SGUnited Traineeships Programme
For Company Information

Updated on 17th April 2020
About the SGUnited Traineeships Programme

Provides **fresh graduates** who are **unable to secure full-time jobs** with traineeship opportunities across all sectors. Host companies can look forward to Government support to **co-fund Training Allowances**.

- **Applicable for job seeking graduates** (Singaporeans/PR) who have:
  - Graduated or graduating from ITE, Polytechnics, Universities and other Private Educational Institutions in CY2019/2020, or finished serving National Service and looking to enter the workforce in CY2019/2020.

- **No commitment necessary for host companies to hire** after the traineeship, but host companies can consider hiring at any time for well-performing trainees.

- As this is a training programme, there is no employment relationship between the parties and host companies do not need to pay CPF.

- Host companies can adopt 100% virtual coaching and Workplace Training in view of COVID-19 situation.

**Traineeships to be created for this year**

- **8,000**

**Programme to commence on 1st June 2020**

**4:1 Government Funding**, with WSG co-funding 80% of Training Allowance

**Provide up to 12 mths Traineeship Programme**
(Training must commence by 31st Dec 2020)

Clear Traineeship Description and Development Plans

**Traineeship vacancies to be posted on MCF**
**About the SGUnited Traineeships Programme**

Total monthly stipend will vary depending on Traineeship Scope, based on qualifications required:

<table>
<thead>
<tr>
<th>Traineeship Role Offered</th>
<th>Number of Trainees</th>
<th>Education Qualifications</th>
<th>Proposed Monthly Stipend per trainee</th>
<th>Under SGUT Co-funding Structure</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Company Outlay per Trainee (20%)</td>
</tr>
<tr>
<td>Automation Engineer</td>
<td>2</td>
<td>Uni Degree</td>
<td>$2,400</td>
<td>$480</td>
</tr>
<tr>
<td>Assistant Engineer</td>
<td>1</td>
<td>Poly Dip</td>
<td>$1,700</td>
<td>$340</td>
</tr>
<tr>
<td>Process Technician</td>
<td>3</td>
<td>ITE Grad</td>
<td>$1,400</td>
<td>$280</td>
</tr>
</tbody>
</table>

Total: $10,700 $2,140 $8,560

**4:1 Government Funding**, with WSG co-funding 80% of Training Allowance

For Example:

An Engineering Company would like to be a Host Company* and take on the following Trainees.

*Host Companies must be registered or incorporated in Singapore. This includes SMEs, MNCs, TACs, NGOs and Non-Profit Organisations.
# Estimated Period of Post-Secondary Institutions’ Graduating Cohorts for 2020

<table>
<thead>
<tr>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
</tr>
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<tbody>
<tr>
<td>Final Exams for:</td>
<td>Final Exams for:</td>
<td>Final Exams for:</td>
<td><strong>SGUnited Traineeships Launches on 1st June</strong></td>
</tr>
<tr>
<td>• Temasek Polytechnic</td>
<td>• Ngee Ann Polytechnic</td>
<td>• National University of Singapore</td>
<td></td>
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<tr>
<td>• Republic Polytechnic</td>
<td>• Singapore Management University</td>
<td>• Nanyang Technological University</td>
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<tr>
<td>• Ngee Ann Polytechnic</td>
<td>• Institute of Technical Education</td>
<td>• Singapore University of Technology and Design</td>
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<td>• Nanyang Polytechnic</td>
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<td>• Singapore University of Social Sciences</td>
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<td>• Singapore Polytechnic</td>
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<tr>
<td>July</td>
<td>August</td>
<td>Sept</td>
<td>October</td>
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<tr>
<td>Official Graduation:</td>
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<td>• Nanyang Technological University</td>
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<tr>
<td>• Institute of Technical Education</td>
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</tbody>
</table>

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*SGWorkforce Singapore*
How SGUnited Traineeships Work
How companies can come onboard as Host Companies
SGUnited Traineeships Programme

Appointed Programme Manager, Singapore Business Federation (SBF), to collate Traineeships demand from interested companies and assess applications to be Host Companies.

1. COLLATE (Form.SG)

Host Companies to identify Traineeship Opportunities for Fresh Graduates and submit details to SBF/WSG. SBF will reach out thereafter to complete the formal application documents.

Currently, interested companies can fill up this Interest Form for WSG to update you when more details when available.

*More details on the Application Process will be made known before the programme is operationalized on 1st June 2020.
How companies can come onboard as Host Companies

SGUnited Traineeships Programme

2. POST

Once the Host Company’s application is approved, **vacancies for SGUnited Traineeships** to be posted on

![Image](https://example.com/image.png)

With the hashtag: **#SGUnitedTraineeships**

3. MATCH

Host Companies to **assess applicants and take on** suitable Trainees to start their Traineeships.

Traineeship programme will have to commence **by 31st Dec 2020**.
Application Process
Application Process for Host Companies
Programme to commence on **1st June 2020**

- Host Companies to submit their indication of interest to SBF/WSG.
- SBF will reach out to interested Host Companies, who will submit Traineeship Description* and Development Plan for review and approval.

*Traineeship Scope must be **clearly different** from the work done by a regular employee of the host company.
Application Process for Host Companies
Programme to commence on **1st June 2020**

- Host Companies to submit their indication of interest to SBF/WSG.

- SBF will reach out to interested Host Companies, who will submit Traineeship Description* and Development Plan for review and approval.

- Upon approval, Host Companies to post Traineeships Vacancies on MCF with hashtag #SGUnitedTraineeships.

- Host Companies assess applicants, take on suitable Trainees and update status on MCF, keeping SBF informed of Trainees’ details and Traineeship arrangements.

- Host Companies to update SBF on regular basis, on progress of Traineeships and payment of Training Allowance to Trainees.

- Funding for Training Allowance to be disbursed by SBF on an accelerated reimbursement basis^.

- Host companies can consider onboarding Trainees for full-time roles at any time, including upon completion of Traineeships.

^Subject to submission of relevant documents and SBF’s verification of traineeship progress.
If you are interested in joining the SGUnited Traineeships Programme

Please fill up this Interest Form: [QR Code]

To find out more, visit our website: [QR Code]

wsg.gov.sg/SGUnitedTraineeships-HostCompanies

For any queries on the programme, feel free to contact

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Renee Sequeira from WSG at Renee_Kyle_Sequeira@wsg.gov.sg