

## CAREER CONVERSION PROGRAMME (CCP) FOR WHOLESALE TRADE PROFESSIONALS

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|-----------------------|--|
| <b>What is it?</b>    | <p>The Career Conversion Programme (CCP) for Wholesale Trade Professionals aims to reskill locals with non-related working experience to take up any of the following job roles:</p> <ul style="list-style-type: none"> <li>• Trade Operations Executive</li> <li>• Procurement/ Sourcing Executive/ Manager</li> <li>• Trade Finance Manager</li> <li>• Carbon/ LNG/ Hydrogen Trader/ Analyst</li> <li>• Compliance Specialist</li> <li>• Supply Chain Professionals</li> <li>• Sustainability Analyst/ Manager</li> <li>• Sustainability Finance and Strategy Manager</li> </ul> <p>Administered by the Workforce Advancement Federation (WAF), the CCP operates under the following modes:</p> <ol style="list-style-type: none"> <li>1. Place-and-Train: Reskill mid-career individuals (new hires) for their new roles to support business growth.</li> <li>2. Redeployment/ Job Redesign (JR) Reskilling: Targeted at companies that are undergoing business transformation, and where their existing workers are at risk of redundancy or in vulnerable jobs due to the transformation. These workers will be reskilled to take on new job roles or redesigned job roles that are of higher value-add within the same company.</li> </ol> <p>This CCP trains individuals who wish to make a career switch in the areas of trade operations, facilitation, and compliance through structured On-the-Job Training (OJT) by their employers.</p> |
| <b>Who can apply?</b> | <p><b><u>Individuals</u></b></p> <ul style="list-style-type: none"> <li>• Singapore Citizen or Permanent Resident;</li> <li>• Minimum 21 years old;</li> <li>• Graduated or completed National Service, at least 2 years* prior at the point of application;</li> <li>• New job role trained for under the CCP should be substantially different from previous job role(s), hence require reskilling for career conversion#;</li> <li>• Able to commit to full-time employment in a participating company.</li> </ul> <p>*This will be counted from the date of graduation from latest qualification, or date of completion of national service, whichever is later.</p> <p>#CCPs are geared towards helping individuals acquire skills to change careers. Hence, there is a requirement for career conversion when individuals undergo a CCP.</p> <p>In general, individuals applying for CCPs should also not be shareholders, immediate ex-employees of company or related entities, or be related to shareholders of the hiring company.</p>   |

