

FREQUENTLY ASKED QUESTIONS FOR THE CAREER TRIAL
[FOR PUBLIC INFORMATION]

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Questions and Answers	
A	<u>General Questions</u>
1.	What is the Career Trial about?
	<p>The Career Trial is part of the suite of career services offered by Workforce Singapore (WSG) and the Employment and Employability Institute (NTUC's e2i) under the Adapt and Grow initiative.</p> <p>Career Trial aims to encourage jobseekers and employers who are unsure about each other's job fit to go through a short-term stint before formal employment. Career Trial is targeted at jobs paying \$1,500 or more.</p> <p>The Career Trial will take effect from 1 April 2018 to 31 March 2020.</p>
2.	What is the Adapt & Grow Initiative about?
	The Adapt and Grow initiative aims to enhance employment support to help Singaporeans adapt to changing job demands and to improve employment outcomes.
3.	What can unemployed jobseekers and employers benefit from the Career Trial with effect from 1 April 2018?
	<p>Unemployed jobseekers can benefit from:</p> <ul style="list-style-type: none"> (i) Increase in Training Allowance for Singapore Citizen (SC) from a flat \$7.50/hour to a range of between \$7.50/hour and \$15/hour. The quantum of the training allowance will be pegged to prevailing market wages of these jobs; (ii) Extension of the Additional Retention Incentive of \$1,000 at the 6 month retention mark to include unemployed SC who have been actively looking for jobs for at least 6 months instead of at least 12 months; and (iii) Extension of the Additional Retention Incentive of \$1,000 to SC Persons with Disabilities (PWD) regardless of unemployment duration; <p>Employers can benefit from:</p>

	<p>(iv) Increase in the Salary Support (at 30% of monthly salary for 6 months) cap from \$600 to \$900, and extension of the Salary Support to employers who hire unemployed SC who have been actively looking for jobs for at least 6 months, instead of at least 12 months; and</p> <p>(v) Extension in the Salary Support to employers hiring unemployed SC PWD, regardless of unemployment duration.</p>								
4.	What is the Training Allowance (TA) and Retention Incentive (RI)?								
	<p>The TA is offered as an incentive to help defray jobseekers' expenses incurred during the Career Trial.</p> <p>The RI is to incentivise jobseekers who have been employed after the Career Trial to stay in the same job for at least 3 consecutive months.</p>								
5.	How can Jobseeker get higher TA under Career Trial?								
	<p>Jobseekers will receive baseline Training Allowance of \$7.50/hour during Career Trial period. WSG/NTUC's e2i will top-up the Training Allowance of up to \$11.25/hour or \$15/hour if the jobseeker is placed with a monthly salary of \$2,000 or more after completion of Career Trial at the respective Training Allowance tiers.</p> <p>There will be three (3) tiers of TA:</p> <table border="1" data-bbox="289 1031 1057 1255"> <thead> <tr> <th>Tiers</th> <th>Minimum Monthly Salary of Job offered to Jobseeker after Career Trial</th> </tr> </thead> <tbody> <tr> <td>\$7.50 per hour</td> <td>\$1,500 to <\$2,000</td> </tr> <tr> <td>\$11.25 per hour</td> <td>\$2,000 to <\$2,500</td> </tr> <tr> <td>\$15 per hour</td> <td>\$2,500 or more</td> </tr> </tbody> </table>	Tiers	Minimum Monthly Salary of Job offered to Jobseeker after Career Trial	\$7.50 per hour	\$1,500 to <\$2,000	\$11.25 per hour	\$2,000 to <\$2,500	\$15 per hour	\$2,500 or more
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6.	Who can qualify for the Career Trial?								
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¹ Not under any form of employment (also includes part-time/casual/temporary jobs) with CPF contribution

