

CAREER CONVERSION PROGRAMME (CCP) FOR BIOMEDICAL MANUFACTURING INDUSTRY

What is it?	<p>The Career Conversion Programme (CCP) for Biomedical Manufacturing Industry offered by Workforce Singapore (WSG) aims to reskill locals with non-related working experience, can be from adjacent sectors doing a similar role, or from the same industry taking on a different role, to take up any of the following jobs:</p> <p style="text-align: center;">Rank-and-File</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>Production Operator; Assembly Technician / Assembler; Material Handler</td> </tr> </table> <p style="text-align: center;">PMET</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>Biotechnologist / Microbiologist / Chemist / Microbiology Engineer</td> </tr> <tr> <td>Pharmaceutical Technician</td> </tr> <tr> <td>Bioprocess Engineer / Bioprocess Scientist</td> </tr> <tr> <td>Validation Specialists / Regulatory Affairs Specialist</td> </tr> <tr> <td> Research: Research Assistant / Research Officer / Research Scientist / Scientist / Research Engineer Clinical Trial / Clinical Development Specialist / Clinical Project Manager Lab Assistant / Lab Technician / Lab Analyst / Lab Engineer </td> </tr> <tr> <td> Quality Control: QC Inspector (RnF) / QC Specialist / QC Technician / QC Analyst / QC Engineer or Manager </td> </tr> <tr> <td> Quality Assurance: QA Inspector (RnF) / QA Specialist / QA Executive / QA Engineer or Manager </td> </tr> <tr> <td> Production: Technicians, Engineers and above in: Process /Production /Manufacturing /Maintenance Equipment/ Automation / Data Analytics/ Industrial Engineering/ IT Support/ Support Functions <i>(and equivalent as job titles differ from company to company)</i> </td> </tr> <tr> <td> Digital: Bioinformatician / Biometrician / Biostatistician / Health Statistician / Bioinformatics Specialist / Data Analyst / Data Scientist </td> </tr> </table> <p>Note: The above is not an exhaustive list of job roles.</p> <p>Administered by the Workforce Advancement Federation (WAF), the CCP operates under the following modes:</p> <ol style="list-style-type: none"> Place-and-Train: Reskill mid-career individuals (new hires) for their new roles to support business growth. Redeployment/ Job Redesign Reskilling (JRR): Targeted at companies that are undergoing business transformation, or where their existing employees are in vulnerable jobs due to transformation. These employees will be reskilled to assume new or enhanced job roles within the same company. 	Production Operator; Assembly Technician / Assembler; Material Handler	Biotechnologist / Microbiologist / Chemist / Microbiology Engineer	Pharmaceutical Technician	Bioprocess Engineer / Bioprocess Scientist	Validation Specialists / Regulatory Affairs Specialist	Research: Research Assistant / Research Officer / Research Scientist / Scientist / Research Engineer Clinical Trial / Clinical Development Specialist / Clinical Project Manager Lab Assistant / Lab Technician / Lab Analyst / Lab Engineer	Quality Control: QC Inspector (RnF) / QC Specialist / QC Technician / QC Analyst / QC Engineer or Manager	Quality Assurance: QA Inspector (RnF) / QA Specialist / QA Executive / QA Engineer or Manager	Production: Technicians, Engineers and above in: Process /Production /Manufacturing /Maintenance Equipment/ Automation / Data Analytics/ Industrial Engineering/ IT Support/ Support Functions <i>(and equivalent as job titles differ from company to company)</i>	Digital: Bioinformatician / Biometrician / Biostatistician / Health Statistician / Bioinformatics Specialist / Data Analyst / Data Scientist
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Research: Research Assistant / Research Officer / Research Scientist / Scientist / Research Engineer Clinical Trial / Clinical Development Specialist / Clinical Project Manager Lab Assistant / Lab Technician / Lab Analyst / Lab Engineer											