|                                 | <p><b><u>Employers</u></b></p> <ul style="list-style-type: none"> <li>• Registered or incorporated in Singapore;</li> <li>• Must be able to offer employment directly related to the job which the CCP is for, with remuneration that commensurate with the market rate;</li> <li>• Commit to the CCP training arrangements for the new hires and/or existing workers that they have selected;</li> <li>• Be committed to work with WSG or its appointed partner on the necessary administrative matters related to the programme;</li> <li>• For applications for redeployment/ Job Redesign (JR) Reskilling, companies are required to submit details of their business transformation plan for evaluation.</li> </ul> <p>Meeting the above requirements does not guarantee enrolment onto the CCP, and it shall be at the discretion of the Workforce Advancement Federation (WAF) and Workforce Singapore (WSG).</p>  |   |           |                       |  |                            |               |               |                |   |   |
|---------------------------------|---|---|-----------|-----------------------|--|----------------------------|---------------|---------------|----------------|---|---|
| <p><b>How does it work?</b></p> | <p>Selected applicants will undergo screening, interview and shortlisting process as determined by the hiring employer.</p> <p>Employers must commit to working with WSG and the appointed programme partner on necessary administrative matters related to CCP.</p> <table border="1" data-bbox="325 1003 1425 1422"> <tr> <td data-bbox="325 1003 587 1084">Full-time/ Part-time</td> <td data-bbox="587 1003 1425 1084">Full-time</td> </tr> <tr> <td data-bbox="325 1084 587 1422">Duration of Programme</td> <td data-bbox="587 1084 1425 1422"> <p><u>New Hires</u><br/>6 months, comprising structured On-the-Job Training (OJT)</p> <p><u>Existing Employees (Redeployment)</u><br/>6 months, comprising structured OJT</p> <p><u>Existing Employees (JR Reskilling)</u><br/>3 months, comprising structured OJT</p> </td> </tr> </table> <p><b><u>Funding Support</u></b></p> <table border="1" data-bbox="325 1518 1425 2020"> <thead> <tr> <th data-bbox="325 1518 555 1599">WSG's Funding to Employers</th> <th data-bbox="555 1518 970 1599">Standard Rate</th> <th data-bbox="970 1518 1425 1599">Enhanced Rate</th> </tr> </thead> <tbody> <tr> <td data-bbox="325 1599 555 2020">Salary Support</td> <td data-bbox="555 1599 970 2020">Up to <b>70% of monthly salary</b> for CCP training duration (capped at <b>\$4,000 per month</b> per trainee)</td> <td data-bbox="970 1599 1425 2020">Up to <b>90% of monthly salary</b> for CCP training duration (capped at <b>\$6,000 per month</b> per trainee)<br/><br/><i>For Singapore Citizen (SC) trainees who have been seeking employment for six months or more, and/or SC trainees aged 40 years and above in the year of commencement of the CCP.</i></td> </tr> </tbody> </table> | Full-time/ Part-time  | Full-time | Duration of Programme | <p><u>New Hires</u><br/>6 months, comprising structured On-the-Job Training (OJT)</p> <p><u>Existing Employees (Redeployment)</u><br/>6 months, comprising structured OJT</p> <p><u>Existing Employees (JR Reskilling)</u><br/>3 months, comprising structured OJT</p> | WSG's Funding to Employers | Standard Rate | Enhanced Rate | Salary Support | Up to <b>70% of monthly salary</b> for CCP training duration (capped at <b>\$4,000 per month</b> per trainee) | Up to <b>90% of monthly salary</b> for CCP training duration (capped at <b>\$6,000 per month</b> per trainee)<br><br><i>For Singapore Citizen (SC) trainees who have been seeking employment for six months or more, and/or SC trainees aged 40 years and above in the year of commencement of the CCP.</i> |
| Full-time/ Part-time            | Full-time   |   |           |                       |  |                            |               |               |                |   |   |
| Duration of Programme           | <p><u>New Hires</u><br/>6 months, comprising structured On-the-Job Training (OJT)</p> <p><u>Existing Employees (Redeployment)</u><br/>6 months, comprising structured OJT</p> <p><u>Existing Employees (JR Reskilling)</u><br/>3 months, comprising structured OJT</p>  |   |           |                       |  |                            |               |               |                |   |   |
| WSG's Funding to Employers      | Standard Rate   | Enhanced Rate   |           |                       |  |                            |               |               |                |   |   |
| Salary Support                  | Up to <b>70% of monthly salary</b> for CCP training duration (capped at <b>\$4,000 per month</b> per trainee)   | Up to <b>90% of monthly salary</b> for CCP training duration (capped at <b>\$6,000 per month</b> per trainee)<br><br><i>For Singapore Citizen (SC) trainees who have been seeking employment for six months or more, and/or SC trainees aged 40 years and above in the year of commencement of the CCP.</i> |           |                       |  |                            |               |               |                |   |   |

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|                               | <p>With the introduction of the <b>Jobs Growth Incentive</b> on 1 Sep 2020, WSG has made temporary adjustments to the salary support disbursements for all new hires on PCPs for the period between <b>1 Sep 2020 to 31 Mar 2022</b>, which coincides with the qualifying period of the JGI. Though the JGI extension for Phase 4 covers only certain groups of new hires, WSG will apply the funding adjustments to all new CCP trainees hired from Apr to Sep 2022, in the same spirit of encouraging hiring and retention of local workers.</p> <p>The intent is to spread out the salary support disbursements over a longer period to encourage companies to retain new hires under the CCPs. The duration of funding will now include the original training duration and an additional retention period equivalent to the training duration. Overall salary support funding per new hire remains unchanged.</p> <p>Newly hired PMETs placed on CCP for SME Executives during this period may receive salary support from both initiatives (subject to respective caps in JGI and CCP).</p> <p>New disbursement (for new hires on conversion programmes between <b>1 April 2022 – 30 September 2022</b>)</p> <p><b>Standard Rate: Up to 35% of Monthly Salary</b><br/>(capped at <b>\$2,000 per month</b> during training and retention period)</p> <p><b>Enhanced Rate: Up to 45% of Monthly Salary</b><br/>(capped at <b>\$3,000 per month</b> during training and retention period)</p> <p>Period of Salary Support: <b>2 x Training Duration of CCPs</b></p> |
| <p><b>Contact details</b></p> | <p>For interested <b>companies</b> looking to apply for the CCP for Wholesale Trade Professionals as a participating employer, you can reach out to the Workforce Advancement Federation (WAF) by registering your interest <a href="#">here</a> or reach out to them with the following contact details:</p> <p><b>Workforce Advancement Federation (WAF)</b><br/>Email: <a href="mailto:ccp.wtp@waf.org.sg">ccp.wtp@waf.org.sg</a><br/><b>Contact: 6956 6288</b></p> <p>For individuals looking to apply for roles under the CCP for Wholesale Trade Professionals, please submit an online application <a href="#">here</a>.</p>   |