<p>Offer employment to suitable jobseekers on permanent terms or on contract terms that are no less than one (1) year after completion of Career Trial.</p>	<p>At least 16 years old, have completed full-time studies and National Service (if applicable)</p>						
<p>*Jobseekers must be registered clients of WSG/NTUC's e2i or have participated in any WSG/NTUC's e2i career events, workshops in the past 6 months <u>before</u> commencement of Career Trial. Otherwise, they must walk-in to any of the WSG Careers Connect or NTUC's e2i Career Service Centres with the <u>Jobseeker Details Form A1</u> to register for career trial.</p> <table border="0" data-bbox="305 569 1370 1104"> <tr> <td data-bbox="305 569 829 737"> <p>Careers Connect (Lifelong Learning Institute) 11 Eunos Road 8 #02-02 Singapore 408601</p> </td> <td data-bbox="971 569 1370 768"> <p>e2i West 80 Jurong East St 21 Level 2 Devan Nair Institute for Employment and Employability Singapore 609607</p> </td> </tr> <tr> <td data-bbox="305 751 829 888"> <p>Careers Connect (Our Tampines Hub) 1 Tampines Walk #01-21 Singapore 528523</p> </td> <td data-bbox="971 806 1292 968"> <p>e2i Central 490 Lorong 6 Toa Payoh #07-11 (Lift Lobby 1) HDB Hub Bizthree Singapore 310490</p> </td> </tr> <tr> <td data-bbox="305 905 829 1104"> <p>Careers Connect (Woodlands Civic Centre) 900 South Woodlands Drive #04-07 Woodlands Civic Centre Singapore 730900</p> </td> <td></td> </tr> </table>		<p>Careers Connect (Lifelong Learning Institute) 11 Eunos Road 8 #02-02 Singapore 408601</p>	<p>e2i West 80 Jurong East St 21 Level 2 Devan Nair Institute for Employment and Employability Singapore 609607</p>	<p>Careers Connect (Our Tampines Hub) 1 Tampines Walk #01-21 Singapore 528523</p>	<p>e2i Central 490 Lorong 6 Toa Payoh #07-11 (Lift Lobby 1) HDB Hub Bizthree Singapore 310490</p>	<p>Careers Connect (Woodlands Civic Centre) 900 South Woodlands Drive #04-07 Woodlands Civic Centre Singapore 730900</p>	
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<p>7.</p>	<p>What is the training duration of Career Trial to be eligible for funding support? Is there a minimum and maximum?</p>						
	<p>The training duration of the Career Trial needs to fall within the range of 16 hours and up to 480 hours (3 months). The training duration eligible for funding will be determined based on the Career Trial activities plan submitted by the host employers, and subjected to approval by WSG/ NTUC's e2i.</p>						

8.	Can employers tap on Career Trial if the committed salary is below the minimum monthly salary of \$1,500?
	No, employers <u>must</u> offer jobs with a minimum monthly salary of \$1,500 (sum of the jobseeker's basic monthly basic pay and any fixed monthly allowance given on a monthly basis and attracts CPF contributions) and above to be eligible for Career Trial. WSG or NTUC's e2i will have the discretion to recover from employers all funds disbursed under Career Trial as WSG or NTUC's e2i may deem fit.
9.	What kind of organisations can apply for Career Trial?
	All companies legally registered or incorporated in Singapore can apply. This includes societies and non-profit organisations such as charities and voluntary welfare organisations. Public organizations including Government, Organs of State, Ministries, Statutory Boards are not eligible for Career Trial.
10.	Who are those eligible for the RI?
	Jobseekers who fulfil the following requirements are eligible for the RI of \$500 if they: a) Completed the Career Trial; b) Employed by the same company for at least 3 consecutive months; and c) Have not claimed for the RI under the Career Trial.
11.	Who are eligible for the Additional Retention Incentive (ARI)?
	Unemployed Singapore Citizens (SC) who were actively seeking employment for at least 6 months, or Unemployed Singapore Citizens (SC) Person with Disabilities (PWD) who were actively seeking employment, <u>regardless of unemployment duration</u> , and have completed Career Trial can receive ARI of \$1,000 if they stay in the same job for at least 6 consecutive months. ARI is only applicable for eligible Singapore Citizen jobseeker who has commenced Career Trial on or after 1 Apr 2018.
12.	Can eligible Career Trial jobseeker claim both RI and ARI?
	Yes. Please refer to question 30.

