

Professional Conversion Programme for Social Workers 2020 Intake - Employers' Obligations

Prepared by: Nur Ain Mustafa, Manager, Sector Branding

September 2020

Agenda

1. Introduction

2. Funding Package

3. Employer's Obligations During the Programme

4. Employer's Administrative Responsibilities

A. Support for Supervisors

B. Submission of Training Allowance Claims

C. Application for SkillsFuture Mid-Career Enhanced Subsidies top-up (20%)

5. Frequently Asked Questions (FAQ)

What is Professional Conversion Programme for Social Workers (PCP SW)

Info is accurate as of Sep 2020



- Place-and-Train programme for mid-career professionals to become qualified social worker
- Help the sector close the manpower demand gap for social workers
- Targeted for mid-career switchers

Trainee's Profile determines Funding Package

Info is accurate as of Sep 2020

- Different trainees will qualify for different funding components
- If you have more than 1 trainee, they may not have the same funding amount

SCENARIO	TRAINEE'S PROFILE
SCENARIO 1	Trainee who is a New Entrant and age 39 years old and below
SCENARIO 2	Trainee who is a New Entrant , age 39 years old and below and have not been employed for more than 6 months
SCENARIO 3	Trainee who is an In-Service Professional , and age 39 years old and below
SCENARIO 4	Trainee who is a New Entrant and age 40 years old and above
SCENARIO 5	Trainee who is an In-Service Professional , and age 40 years old and above

Scenario 1 : If your Trainee is a **New Entrant** who is **39 years old and below**

Info is accurate as of Sep 2020



SUSS Course Fees

FUNDER	GRADUATE DIPLOMA (\$18,250 + GST)	ACCELERATED BACHELOR (\$35,826 + GST)	
	SINGAPOREAN /PR	SINGAPOREAN	PR
MOE	-	\$21,603	\$7,952
WSG	\$12,775	\$5,373.90	
VCF (NCSS)/ HEALTHCARE EMPLOYERS	\$3,650	\$7,165.20	
TRAINEE	\$1,825 (exc. GST)	\$1,683.90 (exc. GST)	\$15,334.90 (exc. GST)



Training Allowance (Salary Support)

	Graduate Diploma	Accelerated Bachelor
Start of Funding	25 th July 2020	20 th July 2020
Duration	18 months	24 months
Funding % and Cap per Month	70% of Trainee's monthly salary cap at \$4,000 per month	
Funding Cap for entire Programme duration	\$50,000	

If Trainee's monthly pay is \$4000, Employer will be reimbursed 70% of \$4000 i.e. \$2800.

If Trainee's monthly pay is \$6000, Employer will be reimbursed \$4000. Employer will be reimbursed a total of \$50,000 for TA.

Scenario 2: If your Trainee is a **New Entrant and 39 years old and below** and are **long-term unemployed** (unemployed for more than 6 months)

Info is accurate as of Sep 2020



SUSS Course Fees

FUNDER	GRADUATE DIPLOMA (\$18,250 + GST)	ACCELERATED BACHELOR (\$35,826 + GST)	
	SINGAPOREAN /PR	SINGAPOREAN	PR
MOE	-	\$21,603	\$7,952
WSG	\$12,775	\$5,373.90	
VCF (NCSS)/ HEALTHCARE EMPLOYERS	\$3,650	\$7,165.20	
TRAINEE	\$1,825 (exc. GST)	\$1,683.90 (exc. GST)	\$15,334.90 (exc. GST)



Training Allowance (Salary Support)

	Graduate Diploma	Accelerated Bachelor
Start of Funding	25th July 2020	20th July 2020
Duration	18 months	24 months
Funding % and Cap per Month	90% of Trainee's monthly salary cap at \$6,000 per month	
Funding Cap for entire Programme duration	\$75,000	

Scenario 3: If your Trainee is an **In-Service Professionals** who are **39 years old and below**

Info is accurate as of Sep 2020



SUSS Course Fees

FUNDER	GRADUATE DIPLOMA (\$18,250 + GST)	ACCELERATED BACHELOR (\$35,826 + GST)	
	SINGAPOREAN/PR	SINGAPOREAN	PR
MOE	-	\$21,603	\$7,952
WSG	\$12,775	\$5,373.90	
VCF (NCSS)/ HEALTHCARE EMPLOYERS	\$3,650	\$7,165.20	
TRAINEE	\$1,825 (exc. GST)	\$1,683.90 (exc. GST)	\$15,334.90 (exc. GST)

Scenario 4: If your Trainee is a **New Entrant** who is **40 years old and above**

Info is accurate as of Sep 2020

SF Mid-Career Enhanced Subsidies top-up (20%) will be administered via WSG's SkillsConnect system. **Please note that the 20% is to be paid by Employers first. Amount to be claimed back via SkillsConnect when course is completed.*

Employers are to register staff who qualifies for the scheme, online within 1 month from starting of SUSS Course.



