

CCP FAQ

Background

Career Conversion Programmes (CCPs) are for mid-career individuals to undergo skills conversion and move into new occupations or sectors that have good prospects and opportunities for progression. SWDA offers about 100 CCPs to support mid-career individuals in career conversion.

The CCP for SME Professionals helps PMETs by:

- Providing access to a wide range of career opportunities within the SME ecosystem;
- 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 artificial intelligence, digitalisation, human resources, finance, admin and operations, sales and marketing. The CCP also equips them with basic knowledge and skills on leveraging AI and digitalisation to improve operational efficiency in SMEs.

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. The programme also benefits SMEs by providing salary support for SMEs to reskill jobseekers in new job roles. SMEs will work with SWDA or its appointed programme partners on improving HC capabilities and implementing progressive HR practices such as Structured Career Planning (SCP), which will give them access to a wider pool of jobseekers.

This programme is expected to last until Dec 2026 until further notice. While all PMETs are accepted for CCP for SME Professionals, if your company is looking for specialised courses to help train in specific industries/roles (e.g. Chef, Accountant, Salesperson etc.) do explore SWDA's page and type in the search bar for the relevant role/industry:

<https://conversion.mycareersfuture.gov.sg/Portal/ProgramListing.aspx?source=PCP>

*Please click on the question that you have, and it will automatically take you to that page, thank you

Eligibility and Application

- 1) Who is eligible for our Place-and-Train CCP?
- 2) PMET Definition
- 3) What if the person I would like to apply for CCP is my relative?
- 4) What if the person that I would like to apply for CCP have attended CCP before or any other Government funding program?
- 5) How do we assess a PMET to have had "Career Conversion"?
- 6) Is there a cap on the number of PMETs each company can send for CCP?
- 7) How do I apply for CCP?

Details about our CCP Programme

- 8) How long is the programme?
- 9) [What is HCDT?](#)
- 10) [What is the workshop about?](#)
- 11) [What is required for Structured On-the-Job Training \(OJT\)?](#)
- 12) [After my PMET's application has been completed and is approved, when does CCP begin?](#)
- 13) [What if my PMET leaves within the CCP duration \(3 months\)?](#)
- 14) [How much do I have to pay?](#)

CCP Funding: Salary Support

- 15) [Who is eligible for Enhanced Salary Support?](#)
- 16) [How long is the duration for Salary Support?](#)
- 17) [What is the timeline for receiving the Salary Support?](#)
- 18) [How does the Salary Support work?](#) (How much is the salary support?)
- 19) What if there is a change in the fixed salary for the employee?

1) Who is eligible for our Place-and-Train CCP?

In general, the following criteria are used to determine the eligibility of the applicant.

The SME must be:

- Registered or incorporated in Singapore
- Has an employment size of not more than 200 employees, **AND/OR** an annual sales turnover of not more than S\$100 million
- Able to offer full-time employment directly related to the job that is permanent or at least of a 1-year contract, with a fixed salary¹ amount that is at least \$3500/month
- Able to commit to the CCP training arrangements for the mid-career individuals that they have selected
- Able to complete an assessment of the company's human capital (HC) practices using Institute of Human Resource Professionals (IHRP)'s Human Capital Diagnostic Tool (HCDT)
- Committed to work with SWDA or its appointed partners on improving HC capabilities and implementing progressive HR practices such as Structure Career Planning (SCP), and other necessary administrative matters related to the programme.

¹ Fixed Salary = Basic + ANY fixed allowance E.g. 3500 Fixed Salary = 3200 Basic + 300 Fixed transport allowance (the amount is inclusive of employee's CPF)

The newly hired PMET must be:

- A Singapore Citizen or Permanent Resident
- Minimum 21 years old
- A new hire of less than 3 months from the **date of employment** with the SME
(To note: SMEs are strongly advised to submit applications at least 14 working days before expiry date to allow ample processing time. **Once the date has passed expiry date, we will not be able to process the application.**)
- Graduated or completed National Service for at least 2 years, whichever is later
- Have not attended CCP for SME Professionals before and funded previously
- Assessed to meet the Career Conversion criteria by our Programme Partners through **either of the following:**
 - 1) They have had **a substantial change in Job scope** from previous employment in comparison to the new job role with applicant company.
 - 2) They are previously **from a Non-SME or MNC** before joining the applicant company
 - 3) They have **a 2-year unemployment gap before joining the applicant company**