13.	Can eligible jobseekers qualify for the RI if he/she is not working full time/permanent?
	Yes, eligible jobseekers will qualify for the RI if he/she is employed in permanent part-time positions that are no less than one (1) year after completion of Career Trial with monthly fixed salary and CPF contributions for at least 3 consecutive months with the same employer.
14.	Can eligible jobseekers qualify for the RI if he/she has resigned/ was terminated from the company and was not retained for at least 3 months of employment?
	No, eligible jobseekers will not qualify for RI if he/she did not stay with the same employer for at least 3 consecutive months.
15.	Can eligible jobseekers qualify for the RI if he/she was not offered a job by the host employer after completing the Career Trial?
	Eligible jobseekers will qualify for the RI if he/she can find a job with another employer within six (6) months from the date of completion of Career Trial and stay in the job with the current employer for at least three (3) consecutive months.
16.	I had completed and claimed TA / RI under Work Trial before, am I still eligible for Career Trial on and after 1 Apr 2018?
	No. Jobseekers who have completed and claimed TA/RI under Work Trial before are not eligible for Career Trial.
17.	I am a full-time student / individual enlisting into National Service, am I eligible for Career Trial?
	<p>No. Jobseekers must be at least 16 years old, unemployed and actively seeking employment on a permanent basis and have completed full-time studies or completed National Service (if applicable) to be eligible for Career Trial. Jobseekers must also be a registered client of WSG/NTUC's e2i or have participated in any WSG/NTUC's e2i career events, workshops for the past 6 months <u>before</u> commencement of Career Trial.</p> <p>Full-time students or jobseekers enlisting into NS are <u>not</u> allowed to come on board Career Trial.</p>

18.	Can jobseekers who hold company shares or directorship in the host company be eligible for Career Trial?								
	No, jobseekers who have any financial interest with the host company would not be eligible for Career Trial in the same company.								
19.	Do employers need to offer the committed monthly salary during application to suitable jobseekers after the Career Trial?								
	<p>Employers should offer the committed salary during application. Jobseekers will receive baseline Training Allowance (TA) of \$7.50/hour during Career Trial period. WSG/NTUC's e2i will top-up the TA of up to \$11.25/hour or \$15/hour if the jobseeker is placed by the employer with a monthly salary of \$2,000 or more after completion of Career Trial that matches the respective TA tiers.</p> <p>WSG/NTUC's e2i reserve the rights to suspend host employers from the programme if the employment is below the minimum salary of \$1,500.</p> <p>There will be three (3) tiers of TA:</p> <table border="1" data-bbox="289 863 1057 1087"> <thead> <tr> <th>Tiers</th> <th>Minimum Monthly Salary of Job</th> </tr> </thead> <tbody> <tr> <td>\$7.50 per hour</td> <td>\$1,500 to <\$2,000</td> </tr> <tr> <td>\$11.25 per hour</td> <td>\$2,000 to <\$2,500</td> </tr> <tr> <td>\$15 per hour</td> <td>≥\$2,500</td> </tr> </tbody> </table>	Tiers	Minimum Monthly Salary of Job	\$7.50 per hour	\$1,500 to <\$2,000	\$11.25 per hour	\$2,000 to <\$2,500	\$15 per hour	≥\$2,500
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20.	Are host employers required to screen the eligibility of the jobseekers before recruiting under Career Trial?								
	<p>Yes, host employers are required to ensure the jobseeker meets the eligibility criteria and submit the Jobseeker's Details Form A1 to WSG/NTUC's e2i for acknowledgement prior to Career Trial commencement. Career Trial claims for Jobseeker and Employers without WSG/NTUC's e2i acknowledgement will not be approved.</p> <p>Jobseekers must be:</p> <ul style="list-style-type: none"> • A Singapore Citizen, who have been actively seeking employment on a permanent basis prior to commencing Career Trial; • Unemployed before commencing and during Career Trial; and • At least 16 years old, have completed full-time studies and National Service (if applicable). <p>Jobseekers must also be a registered client of WSG/NTUC's e2i or have participated in any WSG/NTUC's e2i career events, workshops for the past 6 months <u>before</u> commencement of Career Trial.</p>								
21.	What types of disabilities are considered Person-with-Disabilities (PWD)?								

