FREQUENTLY ASKED QUESTIONS

1. What are Career Management Skills?

Career Management Skills (CMS) refer to a set of abilities and competencies that you can utilise to effectively navigate your career, make informed decisions, and achieve your 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, SWDA has identified, with validation from the 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.

2. Who is eligible to use SkillsFuture Credit (SFC) for the Career Planning (CP) Programmes listed?
Introduced in 2015, SFC aims to encourage individual ownership of skills development and lifelong learning. All Singapore Citizens aged 25 and above will receive an opening credit of $500. The opening credit will not expire, and individuals can use their credit for a range of eligible courses listed on the MySkillsFuture portal. You may wish to learn more about SFC here. Admission into the CP programmes may be subject to you meeting the requirements set by respective providers. Do approach the providers to find out more.
3. Can I use my SkillsFuture Credit (SFC) for any Career Planning (CP) Programmes? How can I sign up?
The list of SFC eligible CP Programmes can be found here. You can find out more about the respective programmes through the links provided and sign up directly with the providers.
4. Is it possible for me to use my SkillsFuture Credit (SFC) for multiple Career Planning (CP) Programmes within the list?
Yes, as long as you have sufficient SFC (Base Tier) available. Your SFC (Base Tier) opening credit is $500. Admission into the CP programmes may be subject to you meeting the requirements set by respective providers. Do approach the providers to find out more about their CP programmes before putting in your SFC claim via the MySkillsFuture portal.
5. When should I submit my claim for SkillsFuture Credit (SFC)?
You should inform the Career Planning (CP) provider of your intention to use your SFC in part or in full for the CP Programmes identified at the point of registration. You may submit your claim via the MySkillsFuture portal within 60 days before the commencement of the CP programme.
6. I only realised the Career Planning (CP) Programme was eligible for SkillsFuture Credit (SFC) after commencing the programme. Can I still submit my claim for SFC?
You cannot claim SFC if the programme has already commenced or has ended.

7. Are the Career Planning (CP) programmes delivered online or in-person?
The mode of delivery varies for each CP programme. You may wish to approach the providers to find out more.
8. How does SWDA ensure the quality of the Career Planning (CP) Providers and Programmes?
Providers who are keen to become a SWDA-registered CP Provider (SFC eligible) to deliver programmes eligible for SFC, are required to put in their applications for SWDA's evaluation. The scope of assessment includes: • Vision for Career Planning Programme Provision • Financial Health and Credibility • Delivery Capability and Track Record in Career Planning Programme Provision • Credentialed Career Professionals • Content and Curriculum SWDA will also monitor the take up and participants' feedback gathered on the registered CP programmes while they are being delivered.