

**SGUNITED MID-CAREER PATHWAYS PROGRAMME – COMPANY ATTACHMENTS
FREQUENTLY ASKED QUESTIONS (FAQS) FOR HOST ORGANISATIONS
[FOR PUBLIC INFORMATION]**

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Section A: General Questions on SGUnited Mid-Career Pathways Programme - Company Attachments

General Questions	
1	What is SGUnited Mid-Career Pathways Programme – Company Attachments?
<p>The SGUnited Mid-Career Pathways programme was introduced to support mid-career individuals to widen their professional networks and gain new, in-demand skills while preparing for more permanent jobs in the future. Mid-career individuals on attachments can gain meaningful industry-relevant experience by being attached to a host organisation. Host organisations can fill these positions with mid-career individuals who bring with them a wealth of work experience. Upon completion of the attachment, Host organisations may consider hiring well-performing individuals as permanent employees when business conditions improve and when they have greater confidence to hire.</p> <p>[New] As all attachments must commence by 31 Mar 2022, indications of interest by host organisations to participate in the Programme will close by 31 Jan 2022, to allow host organisations sufficient time to shortlist and onboard trainees.</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> <ol style="list-style-type: none"> Host organisation must be registered or incorporated in Singapore*; Offer attachments ranging from a few months to 6 months (Attachments must commence by 31st March 2022) Provide clear attachment descriptions and development plans that would provide mid-career individuals with meaningful developmental opportunities during the attachment period, subject to approval by the appointed programme manager. Co-fund up to 20% of the training allowance for the duration of the attachment <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 Mid-Career Pathways Programme – Company Attachments?													
<p>Mid-career individuals will receive a training allowance during the duration of the attachment. The monthly training allowance provided may vary depending on the scope of the attachment.</p> <p>For Attachments commencing before 1 April 2021</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Monthly Training Allowance</td> <td style="text-align: center;">\$1,400 - \$3,000</td> </tr> <tr> <td style="text-align: center;">Government Funding</td> <td style="text-align: center;">80% of the training allowance</td> </tr> </table> <p>For Attachments commencing from 1 April 2021 onwards</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Standard Rate (SCs/PRs below age of 40)</th> <th style="text-align: center;">Enhanced Rate (For Mature* SC/PR individuals)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Monthly Training Allowance</td> <td style="text-align: center;">\$1,600 to \$3,000</td> <td style="text-align: center;">\$1,800 to \$3,800</td> </tr> <tr> <td style="text-align: center;">Government Funding</td> <td style="text-align: center;">80% of the training allowance</td> <td style="text-align: center;">90% of the training allowance</td> </tr> </tbody> </table> <p>* Mature individual is defined as being aged 40 and above.</p> <p><i>Note: The revised funding and training allowance rates, will apply for new attachments approved to commence from 1 April 2021 onwards</i></p>		Monthly Training Allowance	\$1,400 - \$3,000	Government Funding	80% of the training allowance		Standard Rate (SCs/PRs below age of 40)	Enhanced Rate (For Mature* SC/PR individuals)	Monthly Training Allowance	\$1,600 to \$3,000	\$1,800 to \$3,800	Government Funding	80% of the training allowance	90% of the training allowance
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3	Who can Host organisations take on the attachments to be offered under this programme?													
<p>All Singaporeans and Permanent Residents are eligible for the programme, with the exception of recent graduates who should apply for the SGUnited Traineeships Programme instead¹.</p>														
4	Must the mid-career individuals be unemployed to be eligible for this programme?													
<p>The programme is targeted to assist unemployed mid-career individuals. Participants should be able to commit to the programme on a full-time basis, at the point when they start the programme.</p>														
5	How many mid-career individuals can a host organisation take on?													
<p>The number of attachments accorded to each host organisation will be evaluated and approved by the Singapore Business Federation (SBF), based on the submitted development plans and the ability to provide mid-career individuals with meaningful growth opportunities.</p>														

¹ The SGUnited Traineeships Programme is open to fresh graduates who

- a. Graduated in calendar year 2019 to 2021 (both years inclusive) from ITE, Polytechnics, Universities, or other educational institutions (e.g. private universities and overseas institutions); or
- b. Graduated from above institutions and completed National Service between 2019 to 2021 (both years inclusive)

