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

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Section A: Host Organisation Related Questions

Host Organisation Specific Questions	
1	**What are the requirements for an organisation to be eligible as a Host Organisation?**

All host organisations must fulfil the following criteria to qualify for the SGUnited Mid-Career Pathways Programme:

a. Host organisation must be registered or incorporated in Singapore[1];
b. Offer attachments ranging from four to six months
c. Provide clear attachment description(s) and development plan(s) that would provide mature mid-career individuals with meaningful developmental opportunities during the attachment period, subject to approval by the appointed programme manager.
d. Co-fund 30% of the training allowance for the duration of the attachment
e. Have the available headcount(s) to hire, and must commit to converting the trainee(s) into employment by the end of the attachment, if their performance is satisfactory
f. Able to pay the mature mid-career individual with same or higher fixed monthly salary[2] compared to the training allowance, upon early or post-attachment conversion

2	**What is the funding rate for SGUnited Mid-Career Pathways Programme?**

Mature 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.

Monthly Training Allowance	$1,800 - $3,800 per month
Government Funding	70% of the training allowance

3	**Who can Host organisations take on the attachments to be offered under this programme?**

All Singaporeans and Permanent Residents aged 40 and above are eligible for the programme. Host organisations are **not permitted** to onboard individuals who fall within the following criteria:

a. Current employees, immediate ex-employees, or shareholders of the organisation (or its related entities)
b. Individuals who were offered an employment contract by the organisation

[1] 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.
[2] Fixed monthly salary includes basic monthly salary and fixed monthly allowances and does not include employer's CPF contribution.

c. Individuals who are related to the owners/shareholders/employees[#] of the participating host organisation

[#]*Employees in this context refer to individuals who are able to make or influence decisions to onboard and/or hire trainees. Examples include the hiring managers and HR officers.*

4	**Must the trainee be unemployed to be eligible for this programme?**

The programme aims to support mature mid-career jobseekers, in securing attachments with host organisations. Trainees should be able to commit to the programme on a full-time basis, at the point when they start the programme.

5	**How many trainees can a host organisation take on?**

The number of attachments accorded to each host organisation will be evaluated and approved by the Singapore Business Federation (SBF), based on the organisation's ability to provide trainee with meaningful attachment experience, its workforce size, the quality of development plans and the ability to hire the participants at the end of the programme period.

If an organisation's related entities also applied for the SGUP programme, SBF may take into account the workforce size of the organization and related entities as a whole in evaluating their SGUP applications, especially if there are overlaps in the workforce between the organization and related entities. This is to mitigate potential risk of abuse of the programme, as there may be instances where the organization and its related entities have a small workforce as a whole and would not be able to offer trainees with a meaningful attachment experience.

6	**Must the host organisation hire the trainee upon completion of the programme? Can the host organisation convert the trainee before the end of the programme?**

Yes, all host organisations participating in the programme must commit to hire the trainees upon completion of the programme, if their performance is satisfactory. Host organisations are also required to provide proof that headcount is available in the application process. Otherwise, further funding for the host organisation may be denied if the commitment is not followed through.

To encourage early conversion of trainees to full-time employment, we will continue to provide training allowance subsidies for host organisations that convert trainees who have completed at least three months of the attachment.

In the case of early conversions or post-attachment conversions, the job role that the trainee is offered should minimally pay the same or higher than the approved training allowance. Should these requirements not be met, the final tranche of training allowance subsidies will be withheld.

Upon conversion of trainee to a full-time employee, host organisations will be required to update SBF of this development and provide relevant documentation (e.g. employment contract) prior to claims submission.

7	**Are host organisations able to offer monetary benefits (i.e. bonuses) and overtime?**

Discretionary monetary goodwill benefits are **not permitted**. Host organisations are reminded to strictly adhere to the training allowances approved by the Singapore Business Federation and note that monetary

top-ups (even those solely borne by the host organisations), including allowances and overtime pay, are **not allowed** under the programme parameters.

However, host organisations are permitted to provide participants with transport or meals allowances on a **reimbursement basis (with proof of receipts)**. Do note that these allowances are not covered under the 70% funding and would be at the host organisations' cost.

8	**Will host organisations have to make CPF contributions for trainees? Are trainees eligible for Job Support Scheme (JSS) or Job Growth Incentive (JGI) payouts?**

As this is an attachment programme, and there is no employment relationship between the trainees and host organisations, host organisations **are not allowed or required** to make CPF contributions for the trainees during the programme duration.

As trainees are not considered employees during the programme duration, host organisations will not receive JSS or JGI payouts for them.

9	**Are NSmen on attachments able to claim Make-Up Pay (MUP) during the course of their attachments?**

NSmen on the SGUnited Mid-Career Pathways Programme 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.

The claims process should be undertaken by the NSmen and not the host organisations. Host organisations should pro-rate the trainees' training allowance in the event where the NSmen are required to carry out their ICT.

10	**Will host organisations have to provide Annual and Sick Leave entitlements to the trainee during the programme period?**

Host organisations are not obliged to offer employee benefits to trainees during the programme but are highly encouraged to offer non-monetary benefits on a discretionary goodwill basis; such as a minimum of seven days of paid Annual Leave and seven days of paid Medical Leave per year of attachment, pro-rated based on the actual length of the attachment programme.

