**CAREER CONVERSION PROGRAMME (CCP) FOR SME EXECUTIVES**
**FREQUENTLY ASKED QUESTIONS (FAQs)**
**(FOR PUBLIC INFORMATION)**

<table>
<tr><th>S/N</th><th>Questions and Answers</th></tr>
<tr><td colspan="2">General Questions</td></tr>
<tr><td>1</td><td>What is CCP for SME Executives? How will CCP for SME Executives help SMEs and PMETs?</td></tr>
<tr><td></td><td>The CCP for SME Executives helps PMETs by:<br><br>• Equipping them with new skills to take on new job roles in SMEs;<br>• Adjusting them to an SME working environment; and<br>• Providing the necessary foundational skills across areas like human resources, finance, admin and operations, sales and marketing.<br><br>For PMETs joining from non-SMEs, the CCP will help them to adjust to the SOPs and processes in SMEs, which may include multi-tasking and taking on enlarged job scopes.<br><br>The programme also benefits SMEs by providing salary support for SMEs to reskill jobseekers in new job roles, while giving them access to a wider pool of jobseekers.</td></tr>
<tr><td>2</td><td>What is the structure of the Programme?</td></tr>
<tr><td></td><td>Newly-hired PMETs will undergo a 3 month programme, which includes a 3-day workshop and structured On-The-Job Training (OJT) at the hiring company.<br><br><table><tr><th>Objectives of the 3-Day Workshop</th></tr><tr><td>Day 1<br>• PMET hires will learn techniques to help them acclimatise to their new SME working environment</td></tr><tr><td>Day 2<br>• PMET hires will learn foundational skills in various key business functional areas necessary to operate effectively in an SME environment</td></tr><tr><td>Day 3<br>• Joint session between PMETs and their SME supervisors to facilitate interaction and align work expectations, including job description, job tasks, and expected deliverables.</td></tr></table></td></tr>
<tr><td>3</td><td>Who are the Programme Managers (PMs)?</td></tr>
<tr><td></td><td>There are 5 Programme Managers (PMs) under the CCP for SME Executives:<br>• Association of Small & Medium Enterprises (ASME)<br>• Singapore Business Federation (SBF)<br>• Singapore National Employers Federation (SNEF)<br>• Singapore Manufacturing Federation (SMF)<br>• Workforce Advancement Federation (WAF)</td></tr>
<tr><td colspan="2">On Funding Support and Eligibility Criteria</td></tr>
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| 4 | **How long is the programme duration?** |
| | The programme duration is 3 months, which includes a 3-day workshop and structured On-The-Job Training (OJT) at the hiring company. |
| 5 | **Are Permanent Residents (PRs) eligible? What are the eligibility criteria for CCP for SME Executives?** |
| | Yes, Singapore PRs are eligible to participate in this CCP.<br><br>**PMET Eligibility criteria**<br>• Be a Singapore Citizen or Permanent Resident who is keen to pursue a full-time career in an SME;<br>• Have graduated or completed National Service at least 2 years[1] prior at the point of application;<br>• New job role trained for under the CCP should be substantially different from previous job role; **or**<br>• Has held a similar role previously but was from a non-SME prior to joining the company<br>• Must not be connected to the CCP participating company<br>  ○ Shareholder of CCP company or its related companies[2];<br>  ○ Related to the owners[3] of the CCP company; and<br>  ○ Immediate ex-staff of the CCP company or related entities<br><br>**SME Eligibility criteria**<br>• Meet local SME definition (see definition under FAQ item 14);<br>• Must be able to offer full time employment with a fixed monthly salary of at least $2,700 and at least a 12-month employment contract<br>• Must put in place structured OJT for the candidate;<br>• Commit to CCP training arrangements for the trainees; and<br>• Be committed to work with WSG or its appointed programme partners on the necessary admin matters related to the programme. |

[1] This will be counted from the date of graduation from the latest qualification, or date of completion of national service, whichever is later
[2]This does not apply to shareholders who hold publicly traded shares in listed companies
[3] For non-publicly listed companies, refer to individuals with shareholding per ACRA profile

| **Individual-Specific Questions** | |
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| 6 | **What kinds of jobs are available within SMEs participating in CCP for SME Executives? What kind of sectors are the SMEs from?** |
| | There is a wide range of job roles available for PMETs as the participating SMEs come from all sectors.<br><br>The CCP for SME Executives offers a wide range of job roles in SMEs in areas such as:<br><br>• Human Resource |