SUSS Course Fees

Funder	Graduate Diploma (\$18,250 + GST)	Accelerated Bachelor (\$35,826 + GST)
MOE	-	\$30,133
WSG	\$12,775.00	-
VCF/ Healthcare Institutions	\$912.50	\$4,667.38
Employer	\$3,650.00*	-
Trainee	\$912.50 (exc. GST)	\$1,035.63 (exc. GST)



Training Allowance (Salary Support)

	Graduate Diploma	Accelerated Bachelor
Start of Funding	25 th July 2020	20 th July 2020
Duration	18 months	24 months
Funding % and Cap per Month	90% of Trainee's monthly salary cap at \$6,000 per month	
Funding Cap for entire Programme duration	\$75,000	

Scenario 5: If your Trainee is an **In-Service Professionals** who are 40 years old and above

Info is accurate as of Sep 2020

SF Mid-Career Enhanced Subsidies top-up (20%) will be administered via WSG's SkillsConnect system. **Please note that the 20% is to be paid by Employers first. Amount to be claimed back via SkillsConnect when course is completed.*

Employers are to register staff who qualifies for the scheme, online within 1 month from starting of SUSS Course.



SUSS Course Fees

Funder	Graduate Diploma (\$18,250 + GST)	Accelerated Bachelor (\$35,826 + GST)
MOE	-	\$30,133
WSG	\$12,775.00	-
VCF/ Healthcare Institutions	\$912.50	\$4,667.38
Employer	\$3,650.00*	-
Trainee	\$912.50 (exc. GST)	\$1,035.63 (exc. GST)

Bond Agreement - Terms and Conditions for Trainee

Commitment to Complete SUSS Course

- Attendance
- Re-sit/Retake
- To keep employer and NCSS informed on changes to enrolment

Employer is not eligible to claim for TA if Trainee is not enrolled in SUSS.

Minimum Service Period

- 18 months GDSWK or 24 months ABSWK
- Bond with sponsoring employer

Projected Minimum Service Period (MSP) Start and End Date

Course	Course Start Date	Course End Date	MSP Start Date	MSP End Date	MSP End Date with 6 months buffer
GDSWK	25 th July 2020	24 th Jan 2022	25 th Jan 2022	24 th July 2023	24 th Jan 2024
ABSWK	20 th July 2020	19 th July 2022	20 th July 2022	19 th July 2024	19 th Jan 2025

Employer's Obligations during Programme

Info is accurate as of Sep 2020





Qualified Supervisor

Qualified social worker with minimum of 2 years of working experience

If there is no qualified social worker who fulfil the criteria as a qualified Supervisor, Employers can:

- 1. Purchase supervision services offered by Singapore Association of Social Workers (www.sasw.org.sg)**
 - Supervision fees are subsidised by MSF
 - Range from \$24 - \$30 per hour for individual supervision