**CAREER CONVERSION PROGRAMME (CCP) FOR WHOLESALE TRADE PROFESSIONALS**  
**FREQUENTLY ASKED QUESTIONS (FAQs)**

| S/N                        | Questions and Answers   |   |                            |               |               |                |   |   |
|----------------------------|---|---|----------------------------|---------------|---------------|----------------|---|---|
| <b>General Questions</b>   |   |   |                            |               |               |                |   |   |
| <b>1</b>                   | <b>What is the objective of the CCP for Wholesale Trade Professionals?</b>  |   |                            |               |               |                |   |   |
|                            | <p>The CCP helps companies to better attract and retain local talent. Under the Place-and-Train mode, hiring companies can access a wider pool of jobseekers through the reskilling of jobseekers for their new job roles.</p> <p>The CCP for Wholesale Trade Professionals helps reskill mid-career individuals (new hires) to take on new job roles in trade operations, facilitation, and compliance through structured On-the-Job Training (OJT) by their hiring companies.</p> <p>Meanwhile, the redeployment/ Job Redesign (JR) Reskilling modalities under the CCP can help companies to equip their existing workers with new skills that can allow them to take on new or redesigned job roles in support of the companies’ business transformation.</p> |   |                            |               |               |                |   |   |
| <b>2</b>                   | <b>What is the structure of the Programme?</b>  |   |                            |               |               |                |   |   |
|                            | <p>Administered by the Workforce Advancement Federation (WAF), the CCP operates under the following modes:</p> <ul style="list-style-type: none"> <li>3. Place-and-Train: Reskill mid-career individuals (new hires) for their new roles to support business growth.</li> <li>4. Redeployment/ Job Redesign (JR) Reskilling: Targeted at companies that are undergoing business transformation, and where their existing workers are at risk of redundancy or in vulnerable jobs due to the transformation. These workers will be reskilled to take on new job roles or redesigned job roles that are of higher value-add within the same company.</li> </ul>   |   |                            |               |               |                |   |   |
| <b>3</b>                   | <b>How long is the programme duration?</b>  |   |                            |               |               |                |   |   |
|                            | <p>The CCP duration for new hires and existing workers (redeployment) is 6 months, while the CCP duration for existing workers (Job Redesign Reskilling) is 3 months.</p>   |   |                            |               |               |                |   |   |
| <b>4</b>                   | <b>Is there funding support?</b>  |   |                            |               |               |                |   |   |
|                            | <p>Yes, WSG will provide Salary Support for the CCP period.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">WSG’s Funding to Employers</th> <th style="width: 40%;">Standard Rate</th> <th style="width: 40%;">Enhanced Rate</th> </tr> </thead> <tbody> <tr> <td>Salary Support</td> <td> <p>Up to <b>70% of monthly salary</b> for CCP training duration</p> <p>(capped at <b>\$4,000 per month</b> per trainee)</p> </td> <td> <p>Up to <b>90% of monthly salary</b> for CCP training duration</p> <p>(capped at <b>\$6,000 per month</b> per trainee)</p> </td> </tr> </tbody> </table>   |   | WSG’s Funding to Employers | Standard Rate | Enhanced Rate | Salary Support | <p>Up to <b>70% of monthly salary</b> for CCP training duration</p> <p>(capped at <b>\$4,000 per month</b> per trainee)</p> | <p>Up to <b>90% of monthly salary</b> for CCP training duration</p> <p>(capped at <b>\$6,000 per month</b> per trainee)</p> |
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|  |  |   | <p><i>For Singapore Citizen (SC) trainees who are unemployed and actively seeking employment for six months or more, and/or SC trainees aged 40 years and above in the year of commencement of the CCP.</i></p> |
|  |  | <p>With the introduction of the <b>Jobs Growth Incentive</b> on 1 Sep 2020, WSG has made temporary adjustments to the salary support disbursements for all new hires on PCPs for the period between <b>1 Sep 2020 to 31 Mar 2022</b>, which coincides with the qualifying period of the JGI. Though the JGI extension for Phase 4 covers only certain groups of new hires, WSG will apply the funding adjustments to all new CCP trainees hired from Apr to Sep 2022, in the same spirit of encouraging hiring and retention of local workers.</p> <p>The intent is to spread out the salary support disbursements over a longer period to encourage companies to retain new hires under the CCPs. The duration of funding will now include the original training duration and an additional retention period equivalent to the training duration. Overall salary support funding per new hire remains unchanged.</p> <p>Newly hired PMETs placed on CCP for SME Executives during this period may receive salary support from both initiatives (subject to respective caps in JGI and CCP).</p> <p>New disbursement (for new hires on conversion programmes between <b>1 April 2022 – 30 September 2022</b>)</p> <p><b>Standard Rate: Up to 35% of Monthly Salary</b><br/>(capped at <b>\$2,000 per month</b> during training and retention period)</p> <p><b>Enhanced Rate: Up to 45% of Monthly Salary</b><br/>(capped at <b>\$3,000 per month</b> during training and retention period)</p> <p>Period of Salary Support: <b>2 x Training Duration of CCPs</b></p> | <p>Funding is only applicable to Singapore Citizens and Permanent Residents.</p>  |