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| | • Leadership and Management<br>• Sales and Marketing, Business Development<br>• Project Management<br>• Operations and Administration |
| 7 | **What is the range of the salaries in these jobs?** |
| | Salaries in SMEs vary according to the job scope and the experience/qualification of the PMET, as well as the SME's nature of business. Companies would have to offer PMET participants full-time positions with a monthly salary of at least $2,700 (excluding variable components). |
| 8 | **Are fresh graduates eligible to participate in CCP for SME Executives?** |
| | Fresh graduates are not eligible to participate in this CCP. This programme supports local PMETs who have graduated or completed National Service for at least two years, whichever is later, at the point of application.<br><br>The eligibility criteria for PMETs are as detailed in FAQ item 5. |
| 9 | **Are unemployed PMETs eligible to participate in CCP for SME Executives?** |
| | Yes, unemployed PMETs are eligible, as long as they meet all eligibility criteria for PMETs detailed in FAQ item 5. |
| 10 | **Do I have to pay to participate in CCP for SME Executives?** |
| | No, PMET participants do not have to pay anything for their participation in the CCP. |
| 11 | **What happens if I resign from the participating SME before the end of three months? Can I apply for a job with another SME/company or am I contractually bound? Will there be any penalty for me?** |
| | There is no bond imposed on PMET participants of the CCP for SME Executives. However, prevailing contractual agreements within each SME's employment contracts with individual jobseekers may apply. |
| 12 | **I am interested in a career in an SME. How can I sign up for the CCP for SME Executives?** |
| | You may visit any of the Programme Manager's page on the CCP Portal to submit an online application using the links below:<br>• Association of Small & Medium Enterprises (ASME)<br>• Singapore Business Federation (SBF)<br>• Singapore National Employers Federation (SNEF)<br>• Singapore Manufacturing Federation (SMF)<br>• Workforce Advancement Federation (WAF) |
| 13 | **I had previously participated in another CCP with a former employer. I recently joined a SME participating in CCP for SME Executives. Am I still eligible to participate in this CCP?** |
| | PMETs who previously participated in another CCP are eligible to participate in the CCP for SME Executives, so long as they meet the PMET eligibility criteria as stated in FAQ item 5. |
| **Employer-Specific Questions** | |
| 14 | **What is the definition of SMEs?** |

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- Companies[4] registered or incorporated in Singapore;
- Have employment size[5] of not more than 200; OR annual sales turnover[6] of not more than S$100 million

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<tr><td>15</td><td>How can my company benefit from CCP for SME Executives?</td></tr>
<tr><td></td><td>
Hiring SMEs can seek assistance from PMs to help screen and refer suitable job-seeking PMETs for their job vacancies under the Programme.<br><br>
Participating SMEs can also enjoy up to 90% salary support for each PMET enrolled onto the CCP, upon completion of the Programme and three-month OJT of the newly hired PMET(s):<br><br>
<u>Funding Support for CCP participants commencing training from 1 April 2024</u>
<table>
<tr><th>WSG's Funding to Employers</th><th>Standard Rate</th><th>Enhanced Rate*</th></tr>
<tr><td>Salary Support</td><td>Up to 70% of monthly salary for CCP training duration (capped at $5,000 per month)</td><td>Up to 90% of monthly salary for CCP training duration (capped at $7,500 per month)<br><br>* For Singapore Citizen (SC) and Permanent Resident (PR) trainees who are unemployed and actively seeking employment for six months or more, and/or SC and PR trainees aged 40 years and above in the year of commencement of the CCP.</td></tr>
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[4] "Companies" is used as a generic term and is intended to include non-business entities not registered with ACRA such as VWOs and societies, among others.
[5] A company should include in its employment size any persons employed under a contract of service in accordance to the Employment Act. This is regardless of the nationality of the employee.
[6] Annual sales turnover refers to the revenue or sales turnover stated on the company's income statement.

