



# Discovering Mid-Career Pathways Programme (MCPP)

**DIVERSIFY YOUR WORKFORCE WITH MATURE MID-CAREER INDIVIDUALS!**



# Discovering Mid-Career Pathways Programme

The Mid-Career Pathways Programme is a full-time attachment programme for mature mid-career individuals aged 40 and above. Suitable applicants will be attached to a host organisation where they can gain meaningful industry-relevant skills and experience.

## Host Organisation benefits:



**Tap on the experience** of mature mid-career individuals



**70%** of training allowance funded by Government for the duration of attachment



**Continued funding support** for trainees converted early to full-time employment



**Widen** your professional network and **gain industry-relevant skills and experience**



Receive up to **\$3,800 per month** in training allowance



**Conversion to full-time employment if performance** is deemed satisfactory

# Discovering Mid-Career Pathways Programme

## Host Organisation – Eligibility



Registered  
or incorporated  
organisations  
in Singapore\*



Have **available  
headcount to hire**



Must **commit to  
convert trainee to  
full-time employment,**  
if performance is  
satisfactory



Able to **pay same  
or higher salaries**  
upon conversion



Offer attachments  
ranging from  
**four to six months**



Able to provide **clear  
attachment description  
and development plan**

# Host Organisation – Programme Journey

✓ FOR APPROVAL



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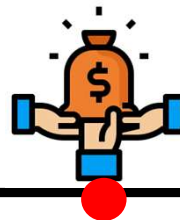


Host Organisations submit its application via SBF's online Application Portal.

Upon Approval, from the issuance of the Letter of Offer (LOO), Host Organisations are given 30 calendar days to complete and submit the **Letter of Acceptance (LOA)** to SBF.

After Letter of Acceptance, Host Organisations shall post their attachment vacancies on **MyCareersFuture portal (MCF)**.

ONBOARDED



Host Organisations select suitable individuals and update applicant status on MCF and submit the individual(s)' details and attachment arrangements to SBF via the online portal.

Funding for attachment allowance to be disbursed by SBF on a **quarterly basis only**.

Host Organisations to **convert individual(s) into a full-time role<sup>^</sup>** and update all necessary documents to SBF.

Note: Claims will be processed only after proper submission of Development Plan, Survey and proof of attachment allowance payments made to the Individual(s).

<sup>^</sup>If performance of the individual is assessed to be satisfactory during the attachment period.

# Discovering Mid-Career Pathways Programme

## Illustration

Approved monthly stipend will depend on the role, and will be benchmarked to **90% of the median gross wages of equivalent full-time job roles:**

Monthly Attachment Allowance (Range)	\$1,800 - \$3,800
Government Funding (70% of approved attachment allowance)	\$1,260 - \$2,660

S/no.	Attachment Offered	Number of Mid-Career Individuals	Monthly Stipend per Mid-Career Individual	Funding under Mid-Career Pathways Programme	
				Company Outlay per pax (30%)	Govt Funding per pax (70%)
1	Business Development Manager	1	\$3,000	\$900	\$2,100
2	Data Analyst	1	\$3,800	\$1,140	\$2,660
		Total	\$6,800	\$2,040	\$4,760

# Discovering Mid-Career Pathways Programme

## Mid-Career Individual – Eligibility



Singaporeans and Permanent Residents, **aged 40 and above** (based on the calendar year)



Must be able to commit to a **full-time attachment** with the Host Organisation



The individual **must not be a current or recent ex-employee or shareholder** of the organisation (or related companies).



The individual **should not have been offered** a job or had a job offer withdrawn by the organisation.



Host Organisations **cannot hire someone who has previously done a traineeship or attachment with them** under the SGUnited Traineeship/Mid-Career Pathway programmes.

# Mid-Career Individual – Application Journey

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Proceed to MyCareersFuture portal (MCF) and search for attachment vacancies via filter, "**For mid-career attachments**"

Proceed to **apply for attachment vacancies**. Interviews / Selection process will be conducted by the Host Organisations.

Individuals are required to take a **screenshot of their application on MCF** as part of supporting documentation.

Successful individual will be issued an **Attachment Agreement** by the Host Organisations to be signed by both parties. Host Organisations update required documents to SBF via online portal.

# Discovering Mid-Career Pathways Programme

## Panel of Service Providers (1/2)

*Application to the programme is free!*

SBF has appointed Mid-Career Pathways Programme Service Providers that can provide a fee-based service to assist companies in applying for the Mid-Career Pathways Programme.

### **Service Providers:**

- AccountStaff (A Stone Forest Company)
- Worklife Solutions Pte Ltd

*For the full list of services offered, please visit SBF's portal.*



# Discovering Mid-Career Pathways Programme

## Panel of Service Providers (2/2)

*Application to the programme is free!*

- There is no obligation for companies to use the Mid-Career Pathways Programme Service Provider in completing the application.
- Employing the services of the Mid-Career Pathways Programme Service Providers are at the sole discretion of the applying company.
- Any associated services fees in employing those services are to be fully borne by the applying company and the fees are not claimable under the Mid-Career Pathways Programme.

# Discovering Mid-Career Pathways Programme

## Tips for Application

- Company name and UEN as per **ACRA**.
- ACRA **no later** than three (3) months from the date of application.
- CPF ROP and/or Foreign Worker (FW) no later than two (2) months from the date of application.
- Point of contact (POC) applying for this programme must be **full-time** employee **and overseeing** the programme.
- Email address of POC must be verifiable with supporting email correspondence containing details of POC's email address, POC's name, Company name/UEN.
- Download the latest version of the templates.