| <b>For Individuals</b> |  |
|------------------------|--|
| <b>5</b>               | <b>How do CCPs work and how can individuals benefit from it?</b>   |
|                        | <p>The Place-and-Train CCP enables an individual to switch careers by facilitating his/her job placement into a hiring company and putting him/ her through structured On-the-Job Training (OJT) to acquire the necessary skills for the new job.</p> <p>Meanwhile, the redeployment/ Job Redesign Reskilling CCP helps existing workers to acquire requisite skills to take on new or redesigned job roles as existing job roles evolve, and new job roles emerge as a result of companies' business transformation.</p> <p>This programme will be co-funded by WSG and the employer. To defray the cost to employers and encourage them to be open to career-switchers without the requisite experience or skills and reskill their existing workers, WSG will provide salary support to the employer during the period of training.</p>   |
| <b>6</b>               | <b>How can individuals participate in the programme?</b>   |
|                        | <p>Interested mid-career individuals will need to meet the following criteria:</p> <ul style="list-style-type: none"> <li>• Singapore Citizen or Permanent Resident;</li> <li>• Minimum 21 years old;</li> <li>• Graduated or completed National Service, at least 2 years* prior at the point of application;</li> <li>• New job role trained for under the CCP should be substantially different from previous job role(s), hence require reskilling for career conversion#;</li> <li>• Able to commit to full-time employment in a participating company.</li> </ul> <p><i>*This will be counted from the date of graduation from latest qualification, or date of completion of national service, whichever is later</i></p> <p><i>#CCPs are geared towards helping individuals acquire skills to change careers. Hence, there is a requirement for career conversion when individuals undergo a CCP.</i></p> <p>In general, individuals applying for CCPs should also not be shareholders, immediate ex-employees of company or related entities, or be related to shareholders of the hiring company. Please refer to the <a href="#">FAQs</a> for more details on these exclusions.</p> <p>Meeting the above requirements does not guarantee enrolment onto the CCP, and it shall be at the discretion of Workforce Advancement Federation (WAF) and WSG.</p> |
| <b>7</b>               | <b>Do I have to pay to participate in the CCP for Wholesale Trade Professionals?</b>   |
|                        | No, participants (new hires/ existing employees) do not have to pay anything for their participation in the CCP.   |
| <b>8</b>               | <b>How can I sign up for the CCP for Wholesale Trade Professionals?</b>  |
|                        | For individuals looking to apply for roles under the CCP for Wholesale Trade Professionals, please submit an online application <a href="#">here</a> .   |

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| <b>9</b>  | <b>Is there a bond for the programme? What if I resign from the company before the programme ends? Will there be any penalty for me?</b>  |
|           | There is no bond imposed on participants of the CCP for Wholesale Trade Professionals. However, prevailing contractual agreements within each company’s employment contract with individual jobseeker/ existing employee may apply. |
| <b>10</b> | <b>I had previously participated in another CCP with a former employer. I recently joined a company participating in the CCP for Wholesale Trade Professionals. Am I still eligible to participate in this CCP?</b>                 |
|           | Individuals who previously participated in another CCP are also eligible to participate in the CCP for Wholesale Trade Professionals, so long as they meet the individual eligibility criteria as stated in FAQ S/N 6.              |