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| 16 | **Is there a restriction on how many PMETs I can sign up under the CCP for SME Executives?** |
| | No, there is no restriction on the number of newly-hired PMETs that SMEs can sign up under this programme, so long as the PMET eligibility criteria as stated above in FAQ item 5 is fulfilled. |
| 17 | **When does the OJT commence?** |
| | The OJT can commence once:<br>• The PM has approved the SME's participation in the CCPand its training development plan; and<br>• The newly hired PMET has been enrolled onto the CCP. |

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<tr><td>18</td><td>My company is interested to hire PMETs or participate in the programme, how can my company register?</td></tr>
<tr><td></td><td>For companies looking to apply for the CCP for SME Executives, you can register your interest here or reach out to our PMs:<br><br>
<table>
<tr><th>PMs</th><th>Telephone</th><th>Email</th></tr>
<tr><td>ASME</td><td>6015 0061</td><td>ccp@asme.org.sg</td></tr>
<tr><td>SBF</td><td>6827 6828</td><td>ccp@sbf.org.sg</td></tr>
<tr><td>SNEF</td><td>6827 6977</td><td>ccpsme@snef.org.sg</td></tr>
<tr><td>SMF</td><td>6826 3100</td><td>enquiry.ccl@smfederation.org.sg</td></tr>
<tr><td>WAF</td><td>8866 3603</td><td>ccp.sme@waf.org.sg</td></tr>
</table></td></tr>
<tr><td>19</td><td>I’ve recently hired a PMET who was previously on the CCP for SME Executives with another SME. Am I still eligible to participate in this CCP and qualify for the salary support?</td></tr>
<tr><td></td><td>Yes, the SME and their newly-hired PMET would still be eligible to participate in CCP for SME Executives and qualify for salary support if they meet the programme eligibility criteria including career conversion requirement.</td></tr>
<tr><td>20</td><td>If my newly-hired PMET leaves my company before the completion of the 3-month OJT, can I hire a replacement? Am I still eligible for the salary support?</td></tr>
<tr><td></td><td>Yes, SMEs may do so and can still benefit from the salary support. However, the new replacement PMET is required to attend the 3-day workshop and complete the three-month OJT</td></tr>
<tr><td>21</td><td>What if my newly-hired PMET leaves before the completion of the 3-month programme and I do not wish to replace the PMET. Am I still able to receive the salary support?</td></tr>
<tr><td></td><td>If the PMET leaves before the completion of the 3-month programme, the salary support would be pro-rated up to the individual’s last working/training day of the month. However, the company will need to ensure that the 3-day workshop has been completed.</td></tr>
<tr><td>22</td><td>Can our PMET or SME Supervisor attend any make-up classes in the event that they are unable to complete the entire workshop run due to work exigencies?</td></tr>
<tr><td></td><td>SMEs are strongly encouraged to complete the training within the same workshop runand can work with the PM to arrange for their staff to attend make-up classes (if available). If either the SME supervisor or the PMET is unable to attend the Day 3 joint facilitative workshop, both of them will have to rearrange to attend the same session so that both parties can attend the workshop together. Salary support for the programme will only be disbursed upon successful completion of both the OJT and the workshop.</td></tr>
<tr><td>23</td><td>When would salary support commence?</td></tr>
<tr><td></td><td>Salary support will start when the OJT training commences and will only be disbursed after the OJT and 3-day workshop are successfully completed.</td></tr>
<tr><td>24</td><td>If my supervisor has attended through Day 3 of the workshop (i.e. joint facilitative session between PMET and SME supervisor) for my previous PMET hire under this programme, would my supervisor have to attend it again for the next hire under this programme?</td></tr>
<tr><td></td><td>Yes, for each new hire, their direct supervisor would need to attend the Day 3 of the workshop. This will help the new hire to communicate with their supervisor and align on work expectation and integrate better into the SME.</td></tr>
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| 25 | **Does the supervisor attending Day 3 of the workshop have to be the direct supervisor of my newly-hired PMET?** |
| | Yes, he/she has to be the direct supervisor of the newly-hired PMET. During the 3-month OJT, the direct supervisor is expected to work closely, be in constant communication with the PMET and be aware of the PMET's performance so that he/she will be able to evaluate the PMET's performance at the end of the programme. The workshop will assist to build up the SME supervisor's abilities in this aspect. |