



# SUPPLY CHAIN PROFESSIONAL CONVERSION PROGRAMME

## Participants' 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.

## 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 vide 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/SSG 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/SSG for processing
3. WSG/SSG 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/SSG 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/SSG. 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 SCPCP 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 SCPCP 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. All classes begin at 9am and end at 6pm. You are expected to be on time for all lessons.
- d. There is little information download in the class. Instead, all information resides in our mobile learning platform. Participants are expected to be go through the modules of the lesson before class. All classroom activities will be based on the knowledge gained from these modules.
- e. Participants should refrain from rowdy behaviour as the academy hosts visits of dignitaries from Singapore and abroad from time to time.
- f. There are several companies working in Supply Chain City and participants are requested to respect their privacy.
- g. All training material provided by the academy should not be taken away from the premises, unless otherwise mentioned.
- h. No food and drink except for water is allowed in the classrooms. All food is to be consumed in the pantry area.
- i. Supply Chain City is a no-smoking building. Smokers can go to the smoking area at level 2, outside the gymnasium.
- j. 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.
- k. Participants are to refrain from taking phone calls during class. Permission is to be obtained from the trainer/facilitator for important calls.
- l. 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.

- m. Should there be a change of employment status of the participant, they must immediately inform SCALA, failing which they may be liable for penalty payment of amount of salary support paid out to the employer.

## 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. 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. Customer Management
2. Supply Chain Solutioning
3. Strategy Planning
4. Logistics Solution Design Thinking
5. Innovation Management
6. Material Flow Modelling
7. Business Development
8. Data Analysis

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

## What do the participants graduate with?

For participants who successfully complete the programme, they will graduate with an Advanced Certificate in Supply Chain Management.

A joint graduation ceremony with Logistics PCP will be held each year.

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

The employer agrees to release the participant from work to attend all 18 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 SCPCP 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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