

**SGUNITED TRAINEESHIPS PROGRAMME FREQUENTLY ASKED QUESTIONS (FAQS)
FOR HOST ORGANISATIONS
[FOR PUBLIC INFORMATION]**

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Section A: General Questions on SGUnited Traineeships Programme

General Questions	
1	What is SGUnited Traineeships Programme?
SGUnited Traineeships Programme provides fresh graduates from Institute of Technical Education (ITE), polytechnics, universities and other educational institutions with traineeship opportunities that typically last up to 9 months across various sectors.	
2	How will SGUnited Traineeships Programme help Fresh Graduates and Host Organisations?
<p>These traineeships will help fresh graduates to develop industry-relevant skills during a weaker hiring climate and boost their employability in preparation for the eventual recovery.</p> <p>Host organisations that take on trainees will be able to receive government funding for the training allowance provided. By participating in the SGUnited Traineeships Programme, host organisations can gain access to a pool of fresh talent and be able to recruit from a pool of experienced trainees when the economy recovers.</p>	

Section B: Host Organisation Related Questions

Host Organisation Specific Questions	
1	What are the requirements for an organisation to be eligible as a Host Organisation?
<p>Host organisations that meet the following eligibility criteria can apply for the programme:</p> <ul style="list-style-type: none"> • Host organisations must be registered or incorporated in Singapore* • Offer traineeships lasting up to 9 months (Training must commence by 31st December 2020) • Provide clear Traineeship Descriptions and Development Plans that would provide trainees with meaningful developmental opportunities during the traineeship period, subject to approval by the appointed programme manager Singapore Business Federation (SBF). • Co-fund 20% of the training allowance for the duration of the traineeship <p>*This includes Small and Medium-sized Enterprises (SMEs), Multi-national Corporations (MNCs), Trade Associations and Chambers (TACs), Non-governmental organisation (NGOs) and Non-Profit organisations.</p>	

2	What is the funding rate for SGUnited Traineeships Programme?								
<p>Host organisations are to provide a monthly training allowance depending on the traineeship scope, based on the traineeship requirements required as below:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Required qualifications or their equivalents</th> <th style="width: 25%;">University degree or above</th> <th style="width: 25%;">Polytechnic diploma or professional qualifications</th> <th style="width: 25%;">ITE or equivalent</th> </tr> </thead> <tbody> <tr> <td>Estimated Monthly Training Allowance¹</td> <td style="text-align: center;">\$1,800 - \$2,500</td> <td style="text-align: center;">\$1,300 - \$1,800</td> <td style="text-align: center;">\$1,100 - \$1,500</td> </tr> </tbody> </table> <p>Host organisations offering stipends more or less than the stipulated funding rates will not be able to join the programme.</p> <p>The government will fund 80% of the training allowance while the host organisation funds the remaining 20%. An example of the funding rates is illustrated below:</p> <div style="border: 1px solid black; padding: 5px;"> <p>An Engineering Company would like to be a Host Organisation and take on the following Trainees:</p> <ol style="list-style-type: none"> 1. <u>Automation Engineer</u>, University Graduate x 2, offering a training allowance of \$2,400 2. <u>Assistant Engineer</u>, Polytechnic Graduate x 1, offering a training allowance of \$1,700 3. <u>Process Technician</u>, ITE Graduate x 3, offering a training allowance of \$1,400 <p>Total monthly training allowance to Trainees = 2(\$2,400) + \$1,700 + 3(\$1,400) = \$10,700 Government Funding = 80% x \$10,700 = \$8,560 Monthly Organisation Outlay = \$2,140 only</p> </div>		Required qualifications or their equivalents	University degree or above	Polytechnic diploma or professional qualifications	ITE or equivalent	Estimated Monthly Training Allowance¹	\$1,800 - \$2,500	\$1,300 - \$1,800	\$1,100 - \$1,500
Required qualifications or their equivalents	University degree or above	Polytechnic diploma or professional qualifications	ITE or equivalent						
Estimated Monthly Training Allowance¹	\$1,800 - \$2,500	\$1,300 - \$1,800	\$1,100 - \$1,500						
3	How many trainees can a host organisation take on?								
<p>The number of traineeships accorded to each host organisation will be evaluated and approved by the Singapore Business Federation (SBF), based on the submitted traineeship development plans and the ability to provide trainees with meaningful traineeship opportunities.</p>									
4	Are host organisations able to offer monetary benefits (ie bonuses) and overtime?								
<p>Discretionary goodwill benefits are to be non-monetary only. As trainees are not employees, they will not be entitled to bonuses or eligible for overtime/shift pay. But host organisations are allowed to provide trainees transport or meals allowances on a reimbursement basis (with proof of receipts). Do note that these allowances are not covered under the 80% funding and would be at the host organisations' cost.</p>									
5	Will host organisations have to make CPF contributions for trainees? Are trainees eligible for Job Support Scheme (JSS) payouts?								
<p>As this is a traineeship programme, and there is no employment relationship between the trainees and host organisations, host organisations do not pay CPF. If there is intention to contribute CPF and</p>									

