

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

**Contents**

**Section A: General Questions on SGUnited Traineeships Programme ..... 1**

**Section B: Trainee Related Questions ..... 1**

**Section C: For more assistance and feedback ..... 5**

**Section A: General Questions on SGUnited Traineeships Programme**

<b>General Questions</b>	
<b>1</b>	<b>What is SGUnited Traineeships Programme?</b>
SGUnited Traineeships Programme provides fresh graduates from Institute of Technical Education (ITE), polytechnics, universities and other educational institutions with traineeship opportunities that last up to 9 months across various sectors.	
<b>2</b>	<b>How will SGUnited Traineeships Programme help Fresh Graduates</b>
These traineeships will help fresh graduates develop industry-relevant skills during a weaker hiring climate and boost their employability in preparation for the eventual recovery.	

**Section B: Trainee Related Questions**


<b>Trainee Specific Questions</b>	
<b>1</b>	<b>How do I qualify to apply for a traineeship?</b>
<p>All trainees must fulfil the following criteria:</p> <ul style="list-style-type: none"> <li>• Singapore Citizen or Permanent Resident; and               <ol style="list-style-type: none"> <li>a. Graduated or graduating in calendar year 2019 or 2020 from ITEs, polytechnics, universities, or other educational institutions (e.g. private universities and overseas institutions); or</li> <li>b. Graduated earlier from above institutions and completed National Service in 2019 or 2020</li> </ol> </li> </ul> <p>Trainees who complete their studies from ITEs, polytechnics, universities or other educational institutions within 2020 but will only receive their certification in 2021 are eligible for the programme as well. Do note that all traineeships must commence by 31<sup>st</sup> Dec 2020.</p>	
<b>2</b>	<b>What if I graduated in 2018, can I still apply for traineeships?</b>
No. Individuals can explore job opportunities under SGUnited Jobs initiative or on MyCareersFuture.sg.	
<b>3</b>	<b>What if I am a mid-career switcher that just completed my part-time studies? What if I graduated previously and just completed my National Service in 2019 or 2020? What if I am a Master or PHD graduate? What if I am a graduate of a part-time degree?</b>

<p>Yes, as long as you meet the eligibility criteria.</p> <p>For Masters and PHD graduates that meet the eligibility criteria, the same estimated stipend rates accorded to university degree holders will apply.</p>			
4	<p><b>My National Service call-up starts in 2021. Can I take on a traineeship until my NS Enlistment Date?</b></p>		
<p>Yes, as long as you meet the eligibility criteria. But you should first ensure that you are able to commit full-time to the entire duration of the traineeship offered which can last up to 9 months. All traineeships must also commence by 31<sup>st</sup> Dec 2020.</p>			
5	<p><b>Can a trainee leave when the traineeship begins?</b></p>		
<p>Trainees are encouraged to stay on in the traineeships roles until completion, to pick up valuable industry experience to boost their employability. However, trainees can leave the traineeships at any point in time, if there are good reasons to do so (e.g. offered a full-time role elsewhere). Before doing so, trainees should provide sufficient notice to the host organisation, as stipulated in the training agreements.</p>			
6	<p><b>As a trainee, if I am offered a full-time role with the host organisation while on a traineeship, can I accept it?</b></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.</p>			
7	<p><b>What happens upon the completion of the traineeship?</b></p>		
<p>Upon the completion of the traineeship, trainees will cease training at the host organisation. Host organisations can decide if they would like to hire the trainee on a full-time basis based on the traineeship performance. Trainees are also able to pursue career opportunities elsewhere.</p> <p>The traineeship experience will equip them with more industry-relevant knowledge and skills, which will boost their employability when the economy recovers. Trainees that require further support in their job search journey, can also tap on career matching services offered by WSG's <u>Career Connect Services</u> and NTUC's e2i's career centres.</p>			
8	<p><b>How much is a trainee's training allowance?</b></p>		
<p>Host organisations are to provide a monthly training allowance depending on the traineeship scope, based on the traineeship requirements as below</p>			
	<p><b>Required qualifications or their equivalents</b></p>	<p>University degree or above</p>	<p>Polytechnic diploma or professional qualifications</p>
			<p>ITE or equivalent</p>