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<p>Who can apply?</p>	<p><u>Individuals</u></p> <ul style="list-style-type: none"> • Singapore Citizen or Permanent Resident; • Minimum 21 years old; • Graduated or completed National Service at least 2 years* prior to CCP application; • New job role trained for under the CCP should be substantially different from previous job role(s), hence require reskilling for career conversion#; • Able to commit to full-time employment in a participating company. • New hire’s CCP enrolment must be approved within the first three months of employment (take note of the processing time of minimum 10 working days). <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. However, individuals who have a continuous employment gap of at least 2 years prior to CCP commencement will be allowed to apply for CCP job roles similar to their previous jobs.</i></p> <p>In general, individuals applying for CCPs must not be shareholders, immediate ex-employees of company or related entities, or be related to shareholders of the hiring company.</p> <p><u>Employers</u></p> <ul style="list-style-type: none"> • Registered or incorporated in Singapore; • Must be able to offer a full-time employment contract on permanent terms or on contract terms that are no less than one (1) year., directly related to the job which the CCP is for, with remuneration that is commensurate with the market rate **; • Commit to the CCP training arrangements for the new hires and/or existing employees that they have selected; • Be committed to work with WSG and its appointed partner on the necessary administrative matters related to the programme; • For applications for Redeployment/ Job Redesign Reskilling (JRR), companies are required to submit details of their business transformation plan for evaluation. <p>**For the role to be eligible for the programme, it must be a full-time position offering a monthly salary of at least \$1,800 (excluding variable components).</p> <p>Note:</p> <p>Meeting the above requirements does not guarantee enrolment onto the CCP, approval shall be at the discretion of the Workforce Advancement Federation (WAF) and Workforce Singapore (WSG).</p>
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How does it work?	CCP for Biomedical Professionals (PMET)		
	Mode	Employees	OJT Period
	Place and Train	New Hires will undergo screening, interview and shortlisting process as determined solely by the hiring employer.	12 months
	Redeployment	Existing Employees (must have joined the company > 1 year)	6 months
	Job Redesign Reskilling (JRR)	Existing Employees (must have joined the company > 1 year)	3 months
	CCP for Biomedical Operators (Rank-and-File)		
	Mode	Employees	OJT Period
	Place and Train	New Hires will undergo screening, interview and shortlisting process as determined solely by the hiring employer.	3 months
	Redeployment	Existing Employees (must have joined the company > 1 year)	3 months
	Job Redesign Reskilling (JRR)	Existing Employees (must have joined the company > 1 year)	3 months
Funding Support to Employers	WSG will provide Salary Support for the CCP period to eligible Singaporeans/PRs.		
	WSG's Funding to Employers	Standard Rate	*Enhanced Rate
	Salary Support %	70% of monthly salary for CCP training duration, capped at \$4,000 per month.	90% of monthly salary for CCP training duration, capped at \$6,000 per month.
	Period of Support	<p align="center">PMET</p> <p align="center">Place-and-Train: 12 months Redeployment: 6 months Job Redesign Reskilling: 3 months</p> <p align="center">Rank-and-File</p> <p align="center">Place-and-Train: 3 months Redeployment: 3 months Job Redesign Reskilling: 3 months</p>	
	<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.</i></p> <p><i>*For Singapore Permanent Resident (PR) trainees who are unemployed and actively seeking employment for six months or more, and/or PR trainees aged 40 years and above, AND who are placed and commence their CCP from 14 April 2023 onwards.</i></p>		

