

**EARLY CHILDHOOD JOB REDESIGN INITIATIVE UNDER THE SUPPORT FOR JOB REDESIGN UNDER
PRODUCTIVITY SOLUTIONS GRANT (PSG-JR)
FREQUENTLY ASKED QUESTIONS (FAQs)
[FOR PUBLIC INFORMATION]**

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Section A: General Questions on The Early Childhood Job Redesign Initiative

General Questions	
1.	<p>What is the Early Childhood Job Redesign Initiative?</p> <p>The Early Childhood Job Redesign (EC JR) Initiative aims to support early childhood operators to improve their human capital practices and talent management through job redesign (JR). The initiative also enables operators to uplift workforce productivity and performance.</p> <p>Through the EC JR Initiative, operators will receive funding support for JR consultancy to complement and drive both their business and transform their workforce. The consultants supporting EC JR can be found here.</p> <p>The EC JR initiative supports operators to make jobs more productive and attractive for employees, and help operators hire and retain good workers.</p>
2.	<p>What are the benefits of the Early Childhood Job Redesign Initiative?</p> <p>Operators have many operational needs that fall beyond the educational and care scope of work. There are also many informal or ad-hoc assignments that are given to Educators and Infant and Early Years Educators.</p> <p>As these roles and tasks are often not properly structured, delegated and communicated, it leads to accountability, ambiguity and lack of support by peers.</p> <p>Through the Early Childhood Job Redesign Initiative, operators can focus on three priorities:</p> <ul style="list-style-type: none"> i) Review job content and performance support ii) Improve job attractiveness for talent attraction iii) Improve talent management processes for talent retention

3.	What are some considerations before embarking on the Early Childhood Job Redesign Initiative?
<p>Before embarking on the Early Childhood Job Redesign Initiative, operators will need to consider the following:</p> <ul style="list-style-type: none"> • What are the operations and admin pain points that staff commonly give feedback on? • Which are the tasks performed by the staff that can be made simpler or be removed by the adoption of technology solutions? • How much time could be freed up for the staff? • What opportunities are there to introduce higher value-adding tasks that benefits both the operational needs, as well as the staff’s aspirational and developmental needs. 	
4.	How to identify what job roles to redesign?
<p>Operators will first identify the job roles to be redesigned based on their operational and manpower needs which can be categorised into three categories:</p> <ul style="list-style-type: none"> • Development of hybrid job roles (e.g. Educator cum Curriculum Specialist) • Progression to support Centre Leaders in Centre operations • Multi-skilling to support Centre Leaders in Centre Management 	
5.	How do EC operators benefit from the consultant under this programme?
<p>Consultant will advise the operator on the following job redesign and human capital practices alignment:</p> <ol style="list-style-type: none"> a) Add job value and attractiveness through job enrichment or enlargement b) Improve job role by reviewing work processes or reducing manual work c) Change job profile and align HR practices to redesigned job role 	
6.	What are the project deliverables?
<p>Under the Early Childhood Job Redesign Initiative, the appointed consultant will work closely with the operator to prepare the following project deliverables:</p> <ol style="list-style-type: none"> i) Scope the JR project proposal for PSG-JR grant application ii) Perform job analysis for the intended job role(s) for redesign iii) Implement job redesign interventions iv) Revise job profile and align human resource practices to redesigned job roles v) Prepare necessary reports / documentations for PSG-JR claim submission 	
7.	Which consultant can I work with?
<p>The Early Childhood Job Redesign Initiative was piloted by WSG and EON Consulting & Training Pte Ltd, with their JR solutions validated with several EC operators.</p> <p>EC operators can engage and select other pre-approved JR consultants. Please visit GoBusiness Gov Assist (go.gov.sg/govassist-psgjr) for the list of pre-approved consultants under PSG-JR.</p>	