	Person with Disabilities (PWD) refers to individuals with physical, visual, hearing, or intellectual disabilities.
C	<u>Registration for Jobseeker/Company</u>
22.	How do companies/jobseekers participate in the Career Trial?
	<p>Companies and unemployed jobseekers who are keen to participate in Career Trial can refer to www.wsg.gov.sg/careertrial_employers and www.wsg.gov.sg/careertrial_jobseekers, respectively for details. Alternatively, they can also approach WSG's Careers Connect or NTUC's e2i for assistance.</p> <p><u>WSG's Careers Connect</u> Hotline: 6883 5885 Email: https://portal.ssg-wsg.gov.sg</p> <p><u>NTUC's e2i</u> Hotline: 6474 0606 Email: followup@e2i.com.sg</p>
23.	What supporting documents do employers need to submit at the point of application to prove they are hiring for the job position(s) which they have applied for under Career Trial?
	Besides Form A2 and Form B2, employers also need to submit the Jobs Bank job reference ID (JOB-2018-XXXXXXX) to prove they are actively hiring for the job position(s) applied under Career Trial at the point of application.
24.	What is Jobs Bank?
	<p>Jobs Bank is a free service provided to all Singapore-registered companies to help facilitate online job matching between local jobseekers and employers,</p> <p>For employers, it can be accessed via "Post Jobs" in the navigation bar of My SkillsFuture.sg. For more information, please refer to: https://www.myskillsfuture.sg/content/portal/en/header/faqs/post-jobs.html</p>

25.	Is it a requirement to post the Career Trial position on Jobs Bank portal? Why?
	<p>Yes, it is a requirement to post the Career Trial position on Jobs Bank portal as proof of active hiring, as well as the number of vacancies for the position. To post jobs on Jobs Bank, visit the “Post Jobs” link on MySkillsFuture.sg.</p> <p>After the Career Trial application is approved, employers will be able to tag the Career Trial position on Jobs Bank within 7 working days. This enhances the visibility of the position for jobseekers.</p>
26.	When will employers be notified of the status of their Career Trial application?
	Employers will be notified within 5 working days on the receipt of application. Employers will receive an email approval informing them of their successful application once all submitted documents and verifications are completed.
27.	Do jobseekers need to be registered with the WSG’s Careers Connect /NTUC’s e2i to be eligible for the Career Trial?
	Eligible jobseekers can enroll in the Career Trial directly with any participating host employers based on the list of job position openings at WSG website on www.wsg.gov.sg/careertrial/jobseekers . Eligible jobseekers must be a registered client of WSG/NTUC’s e2i or have participated in any WSG/NTUC’s e2i career events, workshops for the past 6 months <u>before</u> commencement of Career Trial.
28.	Can jobseekers drop out from Career Trial before completing the training?
	Yes, jobseekers must inform the host employer and WSG/NTUC’s e2i with reason(s) before he/she chooses to drop out from the Career Trial.
29.	Do employers need to wait for the Career Trial Activities Plan to be approved by WSG/NTUC’s e2i before accepting jobseekers for the Career Trial?
	<p>Yes, employers need to obtain approval from WSG/NTUC’s e2i on the Career Trial activities plan before accepting jobseekers and commencing the Career Trial.</p> <p>After approval, employers must also submit a copy of the Jobseeker’s Detail Form (available in Info-kit for Jobseeker – Form A1) to WSG/NTUC’s e2i for acknowledgement of your intention to start the career trial activities with the suitable jobseeker <u>before</u> commencement of Career Trial.</p>