¹ The estimated monthly training allowance for each qualification is pegged to 50-70% of median starting salaries

<p>establish an employment relationship, then such arrangements will not be eligible for funding under the SGUnited Traineeship programme.</p> <p>As trainees are not considered employees, host organisations will not receive JSS payouts for these trainees.</p>	
6	<p>Will host organisations have to provide Annual and Sick Leave entitlements to the trainee during the programme period?</p>
<p>As this is a traineeship where there is no employer-employee relationship, host organisations are not obliged to offer employee benefits to trainees. Host organisations may choose to offer non-monetary benefits on a discretionary goodwill basis.</p>	
7	<p>Will there be any deduction to the trainee’s training allowance if he/she takes more than the proposed annual leave accorded during the programme period?</p>
<p>Host organisations may exercise the right to deduct the trainee’s training allowance proportionately for such instances but will need to inform SBF in their monthly submissions. WSG will fund 80% of the revised Training Allowance after deduction.</p>	
8	<p>During the course of the SGUnited Traineeships Programme, can a Host Organisation terminate the traineeship?</p>
<p>In the event of unforeseen circumstances or unsuitable trainee fit, host organisations can terminate the traineeship while providing sufficient notice to the trainee, as stipulated in the training agreement. They should seek approval from SBF, our programme partner, with an explanation for terminating the traineeship. Likewise, trainees are also allowed to leave the traineeship at any time if there are good reasons to do so (e.g. managed to secure a full-time job) and while providing sufficient notice. Government funding for the training allowance will be provided for the duration of the fulfilled traineeship.</p>	
9	<p>How will the 80% Government Funding for the training allowance be provided?</p>
<p>Host organisations are required to pay out the monthly training allowance to trainees on a monthly basis. Correspondingly, SBF will reimburse the government co-funded portion of the training allowance on a monthly basis to the host organisations on the programme.</p>	
10	<p>Can a host organisation submit a training allowance claim every 3 months instead of monthly?</p>
<p>The programme follows a monthly reimbursement model unless otherwise stipulated.</p>	
11	<p>Can a host organisation offer trainees a full-time role during the course of the traineeships?</p>
<p>Yes, host organisations can offer their trainees with a full-time role, if they find the individual’s performance satisfactory. When a full-time position is offered by the host organisation, the traineeship should be terminated before entering any employer-employee relationship. Host organisations will then need to inform SBF of this development and when the formal full-time employment arrangement will begin. Government funding for the training allowance will be provided for the duration of the fulfilled traineeship.</p>	
12	<p>What is the maximum/minimum duration of a traineeship programme?</p>

Host organisations can offer a traineeship of up to 9 months. Host organisations will be given a duration of about 2 months to take on suitable trainees from their application approval. We encourage all host organisations to provide a traineeship for a period of at least 4 months to ensure trainees are able to have a meaningful traineeship experience take away some industry-related skills. All traineeships must begin by 31st December 2020.

13 Can the Traineeship period be extended during the programme?

No. The traineeships cannot be extended as the duration was assessed based on approved plans.

Host organisations may wish to consider hiring the trainees if there are more roles for the trainee to undertake and/or tap on other available Government grants for immediate hiring needs.

14 How can my organisation come onboard as a Host Organisation?

The response from companies to provide traineeships has been very strong. An overwhelming number of organisations have indicated interest to offer traineeships that far exceed the number of fresh and recent graduates who are likely to fill them. Companies who are interested to offer traineeships, can consider taking on mid-career individuals on attachments through the [SGUnited Mid-Career Pathways Programme – Enterprise Attachment track](#); QR code as below.



16 When can my organisation start the traineeship programme?

Traineeships can commence after the following is in place:

- 1) Host Organisation’s application for traineeship positions has been approved by SBF
- 2) Host Organisation posts the traineeships positions on mycareersfuture.sg portal and selects suitable applicants
- 3) Traineeship agreement has been accepted and signed by the successful candidate(s)
- 4) Traineeship positions on mycareersfuture.sg portal updated with successful candidates’ selection
- 5) Letter of Offer for SGUnited Traineeship programme issued by SBF to the host organisation

17 Can my organisation only select applicants that correspond to the qualification requirements requested for?

Host Organisations should first identify the appropriate qualifications for their indicated traineeship roles. Should host organisations come across applicants who are keen to take up a traineeship with a lower qualification criterion, this would be permitted, but the training allowance would still remain the same as what was approved.

