



SUPPLY CHAIN PROFESSIONAL CONVERSION PROGRAMME

On-the-Job Trainers' Handbook

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What is the Supply Chain Professional Conversion Programme (SCPCP)?

The Professional Conversion Programme for Supply Chain Professionals (SCPCP) 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 supply chain roles.

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
- 4 days of assessment
- 12 sessions of mentorship (one session every three weeks), and
- 1,328 hours of in-company On-the-Job Training (OJT)

Who are eligible?

Singapore Citizens and Singapore Permanent Residents who are Professionals, Managers, Executives and Technicians (PMETs) who are new hires (not more than 3 months from the date of hire to the start of the programme):

- a. Who were previously employed in industries other than logistics and supply chain and seeking to acquire new skills and switch careers to the logistics and supply chain industry, OR
- b. Who were previously employed in the logistics and supply chain industries and seeking to acquire new skills to switch to a different job role within the same industry, OR
- c. Who were previously unemployed and seeking to enter the logistics and supply chain industries

What companies can participate?

All companies registered or incorporated in Singapore can participate. Funding for Small and Medium Enterprises (SMEs) differs from non-SME companies.

You are an SME if

- There is a minimum of 30% local shareholding, AND
- Your annual turnover is not more than \$100M, OR
- Your employment size is less than 200 workers

What roles are eligible for SCPCP?

- Supply chain solutionists
- Materials Planning & Procurement specialists
- Supply chain innovation experts
- Business development executives (supply chain)
- Customer insight analysts
- Strategy development planner

How does an employer benefit from the Supply Chain PCP?

Employers get to tap a wider talent pool to meet their manpower needs and to drive business growth.

Is there any 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.

What is the role of OJT

The On-The-Job Training is a crucial component of the PCP. It is an avenue for employers and supervisors to contribute to the development of their participants. At 1,328 contact learning hours, this is a major component for deep skilling.

What is the role of the OJT Trainer

The OJT Trainer helps the PCP participants better understand their job function and immerses them into learning by doing. Not only does the OJT Trainer oversee the learning of the job function, he/she will also assess competency based on the OJT Training Blueprint.

Intent of the OJT

The focus of the OJT is the attainment of competency. Some participants may need more time than the Recommended OJT duration to complete the OJT, others need less. The time taken to achieve competency is not the focus, it is the attainment of competency.

Recommended OJT hours

Each OJT blueprint has a total number of recommended days. Employers are to combine the different OJT blueprints to meet the total 1,328 OJT hours. The total combined number of recommended OJT hours cannot be below the stipulated 1,328 OJT hours.

Typical number of OJT blueprints to meet 1,328 hours is four.

Responsible Person

The person responsible – Responsible Person – for the completion of the OJT will be the participant's direct supervisor. He/She need not sign off on all blueprints, but must ensure that they are overseen and completed by a suitable trainer.

Do note to leave the APPROVAL SECTION empty as this will be done by SCALA.

Planning for OJT

Supervisors are to plan the full year's OJT using the OJT Planning Template found on our [Resources](#) page.

The participant should begin OJT with the blueprint directly related to the participant's job. Subsequent blueprints should include an enlargement of the person's skills and capabilities. Each participant must attain Competency for all the tasks in the current blueprint before proceeding to the next framework.

Subsequent OJTs should be for adjacent skills required for the participants' job. Some companies also take this opportunity to give participants a broader perspective of jobs in the industry, training them on

skills that may not be directly relevant to the participants' job but giving them a well-rounded experience for skills acquisition.

Supervisors are to discuss the OJT plan with their participant immediately after the programme Orientation and submit the template to SCALA within 1 week of the start of the PCP. This will allow SCALA to keep track of the participants' OJT.

OJT Frameworks

SCALA® has curated 4 OJT frameworks as follows:

OJT Framework	Recommended Number of OJT Days
Business Development	48
Customer Management	63
Innovation Management	49
Supply Chain Solutioning	53

As every company businesses are different, Employers has to develop 1 OJT framework for the function the participant is performing. Likewise, Employers who do not find these frameworks applicable to their participants' needs can either develop their own framework, or to customise from SCALA®'s standard framework.

Accreditation of OJT Frameworks

All customised or newly-developed OJT Frameworks need to be accredited by SCALA® before they can be used for training. To accredit your OJT Framework, send it to SCALA® at admin@scala.com.sg. It takes up to two weeks for accreditation, unless there are queries or rework is required.

Submission of OJT

OJT begins the first day of admission into the PCP. All Responsible Persons are to submit their OJT Report to SCALA® every 9 weeks.

Salary Support

Salary support payment is contingent on employers successfully completing and submitting the OJT Report to SCALA® at the appointed time. Failure to submit the OJT Report may result in delays to the Salary Support.

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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