



Career Conversion Programme(CCP) Wholesale Trade Professionals & Associates

Strategic Partners:



CCP for Wholesale Trade Professionals & Associates (CCP-WTPA)

Reskill existing employees to take on redesigned and enhanced job roles as companies undergo business and/or process transformation, as well as to attract new entrants and facilitate mid-career switchers into the Wholesale Trade (WST) Sector.

Provides Salary Support to employers in 2 key areas:

1



Hiring: Train New Hires*, from adjacent industries/roles, to undertake job roles within the company

Benefit: Attract and hire from a bigger pool of mid-career individuals and tap on their wealth of experience

2



Job Redesign: Train New/Existing Employees to undertake modified & new job roles within the company

Benefit: Create higher-value jobs and cultivate a multi-skilled workforce to undertake complex tasks

Eligibility Criteria

Trainee Eligibility :

- Singapore Citizen or PR
- Have graduated or completed NS for at least 2 years (minimum 2 years of working experience)
- Newly hired / Existing employees with at least 1 year of service with company
- Not be in similar job role prior joining the CCP
- Not shareholder of participating company and related entities. Not related person to its shareholders.
Not immediate ex-staff of participating company or related entities

Company Eligibility for New Hires :

- Registered or incorporated in Singapore
- Must offer the new hire a PMET job and issue a valid permanent employment contract. Full-time contract employment must be at least 12 months
- To have inter or intra sectoral conversions
- Must be able to provide structural On-the-Job Training (OJT)

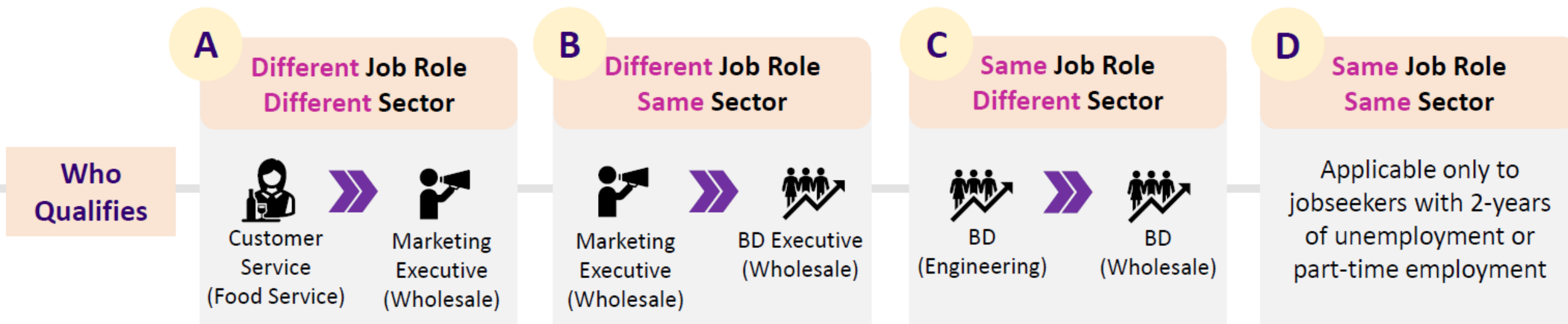
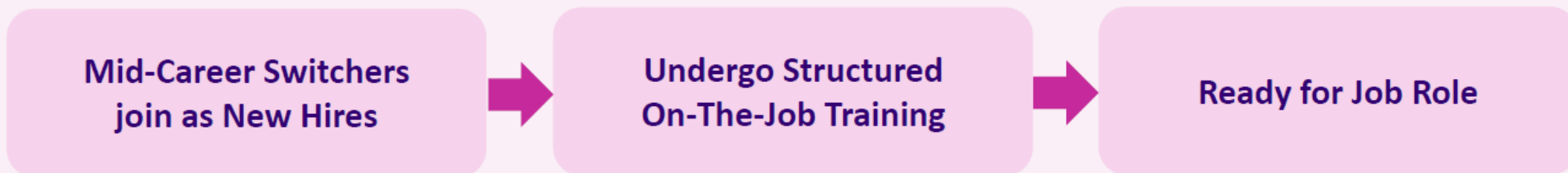
Company Eligibility for Existing Employees:

- Enterprise must have plans to kick start transformation efforts which require affected workers to be reskilled/retrained to take on higher value WST roles; and
- Transformation must affect at least 50% of current job scope*; and
- Affected employee must be employed by the company for more than 1 year at the point of application

*Job level and salary **should not be lower than previous** and where relevant, Company **should provide an increment (where possible) that commensurate the new role / responsibility if it is of higher job value.**