6	Are host organisations able to offer monetary benefits (i.e. bonuses) and overtime?
<p>Discretionary goodwill benefits are to be non-monetary only. Host organisations are reminded to strictly adhere to the training allowances approved by the Singapore Business Federation and note that top-ups borne by the host organisations are not allowed under the programme parameters. As attached mid-career individuals are not employees, they will not be entitled to bonuses or eligible for overtime/shift pay.</p> <p>Attached mid-career individuals should also not be made to put in overtime. But host organisations are allowed to provide them with transport or meals allowances on a reimbursement basis (with proof of receipts). Do note that these allowances are not covered under the 80%/90% funding and would be at the host organisations' cost.</p>	
7	Will host organisations have to make CPF contributions for attached mid-career individuals? Are attached mid-career individuals eligible for Job Support Scheme (JSS) or Job Growth Incentive (JGI) payouts?
<p>As this is an attachment programme, and there is no employment relationship between the attached mid-career individuals and host organisations, host organisations do not pay CPF. If there is intention to contribute CPF and establish an employment relationship, then such arrangements will not be eligible for funding under the SGUnited Mid-Career Pathways Programme – Company Attachments.</p> <p>As attached mid-career individuals are not considered employees, host organisations will not receive JSS or JGI payouts for them.</p>	
8	Are NSmen on attachments able to claim Make-Up Pay (MUP) during the course of their attachments?
<p>NSmen on the SGUnited Mid-Career Pathways Programme – Company Attachments will be able to claim for make-up pay (MUP) during their in-camp training (ICT) period, in view of training allowance forgone during the ICT period.</p> <p>The claims process should be undertaken by the NSmen and not the host organisations. Host organisations should pro-rate the mid-career individuals' training allowance in the event where the NSmen are required to carry out their ICT.</p>	
9	Will host organisations have to provide Annual and Sick Leave entitlements to the attached mid-career individual during the programme period?
<p>As this is an attachment where there is no employer-employee relationship, host organisations are not obliged to offer employee benefits to attached mid-career individuals. Host organisations may choose to offer non-monetary benefits on a discretionary goodwill basis.</p>	
10	Will there be any deduction to the attached mid-career individual's training allowance if he/she takes more than the proposed annual leave accorded during the programme period?
<p>Host organisations may exercise the right to deduct the mid-career individual's training allowance proportionately for such instances but will need to inform SBF in their monthly submissions. WSG will fund 80%/90% of the revised Training Allowance after deduction.</p>	

11	During the course of the SGUnited Mid-Career Pathways Programme – Company Attachments, can a Host Organisation terminate the attachment?
<p>In the event of unforeseen circumstances or unsuitable attached mid-career individual fit, host organisations can terminate the attachment while providing sufficient notice to the mid-career individual, as stipulated in the training agreement. They should seek approval from SBF, our programme partner, with an explanation for terminating the attachment. Likewise, attached mid-career individuals are also allowed to leave the attachment 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 attachment.</p>	
12	How will the 80%/90% Government Funding for the training allowance be provided?
<p>Host organisations are required to pay out the monthly training allowance to attached mid-career individuals 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>	
13	Can a host organisation submit a training allowance claim every 3 months instead of monthly?
<p>The programme follows a monthly reimbursement model unless otherwise stipulated.</p>	
14	Can a host organisation offer attached mid-career individuals a full-time role during the course of the attachment?
<p>Yes, host organisations can offer their attached mid-career individuals 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 attachment 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 attachment.</p>	
15	What is the maximum/minimum duration of an attachment programme?
<p>Host organisations can offer an attachment of up to 6 months. Host organisations will be given a duration of about 2 months to take on suitable mid-career individuals from the date of their application approval. We encourage all host organisations to provide an attachment for a period of at least 4 months to ensure mid-career individuals are able to have a meaningful attachment and take away industry-related skills. All attachments must begin by 31st March 2022.</p>	
16	Can the attachment period be extended during the programme? Can my organisation re-hire the same mid-career individual after the initial attachment has ended?
<p>No. The attachments cannot be extended as the duration was assessed based on approved plans. Your organisation will not be able to onboard the same mid-career individual on a SGUnited Mid-Careers Pathways – Programme (Company Attachments) again, even if for a different role within your organisation. Host organisations are encouraged to hire the mid-career individual if they find them suitable to carry on contributing to the organisation after the attachment is over.</p> <p>Host organisations may also wish to tap on other available Government grants, such as the Jobs Growth Incentive, for immediate hiring needs.</p>	

