**Letter of Confirmation for Career Supervision Programme (CSP)**

To: The Officer-in-Charge

Career Practitioners Division

Workforce Singapore

**Instructions**

1. This letter must be completed in full by the company/organisation sponsoring or supporting your course application. Itmust be printed on the company’s/organisation’s official letterhead and signed by your direct reporting officer.
2. Please submit the endorsed letter with your course/AOP application via the WSG eTEAMS online course registration portal.

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| **To be completed by the Direct Reporting Officer Sponsoring or Supporting the Course Application** |
| Please tick (✓) accordingly.  I am pleased to confirm that:   * The company/organisation is sponsoring the applicant named below for the Career Supervision Programme (CSP). * The company/organisation is supporting the applicant named below for the Career Supervision Programme (CSP).  |  |  |  | | --- | --- | --- | | Course Run No | : |  | | Course Start & End Date | : |  | | Name of Applicant | : |  | | NRIC/Fin No | : |  | | Designation | : |  | | Department | : |  |   The applicant has \_\_\_\_\_ year(s) of clinical and/or case work practice and \_\_\_\_\_\_ year(s) of supervisory experience\* in leading a team of career practitioners.  *\*please note that the supervisory experience does not include managerial/administrative supervision.*  **ROLES AND DUTIES IN CLINICAL SUPERVISION**  Describe the applicant’s roles and duties as a clinical supervisor (past/current role) leading a team of career practitioners. You may describe the future roles/duties of the applicant if he/she is expected to take on a supervisory position in the near future.  Please include the following details in your description:   * Start date for above supervisory role/duties * Staff being supervised (e.g. career advisors, career coaches, ECG counsellors, etc.) * Frequency and length of supervision provided.   I hereby confirm that the applicant has fulfilled the following CSP entry requirements. Please tick (✓) accordingly.   1. **Completed the Required Training**  * Has attended the WSG Career Facilitation Programme (CFP) or the WSQ Advanced Certificate in Career Development Facilitation (WSQ ACCDF)   *(please attach a copy of the course completion certificate)*  **2A. Obtained the WSG CDF Credential**   * Has obtained a valid Certified Career Advisor (CCA) Credential under the WSG Career Development Framework   *(please attach a copy of the CCA certificate)*   * Has obtained a valid Certified Career Practitioner (CCP) Credential under the WSG Career Development Framework   *(please attach a copy of the CCP certificate)*  *Please note that an applicant who has obtained any one of the above credentials is not required to complete 2B below.*  **OR**  **2B. Fulfilled the Required Hours in Providing Career Services**   * Has fulfilled 360 contact/face-to-face hours in providing career services (to both individuals/groups).   *(please complete* ***Table 1*** *below for details of career services provided by the applicant for the last 3 years)*  **BILLING DETAILS (For Company-Sponsorship Only)**   |  |  |  | | --- | --- | --- | | Company Registered Name | : |  | | Company UEN No | : |  | | Company Sub-BU Code | : |  | |  |  | *for Government Ministry/Statutory Board (if Any)* |   **DETAILS OF DIRECT REPORTING OFFICER**   |  |  |  | | --- | --- | --- | | Name of Direct Reporting Officer | : |  | | Designation | : |  | | Department | : |  | | Office Contact No | : |  | | Email Address | : |  | |  |  |  | | Authorised Signature | : |  | |  |  |  | |  |  |  | |  |  |  | | Date | : |  | |

**Table 1**:

**IMPORTANT: Please include clients seen from the past 3 years (from the date of course application) only**

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| **Type**  **(Individuals/Group)**  Please indicate whether clients are/were seen as individual(s) or group | **Your Role**  **(Employee/Pro-bono)**  Please indicate whether the career services are/were provided by you as an *employee* of your organisation, or on pro-bono basis | **Content**  What was the content of the career services provided, e.g. resume writing, job search skills, interview skills, ECG counselling, career advisory/coaching? | **Number**  Please include unique clients only | **Estimated Hours**  Please indicate contact hours spent on providing the career services |
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