


**CAREER CONVERSION PROGRAMME FOR
RETAIL INDUSTRY (“CCP-RI”)
APPLICATION FORM**




Section A: Instructions	
1) All fields are to be completed. 2) By submitting the application to Singapore Retailers Association (“SRA”), the Company declares that the information provided/attached is true and accurate. 3) The approval of this CCP-RI salary support grant application is at the joint discretion of Workforce Singapore (WSG) and SRA. WSG and SRA are not obliged to state the reasons for their decision. 4) WSG and SRA may audit the relevant documents submitted by the Company from time to time. The Company is expected to render full assistance upon request.	
Section B: Company Information	
Company Name (as registered in ACRA)	
Company Address	
Company’s UEN	
SSIC Code	
Total Workforce Size	
No. of Local Employees	
No. of Foreign Employees	
Name of Applicant (Overseeing CCP for Retail Industry)	
Designation	
Email	
Contact Number	
ACRA BizFile	<i>Please attach ACRA BizFile dated not more than 6 months from date of CCP-RI salary support grant application.</i>

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Section C1: For New Hires <i>(Responses to the following questions are compulsory)</i>		
	Previous Employment (Last-held)	Current Employment
Company Name		
Industry Sector		
Job Title / Designation		
Employment Start Date	NA	
Main Job Functions	<i>Please attach New Hire’s latest CV</i>	<p><i>Please attach Job Description (“JD”), Employment Contract¹, and a draft training plan in the attached On-the-Job Training (“OJT”) Blueprint Template.</i></p> <div align="center">  OJT Blueprint Template.docx </div>

¹ The Employment Contract shall bear the Company’s letterhead and stamp, and contains the Trainee’s employment start date, job title, job description, and fixed monthly salary and any allowances payable.

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Section C2: Job Redesign (JR) Reskilling (For Existing Employees) (Responses to the following questions are <u>compulsory</u>)	
<p>Describe the company’s business transformation plan and how the roles will support achievement of company’s goals</p>	<p><i>Guiding questions</i></p> <ul style="list-style-type: none"> • <i>What are the current challenges faced by the Company?</i> • <i>What is the company’s transformation plan, e.g. adoption of digitalisation, streamlining of processes, innovation of business models?</i> • <i>How would the redesigned job roles support the company’s intended outcomes?</i> • <i>What is the current state vs. future state?</i> • <i>How would the job redesign project support the Company in achieving the following?</i> <ul style="list-style-type: none"> ○ <i>A stronger Singaporean core,</i> ○ <i>Lean manpower, and</i> ○ <i>Higher quality workforce</i>
<p>How are the job roles redesigned?</p>	<ul style="list-style-type: none"> • <i>Please complete the enclosed Before & After Job Template to illustrate job change <u>and</u> OJT Blueprint to illustrate OJT required to facilitate conversion into new role.</i> • <i>Companies may refer to attached Whitelisted Job Role for sample JDs if relevant.</i> <div style="display: flex; justify-content: space-around; align-items: center; text-align: center;"> <div style="text-align: center;">  <small>Before & After Job Template.docx</small> </div> <div style="text-align: center;">  <small>OJT Blueprint Template.docx</small> </div> <div style="text-align: center;">  <small>Whitelisted Job Roles.pdf</small> </div> </div>
<p>What is the career and/or wage progression pathway for the redesigned jobs?</p>	<ul style="list-style-type: none"> • <i>Describe the career and wage progression plan for the redesigned jobs.</i> • <i>If possible, to attach org chart to illustrate change of job role.</i>

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Please answer the following questions: *(please tick off)*

1. My Company is registered or incorporated in Singapore.

Yes No

2. The redesigned job role(s) offer monthly gross salaries of at least at least \$2,500 (PMET) and/or \$1,850 (RnF).

Yes No

3. My Company acknowledges that the redesign job(s) on this programme are not meant to support ad-hoc staff redeployment, direct promotion or business-as-usual training related to existing job functions.

Yes No

4. My Company has undertaken a retrenchment exercise involving at least 5 employees within the last 6 months.

Yes No

5. If yes, are the job roles applied for the CCP-RI similar to the job roles impacted by retrenchment exercise?

Yes No

6. My Company confirms that participants of the CCP-RI are **not**:

- Shareholders of the Company or its related companies
- Immediate ex-staff of the Company or its related entities
- Related to the owners of the Company

Yes No

7. My Company confirms that it complies with the Employment Act 1968

Yes No

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Section D: Documents Required

Please have the following supporting documents ready before submission of Application: (please tick off)

- The CCP-RI application form, signed by one of the following personnel such as the Organisation’s owner, shareholder, directors, amongst others or an authorised representative from senior management.
- Latest ACRA BizFile dated not more than 6 months from date of CCP-RI salary support grant application.
- For **New Hires** – Curriculum Vitae, Job Description, Employment Contract, Draft Training Plan in OJT Blueprint Logbook.
- For **Existing Employees** – Before & After Job Template, Draft Training Plan in OJT Blueprint Logbook.

Please have the following supporting documents ready before submission of claims:

- Duly completed OJT Blueprint Logbook.
- Monthly payslips & CPF Contribution Statements for the supported OJT duration of the approved Trainee.

Section E: Acknowledgement & Declaration

I confirm that all information provided in this CCP-RI application form, including additional documents submitted as part of the application, is true and accurate. I acknowledge that it will be used by SRA and WSG to evaluate my Company’s application for the CCP-RI funded by WSG and administered by SRA.

I am aware that WSG and SRA reserve the right to request for the return of the funds awarded if my Company is found to have applied for any other similar government grants under WSG and/or falsified any information provided in this application.

Name of Authorised Company Representative:

Designation:

Company Date:

Date of Submission:

Signature:

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For Official Use Only (not to be filled by Applicant):

SRA’s Evaluation and Assessment	
Name of Trainee:	
NRIC:	
Date of Receipt of Application:	
<p>We have performed the following check(s) and assessed that the Trainee meets the career conversion programme requirement for the above-mentioned CCP-RI Salary Support Grant. <i>(SRA to check the applicable boxes below)</i></p> <p><input type="checkbox"/> Comparison of Trainee’s previous and proposed new job titles and descriptions indicated in the Trainee’s resume and employment contract.</p> <p><input type="checkbox"/> Trainee interviews conducted by SRA.</p> <p><input type="checkbox"/> Company/Trainee’s self-declaration (only if evidence of career conversion is not apparent through earlier cited means).</p> <p>Evaluation, Declaration and Confirmation</p> <p>I declare that I have no personal dealings/relations with the Applicant and/or Trainee, which may constitute a conflict of interest and influence my approval of the above CCP-RI application.</p> <p>I have evaluated the application and Trainee’s details and hereby confirm that the application has been:</p> <p align="center"><input checked="" type="checkbox"/> Approved <input type="checkbox"/> Rejected</p> <p>Name and Signature of authorised SRA Officer:</p> <p>Date:</p>	
WSG’s Evaluation and Assessment	
<p>I have evaluated the application and Trainee’s details and hereby confirm that the application has been:</p> <p align="center"><input type="checkbox"/> Approved <input type="checkbox"/> Rejected</p> <p>Name and Signature of authorised WSG Officer:</p> <p>Date:</p>	