



# LOGISTICS PROFESSIONAL CONVERSION PROGRAMME

## Participants' Handbook

Edition Number: LPH-Aug-2020

## What is the Logistics Professional Conversion Programme (PCP)?

The logistics PCP is a Place and Train programme that integrates job-matching and training to help professional, managerial, executive or technical (PMET) job seekers to join the industry, and to reskill them with the necessary competencies to contribute in new roles as Logistics Officers or Executives.

It is funded and supported by Workforce Singapore (WSG) to fund training and participant salaries.

This is a 9-month programme comprising:

- 18 days of face-to-face training spread out over 9 months
- 12 sessions of mentorship (one session every three weeks), and
- 1,328 hours of On-the-Job Training (OJT)

## How does your employer benefit from the Logistics PCP?

Employers get to tap a wider talent pool to meet their manpower needs.

## What is the available funding?

Participating companies receive course fee and salary support funding from Workforce Singapore (WSG) for their Singapore Citizen- and Singapore Permanent Resident-participants.

The funding amount is as follows:

Course Fee Funding		Salary Support for 9 months (for new hires before 1 September 2020)	
For Non-SMEs	For SMEs, or for Singapore Citizens 40 years and older	Singapore Citizens aged below 40 years old (based on date of birth at registration) OR Singapore Permanent Resident	Singapore Citizens aged 40 years and older (based on date of birth at registration); OR  Singapore Citizens who have been unemployed for 6 months or more
70%	90%*	70% of basic salary + fixed monthly allowances** capped at \$4,000 per month	90% of basic salary + fixed monthly allowances** capped at \$6,000 per month

Course Fee Funding		Salary Support for 18 months (for new hires between 1 September 2020 to 28 February 2021)	
For Non-SMEs	For SMEs, or for Singapore Citizens 40 years and older	Singapore Citizens aged below 40 years old (based on date of birth at registration) OR Singapore Permanent Resident	Singapore Citizens aged 40 years and older (based on date of birth at registration); OR  Singapore Citizens who have been unemployed for 6 months or more
70%	90%*	35% of basic salary + fixed monthly allowances** capped at \$2,000 per month	45% of basic salary + fixed monthly allowances** capped at \$3,000 per month

\*Enhanced course fee funding of additional 20% is claimed on reimbursement model upon successful completion of the programme through Funds Management System (FMS). Hence all companies will pay the 30% non-funded portion of the course fee upon application.

\*\*Not inclusive of CPF contribution.

## How does your company claim the funding?

### Course Fee Funding

Course fee funding is applied at the point of application and participating companies pay only the 30% non-funded portion. The full course fee is \$11,530.00 (before GST) and companies pay only **\$3,701.13 (inclusive of GST)** per participant via the following course fee breakdown:

Full fee (Per Participant)	\$11,530.00
Less 70% course fee funding	\$8,071.00
Nett fee	\$3,459.00
Add GST on Nett Fee	\$242.13
<b>NETT FEE PAYABLE ON REGISTRATION</b>	<b>\$3,701.13</b>

Companies eligible for Enhanced Course Fee funding will claim the additional 20% via the Funds Management System (FMS) at the end programme. They must however apply for the enhanced funding within 30 days from the start of programme.

### Salary Support

Salary support grant is disbursed by WSG quarterly. Each claim period is from January – March, April – June, July – September, October – December. The following is the process for grant claim:

1. SCALA will collect copies of the participants' pay slips and CPF statements from employers by the 21<sup>st</sup> of the month immediately following the claim period. (i.e. by 21 April, 21 July, 21 October and 21 January)
2. SCALA compiles and consolidates all information within 2 weeks and submits to WSG for processing
3. WSG will take between 7 to 8 weeks to process and then disburse the funds to SCALA.
4. SCALA will then process the cheque payments to employers within 2 weeks of funds' receipt.

Please note that WSG requires a consolidated claim submission from SCALA. This means that SCALA can only submit the claim form when all employers have submitted the required documents. If one company is late in submission, all companies will receive their grants late. It is therefore imperative that employers submit all the required documents on time.

Following is a summary table of salary support payment expected timelines (provided no delays):

Claim Period	Expected Payment Date
January – March	Mid-July
April – June	Mid-October
July – September	Mid-January
October - December	Mid-April

Please note that salary support payments may be subject to delays by WSG. SCALA is in no position to expedite payment.

## On-The-Job Training (OJT)

The OJT is a vital part of the programme and participants are required to complete one OJT blueprint per 9 weeks. In order to be eligible for salary support, participants are to ensure that all required OJT reports are submitted on time. Participants are to work with their supervisors to ensure that the proper OJT plan is put in place. **Please refer to the LPCP OJT Handbook for more information** found on our Resources webpage at [www.scala.com.sg/resources](http://www.scala.com.sg/resources)

## Behaviour in the academy

Participants are to remember that they are ambassadors of their company and should behave in a manner that reflects their company's good name.

