



**Career Conversion
Programme (CCP)
for New Hires**



SCALA
SUPPLY CHAIN AND LOGISTICS ACADEMY

What is this?

This is a Workforce Singapore (WSG) career support initiative to help Singaporeans (SC) or Permanent Residents (SPR) from other industries cross into the logistics & supply chain sector by providing salary support grants of

- up to 3 months for rank-and-file jobs, and
 - up to 6 months for PMET jobs.
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Why is this done?

- Hiring staff is always a **risk**.
- It is made **riskier** when we hire those outside the industry or those who do not have direct relevant experience to the job role
- This will then **limit the potential pool** of candidates to hire from
- The government has acknowledged this and introduced the **Career Conversion Programme**
- This is to help you **LOWER YOUR RISK** of hiring those without relevant experience
- And to **support** your training of the new hire

What jobs / sector do we cover?

If you are a logistics company, this programme will be able to support your hiring of new staff in **any function**

If you are not a logistics company, this programme will support your hiring of **logistics or supply chain job roles**

Rank & File Jobs

- These are storekeeper, assistants, operators or coordinator jobs
- The minimum salary is **\$1,800 per month** (inclusive of fixed monthly components)
- To qualify for the grant, participants would have to undergo on-the-job training (OJT) for up to 3 months.
- Even if the trainee's OJT is 4 months long, the grant will be for 3 months.
- If the OJT is less than 3 months long, then the grant will be for the total period of the OJT.
- All OJT logbooks must be signed by the individual and the supervisor for the **FULL** duration of the OJT to qualify for the full grant.

PMET Jobs

- These are supervisor, executive, engineer, manager, director type jobs
- The minimum salary is **\$2,500 per month** (inclusive of fixed monthly components)
- To qualify for the grant, participants would have to undergo on-the-job training (OJT) for up to 6 months.
- Even if the trainee's OJT is 7 months long, the grant will be for 6 months.
- If the OJT is less than 6 months long, then the grant will be paid for the total period of the OJT.
- All OJT logbooks must be signed by the individual and the supervisor for the FULL duration of the OJT to qualify for the full grant.

Grant Quantum

Salary Support Grant is available to Singapore Citizens and Singapore Permanent Residents offered full time employment or full time contract service for minimum 12 months, as follows:

40 years old and above OR Long-Term Unemployed*	Below 40 years old (min 21 years old)
90% of gross monthly salary CAPPED at \$7,500 per month	70% of gross monthly salary CAPPED at \$5,000 per month

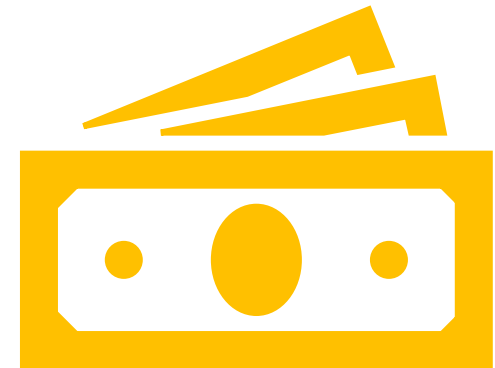
*Note: Long-Term Unemployed = Unemployed for 6 months or more and actively seeking employment

Eligibility Conditions

1. Employers must **register** their New Hires for the program **WITHIN 3 months** of being hired.
2. Registration is to be submitted via SCALA's website at <http://www.scala.com.sg/ccp-application>
3. Individuals are not eligible for the program if they fall under the following:
 - i. They are being funded by other government agencies for similar funding components,
 - ii. Shareholders of CCP participating company, or its related entities
 - iii. Immediate ex-staff* of the CCP participating company or its related entities
 - iv. Related to the owners of the CCP participating company (Spouse/ex-spouse, children, parents, siblings))
4. *Ex-staff of the applicant company can only join the CCP **IF 24 months** has elapsed from the previous role **AND** they have had jobs in between.
5. Individual must not have come from the same industry **OR** the same job role (if from the same industry)
6. If previous job role is similar, the new role must be significantly different from the previous one **OR** the individual had been **out of the role for 24 months or more (and not receiving ANY income either through part-time or gig work)**
7. Individual has completed **pre-employment training (PET)** or **national service** (whichever is later) for 2 years or more prior to registration
8. Individual must sign Letter of Undertaking with the company for the commitment to, and completion of, the CCP
9. All job roles will require an OJT blueprint. (**SCALA can provide you with one if you do not have one**)
10. Individuals must submit the application on WSG's Application Management System (AMS) (link will be sent by SCALA)

Grant Payouts

- SCALA computes the grant payouts **every quarter**; i.e., for the periods
 - 1 Jan - 31 Mar / 1 April - 30 Jun / 1 Jul – 30 Sep / 1 Oct – 31 Dec
- If your employee undergoes the CCP within the quarter, you will be asked to submit the following documents for grant submission:
 - CPF statement (individuals have to enter into their CPF account and print it out)
 - Salary slip
 - Duly completed & signed OJT logbook
- The submission closing date is **22nd of the month** following the close of the quarter; i.e., 22 April, 22 July, 22 Oct or 22 Jan.
- If you miss the deadline, or if your submission is incomplete by the closing date, your grant submission will be processed at the **NEXT** quarter (i.e. 3 months later)
- SCALA will then verify all submissions and put up the claim to WSG.
- WSG will take about 4-6 weeks to check all submissions
- If there are no clarification issues, WSG will approve your submission and will send the grant to SCALA within another 4 weeks
- SCALA will make the payment to your company account within 7 working days
- Hence, total expected time taken **AFTER** your submission to receive your salary support grant is **3 months**



Programme Start Dates

- All CCP start dates are the **first day of each month**, unless that day falls on a weekend OR public holiday, in which case it will be the immediately following working day.
- Please ensure that the participant has **NOT YET** completed 3 months of employment with your company by the Registration Date.
- Participant is to commence OJT within 1 month from the CCP approval date. (Preferrable to start on the first day of the month following approval)

If you are in doubt...

If you intend to hire someone and put that person through the CCP but are in doubt of whether that person qualifies, don't hesitate to call us at

6417-2475

Or email

enquiries@scala.com.sg

So, what's stopping you?

With such generous support for you to hire from a wider pool of candidates to enjoy 70% or 90% salary support for 3 or 6 months, what is stopping you from hiring them?

There has NEVER been a better time to hire your next superstar than TODAY!