**For Employers**

| <b>11</b>                  | <b>What are the benefits of this CCP?</b>  |  |                            |               |               |                |  |  |  |  |  |
|----------------------------|--|--|----------------------------|---------------|---------------|----------------|--|--|--|--|--|
|                            | <p>This CCP enables employers to access a wider talent pool of talent to meet their manpower needs. Hiring companies may seek assistance from the Workforce Advancement Federation (WAF), the CCP Programme Partner, to help screen and refer suitable job-seeking individuals for their job vacancies under this CCP.</p> <p>Companies that are undergoing business transformation may also tap on this CCP to reskill their existing workers to take on new or redesigned job roles within the company as the jobs evolve in support of companies’ transformation plans.</p> <p>Participating companies can receive salary support for each new hire/ existing worker placed into the CCP, upon completion of the CCP:</p>   |  |                            |               |               |                |  |  |  |  |  |
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| <b>12</b> | <b>What are the eligibility criteria for employers?</b>  |
|           | <p>Participating companies will need to meet the following criteria:</p> <ul style="list-style-type: none"> <li>• Registered or incorporated in Singapore;</li> <li>• Must be able to offer employment directly related to the job which the CCP is for, with remuneration that commensurate with the market rate;</li> <li>• Commit to the CCP training arrangements for the new hires and/ or existing workers that they have selected;</li> <li>• Be committed to work with WSG or its appointed partner on the necessary administrative matters related to the programme;</li> <li>• For applications for redeployment/ Job Redesign (JR) Reskilling, companies are required to submit details of their business transformation plan for evaluation.</li> </ul> <p>Meeting the above requirements does not guarantee enrolment onto the CCP, and it shall be at the discretion of Workforce Advancement Federation (WAF) and WSG.</p>  |
| <b>13</b> | <b>Are non-SMEs eligible for this CCP?</b>   |
|           | Yes, both SMEs and non-SMEs are strongly encouraged to participate in the programme.   |
| <b>14</b> | <b>Is there a restriction on how many new hires and/or existing workers I can sign up under the CCP for Wholesale Trade Professionals?</b>   |
|           | There is currently no restriction on the number of individuals (newly hired and/or existing workers) that employers can sign up under the CCP for Wholesale Trade Professionals, so long as it fulfils the eligibility for individuals and companies as stated in FAQ S/N 6 and S/N 12.  |



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| <b>15</b> | <b>What is the difference between redeployment and Job Redesign (JR) Reskilling?</b>   |
|           | <p>The redeployment CCP is targeted at job roles that are at near-term risk of redundancy, whereas the Job Redesign (JR) Reskilling CCP goes further upstream to identify job roles that are vulnerable due to business transformation plans, but are not immediately at-risk. Both types of CCP equip existing workers with new skills that can allow them to take on new or redesigned job roles as a result of the business transformation.</p> <p>Interested companies may approach the Workforce Advancement Federation (WAF), the programme partner for this CCP, for an assessment on the type of programme which they may qualify for.</p> |
| <b>16</b> | <b>My company is interested to participate in the programme, how can my company register?</b>  |
|           | <p>For interested companies looking to apply for the CCP for Wholesale Trade Professionals as a participating employer, you can reach out to the Workforce Advancement Federation (WAF) by registering your interest <a href="#">here</a> or reach out to them with the following contact details:</p> <p><b>Workforce Advancement Federation (WAF)</b><br/> Email: <a href="mailto:ccp.wtp@waf.org.sg">ccp.wtp@waf.org.sg</a><br/> Contact: <b>6956 6288</b></p>  |
| <b>17</b> | <b>What if I would like to send my new hire/ existing worker for external training in addition to structured On-the-Job Training (OJT)? Is there funding support?</b>  |
|           | <p>Companies who are keen to send their new hires/ existing workers for external training to complement the structured On-the-Job Training (OJT) are encouraged to do so.</p>  |
| <b>18</b> | <b>What if my new hire and/or existing worker leaves before programme completion. Am I still able to receive the salary support?</b>   |
|           | <p>If the individual leaves before the completion of the programme, the salary support would be pro-rated up to the individual's last working day of the month.</p>  |