Qualified Supervisor

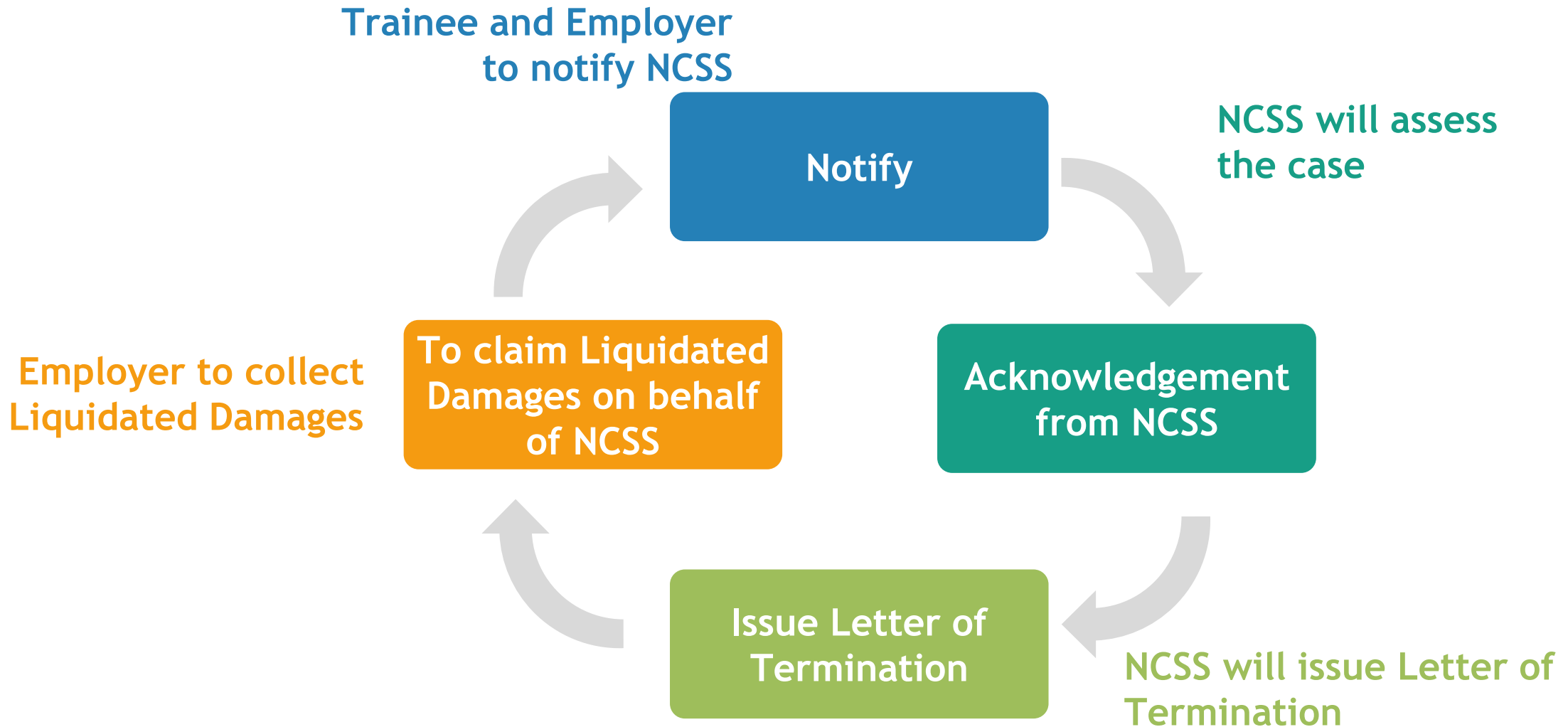
Qualified social worker with minimum of 2 years of working experience

If there is no qualified social worker who fulfil the criteria as a qualified Supervisor, Employers can:

2. The Singapore University of Social Sciences (SUSS) can also help to source for a supervisor and pay the honorarium to the supervisor/agency for the Social Work during **practicum**

Employer's Obligations during Programme – Trainee's Withdrawal

Info is accurate as of Sep 2020



Employer's Administrative Responsibilities – Training Allowance (TA) Claims Submission

Info is accurate as of Sep 2020

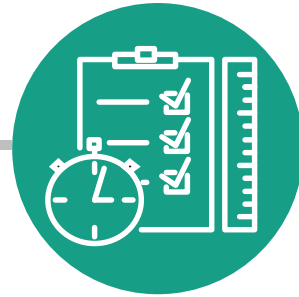
Criteria

- TA is only claimable during active enrolment with SUSS



Quarterly Submission

- Due by the end of the following month e.g. Jul-Sep TA is due by the 31st Oct.



