

CAREER TRIAL INFOKIT FOR COMPANY

Assess a jobseeker’s fit via a short-term trial for full time/ part time positions¹

4-STEP PROCESS

STEP 1: BEFORE COMMENCING CAREER TRIAL – SUBMIT FORM A2 AND B2 TO APPLY TO BE HOST EMPLOYER

Employers can approach either Workforce Singapore (WSG) or the Employment and Employability Institute (NTUC’s e2i) to apply to be a host employer.

The hiring position must meet the minimum gross salary requirement of \$1,500/mth for full time position, and \$750/mth for part time position, posted on Jobs Bank to be eligible for application.

Employers need to submit the **completed** Application Form A2 and Career Trial Activities Form B2, through Workforce Singapore’s feedback portal **or** email to NTUC’s e2i by following the steps in Table 1 below. Once the application is verified, an acknowledgement email will be sent to successful applicants. Employers can download the Form A2 and B2 at www.e2i.com.sg/businesses/career-trial.

Table 1: Steps to Submit Form A2 and B2

WSG Feedback Portal	NTUC’s e2i
Submit to https://portal.ssg-wsg.gov.sg <ol style="list-style-type: none"> i. Company to login using CorpPass ii. Click on “My Feedback” iii. Click on “Submit New Feedback” iv. Select “Others” for Type v. Select “Career Trial” for Category vi. Type “Employer’s Application” for Subject Title vii. Attach completed^ Form A2 and Form B2 	Email to followup@e2i.com.sg <ol style="list-style-type: none"> i. Type “Career Trial Registration” in subject title ii. Attach completed^ Form A2 and Form B2
<p>^ Employers are required to post the Career Trial position(s) in Jobs Bank via the “Post Jobs” link on MySkillsFuture.sg portal, as an indication of the hiring job(s) for the applied Career Trial position(s). The jobs posting reference ID will need to be submitted in the application. Incomplete submission of documents may result in application being rejected.</p> <p>For details on posting of jobs on MySkillsFuture.sg, visit: https://www.myskillsfuture.sg/content/portal/en/header/faqs/post-jobs.html)</p>	

¹ The minimum gross salary requirement is \$1,500/mth for full time position, and \$750/mth for part time position.
 Version 4.0 (information accurate as at 1 June 2019)

STEP 2: BEFORE COMMENCING CAREER TRIAL – SUBMIT FORM A1 TO REGISTER JOBSEEKER

Once approved as host employers, employers can proceed to recruit eligible jobseekers to undergo the Career Trial (refer to Attachment 1). Employers have to ensure the eligible jobseeker:

- Meets the eligibility criteria;
- Complete the Jobseeker’s Details Form A1;
- Produce a copy of CPF contribution statement (past 12 months) to verify their employment status; and
- Submit to Workforce Singapore **or** NTUC’s e2i for an acknowledgement **before** commencing the Career Trial. Employers can download the Form A1 from www.e2i.com.sg/businesses/career-trial. Workforce Singapore or NTUC’s e2i will send the acknowledgement email to company and jobseeker for commencement of Career Trial. Jobseekers who commence the trial before the acknowledgement by Workforce Singapore **or** NTUC’s e2i will not be eligible for the funding.
- Allow jobseeker to attend a **Career Trial Experience Review** at Workforce Singapore **or** NTUC’s e2i as part of the programme, within one month from the Career Trial commencement date.

Table 2: Steps to Submit Form A1

WSG Feedback Portal	NTUC’s e2i
Submit to https://portal.ssg-wsg.gov.sg	Email to followup@e2i.com.sg
<ul style="list-style-type: none"> i. Company to login using CorpPass ii. Click on “My Feedback” iii. Click on “Submit New Feedback” iv. Select “Others” for Type v. Select “Career Trial” for Category vi. Type “Jobseeker’s Detail Form A1” for Subject Title vii. Attach Form A1 and CPF contribution statement 	<ul style="list-style-type: none"> i. Type “Jobseeker’s Detail Form A1” in subject title ii. Attach Form A1 and CPF contribution statement

STEP 3: ENDORSE FORM B1 FOR JOBSEEKER’S TRAINING ALLOWANCE AFTER COMPLETION OF THE CAREER TRIAL

After the completion of the Career Trial, employers must endorse the Career Trial Training Allowance Claim Form B1, provide Form A1 and timesheet (for Part Time Career Trial only-refer to Attachment 2) to the jobseeker to claim for training allowance². Form B1 in the infokit can be downloaded from www.e2i.com.sg/individuals/career-trial.