2) PMET Definition

PMET: Individuals who are **Professionals, Managers, Executives and Technicians** who have job scopes that fall into the Singapore Standard Occupational Classification (“SSOC”) Major Groups 1 to 3 (<https://www.singstat.gov.sg/standards/standards-and-classifications/ssoc>) as defined by SWDA

If you do not have a PMET that fits the criteria to be qualified, you can post your job advertisement on [mycareersfuture](https://mycareersfuture.gov.sg) to search for a suitable candidate eligible for our CCP.

3) What if the person I would like to apply for CCP is my relative?

Unfortunately, individuals such as:

- **immediate family of the shareholders of the participating SME including;**
 - Spouse/ex-spouse
 - Children/adopted children
 - Parents/parents-in-law
 - Children in-law
 - Siblings
- **Shareholders of the participating SME** or its related entities and
- **immediate ex-staff of the participating SME** or its related entities

are **not eligible** to join CCP for SME Professionals

4) What if the person that I would like to apply for CCP have previously attended CCP or any other Government-funded program?

They are **not eligible** for our CCP if they have attended CCP for SME Professionals before even though they meet other criteria.

They may still be eligible if they attended a different CCP before, for example CCP for Digital Marketing, if they meet all other eligibility criteria.

However, if you are sending your new hire to courses which are government-subsidised during their course of CCP with us, you will not be able to claim absentee payroll for the courses. If you do, you will not be eligible for the salary support for CCP.

5) How do we assess a PMET to have had “Career Conversion”?

Career Conversion refers to the conversion gap the PMET would have if they were to change careers (e.g. Auditor to Salesperson). Therefore, there is training/reskilling needed to equip an individual to take on a NEW job role.

CCP for SME Professionals aims to assist companies who are willing to train such individuals and how we assess if the Career conversion is genuine, is by comparing their immediate previous job scope(s) to their current job scope.

If career conversion is still unclear or needs clarification, we may decide to interview the PMET through emails or other means.

6) [Is there a maximum number of PMETs each company can send for CCP?](#)

Currently, **there is no limit** to the number of PMETs each SME can apply for CCP for SME Professionals. There is only a cap on the amount of Salary Support the company can claim for each PMET. Details of Salary Support can be found in [Question: Is there a cap for Salary Support?](#)

However, for each subsequent PMET that you seek to hire under the CCP, you are required to retake the IHRP HCDT if the last HCDT was taken more than a year ago to assess the status of your company's HC practices. All other PMET eligibility criteria as stated in FAQ item 1 applies. Details of HCDT can be found in [Question: What is HCDT?](#)

7) [How do I apply for CCP?](#)

After communicating your interest with us, you can proceed with completing the application form: [CCP for SME Professionals Application \(ASME\)](#)

In the Application form we will request the following:

1. Company's **ACRA dated within 6 months of application**
2. Company's **latest CPF 90**
3. **Employment Contract / Letter of Appointment** of the PMET
4. **Job description** of the PMET (if not already included in the Employment Contract)
5. PMET's updated **resume**
6. PMET's **CPF Contribution History from at least 6 months** before hire date

With the documents above from applying SME and PMETs, our team will then evaluate eligibility from there on and further communicate with the contact person for any clarifications required. If deemed ineligible, our team has the right to reject the application

Once the evaluation is completed and PMET is shortlisted for CCP, our PO will send you three documents for the programme. The documents are:

- a. **Job Description**
- b. **On-the-job Development Plan** and
- c. **Declaration Form** (Signed by both Authorised Signatory and PMET)

After reviewing the documents above, our Processing Officer(PO) will send you a link to invite your PMET via the Business Grant Portal (BGP 2.0). This process will require action from your CorpPass Admin and your PMET, where both will be required to upload several documents. (References and guides with instructions will be provided when we send you the link.)

Once approved, our Approving Officer (AO) will then send the Letter of Offer for CCP for SME Professionals via BGP 2.0 for your Authorised Signatory to read and accept offer.

