

Commonly Asked Questions

1. What are Career Management Skills?

Career Management Skills (CMS) refer to a set of abilities and competencies that individuals utilise to effectively navigate their careers, make informed decisions, and achieve their professional goals.

Referencing international frameworks where research and evidence in the field of career development have shown that these skills significantly enhance career planning, mobility, and resilience, coupled with our experience in delivering career services, Skills and Workforce Development Agency (SWDA) has identified, with validation from career practitioners community, 13 Career Management Skills to enable individuals to effectively navigate their careers.

1. Establish a career development/action plan that includes methods and actions to achieve career goals.
2. Plan for different life stages and consider the different life roles that they want and need to play.
3. Match their career values, interests, personality and skills to the requirements and opportunities in training and work.
4. Locate and use labour market information and training resources to derive insights that support their career development/action plan.
5. Evaluate the risks and rewards of different career options and learning pathways to make informed career decisions.
6. Explore industry trends and competencies needed for the future of work.
7. Develop their skills to meet changing work expectation.
8. Assess the benefits of career-related activities and proactively participate in them.
9. Reflect on the impact of workplace environment, culture, expectations, and develop methods to cope with the change.
10. Apply effective job search techniques, including navigating the recruitment processes.
11. Develop methods to cope with workplace discrimination.
12. Apply proactive measures to foster resilience and extract valuable lessons from setbacks.
13. Take action to improve their physical and mental well-being, including self-efficacy.

You may refer to [Career Management Skills](#) to find out more about what each CMS may cover.

2. What does it mean to be a SWDA-Registered CP Provider (i.e. SFC-only eligible) and approved Programme?

Approved programmes delivered by SWDA-Registered CP Providers (SFC-only eligible) will be listed on [MySkillsFuture Portal](#) and be eligible for SkillsFuture Credit (SFC). Individuals may tap on their [SFC \(base tier\)](#) to pay for the approved CP programmes.

3. Do I need to be a SWDA (former SSG) registered training provider to apply to be a SWDA-Registered CP Provider (SFC-only eligible)?

No, CP Providers who are not existing SWDA (former SSG) registered training provider can apply to be a SWDA-Registered-CP Provider (SFC-only eligible).

4. Does the programme need to be a new programme to apply to be a SWDA-approved CP programme?

No, you can apply to be a SWDA-Registered CP Provider (SFC-only eligible) with either a new or existing programme, as long as the programme covers a combination of the Career Management Skills. Please see link (<https://go.gov.sg/careermanagementskills>) However, if you are applying with an existing programme, do note that SFC claims by participants can only be made for programmes commencing within the support period as advised by SWDA upon approval of the programme.

5. How long would the course validity period be for SFC-only eligible programme?

Upon SWDA's approval, each approved CP programme may be supported for a period of up to 3 years, subject to review by SWDA.

6. Why do I need to submit details of our programme such as content outline, sample activity worksheets which have been developed by my organisation?

The purpose for the document submission is to assist us to better understand the programme content and curriculum proposed as part of our evaluation of the application.

7. Can I make changes to the approved programme during the support period?

You will need to obtain SWDA's approval on any changes made to the programme contents, title, fees, programme duration or delivery mode, during the support period.

8. What are the fees involved in applying to be a SWDA-Registered CP Provider (SFC-only eligible)?

SWDA does not charge an application fee at this moment.

9. Do I need to provide a target number of participants per programme run as part of the application process?

Yes. You are required to propose a target number of participants per programme run. There is no fixed requirement, and the proposed number should be aligned with your target audience, programme design, objectives and marketing strategy.

**10. Any resources/references available to help me navigate TPGateway?
Who can I contact for SFC claims-related questions/issues?**

You may refer to the following resources:

- Self-Help Guides
<https://www.tpgateway.gov.sg/who-we-are/self-help-guides>
- Trouble-shooting enquiries pertaining to TPGateway
Tel : 6952 3011
<https://service-portal.skillsfuture.gov.sg/s/feedback/>