Contact details	<p style="text-align: center;">Workforce Advancement Federation (WAF) Email: ccp.bmi@waf.org.sg Contact: 9779 8008 / 8866 3603</p> <p>Companies interested to apply for the CCP for Biomedical Manufacturing Industry as a participating employer:</p> <p>New Hire (PMET), click here.</p> <p>New Hire (Non-PMET), click here.</p> <p>Existing Employee (PMET) Redeployment/JRR, click here.</p> <p>Existing Employee (Non-PMET) Redeployment/JRR, click here.</p> <p>Individuals looking to apply for roles under the CCP for Biomedical Manufacturing Industry, please submit an online application (PMET) here / (non-PMET) here.</p>
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FREQUENTLY ASKED QUESTIONS (FAQs)

S/N	Questions and Answers																								
General Questions																									
1	<p>What is the objective of the CCP for Biomedical Manufacturing Industry?</p> <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 mid-career switchers for their new job roles with a structured On-the-Job Training (OJT) development plan.</p> <p>Meanwhile, the Redeployment/ Job Redesign Reskilling (JRR) modalities allow companies to equip their existing workers with new skillset to take on new or redesigned job roles, thereby retaining valuable employees who are familiar with the industry and can better support the companies' business transformation process.</p>																								
2	<p>What is the structure of the Programme?</p> <p>Companies coming onboard will provide a structured "On-The-Job development" plan (and "Business Transformation" Plan if the company is applying for employee Redeployment/JRR).</p> <p>CCP for Biomedical Professionals (PMET)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Mode</th> <th style="text-align: center;">Employees</th> <th style="text-align: center;">Plans#</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Place and Train</td> <td>New Hires</td> <td style="text-align: center;">12 months of structured OJT development Plan</td> </tr> <tr> <td style="text-align: center;">Redeployment</td> <td>Existing Employees (must have joined the company > 1 year)</td> <td style="text-align: center;">Business Transformation Plan & 6 months of structured OJT development Plan</td> </tr> <tr> <td style="text-align: center;">Job Redesign Reskilling (JRR)</td> <td>Existing Employees (must have joined the company > 1 year)</td> <td style="text-align: center;">Business Transformation Plan & 3 months of structured OJT development Plan</td> </tr> </tbody> </table> <p>CCP for Biomedical Operators (Rank-and-File)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Mode</th> <th style="text-align: center;">Employees</th> <th style="text-align: center;">Plans#</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Place and Train</td> <td>New Hires</td> <td style="text-align: center;">3 months of structured OJT development Plan</td> </tr> <tr> <td style="text-align: center;">Redeployment</td> <td>Existing Employees (must have joined the company > 1 year)</td> <td style="text-align: center;">Business Transformation Plan & 3 months of structured OJT development Plan</td> </tr> <tr> <td style="text-align: center;">Job Redesign Reskilling (JRR)</td> <td>Existing Employees (must have joined the company > 1 year)</td> <td style="text-align: center;">Business Transformation Plan & 3 months of structured OJT development Plan</td> </tr> </tbody> </table> <p>#Application templates forms will be provided for companies to draft out the plans.</p>	Mode	Employees	Plans#	Place and Train	New Hires	12 months of structured OJT development Plan	Redeployment	Existing Employees (must have joined the company > 1 year)	Business Transformation Plan & 6 months of structured OJT development Plan	Job Redesign Reskilling (JRR)	Existing Employees (must have joined the company > 1 year)	Business Transformation Plan & 3 months of structured OJT development Plan	Mode	Employees	Plans#	Place and Train	New Hires	3 months of structured OJT development Plan	Redeployment	Existing Employees (must have joined the company > 1 year)	Business Transformation Plan & 3 months of structured OJT development Plan	Job Redesign Reskilling (JRR)	Existing Employees (must have joined the company > 1 year)	Business Transformation Plan & 3 months of structured OJT development Plan
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3	How long is the programme duration?			
	The CCP duration ranges between 3 months to 12 months.			
	CCP Duration (months)	Place-and-Train (New Hire)	Redeployment (Existing Employees)	JRR (Existing Employees)
	PMET (Professionals)	12	6	3
	RnF (Operators)	3	3	3
4	What is the funding support?			
	WSG's salary support for eligible Singapore Citizens and PRs are as follow:			
	Mode	Standard Rate	*Enhanced Rate	Support Period
	Place-and-Train (New Hire)	70% of monthly salary for CCP training duration, capped at \$4,000 per month.	90% of monthly salary for CCP training duration, capped at \$6,000 per month.	12 months (PMET)
	Redeployment of Existing Staff			3 months (RnF)
	JRR of Existing Staff			6 months (PMET)
				3 months (RnF)
				3 months (PMET and RnF)
	<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.</i></p> <p><i>*For Singapore Permanent Resident (PR) trainees who are unemployed and actively seeking employment for six months or more, and/or PR trainees aged 40 years and above, AND who are placed and commence their CCP from 14 April 2023 onwards.</i></p>			

