

**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 Support for Job Redesign under Productivity Solutions Grant (PSG-JR)

General Questions	
1.	What is the Support for Job Redesign under Productivity Solutions Grant (PSG-JR)?
	<p>PSG-JR is an enhancement to the Productivity Solutions Grant (PSG) and aims to make redesigning jobs easier by providing enterprises with funding support for Job Redesign (JR) consultancy offered by a panel of pre-approved JR consultants. JR can drive both business and workforce transformation by helping to make jobs more productive and attractive for employees, and helping enterprises hire and retain good workers.</p>
2.	How is the JR consultancy support under PSG-JR different from the JR support under the Enterprise Development Grant (EDG)?
	<p>PSG-JR and EDG are separate schemes with different objectives and qualifying criteria.</p> <p>Enterprises that are keen to transform their business and workforce through JR can tap on PSG-JR. The scheme is supported by a panel of pre-approved JR consultants to guide enterprises in redesigning work processes, tasks and responsibilities.</p> <p>EDG on the other hand helps Singapore companies grow and transform, through projects that support enterprises upgrade, innovate, and overseas venture. For more information on EDG, click here.</p>
3.	What would be funded under PSG-JR?
	<p>Enterprises can receive funding support of up to 70%, capped at \$30,000 per enterprise for JR consultancy services offered by the pre-approved panel of JR consultants.</p> <p>In addition, eligible 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. More details on SFEC can be found here.</p>

4.	What will enterprises do under PSG-JR?
Enterprises will work closely with pre-approved JR consultants to redesign work processes, tasks and responsibilities to support their business and workforce transformation.	
5.	What are the criteria to qualify for PSG-JR support?
<p>All participating enterprises must fulfil the following criteria:</p> <ul style="list-style-type: none"> • Registered or incorporated and operating in Singapore; • Must have at least three local employees¹; • Must not have made any payment to a pre-approved JR consultant or third party in relation to the engagement of JR-related consultancy service; and • Must not have 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>	
6.	Are Non-Governmental Organisations (NGOs) & Non-Profit Organisations eligible for PSG-JR?
Yes. NGOs and Non-profit organisations can apply for PSG-JR. The non-business entities that are eligible include Charities and Institutions of a Public Character and Voluntary Welfare Organisations.	
7.	Can an enterprise concurrently tap on PSG and PSG-JR?
Yes. Enterprises can tap on PSG concurrently to support the costs of equipment/IT solutions.	

Section B: Application Process

1.	How can an interested enterprise apply for PSG-JR?
<ol style="list-style-type: none"> 1. Visit GoBusiness Gov Assist to view and access the list of pre-approved JR consultants 2. Select a pre-approved JR consultant of your choice, to scope a project and obtain quotation (but do not enter into any contract). Enterprise should not sign any contract or make any payment before submitting the PSG-JR application. 3. Work with the chosen pre-approved JR consultant to complete the consultancy proposal (based on the template that can be accessed through BGP). Enterprise should not sign any contract or make any payment before submitting the PSG-JR application. 4. Submit an application on BGP. Enterprises will need to register for a CorpPass account to transact on the portal. 	
2.	What documents are required when applying for PSG-JR?
<p>The following supporting documents would be required when applying for PSG-JR.</p> <ul style="list-style-type: none"> • Consultant's quotation- itemised JR consultancy costing from the pre-approved JR consultant • Consultancy proposal (based on template accessed through BGP) • CPF Form 90 for the past 3 months (for proof of at least 3 local employees in the enterprise, based on the eligibility criteria) • Other relevant supporting documents to support the project evaluation 	

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.

3.	Can an enterprise tap on PSG-JR support more than once?
Yes. Each enterprise (based on UEN) can have more than one approved PSG-JR application, within the overall funding cap of \$30,000 per enterprise.	
4.	Can an enterprise submit concurrent applications for PSG-JR?
Yes. This is allowed as long as the job roles or corresponding project scope to be impacted are different. The overall funding support accorded for projects submitted by the same UEN will be capped at \$30,000 per enterprise.	
5.	Can a pre-approved JR consultant submit the PSG-JR application on BGP on behalf of the enterprise?
No. The enterprise must submit the PSG-JR application by logging into BGP using their CorpPass details. However, consultants may guide enterprises through the submission process and in developing the project proposal.	
6.	Can there be changes made to the project after approval, such as the project scope or chosen JR consultant?
Yes, this is possible. The enterprise should write in to psgjr@snef.org.sg prior to effecting any changes to the approved project. SNEF will advise on the next course of action depending on the nature of the change request. Enterprises are to note that only completed projects under PSG-JR will be funded.	
7.	Can an enterprise qualify for funding support if the project does not complete within one year and outcomes are not met?
Yes. If more time is required for enterprises to complete the project and achieve the targeted outcomes, a formal request with valid justifications should be submitted to SNEF, to be approved on a case-by-case basis.	

