

## CAREER CONVERSION PROGRAMME (CCP) FOR SME EXECUTIVES

### PROGRAMME FACTSHEET

#### About Career Conversion Programme (CCP) for SME Executives

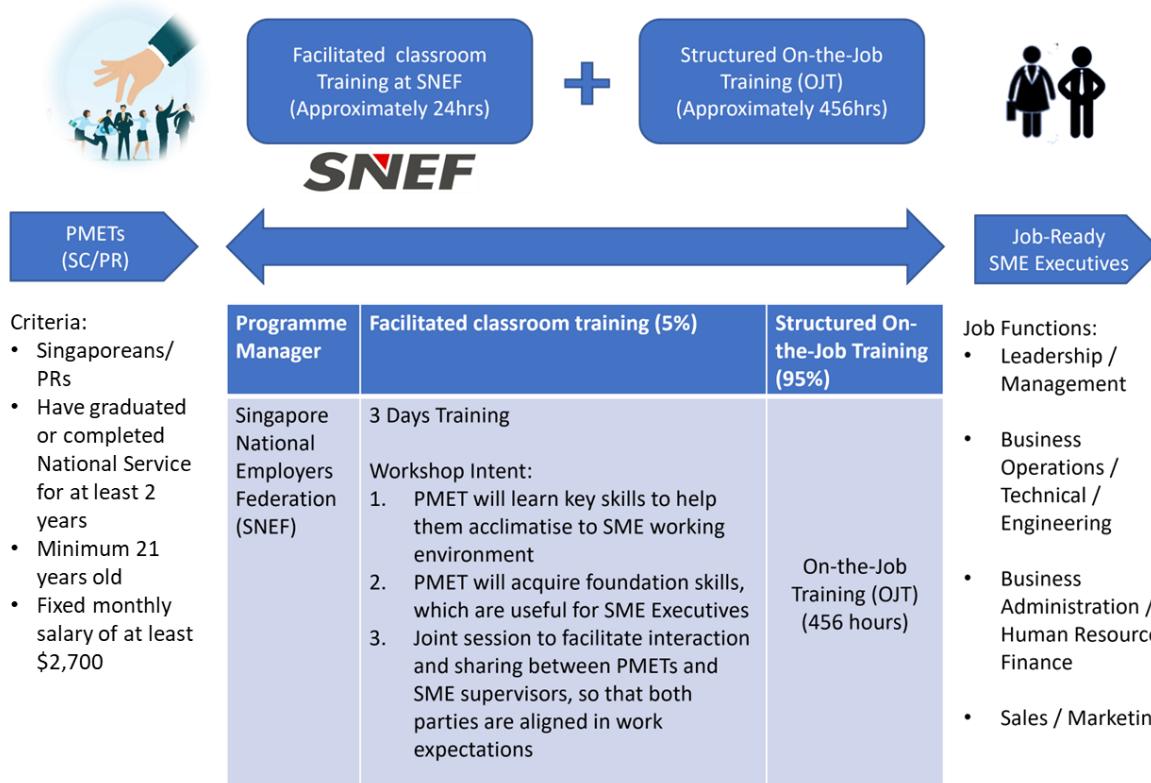
The CCP for SME Executives helps PMETs to reskill and take on new job roles in SMEs.

In addition, the CCP helps PMETs to acclimatize to an SME working environment and acquire necessary foundational skills in various business functional areas such as human resources, finance, admin and operations, sales and marketing. For PMETs joining from non-SMEs, the CCP will help them to adjust to the SOPs and processes in SMEs, which may differ considerably from a non-SME work environment, requiring 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. This enables SMEs to access a wider pool of jobseekers.

#### Programme Outline

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.



## Objectives of the 3 Day Workshop

### Day 1

- PMET hires will learn techniques to help them acclimatise to the SME working environment

### Day 2

- PMET hires will learn foundational skills in various key business functional areas necessary to operate effectively in an SME environment

### Day 3

- Joint session between PMETs and their SME supervisors to facilitate interaction and alignment of work expectations, including job descriptions, jobs tasks and expected deliverables

## Funding Support

WSG's Funding to Employers	Standard Rate	Enhanced Rate
<b>Salary Support</b>	Up to 70% of monthly salary for CCP training duration (capped at \$4,000 per month)	Up to 90% of monthly salary for CCP training duration (capped at \$6,000 per month)  <i>For Singapore Citizen (SC) trainees who are unemployed and actively seeking employment for six months or more, and/or SC trainees aged 40 years and above in the year of commencement of the CCP</i>

## Job Roles Under CCP for SME Executives

The CCP for SME Executives is open to a wide spectrum of PMET job roles in SMEs, including but not limited to the following areas:

- Human Resource
- Leadership and Management
- Sales and Marketing, Business Development
- Project Management
- Operations and Administration

## Eligibility Criteria for SMEs:

- Companies registered or incorporated in Singapore
- Employment size (at group level) of not more than 200; OR Annual sales turnover (at group level) of not more than S\$100 million
- At least 30% local shareholding being held by Singapore Citizen or Permanent Resident
- 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
- Must put in place structured OJT for the candidate
- Commit to CCP training arrangements for the trainees
- Be committed to work with WSG or its appointed programme partners on the necessary admin matters related to the programme

**Eligibility Criteria for PMETs:**

- Be a Singapore Citizen or Permanent Resident who is keen to pursue a full-time career in an SME with a fixed monthly salary of at least S\$2,700 (excluding variable components)
- Have graduated or completed National Service at least 2 years prior at the point of application.
- New job role trained for under the CCP should be substantially different from previous job role; or
- Has held a similar role previously in a non-SME prior to joining the company, and new role has an enlarged job scope.
- Must not be connected to the CCP participating company
  - a. Shareholder of CCP company or its related companies
  - b. Related to the owners of the CCP company; and
  - c. Immediate ex-staff of the CCP company or related entities

**How to Apply**

For **SMEs** looking to apply for the CCP for SME Executives, you can reach out to SNEF for more information and enquiries:

Programme Provider	Email	Tel
SNEF	<a href="mailto:ccpsme@snef.org.sg">ccpsme@snef.org.sg</a>	6827-6977

For **individuals** looking to apply for roles under the CCP for SME Executives, kindly visit "WSG's CCP Portal" to submit an online application using the link below:

- [Singapore National Employers Federation \(SNEF\)](#)