

**CAREER CONVERSION PROGRAMME FOR
RETAIL INDUSTRY (“CCP-RI”) – JOB REDESIGN &
RESKILLING PLAN (BEFORE & AFTER JOB
DESCRIPTION FORM)**



Job Redesign & Reskilling Plan

Please refer to Whitelisted Job Roles attachment and adapt JD to new role, where relevant.

| | |
|------------------------------------|---|
| No. of Staff Impacted | <i>Note: Company to provide individual trainee particulars (table below) to Programme Manager for processing of eligible salary support</i> |
| Type of Job Redesign | <input type="checkbox"/> Job Enrichment <input type="checkbox"/> Job Enlargement (increasing job scope within the same function) <input type="checkbox"/> Job Rotation (cross-training) |
| Salary Adjustment After OJT | Yes / No* – please delete accordingly For Yes , please indicate range of salary adjustment (e.g. 10%): |

Note: Company may duplicate this page if there are more than 1 role to be redesigned and reskilled.

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| | |
|--|--|
| Full Name of Trainee (as per NRIC): | |
| NRIC No: | |
| Current Job Role & Job Description | Job Role & Job Description (After Job Redesign) |
| <p><i>E.g.: Retail Associate</i></p> <p><i>Please insert JD, for instance:</i></p> <ul style="list-style-type: none"> • Provide helpful, friendly, and knowledgeable service to all customers • Promote and recommend suitable products for customer’s needs | <p><i>E.g.: Customer Experience Ambassador</i></p> <p><i>Please insert new JD, for instance:</i></p> <ul style="list-style-type: none"> • Enhance customer engagement through understanding different customer profiles and needs to strategically enhance engagement to build relationships and brand loyalty <p>Note: For JR Reskilling, there needs to be at least 50% job change in the new role.</p> |

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**New, changed and/or expanded responsibilities may be denoted in red*