

FACTSHEET ON CAREER CONVERSION PROGRAMME FOR RETAIL INDUSTRY (NEW HIRES)

OBJECTIVES OF THE PROGRAMME

1. Nanyang Polytechnic – Singapore Institute of Retail Studies (NYP-SIRS) is the appointed programme partner for Career Conversion Programme for Retail Industry (CCP-RI).
2. Workforce Singapore’s (WSG) Career Conversion Programmes (CCPs) seek to reskill Singaporeans to allow them to develop new capabilities to take on jobs in growth areas or redesigned job roles.
3. The Programme is aimed at supporting career conversions of new entrants and reskilling of existing employees for the retail industry. The target beneficiaries are Singapore citizens or Singapore permanent residents and consist of:
 - a. workers employed in the Retail industry and seeking to upgrade their skills; and
 - b. workers employed in industries other than Retail industry but seeking to acquire new skills and switch careers to the Retail industry; and
 - c. unemployed workers seeking to enter the Retail industry.

PROGRAMME DETAILS

4. The CCP-RI aims to equip Professionals, Managers, Executives and Technicians (“PMETs”) and Rank-and-File workers (“RnF”) with the relevant skills and competencies for a successful career conversion in the Retail sector.
5. The CCP-RI is a place-and-train mode, where the participating employer hires the employee before the training commences. Employers are strongly encouraged to send their employees to attend recommended structured classroom training modules (delivered by SIRS) as well as provide the employee with a structured on-the-job-training (OJT) with the hiring Company. This is to ensure that the employee hired will gain the necessary competencies for their new role. SIRS will recommend suitable modules upon obtaining the job description from the Company.

TRAINING PROGRAMME & SALARY

6. SIRS offers facilitated training to help trainees undergo skills conversion and reskilled with the necessary competencies to move into new job roles to embark retail or digital-retail careers.

Role	Salary	Training
PMET	At least \$2,500	Recommended to attend facilitated classroom training with SIRS and 6 months on-the-job training (OJT) with a company within the retail sector
Rank-n-File	At least \$1,850	Recommended to attend facilitated classroom training with SIRS and 3 months on-the-job training (OJT) with a company within the retail sector

ELIGIBILITY CRITERIA

7. Candidate must fulfil the following criteria:
- Minimum 21 years old
 - Must be a Singapore Citizen or Permanent Resident
 - Graduated from pre-employment training or completed National Service, whichever is later, at least two years prior at the point of application
 - Must not be in the same job role prior to joining the CCP
 - Have no bond obligation with any organisation
 - Meet employer or course-specific entry criteria, where applicable
 - New hires who have no more than three months of employment with the current company
8. Company must fulfil the following criteria:
- Be registered or incorporated in Singapore
 - Be in retail, dealing with tangible B2C products
 - Have a proper office and must not operate from residence
 - Must be able to offer a full-time employment contract on permanent terms; full-time contract employment consists of structured OJT at the hiring company and an additional period of retention equivalent to the training duration
 - Ensure that new hires cannot be:
 - A shareholder of the PCP company, or its related companies
 - Related to the owner(s) of the PCP company; and
 - Immediate ex-staff of PCP company or its related companies
 - Ensure job within the retail or digital-retail operations scope

FUNDING OF THE PROGRAMME

9. The employing company will receive the following funding upon the fulfilment of the corresponding requirements:

Funding to Employers	Standard Rate Singapore Citizens below 40 years & Permanent Residents	Enhanced Rate Singapore Citizens, Long-term Unemployed * or Mature ^
Salary Support	Up to 35% of monthly salary for CCP training duration (capped at \$2,000 per month during training and retention period)	Up to 45% of monthly salary for CCP training duration (capped at \$3,000 per month during training and retention period) * Long-term Unemployed (LTU) is defined as being unemployed and actively seeking employment for six months or more ^ Mature is defined as being aged 40 and above
Course Fee Funding	Up to 70% Course Fees **	Up to 90% course fees*** *** For SC / Permanent Resident (PR) trainees sponsored by SMEs or Mature SC trainees
	** For non-Small and Medium Enterprises (SMEs)	For SMEs or trainees eligible for Mid-Career Enhanced Subsidy (MCES)
On-the-job training (OJT) blueprint to be provided by the employing company with the following details:		
<ul style="list-style-type: none"> · OJT Blueprint of 6 months to be developed and submitted to SIRS for approval · To seek Nanyang Polytechnic (NYP) – National Centre of Excellence for Workplace Learning (NACE) for assistance, if company does not have the capability to develop, and the development is payable · Detailed account of main tasks, skills, and knowledge · Actual account of OJT hours for each task, by hours and · Competency acquired during the 6 months training 		<p>Total OJT of 6 months for PMET and 3 months for RnF</p> <p>To submit OJT logbook, trainee salary slips and CPF contribution statements for disbursement of salary support</p>

NEW ADJUSTMENT

10. Adjustments in funding disbursements for new hires on CCPs from 1 Sep 2020 to 31 March 2023.

- a. Revisions to the Jobs Growth Incentive (“JGI”) were announced on 4 Mar 2022¹, extension of the qualifying window of JGI (i.e., Apr to Mar 2023) is applicable as per below:
 - i. Support is 40% of the first \$6,000 of gross monthly wages for the first six months, and 20% of the first \$6,000 of gross monthly wages for the subsequent six months for mature local hires aged 40 and above who have not been in work for at least six months, PwDs or ex-offenders, if employers continue to meet the eligibility criteria.
 - ii. All other new hires will no longer receive the JGI.
- b. WSG has made temporary adjustments to salary support (SS) disbursements for all new hires hired on their Career Conversion Programme (CCP) for the period between 1 Sep 2020 to 31 Mar 2023, which coincides with the qualifying period for the JGI². The intent is to spread out SS disbursements over a longer period to encourage companies to retain local workers hired under these conversion programmes.
- c. For individuals newly hired and put on Place-and-Train CCPs for the period between 1 Sep 2020 to 31 Mar 2023, the SS funding will be disbursed to participating employers over a longer period, comprising the CCP training duration and an additional period of retention equivalent to the training duration.

1 For more information on JGI, please visit the IRAS webpage at
<https://www.iras.gov.sg/irashome/Schemes/Businesses/Jobs-Growth-Incentive--JGI/>

2 The adjustment to SS disbursement will apply based on the date of hire of the individuals (i.e., start of employment with employer and not date of commencement of the programme). To illustrate, the adjustment to SS disbursement will not apply to individuals hired before 1 Sep 2020, even if they start the programmes after 1 Sep 2020. On the other hand, individuals hired between 1 Sep 2020 – 31 Mar 2023 will be covered by the changes, even if they start the programme after 31 Mar 2022.

For more information and to apply, please contact

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