30.	Do employers need to wait for the jobseeker to be approved by WSG/NTUC's e2i before commencing them on Career Trial?
	Yes, employers need to submit the <u>Jobseeker Details Form A1</u> and a copy of the CPF contribution statement. They need to receive acknowledgment from WSG/ NTUC's e2i before commencing jobseeker on Career Trial.
D	<u>Claims for Jobseeker/Company</u>
31.	How do eligible jobseekers claim for the Career Trial TA and RI, and what are the documents required for claim?
	<p>Eligible jobseekers can approach WSG/NTUC's e2i to submit their claims documents or login with a SingPass to upload the documents via https://portal.ssg-wsg.gov.sg. Please refer to the <u>Infokit for Jobseekers</u> available at www.wsg.gov.sg/careertrial_jobseekers for more details.</p> <p>To claim for the TA, eligible jobseekers must furnish the following documents to WSG/NTUC's e2i <u>within 60 working days</u> from the end of the Career Trial period:</p> <ol style="list-style-type: none"> 1. Copy of NRIC (front and back); 2. Jobseeker's Details Form A1; 3. Signed copy of the TA claim Form B1; 4. Copy of WSG/NTUC's e2i acknowledgement email on Jobseeker's Details Form A1; 5. Copy of completed Direct Credit Authorisation (DCA) Form C1; 6. Copy of first page of the jobseeker's Bank Book/Bank Statement; and 7. Copy of jobseeker's employment contract for the final TA claim, if offered employment after Career Trial. <p>To claim for the RI, eligible jobseeker must furnish the following documents to WSG/NTUC's e2i <u>within 120 working days</u> after the third month of consecutive employment:</p> <ol style="list-style-type: none"> 1. Signed copy of the RI claim Form D1; 2. Salary slips for the 3 consecutive months (or 6 consecutive months if qualify for Additional RI) from the start date of the employment; and 3. Copy of signed official employment letter/contract; 4. CPF contribution statement for the past 12 months (from completion of 3 months retention).
32.	Can jobseekers submit multiple claims for the TA and/or RI?
	For jobseekers whose Career Trial duration is more than one (1) month, claims can be submitted on a monthly basis. Eligible jobseekers can only receive the RI if he/she has stayed on the job for at least 3 consecutive months.
33.	After completion of the Career Trial, will WSG/NTUC's e2i prompt eligible jobseekers to submit their claim?
	No, there is no notification from WSG/NTUC's e2i to remind eligible jobseekers to submit their claim. The responsibility is on the jobseekers to submit the complete Career Trial claim documents to WSG/NTUC's e2i. Please refer to question 27 or the <u>Infokit for Jobseekers</u> for information on claims submission.

34.	If jobseekers missed the timeline for submission for the TA, can they still make the claims?													
	Yes, eligible jobseekers can combine both claims for the TA and RI and submit it to WSG/NTUC's e2i concurrently. Claims should be submitted within <u>120 working days</u> after the third month of consecutive employment.													
35.	The jobseeker commenced job on 15 May 2018 and stayed in the same company for at least 3 consecutive months. How should the jobseeker submit his/her salary slip to claim for RI?													
	<p>The jobseeker should submit four (4) consecutive months of salary slips for the period 15 May 2018 to 14 Aug 2018 (3 months retention period). For instance,</p> <ul style="list-style-type: none"> • 1st month: 15 May 2018 to 31 May 2018 • 2nd month: 1 Jun 2018 to 30 Jun 2018 • 3rd month: 1 Jul 2018 to 31 Jul 2018 • 4th month: 1 Aug 2018 to 14 Aug 2018 													
36.	For eligible host employer who offered employment to eligible jobseekers (i.e. unemployed for 6 months or more and actively looking for jobs) after completion of Career Trial, how is the Salary Support being computed?													
	<p>Fixed monthly salary means the sum of the jobseeker's fixed monthly salary and any fixed monthly allowance which attracts CPF contributions.</p> <p>Employers must issue itemised monthly payslips to all employees, including unpaid leaves, overtime pay, fixed allowances etc. Further verification such as submission of jobseeker's employment contract will be required.</p> <p>The Salary Support is computed based on the gross fixed monthly salary, including any fixed allowances which attracts CPF contributions.</p> <p>Table 1: Fixed Monthly Salary Components</p> <table border="1" data-bbox="289 1556 1489 1925"> <thead> <tr> <th data-bbox="289 1556 480 1703"></th> <th colspan="2" data-bbox="485 1556 1117 1703">Fixed Monthly Salary Components (Fixed Monthly Salary = Basic Monthly Salary + Fixed Monthly Allowances)</th> <th data-bbox="1122 1556 1489 1703">*Excluded from Fixed Monthly Salary</th> </tr> <tr> <td data-bbox="289 1709 480 1808"></td> <td data-bbox="485 1709 781 1808">(A) Basic Monthly Salary</td> <td data-bbox="786 1709 1117 1808">(B) Fixed Monthly Allowance</td> <td data-bbox="1122 1709 1489 1925" rowspan="2"> - Variable allowances - Overtime payments, bonus, commission or annual wage supplements - In-kind payments </td> </tr> <tr> <td data-bbox="289 1814 480 1925">Definition</td> <td data-bbox="485 1814 781 1925">Pay that does not vary from month to month, regardless of</td> <td data-bbox="786 1814 1117 1925">Monthly allowances that do not vary from month to month e.g.</td> </tr> </thead></table>				Fixed Monthly Salary Components (Fixed Monthly Salary = Basic Monthly Salary + Fixed Monthly Allowances)		*Excluded from Fixed Monthly Salary		(A) Basic Monthly Salary	(B) Fixed Monthly Allowance	- Variable allowances - Overtime payments, bonus, commission or annual wage supplements - In-kind payments	Definition	Pay that does not vary from month to month, regardless of	Monthly allowances that do not vary from month to month e.g.
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		<p>employee or company performance, and regardless of whether the employee takes medical or personal leave</p>	<p>fixed transport allowance and fixed phone allowance</p>	<ul style="list-style-type: none"> - Any form of reimbursements, including for expenses incurred by employee in the course of employment - Productivity incentive payments - Contributions payable by the employer to any pension or provident fund, including any contributions made on the employee's behalf - Gratuity payable on discharge, retrenchment or retirement of employee
<p><i>*Note: Employers may visit CPF's website here to check what type of payments attract CPF contributions.</i></p>				
37.	<p>Will eligible jobseekers be paid CPF for the TA and RI under the Career Trial?</p>			
	<p>No, eligible jobseekers will not receive CPF contributions for the TA under the Career Trial as the jobseekers are not formal employees of the host employer. They will also not receive CPF contributions for the RI.</p>			