² Jobseekers will receive baseline Training Allowance of \$7.50/hr during Career Trial period. WSG/NTUC’s e2i will top-up the Training Allowance to to \$11.25/h or \$15/hr if the jobseeker is placed in a job with a monthly gross salary of \$2,000 (full-time position)/ \$1,000 (part-time position) or more after completion of Career Trial. Please refer to the FAQ Question 20 for more information.

EMPLOYER ELIGIBILITY FOR SALARY SUPPORT

Employers can receive salary support based on the funding rates in Table 3 per new hire if the following is met;

- Employer hires a Singapore Citizen (SC) who has been unemployed³ and actively looking for jobs for 6 months or more;
- Jobseeker has completed Career Trial; and
- Jobseeker has been retained in the job for at least 3 consecutive months.

Table 3: Salary Support Funding Rates for Full-Time/ Part-Time⁴ position

	Full-Time position	Part-Time position
Funding Rate	30% of salary support for up to 6 months and capped at \$900 per month or \$5,400	30% of salary support for up to 6 months and capped at \$450 per month or \$2,700
Disbursement Schedule	<ul style="list-style-type: none"> • 1st Tranche: Completion of 3-month retention • 2nd Tranche: Completion of 6-month retention 	

Note: Employers which are not the Career Trial hosts are also applicable for the salary support funding if their new hire fulfilled the criteria as above.

Employers should not have applied for or received other salary support or equivalent (e.g. absentee payroll) for the same new hire under Career Trial or any other WSG/ SSG or NTUC's e2i programmes for the period claimed under Career Trial. If the new hire is an individual barred from receiving grants from WSG/SkillsFuture Singapore ("SSG")/ NTUC's e2i, employers will not be eligible for the salary support.

STEP 4: (IF ELIGIBLE) SUBMIT FORM C2 TO CLAIM SALARY SUPPORT AFTER 3/6 MONTHS RETENTION

Table 4: Steps to Submit Form C2

For employers with an existing account in SkillsConnect
Submit <u>salary support request</u> to https://portal.ssg-wsg.gov.sg
<ol style="list-style-type: none"> Company to login using CorpPass Click on "My Feedback" Click on "Submit New Feedback" Select "Others" for Type Select "Career Trial" for Category Type "Salary Support" for Subject Title Attach Form C2, a copy of Employee's employment contract and payslips/CPF Form 90
For employers without an existing account in SkillsConnect, please mail <u>Original DCA form</u> to WSG
Mail the <u>original copy</u> of DCA Form C2
Attention to: Corporate Services Division, Workforce Singapore Salary Support Claim for Career Trial 1 Marina Boulevard, #18-01, One Marina Boulevard, Singapore 018989

³ Not under any form of employment (also includes part-time/casual/temporary jobs), **and** have not received any CPF working contribution

⁴ For new hires who had commenced on part-time Career Trial after 15 May 2019, and successfully employed after trial.

CONTACT INFORMATION

More information can also be found at www.wsg.gov.sg/careertrial_employers and www.e2i.com.sg/businesses/career-trial. Alternatively, you can contact:

	Workforce Singapore	NTUC's e2i
Tel:	6883 5885	6474 0606
Email:	https://portal.ssg-wsg.gov.sg	followup@e2i.com.sg