Documents for Submission

- 1. Disbursement form
- 2. Pay slips (certified true copy)
- 3. Signed and stamped
- 4. E-filing



Endorsed forms and Payslip	To submit by
Jan – Mar	30 April
Apr – June	31 July
Jul – Sep	31 Oct
Oct – Dec	31 Jan



Other Documents

Certified true copy of letter of increment

How to calculate Training Allowance

Info is accurate as of Sep 2020

Calculation for Proration & Training Allowance Claimable

WSG computes salary disbursements based on **number of working days** (either 5 or 5.5 working days)

- **ABSWK** – 20th July 2020 (Monday)
- **GDSWK** – 25th July 2020 (Saturday)



Only **Basic Salary** is claimable

- Please exclude other allowances when computing the total amount of salary support to be reimbursed
- TA claim is only made for basic salary not for variable bonus or 13th month

Training Allowance Disbursement Form

Info is accurate as of Sep 2020

Attn: Ms Nur Ain Mustafa, Manager
Sector Manpower & Organisation Development

Training Allowance Disbursement Amount: **90% of Trainee's Gross Salary (capped at \$6,000/month)**

Parent Organisation Name:

Organisation Name (for crediting of training allowance):

Organisation Bank Account Name:

Organisation Bank Account No.:

Notes:

- (1) Calculate the Training Allowance using the table below and insert into the Gross Salary of Trainee field accordingly. Please DO NOT include Employer's CPF Contribution.
- (2) Please attached certified true copies of trainee' payslips or CPF statements (signed and stamped on every page by Director Level and above) for all the months that you are claiming for. For e.g. If you are claiming for the month of July, Aug and Sep, you would need to submit the trainee's payslip/CPF statement for the month of July, Aug and Sep.
- (3) Please print this claim form on your Agency letterhead when requesting for the Training Allowance. If there has been a change in salary, please send us a HR-endorsed certified copy of the updated payslip and employment letter.
- (4) Training Allowance will be disbursed every three months starting from the course start date (i.e. October, January, April, July). Please consolidate the payslips for every 3 months and submitted to NCSS by the last day of the third month (e.g. July, Aug and Sep claims to reach NCSS by 30 Sep).
- (5) The course for both ABSWK and GDSWK both starts on 20th July and 25th July respectively.
- (6) TA claim is only made for basic salary not for variable bonus or 13th month
- (7) Payment will only be processed upon complete receipt of documentations.
- (8) Please submit one form per trainee.
- (9) All documents to be mailed to NCSS at the address indicated above.

Name of Trainee	NRIC of Trainee	Computation of Salary Disbursement		
		For the Month Of	Gross Salary of Trainee	Payable by WSG (90% of salary capped at \$6,000)
		October		\$ -
		November		\$ -
		December		\$ -
				\$ -
				\$ -
				\$ -
Total Amount of Salary Support to be disbursed				\$ -

Submitted by:

Name of HR Manager

Signature & VVO Stamp

Contact No.

Endorsed by:

Name of Executive Director

Signature & VVO Stamp

Date

How to claim for trainees who are 40 years old and above (Mid-Career Enhanced Subsidies top-up (20%)

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<https://www.skillsconnect.gov.sg/sop/portal/e-Services/For%20Employers/Apply%20for%20Training%20Grant/applyfortraininggrant.jsp>

The screenshot shows the SkillsConnect website interface. At the top, there is a blue banner with a notification: "[SSG CIRCULAR/QMD/2019/3]: FOR EARLY INFORMATION- ANNOUNCEMENT OF THE ISSUANCE OF WORKFORCE SKILLS QUALIFICATIONS USING OPENCERTS ON 3 MAY 2019". Below the banner, the SkillsConnect logo is displayed with the tagline "Your One-Stop Portal for Your Training Needs". The SkillsFuture SG logo is also visible. The navigation menu includes "ABOUT US", "COURSES & FUNDING", "E-SERVICES", "RESOURCES", and "FAQ". A search bar and a "LOGIN" button are present. The main content area shows the breadcrumb "E-Services > For Employers > Apply for Training Grant" and a large image of a woman in a business suit smiling. Below the image, the heading "APPLY FOR TRAINING GRANT (COMPANY)" is displayed. Underneath, there is a section titled "TO APPLY APPLICATION" with a dropdown menu set to "Please Select" and a "PROCEED" button. A link below the button reads "Click here for a guide on completing the steps in the application." On the left side, there is a sidebar menu with the heading "FOR EMPLOYERS" and several options: "Apply for Company Profile", "Update Company Profile", "Apply for Training Grant", and "Claim Training Grant".



Guide for SkillsConnect



FREQUENTLY ASKED QUESTIONS (FAQS)

Q: Can Trainee start working for Employer before Programme starts i.e. 20th July 2020 or 24th July 2020?

