

CAREER CONVERSION PROGRAMME (CCP) FOR SME PROFESSIONALS

PROGRAMME FACTSHEET

Small and Medium Enterprises (SMEs) form 99% of all enterprises in Singapore and have an important role to play in Singapore's economy. SMEs currently employ around seven out of every ten workers and contribute close to half of Singapore's Gross Domestic Product (GDP).

As SMEs transform to meet evolving business needs, enhancing HR practices and talent acquisition strategies are necessary to support and sustain growth. SMEs are increasingly open to hiring mid-career jobseekers from adjacent job roles and sectors, valuing transferable skills and adaptability in candidates. This shift provides local Professionals, Managers, Executives and Technicians (PMETs) jobseekers access to a wide range of career opportunities within the SME ecosystem. Job seekers can now explore new roles within SMEs or transit from non-SME environments, benefiting from the adoption of skills-first hiring practices.

About Career Conversion Programme(CCP) for SME Professionals

The CCP for SME Professionals helps PMETs by:

- Providing access to a wide range of career opportunities within the SME ecosystem;
- Equipping them with new skills to take on new job roles in SMEs;
- Adjusting them to an SME working environment; and
- Providing the necessary foundational skills across areas like artificial intelligence, digitalisation, human resources, finance, admin and operations, sales and marketing. The CCP also equips them with basic knowledge and skills on leveraging AI and digitalisation to improve operational efficiency in SMEs.

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.

The programme also benefits SMEs by providing salary support for SMEs to reskill jobseekers in new job roles. SMEs will work with Skills and Workforce Development Agency (SWDA) or its appointed programme partners to improve HC capabilities and implement progressive HR practices such as Structured Career Planning (SCP), which will give them access to a wider pool of jobseekers.

Programme Managers

There are 4 Programme Managers under the CCP for SME Professionals:

- Association of Small and Medium Enterprises (ASME)
- Singapore Business Federation (SBF)
- Singapore National Employers Federation (SNEF)
- Workforce Advancement Federation (WAF)

Programme Details

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 SME.

<u>Day 1</u>	• PMETs will learn techniques to help them acclimatise to the SME working environment
<u>Day 2</u>	• PMETs will learn foundational skills in various key business functional areas necessary to operate effectively in an SME environment, with topics such as leveraging on AI and digitalisation to improve operational efficiency in SMEs
<u>Day 3</u>	• Joint session between PMETs and their SME supervisors* to: - Facilitate interaction and align work expectations according to job descriptions, jobs tasks and expected deliverables - Encourage structured career planning whereby SME supervisors will discuss with PMETs on the latter's career progression such as potential higher value roles that the PMETs could take on over time
* An employer toolkit will be provided to the SME supervisors for pre-reading.	

Funding Support for CCP participants

SWDA's Funding to Employers	Standard Rate	Enhanced Rate
Salary Support	Up to 70% of monthly salary for CCP training duration (capped at \$5,000 per month)	Up to 90% of monthly salary for CCP training duration (capped at \$7,500 per month) <i>* 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.</i>

Job Roles under CCP for SME Professionals

The CCP for SME Professionals offers a wide range of job roles in SMEs in areas such as:

- Leadership and Management
- Sales and Marketing, Business Development
- Project Management
- Operations and Administration, which could include HR elements (i.e. for roles that are purely HR function, companies should apply for a specialised CCP such as CCP for Human Capital Professionals)

Eligibility Criteria

For SMEs:

SMEs will need to meet the following criteria to be eligible for SWDA funding support:

- Companies¹ registered or incorporated in Singapore;
- Employment size² of not more than 200; OR Annual sales turnover³ of not more than S\$100 million;
- Must be able to offer an employment contract⁴ on permanent terms or on contract terms that are no less than one (1) year, with a fixed monthly salary of at least \$3,500;
- Must put in place structured OJT for the candidate;
- Must commit to CCP training arrangements for the trainees;
- Must complete an assessment of the company's human capital (HC) practices using Institute for Human Resource Professionals (IHRP)'s Human Capital Diagnostic Tool (HCDDT); and
- Be committed to work with SWDA or its appointed programme partners on improving HC capabilities and implementing progressive HR practices such as Structured Career Planning (SCP).

For PMETs:

PMETs will need to meet the following criteria for SMEs to be eligible for SWDA salary support:

- Be a Singapore Citizen or Permanent Resident who is keen to pursue a career in an SME;
- Have graduated or completed National Service at least 2 years⁵ prior at the point of application;

¹ "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.

² 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.

³ Annual sales turnover refers to the revenue or sales turnover stated on the company's income statement.

⁴ With effect from 1 April 2025, participating companies in CCPs may offer either full-time or flexi-load working arrangements (e.g. part-time employment) and qualify for CCP support.

⁵ This will be counted from the date of graduation from the latest qualification, or date of completion of national service, whichever is later

- New job role trained for under the CCP should be substantially different from previous job role; **or**
- Has held a similar role previously but was from a non-SME prior to joining the company
- Must not have connections to the CCP participating company:
 - a. Shareholder of the CCP participating company or its related entities⁶;
 - b. Related⁷ to the owners⁸ of the CCP participating company;
 - c. Related⁷ to individuals in the CCP participating company who have the authority to make decisions in relation to the CCP application; and
 - d. Immediate ex-staff of the CCP participating company or its related entities

How to Apply

For **SMEs** looking to apply for the CCP for SME Professionals, you can register your interest [here](#) or reach out to our Programme Managers:

Programme Managers	Telephone	Email
ASME	6015 0061	ccp@asme.org.sg
SBF	6827 6828	ccp@sbf.org.sg
SNEF	6827 6977	ccpsme@snef.org.sg
WAF	8866 3603	ccp@waf.org.sg

For **individuals** looking to apply for roles under the CCP for SME Professionals, kindly visit the [MCF Portal](#) to apply for CCP supportable job roles.

⁶ This does not apply to shareholders who hold publicly traded shares in listed companies

⁷ Related individuals refer to these 4 groups:

- Spouse/ex-spouse
- Children
- Parents/parents-in-law
- Siblings

⁸ For non-publicly listed companies, refer to individuals with shareholding per ACRA profile