38.	Can jobseekers claim Training Allowance for requisite courses such as WSQ Basic Food Hygiene course (if the F&B company requires them to handle food) or security related courses such as WSQ Perform Guard and Patrol Services / WSQ Handle Security Incidents and Services which the employer send them to attend the training?
	No. Any training hours under any course are not claimable for TA under Career Trial.
39.	Is the employer eligible for the Salary Support if the eligible jobseeker leaves the company at less than 3 months period?
	No. Eligible jobseeker must stay with the same employer for at least 3 consecutive months to qualify for Salary Support.
40.	How can eligible employers claim for the Salary Support under the Career Trial, and what are the documents required for claim?
	<p>Eligible employers can submit a copy of DCA Form (for employer who do not have a SkillsConnect vendor account with WSG) to WSG to claim for the Salary Support after the Career Trial in two tranches. Employers will be reimbursed based on the actual gross monthly salary paid to the employee during the employment period.</p> <p>Please refer to the Infokit for Company for more details. Eligible employer will receive the Salary Support upon submission of the Retention Incentive Form.</p> <p><u>1st tranche</u>: To claim for Salary Support for the first 3 months of employment, claims could be made between the 4th and 6th month from the job commencement date (first 3 months retention) of the new hire, together with the employee's Retention Incentive form.</p> <p><u>2nd tranche</u>: To claim for Salary Support for the next 3 month of employment, claims could be made between the 7th and 9th month (next 3 months retention) from the job commencement date of the new hire, with the employee's Retention Incentive form for Singapore Citizens who are eligible for the additional \$1,000 Retention Incentive.</p> <p>Employers can submit by logging in with their CorpPass to upload employee's salary slips of at least 3 or 6 consecutive months and employee's Retention Incentive Form corresponding to the claim period of the employee via https://portal.ssg-wsg.gov.sg to claim for the 1st and 2nd tranche of the Salary Support.</p> <p>Further verification such as submission of employee's employment contract may be required.</p>
41.	If employers missed the timeline for submission for the 1st tranche of claims, can employers still submit the claim?
	Yes, the employers can combine both claims for 1 st and 2 nd tranches and submit it concurrently to WSG/NTUC's e2i. Submission of claims should not be later than 6 months from the end of the employee's 6 th month retention.
42.	Can employers qualify for the Salary Support if the jobseeker has resigned / was terminated from the company and did not complete the first 3 months of employment?
	No, employers can only qualify for the Salary Support if the jobseeker stays on the job for at least 3 consecutive months.