Participants are to take note of the following:

- a. The LPCP is a company-sponsored programme. Hence, participants should be dressed appropriately. Please do not dress in shorts and T-shirts worn should be collared.
- b. Do not wear any offensive T-shirts in the academy.
- c. Participants should refrain from rowdy behaviour as the academy hosts visits of dignitaries from Singapore and abroad from time to time.
- d. There are several companies working in Supply Chain City and participants are requested to respect their privacy.
- e. All training material provided by the academy should not be taken away from the premises, unless otherwise mentioned.
- f. No food and drink except for water is allowed in the classrooms. All food is to be consumed in the pantry area.
- g. Supply Chain City is a no-smoking building. Smokers can go to the smoking area at level 2, outside the gymnasium.
- h. You are required to have your security tap card with you at all times. Access to the academy is through the elevators at the Inspire lobby. Loss of security card carries an administrative fee payable to Supply Chain City.
- i. Participants are to refrain from taking phone calls during class. Permission is to be obtained from the trainer/facilitator for important calls.

- j. SCALA member companies and participants abide by a strict rule of “No Poaching”. This means that participants are not allowed to induce, either directly or indirectly, any participant from a different organisation to join their company.

## Withdrawal & Deferment

Please refer to SCALA Withdrawal Policy for withdrawal and deferment policy and process. This can be found at [www.scala.com.sg/resources](http://www.scala.com.sg/resources).

## Absenteeism

WSG requires 90% attendance rate for all modules, meaning participant can only miss up to 1.6 hours per module. All medical absenteeism is to be accompanied by a **medical certificate**. Any non-medical absenteeism must be accompanied by a duly completed **Absentee Form** signed by both the applicant and the applicant’s supervisor and submitted three days in advance. The form can be found at [www.scala.com.sg/resources](http://www.scala.com.sg/resources). Salary support may be delayed or clawed back depending on the attendance records.

## What are the obligations and commitment of the participant?

The participant is required to attend all the classes. They are required to report on time for each class and maintain 90% attendance. This translates to not missing more than 1.6 hours of training per module. A medical certificate must be produced if they are sick. Participants must arrange with SCALA to attend the next available class for lessons they have missed.

Participants are required to meet with their SCALA-appointed mentor once every three weeks, and have regular interactions via email, text and/or phone calls in addition to the meetings. The intention of the mentoring is to ensure that there is proper assimilation into the industry and is a vital aspect of the programme.

Participants are required to be certified competent in all eight Workplace Skills Qualifications (WSQ) course modules. The 8 modules are:

1. Supply Chain Solutioning
2. Logistics Operations Research & Planning
3. Automation Design
4. Material Management
5. Transport Management System Administration
6. Warehouse Layout Design
7. Warehouse Inventory Control & Audit
8. Environmental Protection Management

Participants will receive a WSQ Statement of Attainment (SOA) for each module successfully completed.

Participants whom successfully complete the 9 months programme will be given an Advanced Certificate in Logistics Planning and Operations issued by SCALA.

## What are the obligations and commitment of the employer?

The employer agrees to release the participant from work to attend all 17 days of classroom training, all 4 days of assessments, and all 12 days of mentoring sessions. They are to ensure that the participant arrives to the class on time, and abide by academy rules.

The employer agrees to conduct the On-The-Job Training (OJT) using the approved framework for the participant, providing regular feedback to SCALA on the performance and attitude of the participant to facilitate SCALA's tracking of participants' progress. **Please refer to the LPCP OJT Handbook for more information.** This can be found at [www.scala.com.sg/resources](http://www.scala.com.sg/resources)

The employer further agrees to submit all relevant documents in the stipulated time frame.

## What if the participant fails to complete the programme?

If the participant fails to complete the programme, or is withdrawal without cause from the programme due to failure to meet attendance or submission criteria, the course fee paid by the company will not be refunded. The company will also not be entitled to the enhanced course fee funding, if applicable. Salary support will cease from the day of programme termination, and grant payments will be pro-rated to the cessation date. All prior salary support payments will not be clawed back.

## Course venue

Unless otherwise indicated, all training workshops are held at

### **Supply Chain And Logistics Academy (SCALA)**

Supply Chain City  
8 Bulim Avenue, #08-07  
Singapore 648166

## Subject to change

All terms and conditions in this handbook are subject to change without prior notification. Employers are advised to seek clarification from SCALA before signing up each participant.

## Contact Us

For further clarification, please call

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