17	How can my organisation come onboard as a Host Organisation? How long will it take for SBF to approve my application to be a host organisation?
<p>Organisations who are interested may proceed to register their interest through the SGUnited Traineeships / Mid-Career Pathways Programme – Company Attachments track; QR code as below.</p> <p>SBF undertakes a rigorous screening process to ensure that participants have a positive and meaningful experience. How quickly an employer’s application is approved depends in part on the comprehensiveness of its submission. Factoring in time for SBF to seek clarifications, most applications are approved within 4 weeks.</p> <div data-bbox="172 663 440 927" data-label="Image">  </div> <p>Note: Submission of the Interest Form for SGUnited Mid-Career Pathways Programme – Company Attachments does not guarantee approval for the requested positions. WSG and SBF reserves the right to adjust the support duration and number of approved positions to be allocated, based on industry demand.</p> <p>[New] As all attachments must commence by 31 Mar 2022, indications of interest by host organisations to participate in the Programme will close by 31 Jan 2022, to allow host organisations sufficient time to shortlist and onboard trainees.</p>	
18	When can my organisation start the attachment programme?
<p>Attachments can commence after the following is in place:</p> <ol style="list-style-type: none"> 1) Host Organisation’s application for attachment positions has been approved by SBF 2) Letter of Offer for SGUnited Mid-Career Pathways– Company Attachments Programme issued by SBF to the host organisation 3) Host Organisation posts the attachment positions on mycareersfuture.sg portal and selects suitable applicants 4) Attachment agreement has been accepted and signed by the successful candidate(s) 5) Details of successful candidates updated to and cleared by SBF 6) Attachment positions on mycareersfuture.sg portal updated with successful candidates’ selection 	
19	Can my organisation select a mid-career individual who may be on a temp/contract/full-time role at the point of application but wish to join us under the programme?
<p>Host Organisations can consider shortlisting mid-career individuals who have applied to their attachment vacancies but may have existing contractual obligations at the point of application. However, at the point of commencement of the attachment programme, the selected candidate must be able to participate in the attachment programme on a full-time basis, to qualify for funding.</p>	
20	Given the COVID-19 situation, can my organisation do a virtual attachment programme?

<p>Yes, host organisations can develop virtual attachment programmes during this period of time. These will be evaluated by SBF to ensure that attachments conducted via this mode still provide meaningful developmental opportunities for the mid-career individuals.</p>	
21	<p>Can my organisation develop my own attachment programme? Are there any guidelines to follow?</p>
<p>Host organisations should propose development plans for the attachments offered. The Development Plan will be assessed by SBF. Development Plans for the mid-career individuals on attachments should be clearly different from the work done by a regular employee of the host organisation.</p>	
22	<p>Must my organisation post the attachment opportunities on MyCareersFuture.gov.sg (MCF)?</p>
<p>Yes, host organisations must post attachment opportunities on mycareersfuture.gov.sg. From there, host organisations will be able to receive applications from interested mid-career individuals and directly liaise with the applicants. Once the attachment is offered and accepted, the host organisation must inform SBF to begin the attachment. The host organisation must update the MCF posting and indicate that the opportunity has been filled.</p>	
23	<p>What happens if I am unable to fill up all the attachments requested for? Will there be a penalty?</p>
<p>Host organisations that are unable to take on enough mid-career individuals to meet their approved attachments vacancies will not be penalised, but the funding allocated by SBF to the host organisation will be adjusted if the positions are not filled expeditiously.</p>	
24	<p>Do organisations apply for the programme only when they have found a mid-career individual or should they apply for the programme first and then find the mid-career individuals?</p>
<p>Organisations should apply for the programme first, and upon application approval by SBF, then find the mid-career individuals via attachments postings on mycareersfuture.gov.sg portal.</p>	
25	<p>Must attachments be conducted in Singapore? Can my organisation send mid-career individuals to overseas offices for training?</p>
<p>Attachments offered by host organisations can be conducted overseas. Such requirements must be made known upfront during the posting of attachment opportunities on mycareersfuture.gov.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 approved attachment matching and onboarding take place under this programme?</p>
<p>All attachment opportunities will be uploaded on mycareersfuture.gov.sg, which will provide a single point for individuals to apply for. Host organisations can process attachment applications received for their attachment roles based on their selection and shortlisting processes.</p>	
27	<p>Can my company use a 3rd party representative to manage the recruitment of mid-career individuals?</p>

Application onto the SGUnited Mid-Career Pathways Programme – Company Attachments is free of charge and does not incur any administrative cost to the interested host organisation. Workforce Singapore does not endorse any 3rd party vendors offering such services.

Host organisations are permitted to engage 3rd party vendors under the programme to support their payroll / administrative requirements. However, 3rd party vendors are not permitted to submit any formal applications on behalf of the host organisations. Host organisations will still need to enter a Letter of Offer with SBF, and into Attachment Agreements with selected mid-career individuals.

3rd party vendors can 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 or who may be in doubt may approach SBF for more information.

28 **My organisation is a Group Organisation with many organisations under us, can a mid-career individual be put through attachments with my affiliated organisations?**

Mid-career individuals 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 attachment 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.gov.sg. SBF and WSG will conduct regular checks to ensure that host organisations comply fully with approved attachment plans.

Section C: For more assistance and feedback

1 **Who can I contact if I have more queries on SGUnited Mid-Career Pathways programmes?**

If there are any further queries on the SGUnited Mid-Career Pathways Programme – Company Attachments, submit your query [here](#) or scan the QR code below. Alternatively, host organisations can reach out to the Singapore Business Federation, our programme manager, through the following channels:

Hotline: 6797 0763

Email: SGUTP Customer Service (sgutp_cs@sbf.org.sg)

