

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 CCP company, or its related companies
 - Related to the owner(s) of the CCP company; and
 - Immediate ex-staff of CCP 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 & Permanent Residents below 40 years	Enhanced Rate Singapore Citizens & Permanent Residents, LTU * or Mature ^
Salary Support	Up to 70% of monthly salary for CCP training duration (capped at \$4,000 per month during training and retention period)	Up to 90% of monthly salary for CCP training duration (capped at \$6,000 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>

For more information and to apply, please contact
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