![SCALA - Supply Chain and Logistics Academy logo]

PROFESSIONAL CONVERSION PROGRAMME FOR SUPPLY CHAIN PROFESSIONALS

Employers' Handbook

Edition Number: SCEH-Jun-2021

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

The Professional Conversional 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
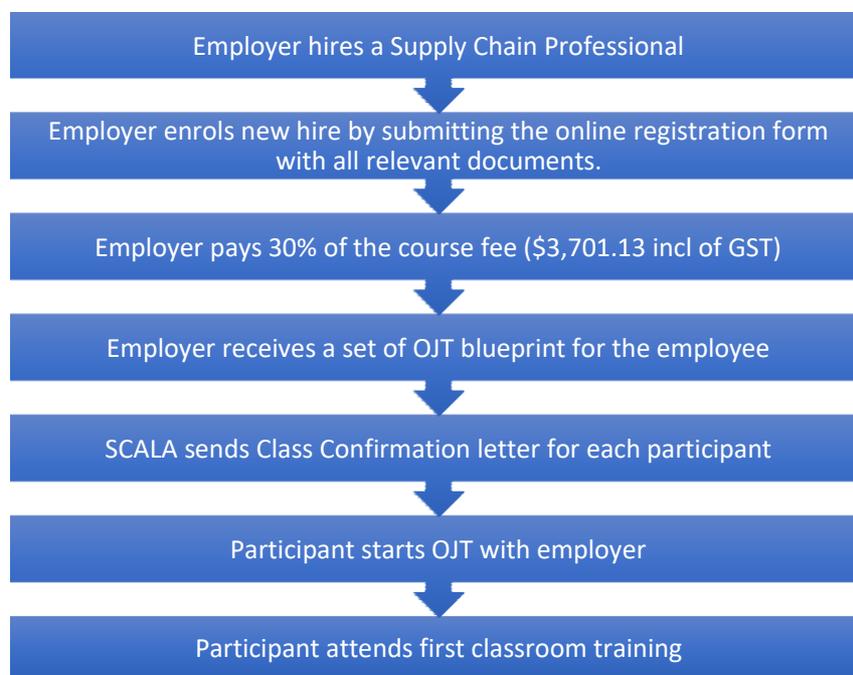
What roles are eligible for SCPCP?
- Supply chain solutionists
- Materials Planning & Procurement specialists
- Supply chain innovation experts
- Business development executives (supply chain)
- Customer insight analysts
- Strategy development planner

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.

How to enrol into the Supply Chain PCP?

SCALA runs two intakes per month for the programme. Companies can enrol eligible employees who are new hires who have commenced work not more than 3 months of the start of the PCP, using the online registration form here www.scala.com.sg/pcp-registration. Kindly note that all fields are required by WSG/SSG for submission. The PCP course start date is indicated in the confirmation letter and coincides with the first day of the On-the-Job Training (OJT). Below is the sign-up process:

Employer hires a Supply Chain Professional

Employer enrols new hire by submitting the online registration form with all relevant documents.

Employer pays 30% of the course fee ($3,701.13 incl of GST)

Employer receives a set of OJT blueprint for the employee

SCALA sends Class Confirmation letter for each participant

Participant starts OJT with employer

Participant attends first classroom training

What documents are required for registration?

The following documents are required for registration:

1. Copy of participants' NRIC (front and back)
2. Job description of the participant
3. Copy of Participant's resume
4. Copy of Participant's Employment letter
5. Letter of undertaking on Employer's Company Letterhead signed by both Participant and Immediate Supervisor. (A proforma copy of the letter of undertaking is found on our Resources page.

In addition, if the participant has been unemployed for 6 months or more, kindly provide the participant's CPF contribution statement for the 6 months prior to employment. This is required for processing of enhanced salary support.

Is there a limit to the number of participants I can sign up?

There is no limit per company. However, all employers are requested to take note of the course requirements and ensure that they hire responsibly and sustainably.

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 do we 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
NETT FEE PAYABLE ON REGISTRATION	**$3,701.13**

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 (see below).

Salary Support
SCALA will submit the salary support claims to WSG/SSG on behalf of employers. 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 21st 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 8 to 10 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.

What to use the salary support payment for?

While companies can use the salary support to offset business expenses, employers should set aside some amount to fund growth projects that your participant will learn to conduct and apply in your company. This will enable your business to create sustainable business growth, improve customer service and collaborate with other like-minded companies.

Do note that Grants received are from WSG, and WSG and SCALA shall be entitled to recover any part of the Grants, disbursed and/or withhold payment of any part of the Grants if the applicant:

i.   has not complied with the Programme requirements; or

ii.   has suppressed any material information or provided false information to SCALA or WSG in relation to the Programme or the Grants, which shall be determined by WSG in its sole discretion.

On-The-Job Training (OJT)

In order to be eligible for salary support, employers are to ensure that all required OJT reports are submitted on time. **Please refer to the SCPCP OJT Handbook for more information** found on our Resources webpage at www.scala.com.sg/resources

How to apply for Enhanced Course Fee Funding?

The Enhanced Course Fee funding is available only to SMEs or to employers who have employed Singapore Citizens aged 40 and above. The application process is as follows:

Step One: Before start of programme (up to 30 days):
Refer to "**Step One – 30 days before program start**" at Resources webpage at www.scala.com.sg/resources

Please note the timeline. If you are late in submission, your company will not be eligible for Enhanced Course Fee funding.

Step Two: At the end of the programme (up to 120 days):
Refer to "**Step Two – Up to 120 days after program end**" at Resources webpage at www.scala.com.sg/resources

Please note that it is the responsibility of the employer to ensure timely submissions. SCALA cannot take any responsibility nor intercede with the authorities for any missed applications.

Registration Cut-off Date

SCALA conducts two intakes per month into the programme. The intake schedule is as follows:

- 1 September 2020
- 15 September 2020
- 1 October 2020
- 15 October 2020

Registration cut-off date is 25th and 10th of the month before the course start date.

Employers are to ensure that they do not cross the 3-month employment eligibility clause when they submit their registration.

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.

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. Salary support may be delayed or clawed back according to the attendance records.

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, 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 further 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

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

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 for each 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 will 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.

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 if the participant fails to complete the programme?
If the participant withdraws from the course for whatever reason, 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.

Can the employer bond the participant?
The decision to bond an employee for the duration of the programme is entirely the employer's prerogative. While SCALA and WSG do not step in for such matters, employers should avoid excessive penalties for bond breakage.

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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Email: admin@scala.com.sg