APPLICATION FORM TO BE HOST EMPLOYER FOR CAREER TRIAL

COMPANY INFORMATION*		*Compulsory fields	
Applied with:	<input type="checkbox"/> Workforce Singapore (WSG) <input type="checkbox"/> Employment and Employability Institute Pte Ltd (NTUC's e2i)		
Registered Name of Business Entity*:		Registered Address of Business Entity*:	
Registered Business Activity*:	SSIC code*:	UEN Number*:	Small Medium Enterprise* (SME) ¹ : <input type="checkbox"/> Yes <input type="checkbox"/> No
Contact Person Name & Designation*		Contact Number*	Email Address*
DECLARATION*			
<p>1. You shall be deemed to have successfully registered for the Career Trial only if you have received a written acknowledgement from WSG or NTUC's e2i informing you of your successful registration.</p> <p>2. You are aware that the Career Trial is to allow employers to assess a potential jobseeker's suitability for vacancies available. The Career Trial cannot be offered to jobseekers who have been offered an employment contract, or who are on probation, internship or any other similar employment² arrangement. In order to claim for salary support for hired jobseeker. Jobseeker must also not have any form of employment² during Career Trial. Your Career Trial position may also be publicised on WSG various publicity platforms, at WSG's discretion.</p> <p>3. You undertake to perform the following obligations as a registered host organisation under the Career Trial ("Host Employer"):</p> <ol style="list-style-type: none"> source and screen for eligible individuals (each a "Jobseeker") who are either unemployed² Singapore Citizens or Singapore Permanent Residents at the time of entering into the Career Trial; execute the Career Trial Activities (Form B2) for each Jobseeker who undertakes the Career Trial; provide insurance coverage if the job position is excluded under the Exclusion List of Occupation under Career Trial; submit a copy of the Jobseeker's Details Form A1 to WSG/NTUC's e2i for acknowledgement of your intention to start a short term trial with a suitable jobseeker before commencement of Career Trial; in the event that a Jobseeker suffers an accident or serious injury during the Career Trial, render immediate assistance to the Jobseeker and promptly notify WSG or NTUC's e2i; inform the Jobseeker as to whether he/she is offered employment by your organisation within five working days after completion of the Career Trial. The employment must be a full-time/part-time permanent position or a minimum of 1-year employment contract and pay a monthly gross salary of at least \$1,500(full-time) or \$750(part-time) or based on the expected salary as indicated in the Career Trial Activities Form B. Failure to comply with requirements may result in Host Employer's suspension from the programme. <p>4. You further acknowledge that WSG and NTUC's e2i shall not be liable or accountable to the Host Employer for any loss, damage or expense suffered by the Host Employer arising from the Career Trial, and WSG and NTUC's e2i shall not be held responsible or accountable in any way for the conduct of the Jobseeker.</p> <p>5. You agree that WSG or NTUC's e2i is entitled from time to time, through its Audit Agents, to conduct ad-hoc on-site audits. The Host Employer ("Grantee") shall ensure that WSG/NTUC's e2i's Audit Agents are given full access to all accounts, records, documents, assets and premises in connection with the grant, and shall provide reasonable cooperation and assistance. Parties shall bear their own respective costs, unless audit identifies a material breach, in which the Grantee shall reimburse WSG or NTUC's e2i.</p> <p>6. You have not suppressed any material information, and all information provided or to be provided by you is or will be true to the best of your knowledge. Any false information provided may constitute an offence under the Penal Code (Chapter 224).</p> <p>7. You undertake not to give to any Jobseeker any monies, loans, rebates, discounts, refunds, liquidated damages or any other unauthorised payment, whether in cash or in kind, without obtaining the approval of WSG or NTUC's e2i.</p> <p>8. You agree not to apply or received other salary support or equivalent (e.g. absentee payroll) for the same new hire under Career Trial or other WSG/ SSG or NTUC's e2i programmes for the period claimed under Career Trial.</p> <p>9. If you fail to comply with any part of this declaration, you acknowledge that WSG or NTUC's e2i is entitled to recover from you all funds disbursed under Career Trial, suspend or terminate you from WSG/ NTUC's e2i funding as WSG or NTUC's e2i may (in its absolute discretion) deem fit.</p>			
_____ Name & Designation (HR manager or equivalent)		_____ Company Stamp	
_____ Signature		_____ Date (DDMMYY)	

¹ Defined as an enterprise with annual sales turnover of not more than \$100 million **or** employing no more than 200 employees.

² Not under any form of employment (also includes part-time/casual/temporary jobs), **and** have not received any CPF working contribution

CHECKLIST FOR FIRST TIME APPLICATION FOR CAREER TRIAL

Please complete the questionnaire below if you are not an existing host employer of Career Trial.