# Discovering Mid-Career Pathways Programme

## How to Apply



# Discovering Mid-Career Pathways Programme

## Sample of Application Form



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Mid-Career Pathways Programme Application



To find out more about the Mid-Career Pathways Programme, click [here](#).

**STEP 1: Please read INSTRUCTIONS below BEFORE filling up the application form.**

- The application form consists of 3 pages. An estimated time of 15-20 minutes is required to complete the application form.
- Please download the following files for submission accordingly:
  - Attachment Details ([Attachment File\\_122024](#))  
Please click on "Download" on the top left of the page
  - Development Plan ([Development Plan\\_122024](#))  
Please click on "Download" on the top left of the page
  - ACRA Biz File (no later than 3 months from date of application)
    - For attachment details and development plan, only xlsx/xls Excel formats are allowed
    - For ACRA Biz file, only PDF format are allowed.
    - Maximum file size per document is 2 MB
- For **workforce size verification**, prepare the CPF ROP 90 (**≤ 2 months old**) for fulltime (Singaporean/SPR) and/or foreign workers list. Do consolidate into 1 PDF file to be uploaded.
- Prepare supporting documents to verify Point of Contact (POC)/Senior management in the application:
  - ACRA Biz File
  - Email correspondence from Gov agencies, financial house eg banks, telco/public utilities and vendors/suppliers
  - Name card  
(Supporting documents **MUST** reflect POC/Senior management's name, email address and registered business name for this application.)
- Prepare **trainer CV(s)** and indicated their full name and designation in the Development Plan.
- If required, whitelist the submitted email address(es) for this application so that you are able to receive emails and notifications from Mid-Career Pathways Programme: [rsgup\\_app@sbf.org.sg](mailto:rsgup_app@sbf.org.sg)
- For all generic mailboxes (e.g. Outlook, Gmail, Yahoo, Hotmail), please check your **JUNK folder** for emails and notifications from Mid-Career Pathways Programme.
- All applications under the programme is free of charge. Host organisations may contact SBF if they require further assistance.

**Step 2: Online Application Form**

- All fields are to be completed correctly; **incomplete form or incorrect submission will not be processed.**
- The approval of the application is at the sole discretion of Singapore Business Federation (SBF)/Workforce Singapore (WSG). SBF will evaluate each Mid-Career Pathways Programme application by taking into account factors such as the organisation's ability to provide trainees with meaningful attachment experience, its **workforce size**, quality of the development plan and the ability to hire the trainees at the end of the programme period. SBF/WSG are not obliged to state the reasons for its decision.

# Discovering Mid-Career Pathways Programme

## MCCP E-Brochure



# Discovering Mid-Career Pathways Programme

## Sample of E-Brochure



### ABOUT MID-CAREER PATHWAYS PROGRAMME

The **Mid-Career Pathways Programme** is a full-time attachment programme for mature mid-career individuals **aged 40 and above**. Suitable applicants will be attached to a host organisation where they can gain meaningful industry-relevant skills and experience. In return, host organisations can benefit from the wealth of experience these individuals bring. Upon completion of the attachment, the host organisation should convert individuals whose performances are assessed to be satisfactory, into full time employees.

### WHAT ARE THE BENEFITS?



Tap on the experience of mature mid-career individuals



70% of training allowance funded by Government for the duration of attachment



Continued funding support for trainees converted early to full-time employment<sup>2</sup>

### FUNDING DETAILS

Trainees under the programme will receive a training allowance of **up to \$3,800 a month** during the attachment. This allowance will be co-funded by the government and may vary based on the scope of the attachment proposed by the host organisation.

Monthly Training Allowance	\$1,800 to \$3,800
Government Funding	70% of the training allowance

### ELIGIBILITY CRITERIA



Registered or incorporated organisations in Singapore<sup>3</sup>



Have available headcount to hire



Must commit to convert trainee to full-time employment, if performance is satisfactory



Able to pay same or higher salaries upon conversion



Offer attachments ranging from four to six months



Able to provide clear attachment description and development plan

### HOW TO APPLY?



Scan to submit your application or visit [go.gov.sg/mcppp-apply](http://go.gov.sg/mcppp-apply)

### FOR MORE INFORMATION



Scan for more information or visit [go.gov.sg/mcppp-info](http://go.gov.sg/mcppp-info)

**wsg** Workforce Singapore  
 1 Paya Lebar Link #08-08  
 FLO 2 Paya Lebar Quarter  
 Singapore 408533  
**6883 5885**  
[wsg.gov.sg](http://wsg.gov.sg)

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<sup>3</sup> This includes Small and Medium-sized Enterprises (SMEs), Multi-national Corporations (MNCs), Trade Associations and Chambers (TACs), Non-governmental organisations (NGOs) and Non-Profit organisations.

<sup>2</sup> For trainees who have completed at least 3 months of attachment.

# Discovering Mid-Career Pathways Programme

## Who To Contact?



**6797 0763**



**[sgutp\\_cs@sbf.org.sg](mailto:sgutp_cs@sbf.org.sg)**



**SBF.**

**Thank You.**

[sbf.org.sg](http://sbf.org.sg)