Section C: Claims Process

1.	What is the claims submission process for PSG-JR?
<p>Following project completion, enterprises will have to submit their claims via BGP. There can only be one claim submission per approved application and the grant will be disbursed after claims have been approved.</p> <p>Enterprises need to ensure the:</p> <ul style="list-style-type: none"> • Claimant has engaged the pre-approved JR consultant as approved in the application; • Claimant has completed the PSG-JR project and achieved the committed deliverables; • Claimant has paid for the JR consultancy in full; and • Claimant has submitted all required claims documentation 	
2.	What are the documents required when submitting claims for PSG-JR?
<p>Enterprises should submit the following documentation when submitting their claims via BGP.</p> <ul style="list-style-type: none"> • Invoice • Bank statement showing payment • Receipt or cheque • Purchase order or signed acceptance of quotation/contract • Completed Project Report comprising: <ul style="list-style-type: none"> ○ Project Implementation Report 	

	<ul style="list-style-type: none"> ○ Project Milestones Log ○ Satisfaction survey on PSG-JR Consultancy Support (to be completed online) ● Any other supporting documents for claims or as required in BGP
3.	What is the grant disbursement process for PSG-JR?
	<ul style="list-style-type: none"> ● Disbursement of the PSG-JR grant will be credited directly to the enterprise's bank account through GIRO from SNEF ● A GIRO form will be sent to the enterprise's email address stated on BGP and more details will be provided once the application is approved. ● The completed GIRO form must be verified by the enterprise's bank and mailed to SNEF's address stated on the GIRO form before the enterprise's claim request is submitted. ● Enterprise will also be required to attach a copy of their latest bank statement showing bank letterhead, enterprise name & bank account number along with the GIRO form (transactions may be covered for confidentiality reasons). ● Enterprise will receive an acknowledgement email from SNEF once the GIRO form has been received. The enterprise will need to submit a new GIRO form if there are changes to the enterprise's account details.
4.	How will enterprises be notified of claims disbursement?
	An email will be sent to the enterprise's email address stated in BGP to inform of the claim disbursement.

Section D: Panel of Pre-approved JR Consultants

1.	How are the JR consultants selected and appointed on the pre-approved panel?
	The panel of pre-approved JR consultants were selected by WSG, MOM and SNEF via open public tender.
2.	What are the roles of the pre-approved consultants?
	<p>The pre-approved JR consultants will assist enterprises to:</p> <ul style="list-style-type: none"> ● Scope and develop PSG-JR proposals; and ● Implement the PSG-JR project within one year and ensure that committed deliverables are met
3.	Can an enterprise engage a JR consultant who is not on the pre-approved list?
	No. Enterprises will only qualify for PSG-JR funding for consultancy services provided by a JR consultant from the pre-approved panel.
4.	What would be the implication on a project if the JR consultant engaged withdraws from the panel?
	In the event of a consultant's withdrawal from the panel, the enterprise can continue to engage the JR consultant and complete the ongoing project assigned to them. If it is not possible to continue with the same consultant due to unforeseen circumstances, the enterprise should work with the assigned consultant to transfer their services to another pre-approved consultant. Funding support will be accorded to the enterprises for consultancy services provided by the JR consultant upon completion of the project.

Section E: For more assistance or feedback

1.	Who can enterprises contact should they have more queries on PSG-JR or CorpPass and Business Grants Portal Issues?
<p>PSG-JR Programme: Singapore National Employers Federation (SNEF) – Appointed Programme Manager for PSG-JR E: psgjr@snef.org.sg T: +65 6827 6910</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 FormSG Link: go.gov.sg/bgphelpdesk T: +65 6708 7288</p>	