

# SGUnited Traineeships Programme

For Company Information

*Updated on 17<sup>th</sup> April 2020*



# About the SGUnited Traineeships Programme



up to  
**8,000**

**Traineeships to be  
created for this year**

**Programme to  
commence on  
1<sup>st</sup> June 2020**



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



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



Traineeship vacancies  
to be **posted on MCF**



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



Clear **Traineeship  
Description** and  
**Development Plans**

# About the SGUnited Traineeships Programme



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

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

Estimated Monthly Stipend

University Degree and above	Polytechnic Diploma or Professional Qualifications	ITE Qualifications
\$1,800 - \$2,500	\$1,300 - \$1,800	\$1,100 - \$1,500

## For Example:



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

	Traineeship Role Offered	Number of Trainees	Education Qualifications	Proposed Monthly Stipend per trainee	Under SGUT Co-funding Structure	
					Company Outlay per Trainee (20%)	Govt Funding per Trainee (80%)
1	Automation Engineer	2	Uni Degree	\$2,400	\$480	\$1,920
2	Assistant Engineer	1	Poly Dip	\$1,700	\$340	\$1,360
3	Process Technician	3	ITE Grad	\$1,400	\$280	\$1,120
Total:				\$10,700	\$2,140	\$8,560

# Estimated Period of Post-Secondary Institutions' Graduating Cohorts for 2020



March	April	May	June
<p>Final Exams for:</p> <ul style="list-style-type: none"> <li>• Temasek Polytechnic</li> <li>• Republic Polytechnic</li> <li>• Ngee Ann Polytechnic</li> <li>• Nanyang Polytechnic</li> <li>• Singapore Polytechnic</li> </ul>	<p>Final Exams for:</p> <ul style="list-style-type: none"> <li>• Ngee Ann Polytechnic</li> <li>• Singapore Management University</li> <li>• Institute of Technical Education</li> </ul>	<p>Final Exams for:</p> <ul style="list-style-type: none"> <li>• National University of Singapore</li> <li>• Nanyang Technological University</li> <li>• Singapore University of Technology and Design</li> <li>• Singapore University of Social Sciences</li> </ul> <p>Official Graduation:</p> <ul style="list-style-type: none"> <li>• Singapore Management University</li> <li>• Polytechnics</li> </ul>	<p><b>SGUnited Traineeships Launches on 1<sup>st</sup> June</b></p>
July	August	Sept	October
<p>Official Graduation:</p> <ul style="list-style-type: none"> <li>• National University of Singapore</li> <li>• Nanyang Technological University</li> <li>• Institute of Technical Education</li> </ul>		<p>Official Graduation:</p> <ul style="list-style-type: none"> <li>• Singapore University of Technology and Design</li> </ul>	<p>Official Graduation:</p> <ul style="list-style-type: none"> <li>• Singapore University of Social Sciences</li> </ul>

# 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.

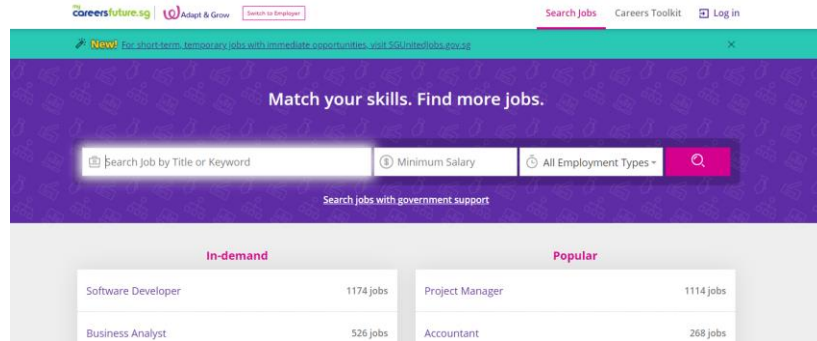
Currently, interested companies can fill up this **Interest Form** for WSG to update you when more details when available.



*\*More details on the Application Process will be made known before the programme is operationalized on 1<sup>st</sup> 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



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 31<sup>st</sup> Dec 2020.**

# Application Process



# Application Process for Host Companies

Programme to commence on 1<sup>st</sup> 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

# Application Process for Host Companies

Programme to commence on 1<sup>st</sup> June 2020



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careersfuture.sg



- 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<sup>^</sup>

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



## If you are interested in joining the **SGUnited Traineeships Programme**

Please fill up this  
Interest Form:



To find out more,  
visit our website:



[wsg.gov.sg/SGUnitedTraineeships-HostCompanies](https://wsg.gov.sg/SGUnitedTraineeships-HostCompanies)

**For any queries on the programme, feel  
free to contact**

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