E.	<u>Insurance and Excluded Occupations</u>
43.	Will eligible jobseekers be covered by insurance under the Career Trial?
	Yes, eligible jobseekers undergoing the Career Trial will be covered by insurance paid for by WSG/NTUC's e2i except for the following occupations (refer to Exclusion List of Occupations in Annex A).
44.	Does the insurance provided by WSG/NTUC's e2i covers all kinds of occupations?
	No. Refer to Exclusion List of Occupations in Annex A for the list of occupations which are excluded from the insurance under Career Trial. For these excluded occupations, the employer must provide insurance coverage for the jobseekers during the period of Career Trial as WSG/NTUC's e2i does not provide the insurance coverage.
F.	<u>Others</u>
45.	Can employers vary the Career Trial duration for the job position?
	Yes, employers have the flexibility to customise the Career Trial duration between 16 hours and 480 hours i.e. up to 3 months according to the needs of the job trial, subject to WSG/NTUC's e2i approval.
46.	How many Career Trial positions can employers offer under the Career Trial?
	Companies registered under the Career Trial can offer up to 5 Career Trial vacancies per job position subject to WSG/NTUC's e2i approval.
47.	How do employers update Career Trial vacancies after approved vacancies are utilised?
	Companies are to return to the original approving authority, WSG / NTUC's e2i, to close vacancies upon full utilization of approved number of vacancies.
48.	If employers have more than one Career Trial position, can employers submit multiple Career Trial Activities to WSG/NTUC's e2i concurrently?
	Yes, employers can submit multiple Career Trial Activities customised for each position to WSG/NTUC's e2i for approval.
49.	Do employers need to offer employment to jobseekers after the Career Trial?
	Employers should offer employment (on permanent terms or on contract terms that are no less than one (1) year) to suitable jobseekers (with monthly fixed salary and CPF contributions) and to inform the jobseeker(s) if employment is not offered. Employers are required to inform the jobseeker whether he/she is to be offered employment, <u>within five working days</u> after completion of the Career Trial.
50.	Can probation period be considered under Career Trial?

	No. Career Trial is to allow employers who are unsure about the jobseekers' job fit to assess them before offering employment. There should be no employer-employee relationship (i.e. with a formal employment contract/letter) prior to and during the Career Trial.
51.	If employers do not qualify for the Career Trial, are there any similar programmes?
	<p>There are currently other existing schemes such as WSG and NTUC's e2i's Place and Train (PnT) programmes that help employers recruit locals.</p> <p>Under the PnT programmes, including Professional Conversion Programmes, are geared to help jobseekers to re-skill themselves through a structured training. Employers will interview and hire the potential jobseekers before commencing the training. Employers can contact WSG/NTUC's e2i for more information on the PnT programmes.</p> <p><u>WSG's Careers Connect</u></p> <p>Hotline: 6883 5885</p> <p>Email: https://portal.ssg-wsg.gov.sg</p> <p><u>NTUC's e2i</u></p> <p>Hotline: 6474 0606</p> <p>Email: followup@e2i.com.sg</p>
52.	Can employer top up the TA under the Career Trial?
	Yes, the host employer may top up the TA. The top-up is a separate arrangement between the jobseeker and the host employer.
53.	Is it a requirement for host employer to provide CPF to the jobseekers under the Career Trial?
	No, the host employer is not required to provide CPF to the jobseekers as they are not considered employees of the company and there are no employment relationships between the host company and the jobseekers during the Career Trial period.
54.	What is CorpPass and how do I register for CorpPass?
	<p>CorpPass, which stands for Singapore Corporate Access, is a corporate digital identity for businesses and other entities (such as non-profit organisations and associations) to transact with Government agencies online. CorpPass enables a single corporate digital identity to be created to allow more services and transactions to be provided online conveniently and securely.</p> <p>To register, please visit the link at www.corppass.gov.sg. For more information on CorpPass role assignment for SSG-WSG e-Services, please go to www.ssg-wsg.gov.sg/eservice-guides.html</p>

