Frequently Asked Questions (FAQ)

1) **What is Startup Talent Factory (Certificate in Entrepreneurship)?**

   This is a 1-year Work-Study Programme jointly launched by The Sandbox (TSB) and the School of Business & Accountancy (BA) from Ngee Ann Polytechnic (NP) in April 2018. It had a good enrolment of 186 students over the period of 2018 – 2020.

   Graduates from the course will be equipped for roles as digital marketing executives, social media specialists, e-commerce managers, business development managers, and entrepreneurs who want to start or grow their own business. They will be need to be hired by startups before NP accepts them into the programme.

   Startup hiring partners will receive course fee subsidies and salary support. Terms and conditions apply.

2) **Who would be eligible candidates for the programme?**

   Fresh polytechnic graduates* with a recognized diploma from any of the 5 local polytechnics are eligible to apply for the programme.

   *A fresh polytechnic graduate is a candidate who has graduated from a local polytechnic **within 3 years** of the Startup Talent Factory course start date (or in the case of NS men, to have ORD-ed within 3 years of the course start date).

3) **Does the company need to offer full-time employment to the candidate? If so, what is the minimum recommended salary and are there grants available for salary support?**

   Yes, the company would need to offer **full-time employment** to the candidate.

   The company would need to pay a **minimum recommended salary of $2,500 per month** to the candidate for the duration of the programme.

   The company would be able to receive **salary support** (up to $12,000 grant) given in two tranches: (i) after the commencement of the programme and (ii) upon successful completion of the programme.

4) **How does a company secure a suitable candidate for the programme?**

   Here is the workflow for the hiring process of a candidate:

   - Companies will register as a hiring company and upload job description of the job role(s) that they are hiring.
   - Candidates will indicate their choice of companies (from the list of job descriptions submitted by participating companies) and submit their CVs to NP.
   - NP will e-mail the candidate CVs to the selected company for their review.

- Company will contact shortlisted candidates for job interviews
  - o If the candidate passes the job interview, then the company can proceed to offer full-time employment to the candidate.
  - o Employment must commence before the start date of the course.

OUTCOME:
If a company has successfully hired a candidate, then the company will need to inform NP and **submit a copy of the candidate's employment contract to NP**.

5) What if a company is unable to find a suitable candidate?

If the company is unable to find a suitable candidate, then the company is not under any obligation to hire a candidate for the programme.

6) Is a company able to find their own candidate and/or place existing employees into this programme?

Yes, the company is able to find their own candidate and/or is able to sponsor their existing employees for the programme.

Note: Before the candidate can be placed in the programme, the company would need to **submit a copy of the candidate's diploma qualification** for NP to assess the candidate's eligibility for this programme.

7) When would a company need to employ the candidate?

The company would need to employ the candidate on or before the start date of the course.

For example, if the course commences on **15th Apr 2024**, then the candidate would need to be employed by the company on or before the **course commencement date**. The company would need to release the candidate to attend classes at Ngee Ann Polytechnic.

8) Is the salary support grant pegged to the course commencement date?

Yes. The **salary support grant** is pegged to the **course commencement date** and will cover the training duration of 1 year. For example, if the course commences on **15th Apr 2024**, then the salary support grant is calculated from 15th Apr onwards for the duration of the programme.

(i)   For candidates employed on 15th Apr 2024 onwards, the company would need to pay the candidate a **minimum recommended salary of $2,500 per month** and the company would be able to claim **salary support** (up to $12,000 grant) for the duration of the programme.

(ii)   For candidates employed before 15th Apr 2024, the company would need to decide as part of its hiring the process the monthly salary to be paid to the candidate (separate from the terms & conditions of the programme). Note that there is no salary support grant for the months leading up to 15th Apr 2024.

9) Is the company required to pay for the candidate's course fee? If so, how much is the course fee?

Yes. As this is a company-sponsored programme, the **company would need to pay for the candidate's course fee**.

For WSP Certificate (subject to GST)			
	Singaporeans	Permanent Residents	Full Course Fees
<40 years old	$774.00	$2,052.00	$5,130.00

Note: NP will invoice the company directly for the course fee at the start of the course. The course fee (payable to NP) is non-refundable.

10) What is the course fee for?

The course fee is for payment of the 3 modules that the candidate has to complete in order to be awarded the **Certificate in Entrepreneurship**.

11) What are the modules that the candidate has to complete?

The candidate has to complete 3 modules and a practicum. Candidates will be awarded the **Certificate in Entrepreneurship** upon successful completion of the course.

Modules	Module Synopsis	Total Hours
a) Start-up Finance & Operations	This module covers the basics of operating a start-up company. This includes setting up lightweight processes and controls in facilities management, setting up a recruiting function, establishing necessary bookkeeping practices, and ensuring all necessary equipment and IT functions and security are addressed to keep the company running. This module also covers key metrics that needs to be established that monitors the health of a start-up. Metrics such as Cash Burn, Hiring Pipeline, Sales targets, Budgets will be covered.	30
b) Start-up Product Development	This module covers the basics of product development which	30

	includes concepts such as product SPRINTS, evaluation and assessment. The Lean methodology of product development and discovery will also be covered. This module will also cover basic concepts of scaling product for the masses -its considerations and trade-offs	
c) Digital Commerce & Marketing	This module covers the full spectrum of Digital Marketing & commerce tools and techniques including Search Engine Optimisation, A/B testing, Social Media Marketing, Performance marketing, digital commerce etc. Candidates will also learn about growth concepts such as closed loop marketing, O2O strategies and content marketing.	30
d) Practicum (OJT)		90
Total		**180 hrs**

12) When will the company receive the company grant for salary support?

The company grant for salary support is given in **two tranches**, as illustrated below:

Example
If the company employs a candidate on a one-year employment contract, then the company is eligible to claim a total to $12K in salary support disbursed in two tranches:
- Company receives 1st tranche (initial $6k) after the commencement of the course.
- Company receives 2nd tranche (remaining $6k) after the candidate has successfully completed the one-year programme.

In addition, the company would need to provide the following documents (as proof of employment and salary respectively):
a) Candidate's employment contract
b) Candidate's monthly pay slips
In regards to the terms & conditions for receiving the grant support, the company would need to sign a **Letter of Agreement (LOA)** before the commencement of the programme.