8.	What if operators are not able to complete the JR project within one year and project outcomes are not met? Can I still submit claims?
<p>Operators should strive towards completing the project with outcomes met within the approved project duration of one year. However, if more time is required for enterprises to complete the project, a formal request with valid justifications should be submitted to SNEF, to be approved on a case-by-case basis.</p> <p>Operators and consultants should work very closely to ensure that the milestones are met within the planned dates.</p>	
9.	What is the available funding for the Early Childhood Job Redesign Initiative?
<p>Funding for EC JR Initiative will be supported through PSG-JR.</p> <p>Eligible enterprises will receive the following for approved projects:</p> <ul style="list-style-type: none"> • Up to 50% (for SMEs) and 30% (for non-SMEs) funding for consultancy services, capped at \$30,000 per enterprise <p>On top of the above funding support for PSG-JR, enterprises can also tap on the SkillsFuture Enterprise Credit (SFEC) to defray out-of-pocket (OOP) expenses. Eligible enterprises will receive a one-off \$10,000 credit per firm to cover up to 90% of OOP expenses.</p> <p>More details can be found at https://www.enterprisesg.gov.sg/financial-support/skillsfuture-enterprise-credit</p>	
10.	What are the eligibility criteria for PSG-JR?
<p>All participating enterprises must fulfil the following criteria:</p> <ul style="list-style-type: none"> • Registered or incorporated and operating in Singapore; and • Must have at least three local employees¹ at the point of application; <p>In addition to the criteria above, at the point of application, the applicant must not have:</p> <ul style="list-style-type: none"> • Made any payment to a pre-approved JR consultant or third party in relation to the engagement of JR-related consultancy service, • Signed or confirmed any contract or purchase order with a pre-approved JR consultant or third party in relation to the engagement of JR-related consultancy service <p>All applications will be evaluated on a case-by-case basis.</p>	

¹ Local employees can be Singapore Citizens and Singapore Permanent Residents. For enterprises related to the same parent enterprise, these affiliates will have to prove that their employees are not double counted in the enterprises applying for PSG-JR.

11.	Are Non-Governmental Organisations (NGOs) & Non-Profit Organisations eligible for PSG-JR?
<p>Yes. NGOs and Non-profit organisations can apply for PSG-JR. The non-business entities that are eligible include:</p> <ul style="list-style-type: none">• Charities and Institutions of a Public Character• Voluntary Welfare Home• Cooperative societies• Societies (including community services societies)• Religious entities• Commercial Home (including private nursing homes)	
12.	Can I tap on PSG concurrently for equipment/IT solutions while I am on the PSG-JR project?
<p>Yes. Enterprises can tap on PSG concurrently to support the costs of equipment/IT solutions.</p>	

Section B: Application Process

1.	How do I apply for EC JR?
<p>Below are the steps to apply for the EC JR:</p> <ol style="list-style-type: none"> 1. Operators may fill up the interest form via this link. 2. Approach any pre-approved PSG-JR consultants to obtain quotation (but not enter into any contract) and work with them to complete the consultancy proposal (based on the template that can be accessed through Business Grants Portal (BGP)) 3. Enterprise should not sign any contract or make any payment before submitting the PSG-JR application. 4. Submit an application on BGP at https://www.businessgrants.gov.sg. 	
2.	What are the documents required when applying for PSG-JR?
<p>The required documents when applying for PSG-JR include:</p> <ul style="list-style-type: none"> • Consultant’s quotation- itemised JR consultancy costing from pre-approved JR consultant • Consultancy proposal (based on template accessed through BGP) • Latest CPF form 90 for the past 3 months (for proof of at least 3 local employees in the enterprise at the point of application, based on the eligibility criteria) 	

Section C: For Further Assistance or Feedback

1.	Should there be more queries on the Early Childhood Job Redesign Initiative, who can operators contact?
<p>Operators that are interested to find out more about Early Childhood Job Redesign Initiative can fill up this form.</p>	
2.	Who can enterprise contact should they have more queries on PSG-JR or CorpPass and Business Grant Portal Issues?
<p>If there are any further queries on PSG-JR or CorpPass and Business Grant Portal issues, you may approach the relevant contacts provided below:</p> <p>PSG-JR Programme: Singapore National Employers Federation (SNEF) – Appointed Programme Manager E: psgjr@snef.org.sg</p> <p>CorpPass Issues: CorpPass Helpdesk E: support@corppass.gov.sg T: +65 6643 0577</p> <p>Business Grants Portal Issues: Business Grants Portal Helpdesk E: BGP_Helpdesk@enterpriseSG.gov.sg T: +65 6708 7288</p>	