***Should there be any updates about withdrawal of application or resignation of PMET do inform us via email to account for the application**

8) How long is the programme?

The structure of the CCP: Newly hired PMET will undergo a **3-month programme**, which includes a structured 3-month On-The-Job Training (OJT) at the hiring company and a **3-day Workshop** to be completed within the programme period. Company is also provided to complete a **HCDT Assessment Report** before the 3-day Workshop.

The programme start date would be the LOO Effective Date as stated in the Letter of Offer.

9) What is HCDT?

HCDT is IHRP's Human Capital Diagnostic Tool (HCDT) to assess SME's Human Capital (HC) Practices.

If it is your **first time** applying for CCP, you will be required to complete the assessment and submit the report to us before your PMET attends their 3-day Workshop. Link will be provided during application.

If it is your second or subsequent time applying for CCP, you will only be required to retake the assessment if report is from over a year ago.

HCDT helps companies assess their current human capital practices and benchmark them against industry standards, providing valuable insights that can inform strategic planning and guide the development of more effective HR strategies. By completing the HCDT, companies can maximise the benefits of the CCP for SME Professionals, ensuring that the programme aligns closely with their specific human capital development needs and contributes to long-term capability building.

10) What is the 3-day workshop about?

The workshop is meant to assist facilitation of the PMET into an SME Environment, to have a proper set of procedures to align the objectives of the company with the PMET - PMETs should receive guidance in taking up the new job role in the new working environment.

Supervisors will be provided with pre-reading materials before they attend Day 3 of the Workshop with PMET.

Overview of 3-day Workshop

Our workshop is conducted **via Zoom and in English**.

Module	Course Objective	Date	Time / Duration
CCP001	SME Environment PMET hires will learn techniques to help them acclimatise to their new SME working environment	Day 1 • Full-day, attended by PMET	9am – 6pm (8 hrs) (1 hr lunch)

CCP002	Organisation Structure & Functions PMET hires will learn foundational skills in various key business functional areas necessary to operate effectively in an SME environment, with topics such as leveraging on AI and digitalisation to improve operational efficiency in SMEs	Day 2 Full-day, attended by PMET	9am – 6pm (8 hrs) (1 hr lunch)
CCP003	Mentorship & Career Planning Joint session between PMETs and their SME supervisors* to - facilitate interaction and alignment of work expectations according to job descriptions, job tasks and expected deliverables - Encourage structured career planning whereby SME supervisors will discuss with PMETs on career progression such as potential higher value roles that the PMETs could take on over time *An employer toolkit will be provided to the SME Supervisors for pre-reading.	Day 3 - Full-day, attended by PMET & Supervisor - Includes a One-to-One session between PMET & Supervisor <i>*Attendance of Supervisor with PMET is compulsory</i>	9am – 6pm (8 hrs) (1 hr lunch)

*If the company has multiple applicants and the Supervisors are the same, the Supervisor will still need to attend the workshop again for each PMET.

*Workshop confirmation and details will be emailed to PMET and Supervisors one week before the assigned dates.

11) What is required for Structured On-the-Job Training (OJT)?

We will provide a template of the OJT Development Plan to be filled in as part of the Application Process.

In general, what is needed are the details of the Supervisor and the applying PMET as well as the OJT details during a period of 12 weeks (3 months). Do note the OJT would be carried out internally by the SME and ASME would only provide for the 3-day workshop. Any additional trainings or courses the company would like to apply for the PMET is up to the company's discretion and does not need ASME's approval.

12) After my PMET's application has been completed and is approved, when does CCP begin?

The CCP would commence on the **Letter of Offer (LOO) Effective Date** upon successful application to the CCP. From there, SME and the approved applicant will act according to the workshop dates scheduled and the On-the-Job Training topics stipulated in the LOO.

13) What if my PMET leaves within the CCP duration (3 months)?

Salary Support is calculated in accordance with the completion of the CCP. To be eligible for the Salary Support, **the 3 days' workshop MUST be completed**. The Salary Support will be **prorated** to PMET's number of worked days within the CCP duration.

There is no replacement of PMET to 'complete' the OJT. New PMETs will go through application process as new potential candidates.

14) How much do I have to pay?

