP criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Singapore citizen aged below forty (40)</td>
<td>Unemployed and actively looking for jobs for six (6) months or more</td>
<td>(i) On an employment contract on permanent terms or on contract terms that are no less than one (1) year; and (ii) Draws a gross monthly salary* of at least $4,000 (or at least $3,600 for Small and Medium-Sized Enterprises (“SMEs”))</td>
</tr>
<tr>
<td>Singapore citizen aged forty (40) and above</td>
<td>Made redundant; OR Unemployed and actively looking for jobs for six (6) months or more</td>
<td></td>
</tr>
</tbody>
</table>

* The sum of the New Hire’s basic monthly salary and any fixed monthly allowance

2. You are required to submit this Notification Form, no later than three (3) calendar months from the date of the New Hire’s work commencement, with the following supporting documents: (i) Scanned copy of official employment letter/contract (signed) and (ii) Scanned copy of New Hire’s NRIC (front and back)

3. You are required to submit the completed claim form together with relevant supporting documents (as stipulated in the claim form), when claiming for grant ("Grant Claim").

4. If the New Hire is identified as an Individual barred from receiving grants from WSG / SkillsFuture Singapore ("SSG") / Employment and Employability Institute ("NTUC’s e2i"), you will not be eligible for CSP funding.

5. You agree that WSG or NTUC’s e2i is entitled, through its Audit Agents, to conduct ad-hoc on-site audits. The Employer shall ensure that WSG/NTUC’s e2i’s Audit Agents are given full access to all accounts, records, documents, assets and premises in connection with the grant, and shall provide reasonable cooperation and assistance.

6. If you are submitting the Notification for and on behalf of the Employer (the "Agent"), you shall procure that the Employer’s New Hire fulfils the conditions stated in clause 1 above and submit a scanned copy of the letter of authorisation (in the format attached in Schedule 1 hereto) (the "Authorisation Letter"), duly signed by the Employer.

7. If you are an Agent, you further represent, warrant and undertake that:
   (a) you are duly authorised, for and on behalf of the Employer, to submit the Notification and Grant Claim relating to the Employer’s New Hire; and
   (b) you shall forthwith transfer any and all Grant received under any Grant Claim to the Employer after your receipt of the same.

8. WSG shall be entitled to, immediately by written notice to you, recover any Grant disbursed to you in any Grant Claim in any of the following events:
   (a) you have breached or not satisfied any of the terms and conditions set out herein; and
   (b) you have furnished inaccurate, false or incomplete information in the Notification or any Grant Claim or any other documents relating to the CSP.

(During and after the Circuit Breaker period, until further notice, WSG will allow forms to be submitted without company stamp and signature.)

For Declaration:
Has your company applied or received Hiring Incentive/Enhanced Hiring Incentive? □ Yes □ No

Acknowledged by:-

<table>
<thead>
<tr>
<th>Name &amp; Designation (HR or hiring manager equivalent)</th>
<th>Company Stamp &amp; UEN no.</th>
<th>Signature &amp; Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name &amp; Designation of Contact Person (if different from above)</th>
<th>Email address &amp; Contact number (of contact person)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Information accurate as at 19 Aug 2020
## DETAILS OF NEW HIRE

[All fields are compulsory]

### Self-Declaration: *Please 'tick' the appropriate box*

1. Are you unemployed for ≥12months? □ Yes □ No Since: [i.e. DD/MM/YYYY]
2. Are you unemployed for 6 to <12months? □ Yes □ No Since: [i.e. DD/MM/YYYY]
3. Are you made redundant? □ Yes □ No Since: [i.e. DD/MM/YYYY]
4. Are you currently tapping on any other programs? □ PCP/CLT □ P-Max □ N.A □

### [For PCP/Company-Led Training (CLT) only]

Start Date of PCP/CLT: ________ End Date of PCP/CLT:_________ Funding duration:______[months]

Name of PCP: _____________________________________________________________________

Note: CSP funding will commence one day after end date of PCP.

^PCP-CSP bundling will not be allowed w.e.f 16 July 2020. i.e. if you have tapped on PCP funding, you will not be allowed to apply for CSP funding. Please refer to CSP FAQs for further details.

In the last 6 months,
- How many resumes have you sent? ____________
- How many interviews have you attended? ________
- Did you attend any career fairs/events or received any career assistance? Yes / No (*Please Circle)
  (E.g.: Visited WSG’s Careers Connect, NTUC's e2i centres, or WSG's Career Matching Providers, Ingeus and MAXIMUS etc)

### NRIC:

Name (as per NRIC):

Gender: □ Male □ Female Date of Birth: [Day/Month/Year]

Address: (as in NRIC)

Postal code: ( )

Contact: [Home] [Mobile]

Email:

National Service: □ Completed □ Exempted □ Serving, NS Men □ Not Applicable

Highest Academic Qualification:

- □ No Formal Education □ Primary education □ PSLE □ Secondary education
- □ ‘N’ levels □ ‘O’ levels □ NTC2 / NTC3 / NITEC □ ITC / Higher NITEC
- □ ‘A’ Levels □ Diploma □ Professional Cert. □ Degree □ Masters / Post Grad

### Work Experience:

- □ Refer to enclosed resume: Please start with your current or most recent job

<table>
<thead>
<tr>
<th>From Date (DD/MM/YYYY)</th>
<th>To Date (DD/MM/YYYY)</th>
<th>Job Title</th>
<th>Company Name</th>
<th>Last Drawn Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Current/Prospective work details:

- □ Permanent □ Contract (_____ years)

<table>
<thead>
<tr>
<th>Industry</th>
<th>Job Title</th>
<th>Gross Monthly Salary*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Date of Employment Commencement (date CSP will commence):

To be completed by New Hire:

I declare that the information provided in this ‘Details of New Hire’ is true, accurate and complete to the best of my knowledge.

Signature: __________________________ Date: _____________________
Date: ________________

To:

(1) Workforce Singapore Agency  
    1 Marina Boulevard, #18-01  
    One Marina Boulevard  
    Singapore 018989

(2) [Name & Address of Agent]

Dear Sirs,

LETTER OF AUTHORISATION TO APPLY AND CLAIM FOR GRANTS ON OUR BEHALF UNDER THE WORKFORCE SINGAPORE AGENCY’S (“WSG”) CAREER SUPPORT PROGRAMME (“CSP”)

1. We, ___________________________[Name of Employer], hereby authorise ___________________________[Name of Agent] (the “Agent”), ___________________________[Unique Entity Number] to apply and claim for grants, for and on our behalf, under the CSP for ___________________________[Name of new hire], ___________________________[NRIC].

2. Without prejudice to the generality of the above, the Agent may, for and on our behalf:-
   (a) submit an application form to WSG to be enrolled under the CSP;
   (b) submit any and all claim forms to WSG relating to our employees’ claims;
   (c) accept any terms and conditions that may be imposed by WSG under the CSP; and
   (d) do all such acts and things that may be necessary, expedient or desirable in connection with the application and claim for CSP grants.

3. This letter of authorisation shall be valid from the date above-written for a period of _______ [Duration of CSP funding] year(s) unless sooner revoked on express written notice being given to WSG and the Agent.

For and on behalf of ___________________________[Name of Employer],

________________________________________
Name:  
NRIC / Passport No:  
Designation:

______________________________
Company Stamp