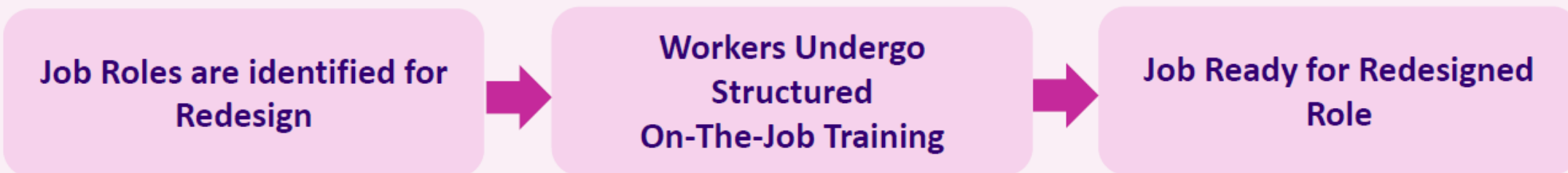
CCP for Wholesale Trade Professionals & Associates (CCP-WTPA)

Train new employees to take on jobs **in growth areas**

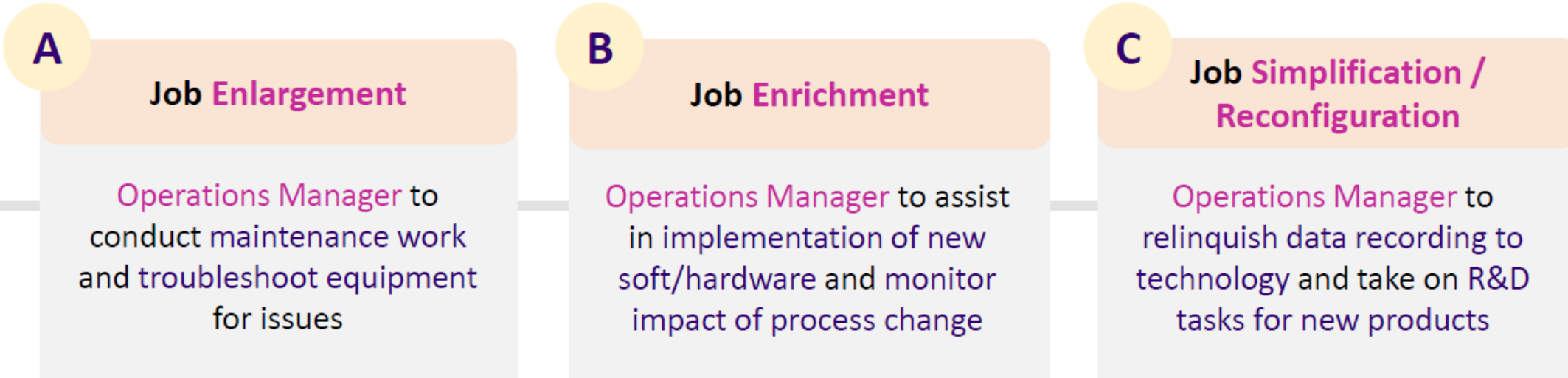


CCP for Wholesale Trade Professionals & Associates (CCP-WTPA)

Reskill existing/new employees to take on **redesigned job roles**



Types of Job Redesign



CCP for Wholesale Trade Professionals & Associates (CCP-WTPA)

Elevate Journey with Wholesale Trade Companies

Scan / Email us for
more information



NEW HIRES

SC/PR ≥ 2 YEARS
OF WORKING
EXPERIENCE

PLACE & TRAIN

PMETS (6 MONTHS) / RANK & FILE (3 MONTHS)



STRUCTURED ON- THE-JOB TRAINING (OJT)



Job Ready PMETS

Examples of Job Functions

- Marketing & Sales
- Risk Manager
- Decision Support Analyst
- Operations Assistant
- Procurement Assistant

EXISTING EMPLOYEES

SC/PR ≥ 1 YEAR OF
SERVICE WITH
COMPANY

JOB REDESIGN RESKILLING (3 MONTHS)



Mr Eady Ng

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Grant Support *terms and conditions apply



3 Months / 6 Months, Up to 90% Salary Support

CCP for Wholesale Trade Professionals & Associates (CCP-WTPA)

		<i>PMETs and RnFs</i>	
<i>Target audience</i>		<u>Minimum salary</u> <ul style="list-style-type: none"> • \$2,800 for PMETs • \$2,200 for Rank & Files (RnFs) 	
CCP modality		New hire	Job Redesign Reskilling (JRR)
CCP duration (months)		6 – PMETs 3 - RnFs	3 – PMETs 3 - RnFs
On-Job-Training (OJT)	Salary support (for OJT duration of CCP)	<ul style="list-style-type: none"> • 70% of monthly salary for locals below 40 years [Monthly grant capped at \$4,000 / \$5,000 (From 1 Apr 24 onwards)] • 90% of monthly salary for locals aged 40 & above and/or Long Term Unemployed* [Monthly grant capped at \$6,000 / \$7,500 (From 1 Apr 24 onwards)] <p>*6 months or more without a job</p>	

