

CAREER CONVERSION PROGRAMME (CCP) FOR SME EXECUTIVES PROGRAMME FACTSHEET **(FOR PUBLIC INFORMATION)**

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 half of Singapore's Gross Domestic Product (GDP).

As SMEs transform themselves to adapt to a post-COVID 19 operating environment, recruiting the right talent will be a key priority to support and sustain their business growth. This will provide local Professionals, Managers, Executives and Technicians (PMETs) jobseekers access to a wide range of career opportunities within the SME ecosystem, including moving into new job roles.

About Career Conversion Programme(CCP) for SME Executives

The CCP for SME Executives helps PMETs by:

- 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 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 include multi-tasking and taking on enlarged job scopes.

Programme Managers

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

- Association of Small and Medium Enterprises (ASME)
- Singapore National Employers Federation (SNEF)
- Singapore Manufacturing Federation (SMF)
- 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.

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 align work expectations, including job descriptions, jobs tasks and expected deliverables

Funding Support

| WSG's Funding to Employers | Standard Rate | Enhanced Rate* |
|-----------------------------------|---|---|
| Salary Support | 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 offers a wide range of job roles in SMEs in areas such as:

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

Eligibility Criteria

For SMEs:

SMEs will need to meet the following criteria to be eligible for WSG 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 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; and
- Be committed to work with WSG or its appointed programme partners on the necessary admin matters related to the programme.

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.

For PMETs:

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

- Be a Singapore Citizen or Permanent Resident who is keen to pursue a full-time career in an SME;
- Have graduated or completed National Service at least 2 years⁴ 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 but was from a non-SME prior to joining the company
- Must not be connected to the CCP participating company
 - a. Shareholder of CCP company or its related companies⁵;
 - b. Related to the owners⁶ of the CCP company; and
 - c. Immediate ex-staff of the CCP company or related entities

⁴ This will be counted from the date of graduation from the latest qualification, or date of completion of national service, whichever is later

⁵ This does not apply to shareholders who hold publicly traded shares in listed companies

⁶ For non-publicly listed companies, refer to individuals with shareholding per ACRA profile

How to Apply

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

| Programme Managers | Telephone | Email |
|--------------------|-----------|---------------------------------|
| ASME | 6015 0061 | ccp@asme.org.sg |
| SNEF | 6827 6977 | ccpsme@snef.org.sg |
| SMF | 6826 3100 | enquiry.ccl@smfederation.org.sg |
| WAF | 6956 6288 | ccp.sme@waf.org.sg |

For **individuals** looking to apply for roles under the CCP for SME Executives, kindly visit any of the Programme Manager's page on the CCP Portal to submit an online application using the

links below:

- [Association of Small & Medium Enterprises \(ASME\)](#)
- [Singapore National Employers Federation \(SNEF\)](#)
- [Singapore Manufacturing Federation \(SMF\)](#)
- [Workforce Advancement Federation \(WAF\)](#)