<b>Estimated Monthly Training Allowance<sup>1</sup></b>	\$1,800 - \$2,500	\$1,300 - \$1,800	\$1,100 - \$1,500
<b>9</b>	<b>Can graduates only apply for roles that correspond with their qualifications?</b>		
Graduate applicants are strongly encouraged to apply for traineeship roles that correspond with their qualifications. Graduate applicants can also apply for traineeship roles with lower qualifications criteria, but the specified training allowance will apply.			
<b>10</b>	<b>What kind of benefits (annual and sick leave etc.) can I get while on traineeship?</b>		
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.			
Host organisations are highly encouraged to provide a minimum of 7 days of paid Annual Leave and 7 days of paid Medical Leave per year of traineeship, which will be pro-rated based on the actual length of the traineeship programme.			
<b>11</b>	<b>Will I be covered by workplace insurance?</b>		
The workplace injury insurance will be provided.			
<b>12</b>	<b>Who will be paying me my monthly training allowance?</b>		
The monthly training allowance will be given to trainees by the host organisation on a monthly basis for the duration of the traineeship.			
<b>13</b>	<b>Will I be getting CPF Contributions during the course of the traineeship?</b>		
Under the SGUnited Traineeships Programme, there is no employer-employee relationship. Host organisations will not make any CPF contributions during the period of the traineeship.			
<b>14</b>	<b>When does the SGUnited Traineeship Programme start? How can I apply?</b>		
Recent graduates who are keen to apply for SGUnited Traineeships can visit <a href="http://mycareersfuture.gov.sg">mycareersfuture.gov.sg</a> and search for traineeship opportunities under the hashtag <b>#SGUnitedTraineeships</b> or select “For new and recent graduates” under government support. Click <a href="#">here</a> to explore SGUnited Traineeships opportunities or scan the QR code below.			

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



15	<b>How will the traineeship matching and onboarding take place under this programme?</b>
All traineeship vacancies will be uploaded on <a href="https://mycareersfuture.gov.sg">mycareersfuture.gov.sg</a> , which will provide a single point for individuals to apply for such positions. Host organisations will then reach out to applicants directly based on their shortlisting and selection processes.	
16	<b>How would I know which organisations on mycareersfuture.sg are approved host organisations offering SGUnited Traineeships?</b>
To check if the organisations on mycareersfuture.sg are approved host organisations, you can visit <a href="https://wsg.gov.sg/SGUnitedTraineeships-Trainees">wsg.gov.sg/SGUnitedTraineeships-Trainees</a> and check against the List of Approved Host Organisations that will be regularly updated. Applicants can also search for SGUnited Traineeship opportunities on mycareersfuture.sg by checking the 'For new and recent graduates' filter under Government Support.	
17	<b>Who can I contact if my host organisation has poor HR practices?</b>
Should trainees encounter any issues with the host organisation, trainees can reach out to the Singapore Business Federation, our programme manager, with the following: Contact Number: 6827 6828 Email: <a href="mailto:institute@sbf.org.sg">institute@sbf.org.sg</a> Online Form: Click <a href="#">here</a> or scan the QR code below	
	
18	<b>Am I allowed to apply for a traineeship vacancies if I'm currently on a contract/ part time employment?</b>
Yes, you may apply onto any of the approved traineeship opportunities found on MyCareersFuture. Graduates will need to ensure that they can participate in the traineeship programme on a full-time basis to qualify for funding, if they are selected by the host organisation for the traineeship applied for.	
19	<b>What if I am unable to secure a traineeship?</b>

Applicants unsuccessful in securing a traineeship can sign up for other traineeship opportunities on [mycareersfuture.sg](https://mycareersfuture.sg) or seek assistance from WSG's [Career Connect Services](#) and [NTUC's e2i's career centers](#).

### **Section C: For more assistance and feedback**

1	<b>Who can I contact if I have more queries on SGUnited Traineeships Programmes?</b>
---	--

If there are any further queries on SGUnited Traineeships Programme, please submit your query [here](#) or scan the QR code below.