There is no payment required. The compulsory 3-day workshop is **fully subsidised**. The On-the-Job Training (OJT) will be carried out over the 3-month CCP period internally by the SME, any internal training costs is at SME's own expenses.

15) Who is eligible for Enhanced Salary Support?

Eligible PMETs are entitled to Enhanced Rate if they fall in either of the following categories:

- **40 years old and above** as a Mature Worker
- **Long Term Unemployed (LTU)** – defined as unemployed and actively seeking employment for SIX (6) months or more.

16) How long is the duration for Salary Support?

Salary Support is calculated from the commencement of the CCP, as would be stipulated in the LOO once there is approval of application of the PMET by our Programme Partners, for up to 3 calendar months. Support will be pro-rated accordingly should the PMET leave before end of 3-month CCP.

- More on the next page -

17) What is the timeline for receiving the Salary Support?

SWDA does claims quarterly, Apr/July/Oct/Jan for every respective 3 months from Jan to Dec.
e.g. If your CCP end date falls in July-Sep, SWDA will only collect documents in Oct

If unable to submit by the dateline given, your claim filing will be pushed to the next quarter.

Do note the required documents for submission are:

- Signed and Completed **OJT Development Plan**
- **Performance Evaluation** by Supervisor
- **CPF & Payslips for the months within CCP period**
E.g. LOO effective date is 18/3 and end date is 18/6, to provide for Mar to June

**And any other additional documents as requested by SWDA if needed*

**Subject to changes as per the requirements for CCP*

You can refer to the **SAMPLE** timeline below for how the Salary Support timeline might look like.

CCP Milestone 

Milestone	CCP Start	3 Days CCP Workshop	CCP End Date	Salary Support Claim Date
	3-month OJT Plan (Programme Obligations)			
Dates	LOO Effective Date: 1st Jan 2025	3-day Workshop Date: 7 - 9 Jan 2025	LOO Effective Date + 3 months – 1 day: 31st Mar 2025	Following month after CCP End Date: 1st week of Apr 2025
Relevant Documents	1. LOO 2. OJT Plan	1. CCP Certificate of Attendance	1. OJT Plan (Completed & Signed) 2. OJT Performance Evaluation (Completed & Signed) 3. Payslip for respective months 4. CPF for respective months	

After every Quarter filing with SWDA, they will process for approval before disbursing the funds to ASME. ASME will begin disbursement process to individual SMEs upon receiving funds from SWDA. This process of reviewing and approval by SWDA to disbursement to SMEs may take up to 3 to 6 months.

18) How does the Salary Support work?

Below are the rates:

	<u>DISBURSEMENT AMOUNT</u>
Salary Support for New Hires on CCPs (For PMETs)	Standard Rate: Up to 70% of Monthly Salary (capped at \$5,000 per month of training period) Enhanced Rate: Up to 90% of Monthly Salary (capped at \$7,500 per month of training period)
Salary Support Period	Up to 3 months

*subjected to SWDA's updates

Illustrated EXAMPLE:

PMET A's Fixed Salary: \$3500

Salary Support Amount for 1 month: $\$3500 \times 0.7 = \2450

If PMET A completes 3 months, Salary Support amount received: $\$2450 \times 3 = \7350

PMET B's Fixed Salary: \$10 000

Salary Support Amount received for 1 month: $\$10\,000 \times 0.7 = \7000 , but the cap is \$5000 so company will receive the max of \$5000 and not \$7000

If PMET B completes 3 months, Salary Support amount received: $\$5000 \times 3 = \$15\,000$

19) What if there is an increase in the fixed salary for the employee?

To note, **Fixed Salary** = Basic Salary + **Fixed Monthly Allowance**

The Salary Support amount would change accordingly to their actual fixed salary from the effective month.

Example in the case of increase in salary after probation/confirmation:

2nd Month Salary Support Amount (before increment): $\$3500 \times 0.7 = \2450

3rd Month Salary Support Amount (after increment): $\$4000 \times 0.7 = \2800

Thank You for your interest in CCP for SME Professionals by ASME,
we look forward to you joining our programme 😊

If the CCP FAQ was unable to answer your concerns, feel free to email us at ccp@asme.org.sg and we will respond accordingly