## Factsheet on Careers & Skills Passport

#### About

Launched in November 2024, the Careers & Skills Passport is a personal digital repository to help Singaporeans take charge of their career health and better track their careers and skills development. It consolidates an individual's careers and skills data from Government-verified sources in one centralised and secured location, and enables this verified information to be shared easily with employers and potential hirers. The Careers & Skills Passport also functions as a career and skills planning tool to support individuals' professional development and growth, and provides individuals with access to careers, skills and industry insights.

The Careers & Skills Passport was developed by SkillsFuture Singapore in collaboration with the Ministry of Manpower, Ministry of Education, and Government Technology Agency. The Careers & Skills Passport has also received strong support from various stakeholders including online job portals, professional bodies and unions. To date, about 30 public and private entities have adopted or will be adopting the Careers & Skills Passport to recognise skills, facilitate talent recruitment and workforce planning. Please refer to <u>Table 1</u> for the list of partnering entities.

## Key components of the Careers & Skills Passport

The Careers & Skills Passport consists of four main sections:

## 1) Employment

This section contains verified employment data, such as employer name, employment period and occupation, from the Central Provident Fund Board and the Ministry of Manpower.

## 2) Skills

This section contains an overview of verified skills from individuals' certifications and from employer validation.

Under this section, individuals can also add skills that they acquired on their own.

## 3) Academic Qualifications

This section contains verified academic qualifications records from the Singapore Examinations and Assessment Board and Institutes of Higher Learning supported by the Ministry of Education. These include the Institute of Technical Education, Polytechnics, Autonomous Universities, and the Arts Institutions.

# 4) Professional Certifications

This section contains verified professional training records. They include Singapore Workforce Skills Qualifications certifications and certifications from other SSG-funded courses.

Individuals can also add their own certification records to enrich their passport.

# Who is it for?

• Individuals can use the Careers & Skills Passport to supplement their resumes and elevate their online job applications by curating their verified records, i.e. choosing verified records that they wished to share, and share them securely with partnering online job portals, such as Jobstreet and FastJobs. They can also generate a sharable link to their curated public profile and share them directly with potential employers.

As of 30 April 2025, 315,000 Singaporeans have accessed their Careers & Skills Passport and 4,900 of them have shared their Careers & Skills Passport data with partnering online job portals and potential employers.

With the Careers & Skills Passport, individuals can also use features such as the occupational and skills data insights to review their current skillsets to identify potential skills gaps and areas of growth for future career plans and receive personalised training recommendations.

• **Employers** can use the Careers & Skills Passport to access candidates' verified records during their recruitment process. With these, employers are able to shorten screening time, shortlist potential candidates more effectively, and minimise the risk of hiring based on misrepresented information.

With their employees' consent, employers can also use the Careers & Skills Passport for training and workforce planning. The Careers & Skills Passport will be useful for employers to take stock of their employees' skills, make informed decisions for employees' skills development and training, as well as their career progression pathways.

## Consent to Access and Share the Careers & Skills Passport Data

To ensure data privacy, individuals will need to give consent to access and share their data for the following:

- i) Creating a Careers & Skills Passport account through the MySkillsFuture portal
- ii) Including and accessing their employment data on the Careers & Skills Passport
- iii) Sharing their curated verified records in their Careers & Skills Passport on partnering online job portals or directly with prospective employers

For more information on the Careers & Skills Passport, please visit <u>https://www.myskillsfuture.gov.sg/csp</u>.

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#### **Table 1: List of Partnering Entities**

Government Agencies
Civil Service College
Ministry of Home Affairs
National Youth Council
Singapore Examinations and Assessment Board
Online Job Portals
Fastco Pte. Ltd.
Jobstreet.com Pte. Ltd.
Professional Bodies, and Unions
Food, Drinks and Allied Workers Union
Institute for Human Resource Professionals
Institute for Adult Learning
Institute of Banking and Finance Singapore
Singapore Computer Society
Partnering Institutions
Institute of Technical Education
LASALLE College of the Arts
Lifelong Learning Institute
Nanyang Academy of Fine Arts
Nanyang Polytechnic
Nanyang Technological University
National Institute of Early Childhood Development
National Institute of Education
National University of Singapore
Ngee Ann Polytechnic
Republic Polytechnic
Singapore Institute of Technology
Singapore Management University
Singapore Polytechnic
Singapore University of Social Sciences

Singapore University of Technology and Design Temasek Polytechnic