For Individuals (Employees/Jobseekers)	
5	How do CCPs work and how can individuals benefit from it?
	<p>The Place-and-Train CCP facilitates an individual to switch career path with 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 due to 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>

6	<p>What are the eligibility conditions for individual as a new hire?</p>
	<p>Interested mid-career individuals must meet the following criteria:</p> <ul style="list-style-type: none"> • Singapore Citizen or Permanent Resident; • Minimum 21 years old; • Graduated or completed National Service, at least 2 years* prior at the point of application; • New job role trained for under the CCP should be substantially different from previous job role(s), hence require reskilling for career conversion#; • Able to commit to full-time employment in a participating company. <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. However, individuals who have a continuous employment gap of at least 2 years prior to CCP commencement will be allowed to apply for CCP job roles similar to their previous jobs.</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 FAQs for more details on these exclusions.</p>
7	<p>Do I have to pay to participate in the CCP for Biomedical Manufacturing Industry?</p>
	<p>No, participants (new hires/ existing employees) do not have to pay anything for their participation in the CCP.</p>
8	<p>How can I sign up for the CCP for Biomedical Manufacturing Industry as a jobseeker?</p>
	<p>For individuals seeking career switch to roles under the CCP for Biomedical Manufacturing Industry, please submit an online application (PMET) here / (non-PMET) here.</p>
9	<p>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?</p>
	<p>There is no bond imposed on participants of the CCP for Biomedical Manufacturing Industry. However, prevailing (employment) contractual agreements between the company and the individual employee apply.</p>
10	<p>I had previously participated in another CCP with a former employer. I recently joined a company participating in the CCP for Biomedical Manufacturing Industry. Am I still eligible to participate in this CCP?</p>
	<p>Individuals who previously participated in another CCP are eligible to participate in the CCP for Biomedical Manufacturing Industry, so long as they meet the eligibility criteria in FAQ 6.</p>

For Employers	
11	What are the benefits of this CCP?
	<p>This CCP supports employers to capitalize on a larger group of talents who can be recruited and train to perform as well as an experienced worker. Further, this CCP assist companies to retrain and retain employees who are already familiar with business environment and better support of companies' transformation plans.</p> <p>Participating companies can receive salary support for each new / existing worker placed into the CCP and upon completion of the OJT (refer to FAQ 4 above for details on salary support).</p>
12	What are the eligibility criteria for employers?
	<p>Participating companies will need to meet the following criteria:</p> <ul style="list-style-type: none"> • Registered or incorporated in Singapore; • Must be able to offer a full-time employment contract on permanent terms or on contract terms that are no less than one (1) year., directly related to the job which the CCP is for, with remuneration that is commensurate with the market rate; • Commit to the CCP training arrangements for the new hires and/ or existing workers that they have selected; • Be committed to work with WSG or its appointed partner on the necessary administrative matters related to the programme; • For applications for Redeployment/ Job Redesign Reskilling (JRR), companies are required to submit details of their business transformation plan for evaluation.
13	Are non-SMEs eligible for this CCP?
	Yes, both SMEs and non-SMEs are strongly encouraged to participate in the programme.
14	How many new hires and/or existing workers can I sign up under the CCP for Biomedical Manufacturing Industry?
	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 Biomedical Manufacturing Industry, so long as it fulfils the eligibility for individuals and companies as stated in FAQ 6 and FAQ 12.
15	What is the difference between Redeployment and Job Redesign Reskilling (JRR)?
	<p>The Redeployment CCP is targeted at job roles that are at near-term risk of redundancy, whereas the Job Redesign Reskilling (JRR) CCP goes further upstream to identify job roles that are vulnerable due to business transformation plans, but are not immediately at-risk.</p> <p>Both types of CCP enable employers to draft training plans to equip existing workers with new skills and take on new or redesigned job roles due to business transformation.</p>

<p>16</p>	<p>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 for external training?</p>
	<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. However, this CCP does not provide any funding on external training.</p>
<p>17</p>	<p>What if my new hire and/or existing worker leaves before programme completion. Am I still able to receive the salary support?</p>
	<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>