Application process

New Hire

1. Latest ACRA (within 6months)
2. Candidate CV (New Hire)
3. Official Job Description on Position (New Hire)
4. Application Form & Short Description of Conversion
 - Company details and endorsement
 - Difference of role/scope from previous experience (past 3 years)
5. OJT Training Plan & Trainee Details
 - Training and skills
6. Candidate NRIC (Colour Copies for front and back)
7. Signed employment Contract of Candidate
8. Declaration Form

Job Redesign Reskilling (Existing Staff)

1. Latest ACRA (within 6months)
2. Job Redesign/ Reskill (JRR application form)
 - Details on business need for JRR
 - Reason of Reskilling
3. OJT Training Plan & Trainee Details (JRR)
 - Training and skills
4. Candidate NRIC (Colour Copies for front and back)
5. Signed employment Contract of Candidate
OR
Official Letter / Email to state the Job Redesign Reskilling
 - State date of JRR
 - Increment amount (if any)
6. Declaration Form

Company's Information		
Registered Business Name		
Company's Address		
Business UEN		
Current Workforce Size	Total Number of Employees: XX <ul style="list-style-type: none"> • XX% of current workforce size are locals (SC & PR) • XX% of locals are mature workers 	
Name of Contact Person <i>(Overseeing the Job Redesign Reskilling Programme)</i>		
Designation		
Email		
Contact Number		
Details on Career Conversion		
<i>Provide a description on how the new roles/scopes differ from the trainee's previous job experiences (i.e., showing conversion of Skills/Industry).</i>		
Short summary of the difference between before and after role to justify <u>conversion</u>		
Breakdown of difference by:	Before	After
Skillsets/Knowledge		
Industries/Business Function		

Please answer the following questions before submission to WSG <i>(please tick off)</i>
1. My company is registered or incorporated in Singapore. <input type="checkbox"/> Yes <input type="checkbox"/> No
2. The job role(s) offer monthly gross salaries of at least at least \$2,800 (PMET) and/or \$2,200 (non-PMET). <input type="checkbox"/> Yes <input type="checkbox"/> No
3. My company acknowledges that On-The-Job Training has to commence within 3 months from the start date of employment for the new hire. <input type="checkbox"/> Yes <input type="checkbox"/> No
4. My company will send across the On-The-Job Training Plan [via the provided Excel Template] to the programme partner at least 2 weeks before the commencement of On-The-Job Training. <input type="checkbox"/> Yes <input type="checkbox"/> No On-The-Job Training is expected to commence on _____.
5. My company has ensured that the employee(s) to be placed on the programme must: <ul style="list-style-type: none"> • Be a Singapore Citizen or Permanent Resident aged 21 years and above. • Have graduated or completed NS for at least 2 years, whichever is later, at the point of application. • Not be a shareholder of the CCP company or its related companies [Excluding publicly traded shares in listed companies]. • Not be related to the owner(s) of the CCP company. <input type="checkbox"/> Yes <input type="checkbox"/> No

Application Form & Short Description of Conversion

Explain the differences of the trainee's past **THREE** years working experience vs current role

Trainee Details

Employee Details

S/No.	Name of Trainee	NRIC No	Singapore Citizen / Permanent Resident	Age	Gender	DOB (dd/mm/yy)	Race	Highest Qualification	Date of Hire
1									

Previous Job Role		Offered/New Job Role	
Salary	Job Title	Salary	Job Title

On-the-Job Training (OJT) Plan

Training Plan

Instructions

- 1) Please ensure the Training Plan fields are completed
- 2) Host Companies are to ensure Training Plan submitted is adhere to and complete by the end of the Traineeship programme
- 3) WSG may audit the relevant documents submitted by the Company from time to time. The Company is expected to render full assistance upon request.

COMPANY NAME						
NEW HIRE #1						
TRAINEE'S NAME		TRAINER'S NAME				
TRAINEE'S DESIGNATION		TRAINER'S DESIGNATION				
TRAINEE'S DEPARTMENT		TRAINER'S DEPARTMENT				
OJT START DATE		OJT END DATE				
TOTAL MONTHS OF OJT: <u>3</u> or <u>6</u>	MAIN TASKS	SKILLS TO BE LEARNT	TRAINING DATE	PERFORMANCE RATING (Competent / Not Yet)	SIGNATURE	
					TRAINEE	TRAINER
<i>MONTH #1</i>						
<i>MONTH #2</i>						
<i>MONTH #3</i>						
<i>MONTH #4</i>						
<i>MONTH #5</i>						
<i>MONTH #6</i>						

- New Hire: Total 6 Months Training Duration
- Each Topic should not exceed 2 months in duration
- Min 3 training topics
- Topic should align to the new job role

