

**CAREER CONVERSION PROGRAMMES (CCPs) FREQUENTLY ASKED QUESTIONS (FAQS)
[FOR PUBLIC INFORMATION]**

| S/N | Questions and Answers |
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| A1 | General Questions on CCPs |
| 1 | What are CCPs? |
| | CCPs are conversion programmes targeted at mid-career switchers, to undergo skills conversion and move into new occupations or sectors that have good prospects and opportunities for progression. |
| 2 | How many modes of CCPs are there? |
| | <p>Modes of CCPs include:</p> <ul style="list-style-type: none"> • Place-and-Train: Mid-career individuals are hired by a participating employer before undergoing training to take on new job roles • Attach-and-Train: Mid-career individuals are provided with training and work attachments in advance of job placement, through industry partners in growth sectors. • Redeployment/Job Redesign (JR) Reskilling: Targeted at companies that are undergoing business transformation, and where their existing workers are at risk of redundancy or in vulnerable jobs due to the transformation. These workers will be provided with training to take on new job roles or redesigned job roles within the same company. |
| 3 | What is Attach-and-Train CCP? |
| | Attach-and-Train (AnT) is a mode of CCP, in addition to PnT. Mid-career individuals will go through conversion training to become job-ready, ahead of placement in selected growth sectors. |
| 4 | What is the difference between Redeployment and JR Reskilling CCPs? |
| | <p>Redeployment CCPs are targeted at job roles that are at near-term risk of redundancy, whereas JR reskilling CCPs go further upstream to identify job roles that are vulnerable due to business transformation plans but are not immediately at-risk. Both types of CCPs equip the existing workers with new skills that can allow them to take on new or redesigned job roles as a result of the business transformation.</p> <p>Interested companies may approach the relevant programme partner on which type of programme you may qualify under.</p> |
| 5 | Who is the target audience for CCPs? |
| | CCPs are targeted at Singapore Citizens/Permanent Residents (SC/PR) mid-career switchers, who have graduated or completed NS, for no less than 2 years. |
| 6 | What is the general structure of CCPs? |
| | CCP training generally comprises structured On-the-Job (OJT) training delivered by the hiring employers and external training (by external training providers). |

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| 7 | What is the typical training duration for a CCP? |
| | The duration of a CCP typically ranges between 3 to 24 months, depending on the programme and job requirements. |
| 8 | Will the AnT CCP trainees be placed into jobs after the completion of the programme? |
| | <p>Host employers are strongly encouraged to offer employment to eligible trainees who have met satisfactory training and performance requirements. The AnT CCP participants will also be able to leverage the skills and experience acquired as part of the attachment in their job search.</p> <p>The AnT CCP Programme Partners may also provide assistance to support trainees in sourcing for employment opportunities.</p> |
| 9 | How do we ensure good placement outcomes for those on AnT CCPs, since they do not secure a job upfront at the start of the programme? |
| | <p>WSG will work with industry partners in sectors where the outlook for growth is promising. The AnT CCP capacity is also decided in close consultation with the respective sector agencies.</p> <p>The Programme Partners will help to screen jobseekers to provide assurance that AnT CCP trainees have the right attitude and are suitable for the identified job roles. In addition, the work attachments that AnT CCP trainees go through will help them to be job-ready and be given job opportunities with potential employers.</p> |
| 10 | What are some of the sectors where CCPs have been rolled out? |
| | <p>CCPs are available in many different sectors, such as Healthcare, Infocomm Technology, Manufacturing and Early Childhood Care and Education.</p> <p>Currently, WSG has close to 100 CCPs across around 30 sectors.</p> |
| 11 | How are sectors chosen for AnT CCPs? How many sectors have been selected so far? |
| | The sectors are selected based on those with growth potential, which are likely to have demand for trained manpower in the longer term. Some of the sectors include Healthcare, Infocomm Technology and Financial Services. |
| 12 | Which are the sectors that will introduce PnT CCPs moving forward? |
| | More new PnT CCPs will be progressively launched in sectors with hiring demand such as Infocomm Technology and Energy & Chemicals amongst others. |
| A2 | Mid-career Individuals Specific Questions |
| 1 | What are the eligibility criteria for mid-career individuals who wish to participate in a CCP? |