A: Yes. However, training allowance (TA) funding is only claimable from the start of the Programme. Employer is not eligible to claim for TA prior to start of Programme.

Q: Can Trainee start working for Employer after Programme starts i.e. after 20th July 2020 or 24th July 2020?

A: No. As PCPSW is a place-and-train Programme, Trainee is required to start employment by the start of SUSS course date.

Q: Can Employer claim for Trainee's allowance (e.g. phone bill), Employer's CPF contribution, Performance Bonus, 13th month bonus etc.?

A: No. Employer can only claim for Trainee's monthly net salary.

Q: Can Employer claim for TA beyond 18 months or 24 months, in the event Trainee is unable to complete the SUSS Programme within projected time due to deferment, repeat modules, cooling-off period?

A: No. Employer can only claim for TA within the agreed funding duration of 18 months or 24 months. Employer is not eligible to claim for TA if trainee is not enrolled in SUSS for the semester.

Q: Is the Employer required to pay for SUSS fees?

A: Yes if the Employers fall in the following criteria:

1. Healthcare Employers
2. Employers whose Trainees are 40 years and above and undertaking Graduate Diploma in Social Work

Q: Does SUSS directly invoice the affected Employer and how much?

A: Yes, SUSS will directly issue a Tax Invoice to the affected Employer. NCSS has informed SUSS the % of course fees to be billed to the affected Employers, accordingly.

Note: Only new modules will be funded. Trainees are to bear 100% of course fee for repeated modules.

Q: How often does SUSS invoice NCSS, Employer and Trainee?

A: SUSS will invoice respective funders/payee every Semester (January and July). Amount varies depending on modules taken by trainee.

Note: Only new modules will be funded. Trainees are to bear 100% of course fee for repeated modules.

Q: How often does the Trainee attend classes at SUSS?

Details	Accelerated Bachelor of Social Work	Graduate Diploma in Social Work
Course Duration	24 months	18 months (including a 4-month bridging course)
Course Training Details	<ul style="list-style-type: none"> Classroom + practicum To graduate, students are required to complete a total number of 130 credit units including 10 university core modules and a 400 -hour practicum Lessons are held 3 times a week on weekday evenings 	<ul style="list-style-type: none"> Classroom + practicum To graduate, students are required to complete the 3 pre-requisite modules for non -social work degree students, 6 compulsory modules, any 4 electives and a 400-hour practicum Classes are held on Saturdays

Q: What are the details of the modules offered?

A: For more information on modules offered for Graduate Diploma and Accelerated Bachelor, please visit www.suss.edu.sg/programmes

Q: Is it mandatory to offer 4-day work week and 7 days of Study/Exam leave?

A: NCSS highly recommends Employer to offer these arrangement to trainees.

Q: I am a small organisation with lean manpower resources. Can my trainee's job scope include other tasks and portfolio.

A: Yes. However, 80% of trainee's job scope must entail social work related responsibilities. Trainees are to be trained on social work responsibilities and apply knowledge learned from SUSS courses. Any other job arrangement, should be discussed and agreed by Trainee.

Q: Can Trainee change employer during the programme?

A: For LOUs signed before 2019/2020, trainees may change employer, subject to approval from NCSS and WSG. For LOUs signed in 2020 and beyond, the bond is with the Employer and trainee may not change employer during the programme.

Administrators & Contact Person

Info is accurate as of Sep 2020

Nur Ain Mustafa, Manager @6589 5598

or

Gillian Theng, Lead Executive @6589 5533

Email: socialservice_pcp@ncss.gov.sg

Thank you

Letter of Undertaking – Course Fees Funding Percentage

Info is accurate as of Sep 2020

Funding Agencies	Accelerated Bachelor of Social Work		Graduate Diploma of Social Work	
	Age 39 & below	Age 40 & above	Age 39 & below	Age 40 & above
	Singapore Citizen	Singapore Citizen	Singapore Citizen	Singapore Citizen
MOE	Fixed Quantum	Fixed Quantum	-	-
WSG	15%	-	70%	90%
VCF^/ Healthcare Employer	20%	13%	20%	5%
Trainee Pays	10%	5%	10%	5%

^ VCF funding is only applicable for trainees placed in Social Service Agencies