**CCP FOR WHOLESALE TRADE PROFESSIONALS AND ASSOCIATES**

**APPLICATION FORM: JOB REDESIGN RESKILLING MODALITY**

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| **Instructions** | |
| 1. All fields are to be completed. 2. The approval of this application is at the sole discretion of Workforce Singapore (WSG). WSG is not obliged to state the reasons for its decision. 3. By submitting the application to WSG, the Company declares that the information provided/attached is true and accurate. 4. 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’s Information** | |
| **Registered Business Name** |  |
| **Company’s Address** |  |
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| **Business UEN** |  |
| **Current Workforce Size** | Total Number of Employees: XX   * XX% of current workforce size are locals (SC & PR) * XX% of locals are mature workers |
| **Name of Contact Person**  *(Overseeing the Job Redesign Reskilling Programme)* |  |
| **Designation** |  |
| **Email** |  |
| **Contact Number** |  |
| **Project Details (Job Redesign Reskilling for Existing Employees)** | |
| **Overview of**  **Job Redesign Project** | 1. *Provide an overview of the company, its business and operations.* 2. *What are the current pain points in terms of business/processes?* 3. *How does the company plan to address these challenges via business transformation and/or process improvement plans (e.g. technology solution implementation)?* 4. *Correspondingly, how will the job roles within the organisation be impacted and redesigned?* 5. *How many existing employees are identified for job redesign?* 6. *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). Please provide estimated measured impact on productivity, manpower and cost savings.* 7. *How would the job redesign project support the career & wage progression of affected employees?* |

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| **Please answer the following questions before submission to WSG** *(please tick off)* |

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| 1. My Company is registered or incorporated in Singapore.   |  |  | | --- | --- | | Yes | No | |
| 2. My Company is able to offer redesigned job role(s) that fulfils at least one of these job redesign outcomes.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Job Enlargement | Job Enrichment | Job Reconfiguration | Improved Wages | 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).   |  |  | | --- | --- | | Yes | No | |
| 4. My Company acknowledges that the redesigned job(s) on this programme are not meant to support ad-hoc staff redeployment, direct promotion or business-as-usual training for existing job functions.   |  |  | | --- | --- | | Yes | No | |
| 5. My company will send across the Job Redesign & On-The-Job Training Plan [via the provided Excel Template] to the programme partner at least 2 weeks before commencement of On-The-Job Training.   |  |  |  | | --- | --- | --- | | Yes | No | | | On-The-Job Training is expected to commence on \_\_\_\_\_\_\_\_\_\_. | | |
| 6. My company has ensured that the employee(s) to be placed on the programme must:   * 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 [Excluding publicly traded shares in listed companies]. * Not be related to the owner(s) of the CCP company.  |  |  | | --- | --- | | Yes | No | |

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| **Documents Required** |
| **Please ensure the following supporting documents are completed before submission of application:** |

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| The CCP for Wholesale Trade Professionals and Associates application form, signed by the organisation’s owner, shareholder, directors or a representative from senior management.  Job Redesign & Training Plan, including Trainee Details [via the provided Excel Template]  Latest ACRA [within 6 months]  Employee’s Employment Contract |
| **Please have the following supporting documents ready before submission of claims:** |
| * Completed Job Redesign & Training Plan * Monthly payslips & CPF Contribution Statements for the supported OJT duration of the approved Trainee. |

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| I confirm that information provided in this application is true and accurate and acknowledge that it will be used by WSG to evaluate my application for the CCP for Wholesale Trade Professionals and Associates funded by WSG. | |
| Name:  Designation:  Name of Organisation:  Date: | Signature: |

**For Official Use Only (not to be filled by applicant):**

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| **SBF/ESG’s Assessment** |

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| **WSG’s Evaluation** |

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| Approved  Not Approved |
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