

**JOB REDESIGN RESKILLING PROGRAMME FOR FOOD SERVICES ASSISTANTS
FREQUENTLY ASKED QUESTIONS (FAQS)**

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S/N	Category
A	GENERAL QUESTIONS ON JOB REDESIGN RESKILLING PROGRAMME FOR FOOD SERVICES ASSISTANTS
1.	<p>What is Job Redesign Reskilling Programme for Food Services Assistants?</p> <p>Job Redesign Reskilling (JRR) Programme for Food Services Assistants aims to help companies in the food services industry train and upskill workers to take on redesigned and enhanced job roles as companies undergo business transformation.</p> <p>Food services companies can receive salary support of up to 90% capped at \$3,000/month per employee. The training comprises a mix of classroom and on-the-job training (OJT) of up to 3 months.</p>
2.	<p>Can companies participate in this JRR programme after undergoing SITP?</p> <p>Companies which have rolled out job redesign after undergoing SITP can tap on the JRR Programme to reskill their workers to take on the redesigned job roles. Companies can tap on SITP and the JRR Programme concurrently.</p>
3.	<p>What is the target audience for the JRR for Food Services Assistants?</p> <p>The JRR for Food Services Assistants is open to existing employees who will be taking on redesigned job roles in food services companies.</p>
4.	<p>What are the eligibility criteria for employers?</p> <p>All participating companies must fulfil the following criteria:</p> <ul style="list-style-type: none"> • Registered or incorporated in Singapore; • Committed to work with WSG or its appointed partner on the necessary administrative matters related to the programme; • Have a clear plan on how Job Redesign will transform old roles into new ones; • Able to offer redesigned job roles which (i) fulfils one or more job redesign outcomes; and (ii) pays monthly gross salaries of at least \$1,700 after the programme; and • Commit to reskilling and training arrangements.

<p>5.</p>	<p>Candidates under the programme must fulfil the following criteria:</p> <ul style="list-style-type: none"> • Singapore Citizen or Singapore Permanent Resident • Minimum 21 years old • Graduated or completed National Service for at least 2 years¹ • Current RnF employee of the participating company • Mature SCs will qualify for enhanced salary support rates • Employee must be employed by the company for more than 1 year at the point of the application and not newly hired after 1 Sep 2020 <p>Beyond the general eligibility criteria, applicants should also not be:</p> <ul style="list-style-type: none"> • Shareholders² of the participating company, or its related entities • Immediate ex-staff of the participating company or its related entities • Related to the owners³ of the participating company • Onboard other existing WSG Professional Conversion Programmes (PCP) / Place-and-Train (PnT) Programmes
<p>6.</p>	<p>How can companies apply and how will proposals be assessed?</p> <p>Interested companies may approach Singapore Productivity Centre (SGPC), the Programme Manager for JRR Programme to apply. Proposals will be assessed based on the merits of the project and extensiveness of the job(s) that are being redesigned, with technology as a key enabler. We urge companies to apply early with a complete set of application documents, as funding availability is on a first-come-first-served basis.</p> <p>Do note that submission of an application does not guarantee an approval.</p>
<p>7.</p>	<p>What is not considered to be job redesign?</p> <p>Some examples that are not considered to be JR including, but not limited to:</p> <ol style="list-style-type: none"> 1. Natural career progression or promotion (e.g. promotion of job role from service crew to supervisor with additional responsibilities is not considered to be job redesign). 2. Enlarged job roles without any productivity enablement such as changes in the work processes to simplify, reduce and eliminate of manual labour processes is also not considered to be job redesign.

¹ This will be counted from the date of graduation from latest qualification, or date of completion of national service, whichever is later.

² Does not apply to publicly traded shares in listed companies

³ For non-publicly listed companies, refers to individuals with shareholding per ACRA profile

B		FUNDING GUIDELINES	
1.	What is the definition of fixed monthly salary?		
		Fixed Monthly Salary Components (Fixed Monthly Salary = Basic Monthly Salary + Fixed Monthly Allowances)	Excluded from Fixed Monthly Salary
		(A) Basic Monthly Salary	(B) Fixed Monthly Allowance
	Definition	Pay that does not vary from month to month, regardless of employee or company performance, and regardless of whether the employee takes medical or personal leave	Monthly allowances that do not vary from month to month such as fixed transport allowances
			<ul style="list-style-type: none"> - Variable allowances - Overtime payments, bonus, commission or annual wage supplements - In-kind payments - Any form of reimbursements, including for expenses incurred by employee in the course of employment - Productivity incentive payments - Contributions payable by the employer to any pension or provident fund, including any contributions made on the employee's behalf - Gratuity payable on discharge, retrenchment or retirement of employee
2.	What happens if trainee quit halfway?		
	<p>For trainees who drop out of the programme before completion of training, WSG's salary support will be pro-rated up to the individual's last working/training day of the month. Salary support will be prorated based on attendance derived from Trainee Details Template. Partial months to be pro-rated by the number of working days (excluding public holidays)</p>		
3.	Can the trainee claim absentee payroll (AP)?		
	<p>Trainees are not allowed to claim AP from PMs, or external training providers. For external courses, this will most likely be subsidised by SSG. WSG will only offer salary support during the training duration.</p>		
C		TRAINING PLANS	
1.	Can the OJT Blueprint exceed 3 months?		
	<p>Training duration should be minimally 3 months and above however supportable salary funding is only up to 3 months.</p>		
2.	What if I wish to revise my OJT blueprint after signing the LOA?		
	<p>OJT logbook should be referenced from OJT blueprint submitted at the point of application. Any deviations should be submitted to WSG for acknowledgement of change.</p>		