S/N	Question	Please tick the relevant boxes.
1	I have a ready jobseeker to be placed under Career Trial.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	What is your organization size?	<input type="checkbox"/> < 6 <input type="checkbox"/> 6 – 50 <input type="checkbox"/> 51- 200 <input type="checkbox"/> >200
3	I have participated in other WSG/NTUC's e2i programmes/ recruitment events.	<input type="checkbox"/> Yes, please list down programme/event: <hr/> <input type="checkbox"/> No, proceed to question 4.
4.	I am open to participate in other WSG/NTUC's e2i programmes / recruitment events in the next 6 months.	(You may select more than one) <input type="checkbox"/> Career Support Programme (CSP) <input type="checkbox"/> Career Fair/ Networking Events <input type="checkbox"/> Professional Conversion Programme (PCP) <input type="checkbox"/> P-Max <input type="checkbox"/> WorkPro <input type="checkbox"/> Career Fair/ Networking session
5	I am open to hire jobseekers from the following categories.	Please indicate jobseeker profile: <input type="checkbox"/> Back-to-work individual <input type="checkbox"/> Person with Special Needs (PSNs) <input type="checkbox"/> Ex-offenders <input type="checkbox"/> Mid-career switchers <input type="checkbox"/> Matured individuals ≥40 years

CAREER TRIAL ACTIVITIES FORM

Companies must complete separate Career Trial Activities Form for each job. It must be a minimum 16 hours, up to a maximum of 240hrs for part-time position or 480hrs for full-time position. Please complete all fields in the form.

Company Name		
Career Trial Position** (Job Title)		
Jobs Bank ID (JOB-2019-123456)		
Type of Employment	<input type="checkbox"/> Full-Time Employment	<input type="checkbox"/> Part-Time Employment
Expected Salary **(if offered employment on permanent terms or minimum 1-year employment contract) (Min \$1,500/mth for full-time position, \$750/mth for part-time position)	\$ _____	Monthly salary: \$ _____
		Hourly basic salary rate: \$ ____/hr (if applicable)
		No. working hours per week: _____ hrs
No. of Job Vacancies (Applied)		
Total Career Trial Hours (Applied)		
Curriculum	Details	
Outline of Career Trial Objectives		
Career Trial Activities*	Week (Hours) E.g. Week 1 (20hrs)	Details of Activities / Tasks
Total Duration (Hours) E.g. 4 weeks (80hrs)		

*This is only a template and companies can customise to meet their needs. However, the job objective(s) and activities/tasks for each day must be clearly articulated. For part-time positions, the maximum Career Trial hours is capped at 80hrs/mth. ****Career Trial position and expected salary should be aligned with JobsBank posting.**

FORM C2
SALARY SUPPORT CLAIM FORM

Please submit completed form to WSG Feedback portal: <https://portal.ssg-wsg.gov.sg>.

I. Application Details			
Company Name			
UEN			
II. Company Contact Person Details (for clarifications on claim form)			
Name		Designation	
Email Address		Contact Number	
Please complete checklist below.			
My employee had:			
a)	Completed Full-Time Career Trial <input type="checkbox"/> Part Time- Career Trial <input type="checkbox"/>		
b)	Submitted the Career Trial Retention Incentive claims <input type="checkbox"/> Additional Retention Incentive claims <input type="checkbox"/> <i>Note: For employee who had not claimed the retention incentive, company would need to submit the i) employment contract and ii) payslips for the relevant claim period. WSG may request for additional documents to verify the eligibility of claims.</i>		
c)	Been unemployed ¹ for at least 6 months prior to employment start date <input type="checkbox"/> (for company to be eligible for salary support funding)		
III. Claim Details of Employee (hired after Career Trial)			
Name		NRIC	
Employment Start Date (ddmmyy)		<input type="checkbox"/>	First Tranche of Salary Support
		<input type="checkbox"/>	Second Tranche of Salary Support
IV. Additional Salary details (for claim period)			
Monthly Salary	\$_____		
Declaration of Unpaid-Leave (Please state dates. If not applicable, indicate 'N.A'.)			
Please complete the fields below for claims under Part Time- Career Trial, on hourly rated salary.			
Hourly basic salary rate	\$___/hr		
For salary paid on hourly rate: Please indicate total number of working hours (excluding overtime) for the claim period, based on complete months <i>E.g. Employment start date 20 June 2019. To provide salary details till 20 Dec 2019.</i>	1st Month		
	2nd Month		
	3rd Month		
	4th Month		
	5th Month		
	6th Month		
For employers without an existing account in SkillsConnect, please mail <u>Original</u> DCA form to WSG.			