55.	Where can I get help if I require assistance on CorpPass?
	<p>To find out more about the functions or seek assistance on CorpPass, please go to www.ssg-wsg.gov.sg/eservice-guides.html</p> <p>Alternatively, you may contact the CorpPass Helpdesk at: Hotline: 6643 0577 Email: support@corppass.gov.sg</p> <p>The operating hours of the CorpPass Helpdesk are:</p> <ul style="list-style-type: none"> • Monday to Friday: 8am to 8pm • Saturday: 8am to 2pm • Closed on Sunday and public holiday
56.	If the employer hires a jobseeker who is suspended from SSG/WSG/NTUC's e2i funding, can they still continue to hire/retain him/her?
	<p>Yes, the employer may continue to hire/ retain the jobseeker, notwithstanding that the jobseeker may have been suspended from WSG/SSG/NTUC's e2i's programmes/funding for a limited time. However, the employer will not be eligible for Career Trial Salary Support.</p>
57.	What kinds of action will lead to such suspensions?
	<p>There are a few reasons why jobseekers may be barred from receiving further grants from SSG/WSG/NTUC's e2i, such as jobseekers did not fulfil their programme obligations with SSG/WSG/NTUC's e2i without valid reasons, or jobseekers have exhibited improper conduct.</p>

Annex A

EXCLUSION LIST OF OCCUPATIONS

The below occupations are not insured under Career Trial:

S/N	Occupations	Job Description
1	Electrical Wiring Installer	<ul style="list-style-type: none"> • Minor repairs on electrical wirings and electrical parts replacements. • To carry out inspection of all electrical installation • Change and repair lightings • Troubleshooting electrical panels and control switch boards of high voltage
2	Plumber / Pipe-fitter	<ul style="list-style-type: none"> • Install, repair and maintain plumbing systems and components • Plan, install and service plumbing systems, fixtures, piping equipment and controls
3	Sprinkler & Fire Protection Systems Installer	<ul style="list-style-type: none"> • Perform preventive/ad-hoc maintenance, facilities and building works, such as minor handyman repairs • Repair and troubleshooting AV systems, mechanical and electrical systems
4	Timber Doors & Windows Installer	<ul style="list-style-type: none"> • Install doors and windows • Perform other installation works including laying/trucking of wire, drilling ceiling holes
5	Interior Drywall Installer	<ul style="list-style-type: none"> • Trims rough edges from wallboard to maintain even joints, using knife. • Assembles and installs metal framing and decorative trim for windows, doorways, and vents. • Cuts openings into board for electrical outlets, windows, vents, or fixtures, using keyhole saw or other cutting tools.
6	Crane Operators (Saddle Jip)	<ul style="list-style-type: none"> • To operate the assigned vehicle, e.g. hydraulic mobile/crawler crane to perform various tasks, e.g. lifting, delivery and/or deployment of materials and equipment in construction site • Carry out regular preventive maintenance for the crane • To operate the assigned vehicle in line with proper safety procedures and operations regulations
7	Luffing Jib Crane Operator	
8	Crawler Crane Operators	
9	Mobile Crane Operators	

Occupational Class 4 - Persons engaged in occupations with exposure to highly hazardous environment.

Please note the excluded occupations listed below are not exhaustive, some examples are:

Type of Excluded Occupation		
Fireman	Policeman	Woodworking machinist etc.
Construction site workers or unskilled workers at construction site	Armed security guard	Occupations or work involving exposure to oil rig platform and/or offshore work
Occupations or work involving fire fighters, police, military, naval or air force service and operations	Divers or occupations involving deep sea diving	Occupations or work involving wood or timber working, welding, working at heights 30 feet above ground level, underground & Handling hazardous chemical or explosive materials
Occupations or work requiring use of heavy machinery (cranes, forklifts, bulldozers and the like, vehicles requiring Class 4 license and above)	Occupations involving manual work in hazardous places (construction site, dock, hangar, oil refinery, shipyard and the like)	Ship breakers
Ship crew or workers on board vessels (stationery or offshore)	Pilots, air stewards, stewardesses or air crew	
Stevedores		