Reskilling Application Form

- Details on Project: Refers to the business transformation that your company is embarking / business need for redeployment or JRR
- State the difference of the scope and reason of reskilling

Section B: Company's Information	
Registered Business Name	
Company's Address	
Business UEN	
Current Workforce Size	Total Number of Employees: XX <ul style="list-style-type: none"> • XX% of current workforce size are locals (SC & PR) • XX% of locals are mature workers
Name of Contact Person <i>(Overseeing the Job Redesign Reskilling Programme)</i>	
Designation	
Email	
Contact Number	
Section C: Project Details (Job Redesign Reskilling for Existing Employees) <i>(Responses to the following questions are compulsory)</i>	
Overview of Job Redesign Project	1. <i>Overview of company, its business, and operations.</i>
	2. <i>What are the current pain points in terms of business/processes?</i>
	3. <i>How does the company plan to address its challenges?</i>
	4. <i>Details of the business transformation/process improvement plans:</i>
	5. <i>How will the business/technology solution implementation impact the existing job roles within the organisation</i>
	6. <i>How will job roles be redesigned?</i> - Please complete the enclosed Job Redesign Plan and Trainee Details template.
	7. <i>How many existing employees are identified for job redesign?</i>
	8. <i>How would the job redesign project support the Company in achieving its mid to long term goals (e.g. expanding overseas, competitive edge, lean manpower, higher quality workforce). Company to provide the estimated measured impact on productivity, manpower and cost savings.</i>

Please answer the following questions before submission to WSG <i>(please tick off)</i>	
1. My Company is registered or incorporated in Singapore. <input type="checkbox"/> Yes <input type="checkbox"/> No	
2. My Company is able to offer redesigned job role(s) that fulfils at least one of these job redesign outcomes. <input type="checkbox"/> Job Enlargement <input type="checkbox"/> Job Enrichment <input type="checkbox"/> Job Reconfiguration <input type="checkbox"/> Improved Wages <input type="checkbox"/> Improvements to Working Conditions	
3. The redesigned job role(s) offer monthly gross salaries of at least at least \$2,800 (PMET) and/or \$2,200 (non-PMET). <input type="checkbox"/> Yes <input type="checkbox"/> No	
4. My Company acknowledges that the redesign job(s) on this programme are <u>not</u> meant to support ad-hoc staff redeployment, direct promotion or business-as-usual training related to existing job functions. <input type="checkbox"/> Yes <input type="checkbox"/> No	
5. My Company has undertaken cost cutting measures within last 6 months that resulted in more than 25% reduction in i) gross monthly salary for local employees; and/or ii) basic monthly salary for foreign employees. <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please share on the roles which underwent cost cutting: _____	
6a. My Company has undertaken a retrenchment exercise involving at least 5 employees within the last 6 months. <input type="checkbox"/> Yes <input type="checkbox"/> No	
6b. If you have answered "Yes" to (6a) above, are the attachments applied for under the CCP for Wholesale Trade Professionals and Associates similar to the impacted job roles of employees affected by retrenchment exercises? <input type="checkbox"/> Yes <input type="checkbox"/> No	
7. My company has ensured that the employee(s) to be placed on the programme must: <ul style="list-style-type: none"> • Be a Singapore Citizen or Permanent Resident aged 21 years and above. • Be employed by the company for more than 1 year at the point of the application. • Have graduated or completed NS for at least 2 years, whichever is later, at the point of application. • Not be a shareholder of the CCP company or its related companies. • Not be related to the owner(s) of the CCP company. <input type="checkbox"/> Yes <input type="checkbox"/> No	

On-the-Job Training (OJT) Plan For JRR

JOB REDESIGN PLAN		
Instructions		
1) Please ensure the Job Redesign Plan fields are completed 2) Host Companies are to ensure Development Plan submitted is adhere to and complete by the end of the CCP programme 3) WSG may audit the relevant documents submitted by the Company from time to time. The Company is expected to render full assistance upon request.		
No. of Staff Impacted:		
Type of redesign:	<input type="checkbox"/> Job Enrichment (more specialised) <input type="checkbox"/> Job Enlargement (increasing scope or responsibility of a designation within same function)	
	Before Job Redesign	After Job Redesign
Job Title:		
Main Job Scope:	1)	1)
	2)	2)
	3)	3)
	4)	4)
	5)	5)
	6)	6)
	7)	7)
		8)
Job Title:		
Main Job Scope:		

- JRR (Existing):
Total 3 Months Training Duration
- Each Topic should not exceed 1 months in duration
- Min 3 training topics
- Topic should align to the new job scope

TOTAL MONTHS OF OJT: <u>3</u>	MAIN TASKS	SKILLS TO BE LEARNT
MONTH #1		
MONTH #2		
MONTH #3		

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Thank You !

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