¹ Not under any form of employment (also includes part-time/casual/temporary jobs), **and** have not received any CPF working contribution

DIRECT CREDIT AUTHORISATION FORM

(Only ORIGINAL AND COMPLETED form with Bank's endorsement will be accepted.)

No correction tape/fluid should be used on this form. Any cancellations made must be endorsed by the authorised signatories signing this form.

Please **mail** the form to: Workforce Singapore, 1 Marina Boulevard #16-01, One Marina Boulevard, S(018989)

Part I: To be completed by the Company

Please **TICK** one of the relevant boxes:
[For enquiries pertaining to **Training Grant**, please refer to www.skillsconnect.gov.sg or contact us via WSG Feedback Portal (www.portal.ssg-wsg.gov.sg);
Hotline: 6883 5885]

<input type="checkbox"/> New Vendor
<input type="checkbox"/> Update existing Vendor record

Name(s) of Bank Account Holder(s):

Bank No.	Branch No.	Bank Account No. to be Credited

Bank and Branch Name

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ACRA / UEN No. (for companies)		NRIC No. (for individuals)	
Address		Others (e.g. FIN, Society No.)	
GST Registered	Yes / No	Tel. Number	
		Fax. Number	
		Email	<Remittance Advice will be sent to this given email address>

- (a) I/We hereby authorise Workforce Singapore to credit payments due to me/us to the above account. Amounts so credited would constitute valid discharge of obligations due to me/us.
- (b) This authorisation shall continue to be in force until I/we expressly revoked it by notice in writing delivered to you 30 days in advance before the change. Workforce Singapore may in your absolute discretion terminate this arrangement by written notice delivered to my/our address last known to you.
- (c) In the event of a change in bank account number, I/we shall inform you in writing 30 days in advance before the change.
- (d) I/We hereby request and authorise Workforce Singapore to obtain confirmation or verification of information relating to me/us and/or to my/our account(s) from/with the bank where the Account is maintained as stated in the form.
- (e) In consideration of the Workforce Singapore acceding to my/our said request and in consideration of the Bank confirming or verifying such information pursuant to the said request, I/we irrevocably consent to and authorise the Bank, including any officer thereof, to disclose any information whatsoever relating to me/us and to the Account as is necessary for the sole purpose of account validation and agree that such authorisation shall survive any termination of the Account. I/We agree that this consent shall survive the termination of any of the Account with the Bank and may be relied on and enforced as fully and effectively by the Bank as if it is addressed to the Bank.

To: (Name of Applicant's Bank)
I/We hereby authorise the Bank, including any officer thereof, to disclose all information related to me/us as requested in this document.

Authorised Signature(s) & Stamp as in Bank's Record _____
Date

Part II: For bank's endorsement

To: WORKFORCE SINGAPORE
We hereby certify that the signature(s) and other particulars as stated in Part I agree with that contained in our records.

Name & Signature of Authorised Bank Officer _____
Bank's Official Stamp _____
Date