11	**Will there be any deduction to the trainee's training allowance if he/she takes more than the proposed annual leave accorded during the programme period?**

Host organisations may exercise the right to deduct the trainee's training allowance proportionately for such instances but will need to inform SBF in their quarterly submissions. WSG will fund 70% of the revised Training Allowance after deduction.

12	**During the course of the SGUnited Mid-Career Pathways Programme, can a Host Organisation terminate the attachment?**

In the event of unforeseen circumstances or unsuitable trainee fit, host organisations can terminate the attachment while providing sufficient notice to the trainee, as stipulated in the training agreement.

Likewise, trainees are also allowed to leave the attachment at any time if there are good reasons to do so and while providing sufficient notice to the host organisation. Government funding for the training allowance will be pro-rated for the duration of the fulfilled attachment period.

Host Organisations are required to seek approval from SBF providing documentation with an explanation for terminating the attachment.

13	**How will the 70% Government Funding for the training allowance be provided?**

Host organisations are required to pay out the training allowance to trainees on a monthly basis.

SBF will reimburse the government co-funded portion of the training allowance on a quarterly basis to the host organisations on the programme.

14	**Can a host organisation submit a training allowance claim on a monthly basis instead of quarterly?**

The programme follows a quarterly reimbursement model. Host organisations should adhere to the quarterly schedule when submitting their claims to SBF.

Please email SBF at sgutp_cs@sbf.org.sg for any claims related queries.

15	**What is the allowed duration of an attachment programme?**

Host organisations can offer an attachment of between four to six months.

16	**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?**

Organisations who are interested may proceed to submit their application here or via the QR code below.

SBF undertakes a rigorous screening process to ensure that all application adheres to the programme requirement. 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 should be approved within 4 working weeks.

Please email SBF at sgutp_cs@sbf.org.sg for any application related queries.

17	**When can my organisation start the attachment programme? How long is my organisation given to fill the approved opportunity with a trainee?**

Attachments can commence after the following is in place:

1) Host Organisation's application for attachment positions has been approved by SBF
2) Letter of Offer for SGUnited Mid-Career Pathways 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 and cleared by SBF
6) Attachment positions on mycareersfuture.sg portal updated with successful candidates' selection

Host organisations will be given a duration of 3 months to find a suitable mature mid-career individual from the date of their approval letter issued by SBF.

Note: WSG will act against host organisations and/or persons who are found to have provided inaccurate information or falsified documents for the purpose of obtaining grant support under the programme. This includes but are not limited to the rescinding grant approvals, recovery of grants disbursed, referral to police for further investigations and debarment from participation of any WSG programmes/schemes in the future.

18	**Can I consider an individual who was previously onboard the SGUnited Traineeships / SGUnited Mid-Career Pathways Programme with my organisation?**

Host organisations **<u>are not permitted</u>** to onboard the same individual who undergone an attachment with their organisation under the previous programme. Repeated trainees under the revised programme with the same host organisation is also not allowed.

Note: This includes individuals who may have resigned or been terminated by the host organisation.

19	**Must attachments be conducted in Singapore? Can my organisation send trainees to overseas offices for training?**

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.

20	**Can my organisation select a mature 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?**

Host organisations can consider shortlisting any mature mid-career individuals who have applied to their attachment vacancies but 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 and should not have concurrent contractual obligations to other organisations.

21	**Given the COVID-19 situation, can my organisation do a virtual attachment programme?**

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.

22	**Can my organisation develop my own attachment programme? Are there any guidelines to follow?**

Host organisations should propose development plans for the attachments offered, which will be assessed by SBF at the point of application.	
23	**Must my organisation post the attachment opportunities on MyCareersFuture.gov.sg (MCF)?**
Yes, host organisations must post attachment opportunities on MyCareesFuture.sg once your application is approved by SBF. From there, host organisations will be able to receive applications from interested mature 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/remove the MCF posting and indicate that the opportunity has been filled.	
24	**What happens if I am unable to fill up all the attachments requested for? Will there be a penalty?**
Host organisations will be given a duration of three months to find a suitable trainee from the date of their approval letter issued by SBF. Host organisations that are unable to take on enough trainees to meet their approved attachments vacancies will not be penalised. However, SBF will take this into consideration in assessing the number of positions approved for the host organisation in subsequent applications Extensions may be provided with strong justifications.	
25	**Do host 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?**
Organisations should apply for the programme first, and upon application approval by SBF, then find the mature mid-career individuals via attachments postings on mycareersfuture.gov.sg portal.	
26	**How will the approved attachment matching, and onboarding take place under this programme?**
Upon application approval, participating host organisations will have up to three months to shortlist and select suitable candidate(s) from their MCF posting(s) and submit the relevant documents to SBF for the individual to be onboarded under the programme. Upon receiving the approval from SBF on the selected trainee, host organisation may then proceed to commence the attachment.	
27	**Can my company use a 3rd party representative to manage the recruitment of mid-career individuals?**
Application onto the SGUnited Mid-Career Pathways Programme 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 into a Letter of Offer with SBF, and into Attachment Agreements with selected trainees.	

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 the trainee be put through attachments with my affiliated organisations?**
Trainees 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. Rotations to affiliated organisations is not permitted. SBF and WSG will conduct regular checks to ensure that host organisations comply with this requirement. Further action may be taken if host organisations are found to have breached the programme criteria.	

Section B: For more assistance and feedback

1	**Who can I contact if I have more queries on SGUnited Mid-Career Pathways Programme?**
If there are any further queries on the SGUnited Mid-Career Pathways Programme, 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_cs@sbf.org.sg	