

Eligibility Criteria & Declaration Form for Career Conversion Programme

Interested mid-career individuals and companies will need to meet the following criteria:

For Individuals

- Be a Singapore Citizen (SC) or Permanent Resident (PR) aged 21 years and above
- Have graduated or completed national service (NS), whichever is later, at least 2 years[^] at the point of application
- Must not be in a similar job role* prior to joining the CCP
- Able to commit to full-time employment in participating company
- **[New Hire]** CCP Application must be approved within three (3) months from start date of employment), and nominated by an eligible company for the CCP
- **[Job Redesign & Reskilling]** Existing Employee must be employed by the company for more than 1 year at the point of application

[^] This will be counted from the date of graduation from latest full time continuous education, or date of completion of NS, whichever is later.

* There must be substantial conversion (i.e. sector, job scope and/or market) between the before/after job role, hence require reskilling for career switch.

Company-sponsored applicants must **not** be:

- Participating / Participated in other CCP programme or any other placement / employment programme with similar objectives / outcomes
- Shareholders[#] of the CCP participating company, or its related entities
- Related* to the owners[^] of the CCP participating company
- Immediate ex-staff of the CCP participating company or its related entities

[#]Does not apply to publicly traded shares in listed companies

* Related individuals refer to these 4 groups:

- i. Spouse/ex-spouse
- ii. Children
- iii. Parents/parents-in-law
- iv. Siblings

[^]For non-publicly listed companies, refers to individuals with shareholding per ACRA profile

For Company

- Registered or incorporated in Singapore with a valid Unique Entity Number with Accounting and Corporate Regulatory Authority (ACRA);
- Offer a full-time contract employment related to job role which the CCP is for, with a minimum fixed monthly salary of the respective CCPs, and at least a 12-month employment contract;
- Ensure that new hires are **not**:
 - a shareholder of the CCP company, or its related companies
 - Related to the owner(s) of the company; and
 - Immediate ex-staff of the company or its related companies.
- Must commit to On-Job-Training (OJT) arrangements for the candidate during the CCP approved period.
- Must commit to CCP required external training arrangements for the trainees (if applicable)
- Committed to work with SBF and WSG on the necessary administrative matters related to the programme

Declaration Form for Career Conversion Programme

I have understood and hereby agree with the Terms and Conditions as stipulated in the declaration form to take part in the Career Conversion Programme (CCP).

1. Company must be committed to work with Singapore Business Federation (SBF) and Workforce Singapore (WSG) on the necessary administrative matters and provide additional information (if required), related to the programme.
2. Company to comply to Employment Act 1968
3. The trainee and the company have thoroughly checked and hereby declares that:
 - a. Company and Trainee are not claiming any other grant for similar funding components they have applied for under CCP and receiving manpower funding for salaries from other Government agencies for their operations;
 - b. Company and trainee are not involved in any on-going fraud investigation and/or blacklisted from any Government Agency Grants;
 - c. Company is a locally registered company carrying out a bona fide business that is not facing foreseeable risk of insolvency;
 - d. Trainee is not a shareholder of the company, or its related entities;
 - e. Trainee is not related to the owner(s) of the company and not immediate ex-staff of the company or its related companies.
 - f. Trainee has graduated from latest full time continuous education or completed national service (NS), whichever is later, for at least 2 years at the point of application
 - g. Job role offered is based on the respective CCP's minimum salary requirements for Professionals, Managers, Executives, Technicians(PMETs) **OR** Non-PMETs (Rank & File roles);
 - h. Trainee has substantial job conversion (i.e. sector, job scope and/or market) between the before/after job role;
 - i. Company and Trainee do not have any private/personal dealings in relation to the CCP application/employment contract.
 - j. Company and Trainee have declared any conflict of interest which may influence the eligibility and eventual approval of the CCP application.

I/ We hereby declare that the information provide above is true and accurate. I/ We also declare the consent to share personal data and relevant information with SBF and the government agencies for the purpose of participation in CCP and grant administration.

In the event that any declaration / information provided by participating company and/or trainee are found to be inaccurate and render company / trainee to be ineligible for the CCP or the enhanced funding rates, SBF and/or WSG reserves all rights to withhold all grants and/or impose a clawback on previously disbursed grants from the participating company. Where required, SBF and/or WSG may take necessary legal action against the participating company and/or trainee and any relevant party involved.

(Signature of Company Representative)

(Signature of Trainee)

Name of Company Representative &
Designation:

Name of Trainee:

Date

Date