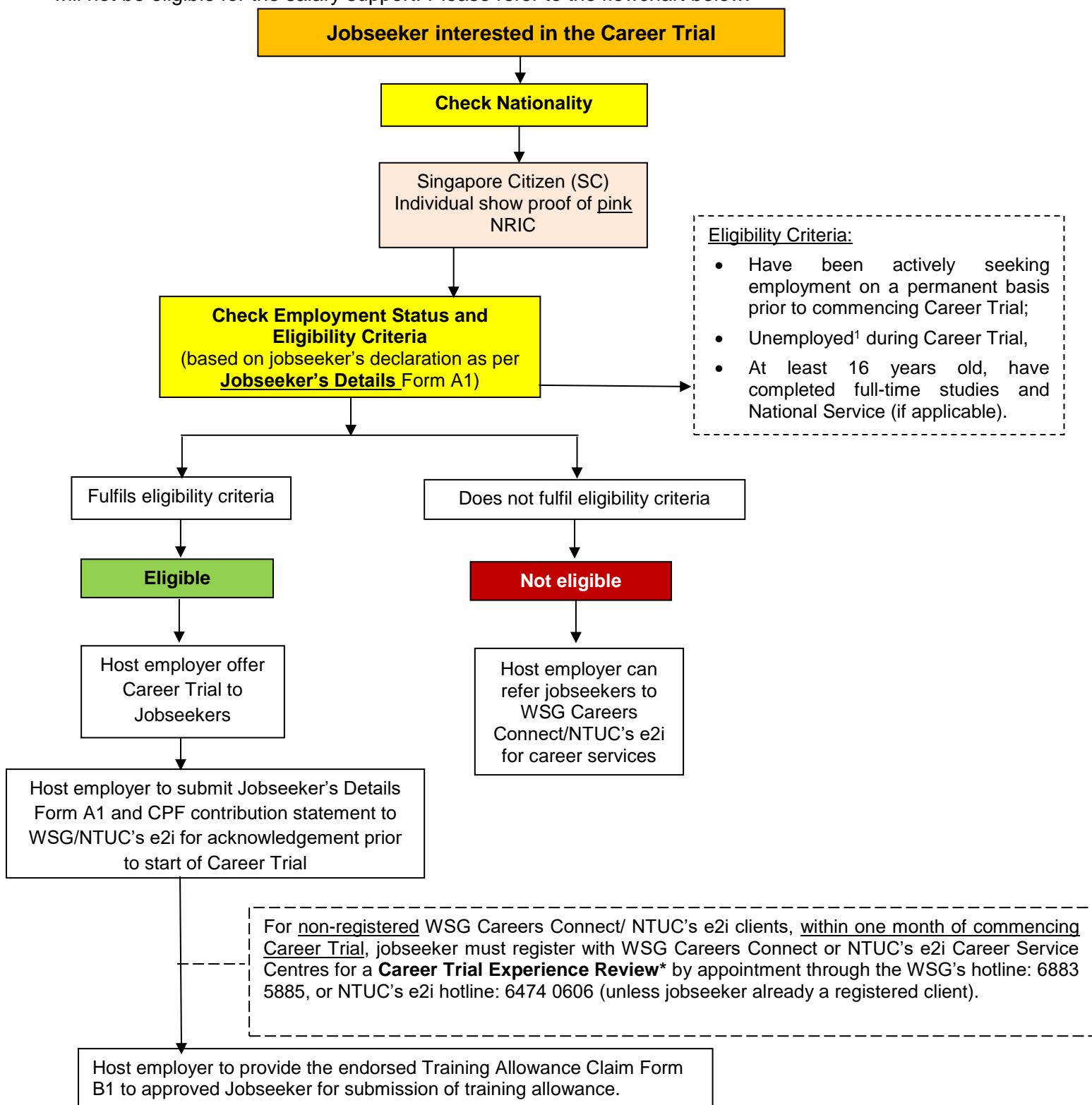
Part III: For Official Use Only

- Your GIRO form has been rejected due to:
- No or invalid verification by Bank, kindly submit to your Bank for verification.
 - No Alterations/cancellations are allowed on the form, kindly complete a new form.
 - Other Reason: _____
(Note: Workforce Singapore reserves the right to reject any GIRO form that is deemed to be unacceptable).

ATTACHMENT 1

SCREENING OF JOBSEEKER'S ELIGIBILITY CRITERIA

Once approved as host organisation, it is the responsibility of the host employers to screen interested jobseekers for their eligibility before allowing them to undergo the Career Trial. If the new hire is an individual barred from receiving grants from WSG/SkillsFuture Singapore ("SSG")/ NTUC's e2i, employers will not be eligible for the salary support. Please refer to the flowchart below.



¹ Not under any form of employment (also includes part-time/casual/temporary jobs), **and** have not received any CPF working contribution