18	Can my organisation select a graduate who may be on a temp/contract role at the point of application but wish to join us under the programme?
Host Organisations can consider shortlisting graduates who have applied to their traineeship vacancies but may have existing contractual obligations at the point of application. However, at the point of commencement of the traineeship programme, the selected candidate must be able to participate in the traineeship programme on a full-time basis, to qualify for funding.	
19	My organisation is looking at onboarding multiple trainees from across various qualifications, but the traineeship role and development plan does not vary? Can this be supported?
Under the programme, development plans should be commensurate with the proposed traineeship roles. For traineeships roles and development plans that are identical across different qualification criteria, the proposed training allowance will be based on the lowest qualification offered.	
20	Given the COVID-19 situation, can my organisation do a virtual traineeship programme?
Yes, Host organisations can develop virtual traineeship programmes during this period of time. These will be evaluated by SBF to ensure that traineeships conducted via this mode still provide meaningful developmental opportunities for the trainees.	
21	Can my organisation develop my own traineeship programme? Are there any guidelines to follow?
Host organisations should propose Development Plans for the traineeships offered. The Development Plan will be assessed by SBF. Development Plans for the trainees should be clearly different from the work done by a regular employee of the Host Organisation.	
22	Must my organisation post the traineeship opportunities on MyCareersFuture.sg (MCF)?
Yes, host organisations must post traineeship opportunities on mycareersfuture.sg . From there, host organisations will be able to receive applications from interested fresh graduates and directly liaise with the applicants. Once the traineeship is offered and accepted, the host organisation must inform SBF to begin the traineeship. The host organisation must update the MCF posting and indicate that the opportunity has been filled.	
23	What happens if I am unable to fill up all the traineeships requested for? Will there be a penalty?
Host organisations that are unable to take on enough trainees to meet their approved traineeships vacancies will not be penalised, but the funding allocated by SBF to the host organisation will be adjusted if the positions are not filled expediently.	
24	Do organisations apply for the programme only when they have found a trainee or should they apply for the programme first and then find the trainees?
Organisations should apply for the programme first and then find the trainees via traineeship postings on mycareersfuture.sg portal	
25	Must traineeships be conducted in Singapore? Can my organisation send trainees to overseas offices for training?

<p>Traineeships offered by host organisations can be conducted overseas. Such requirements must be made known upfront during the posting of traineeship opportunities on mycareersfuture.sg. Host organisations will need to fully bear the cost associated with overseas training. Prevailing national travel advisories and restrictions will still apply.</p>	
26	<p>How will the traineeship matching and onboarding take place under this programme?</p> <p>All traineeship opportunities will be uploaded on mycareersfuture.sg, which will provide a single point for individuals to apply for. Host organisations can process traineeship applications received for their traineeship roles based on their selection and shortlisting processes.</p>
27	<p>Can my company use a 3rd party representative to manage the recruitment of trainees?</p> <p>Host organisations are permitted to engage 3rd party vendors under the programme to support their payroll / administrative requirements.</p> <p>Host organisations will still need to enter into a Letter of Offer with SBF, and into Traineeship Agreements with selected trainees.</p> <p>3rd party vendors are allowed to assist the host organisation with submission of the payroll documents to SBF to facilitate the disbursement of the training allowance funding support. Do note that the disbursement of funds will be to the host organisation only. Host organisations keen to take up this arrangement may approach SBF for more information.</p>
28	<p>My organisation is a Group Organisation with many organisations under us, can a trainee be put through traineeships with my affiliated organisations?</p> <p>Trainees will be tied to a specific host organisation (based on UEN) for the duration of the programme, and the host organisation will be responsible for all traineeship arrangements. Requirements for rotation to affiliated organisations must be made known upfront during submission of plans to the Singapore Business Federation (SBF) and made clear to prospective applicants when the opportunity is posted on mycareersfuture.sg. SBF and WSG will conduct regular checks to ensure that host organisations comply fully with approved traineeship plans.</p>

Section C: For more assistance and feedback

1	<p>Who can I contact if I have more queries on SGUnited Traineeships Programmes?</p> <p>If there are any further queries on SGUnited Traineeships Programme, submit your query here or scan the QR code below.</p>
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