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| | <p>The general non-academic criteria for mid-career individual are:</p> <ul style="list-style-type: none"> • Singapore Citizen or Permanent Resident • Minimum 21 years old • Graduated or completed National Service, for at least 2 years* • New job role trained for under the CCP should be substantially different from previous job role(s), hence requiring reskilling for career conversion#) <p>Able to commit to full-time employment or attachment in a participating company</p> <p><i>*This will be counted from the date of graduation from latest qualification, or date of completion of national service, whichever is later</i></p> <p><i>#CCPs are geared towards helping mid-career individuals acquire skills to change careers. Hence, there is a requirement for career conversion when mid-career individuals undergo a CCP. However, individuals who have a continuous employment gap of at least 2 years prior to CCP commencement will be allowed to apply for CCP job roles similar to their previous jobs.</i></p> <p>Beyond the general eligibility criteria, other course-specific entry criteria and employer-specific shortlisting process may apply for different CCPs.</p> <p>CCP applicants should also not be:</p> <ul style="list-style-type: none"> • Shareholders### of the CCP participating company, or its related entities • Immediate ex-staff of the CCP participating company or its related entities • Related to the owners^ of the CCP participating company <p><i>### Does not apply to publicly traded shares in listed companies</i></p> <p><i>^ For non-publicly listed companies, refers to individuals with shareholding per ACRA profile</i></p> |
| 2 | I am currently in employment. When can I tender my resignation to apply for CCPs? |
| | Applicants are advised to tender their resignation only upon receiving clear indication that their enrolment into the CCP programme is successful and signing of the employment/trainee contract with the participating CCP company. |
| 3 | How can jobseekers apply for CCPs? |
| | Interested applicants can visit the CCP website here to understand the opportunities and apply. Suitable applicants will be shortlisted by programme partners or participating employers for interviews. |
| 4 | I have been out of employment for a long period of time. Am I eligible to apply for CCP job roles that are similar to my previous job roles? |
| | Individuals who have been out of the labour force or have a continuous employment gap of at least 2 years* prior to CCP commencement will be allowed to apply for CCP job roles similar to their previous jobs. |

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| | <p>Please note that the Programme Partners will require additional supporting documents such as a declaration from the individual, the individual's resume and CPF contribution statements to verify the employment gap.</p> <p><i>Note: The 2-year employment gap must be continuous and will exclude National Service during that period.</i></p> |
| A3 | Employers-Specific Questions |
| 1 | What are the benefits of CCPs, and how effective have the programmes been? |
| | <p>Employers can tap on CCPs to expand their talent pipeline beyond job-ready candidates to meet their manpower needs.</p> <p>Placement is the key objective for CCPs. In 2020, close to 6,300 individuals were placed through CCPs, which is an increase over the placement achievements in 2019.</p> |
| 2 | What are the eligibility criteria for Employers? |
| | <p><i>Place-and-Train / Redeployment / Job Redesign (JR) Reskilling:</i> The participating company must fulfil the following criteria:</p> <ul style="list-style-type: none"> • Registered or incorporated in Singapore • Must be able to offer the CCP trainee a full-time employment contract on permanent terms or on contract terms that are no less than one (1) year, directly related to the job which the CCP is for, with remuneration that is commensurate with the market rate • Commit to the CCP training arrangements for the mid-career individuals that they have selected • Be committed to work with WSG or its appointed partner on the necessary administrative matters related to the programme • For applications for redeployment/JR Reskilling CCPs, companies are required to submit details of their business transformation plan for evaluation by the appointed programme partners. <p><i>Attach-and-Train:</i> Hosting employers will need to meet the following criteria:</p> <ul style="list-style-type: none"> • Registered or incorporated in Singapore • Offer full-time attachment positions directly relevant to identified Attach-and-Train CCP job occupations • Commit to Attach-and-Train CCP training arrangements • Be committed to work with WSG or its appointed partner on programme administrative requirements |
| 3 | Are SMEs eligible for CCP? |
| | Yes, as long as above criteria in A3.2 are met. |

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| 4 | How can a company sign up for CCPs? |
| | <p>CCPs are typically administered by Programme Partners, which are usually industry partners that will work with companies on CCPs.</p> <p>Interested employers can click here to explore the CCPs currently available. Once you have found CCPs that you are keen on, you can register your interest in them by filling up this form. The respective Programme Partner will follow-up on your interest. For applications for redeployment/JR Reskilling CCPs, companies are required to submit details of their business transformation plan for evaluation by the appointed programme partners.</p> |
| 5 | Why was there a change in funding period for salary support for CCPs from 1 September 2020 onwards? |
| | <p>With the introduction of the Jobs Growth Incentive (“JGI”), from 1 Sep 2020, WSG made adjustments to the salary support disbursements for all new hires on CCPs for the JGI qualifying periods. The intent is to spread out salary support disbursements over a longer period to encourage companies to retain new hires under the CCPs. The duration of funding will now include the original training duration and an additional retention period equivalent to the training duration. Overall salary support funding per new hire remains unchanged.</p> |
| 6 | Since JGI Phase 5 only applies to mature hires not in work for at least six months, persons with disabilities and ex-offenders, why do the CCP funding adjustments apply to all new hires? |
| | <p>Though the JGI extension until Mar 2023 only covers certain groups of new hires, WSG will apply the funding adjustments to all new CCP trainees hired until Mar 2023, in the same spirit of encouraging hiring and retention of local workers.</p> |
| 7 | How will my funding be affected if my new employees are participating in an existing CCP that is open for applications beyond 1 September 2020? |
| | <p>The total funding support will remain unchanged except that for new employees hired between 1 Sep 2020 to 31 Mar 2023 and placed on CCPs, the funding support will now be disbursed over both the training period and an additional equivalent retention period.</p> |
| 8 | If a pay raise is offered to an employee after the training period, will the salary support disbursed during the retention period be applied to the higher salary? |
| | <p>Yes, the salary support will be computed based on the actual salary over the training period and retention period respectively.</p> |
| 9 | Arising from these funding adjustments, are there any action required from the CCP participating companies who hire locals during the qualifying period of the JGI? |
| | <p>No action is required from these companies. The funding adjustments for new hires on conversion programmes will be done by WSG’s programme partners.</p> |