

Capability Development Grant

Tap on \$10,000 from the Capability Development Grant to defray some of the costs incurred in implementing a HR system to support Re-employment.

Our workforce is ageing. By 2020, we will have more than 500,000 people aged above 65, compared to about 300,000 in 2007. The life expectancy of our population is now 80 years old and they will need to work longer to have sufficient savings for old age.

As part of its effort to help older employees remain economically productive, the Government will enact re-employment legislation by 2012 to enable more people to continue working beyond the current statutory retirement age of 62, up to 65 in the first instance and, later, up to 67.

Specially designed for SMEs, the grant is part of an initiative developed by Singapore Workforce Development Agency (WDA) in partnership with the Tripartite Partners to help companies put in place a HR systems to facilitate practices in preparation for the re-employment legislation.

Eligibility Criteria

You may apply for the Grant if your company meets the following criteria:

- Registered or incorporated in Singapore;
- At least 30% of the shareholding is local;
- Company's group fixed assets not exceeding S\$15 million;
- Minimum of five employees with CPF contributions; and
- Employment size not exceeding 200 employees (applicable for companies in services sector)

Companies that have previously received any form of funding support under the previous ADVANTAGE! Scheme or have attended PREPARE™ before 1 April 2010 are not eligible.

Funding support

Eligible companies will receive funding on three main components to implement a sustainable Re-Employment system.

A Programme on acquiring Skills & Competencies

Eligible companies will pay a subsidised fee of S\$347.50 (inclusive prevailing GST of S\$87.50) and send their HR or supervisory staff to attend PREPARE™ - a 2-day workshop to acquire skills and competencies on Re-Employment.

B Implementation of E-Performance Appraisal System

After completing PREPARE™, the company will be provided with assistance to set up a HR System, including an e-performance appraisal system to facilitate Re-Employment.

C Company's effort in preparing for Re-Employment

Companies that are subsequently audited to have fulfilled the full deliverables within 2 months will receive S\$10,000 Grant; S\$6,000 for the developed e-appraisal system and S\$4,000 in cash to defray efforts in preparing for Re-Employment.

PREPARE™

(Programme for Re-Employment Practices: A Roadmap for Employers)

Designed to assist companies to be ready for the impending legislation, PREPARE™ provides guidance in implementing Re-Employment as an integral part of a company's HR system.

PREPARE™ Framework

The programme adopts a comprehensive and integrative approach to the implementation of Re-Employment by focusing on six main HR practices under one strategic framework.

Strategic Resourcing	Performance-Based Total Rewards
Flexible Organisation & Work Arrangement	Job Design & Redesign
Workplace Health Programmes	Re-employment Practices

Target Audience

Business Owners, Managers and Executives who are responsible for the organisation's human resources or management functions.

Duration

2 days in-center training + 2 months follow through mentoring assistance on human resource system and processes, and integrated e-performance appraisal system implementation in participating SMEs.

Methodology

Programme participants will receive relevant policies, procedures, tools, and templates to assist them in implementing the deliverables and acquire practical competencies to implement sustainable Re-employment Measures for their companies.

Practical Assistance

Delivered by ASME in collaboration with cxSurbana, Khoo Teck Puat Hospital, Jurong Medical Centre and Universal Stage, programme participant will receive 2 months of mentoring assistance by an experienced team with expertise in information technology, medical, human resources and project management.

Intensifying efforts on Re-Employment

Programme Partners



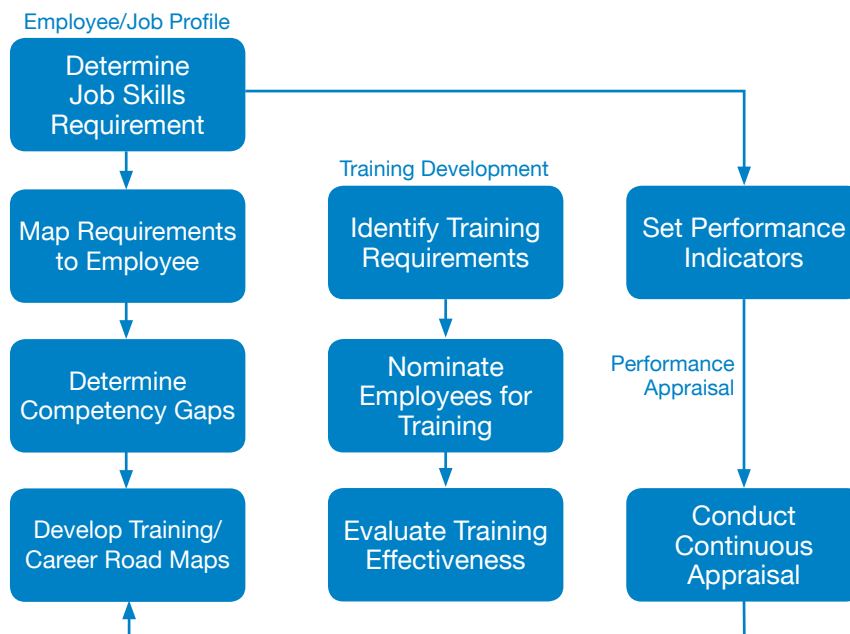
InTrAC™

(Integrating Training Appraisal Competency)

Developed based on feedback from ASME, InTrAC™ is a fully customised and integrated HR business application software designed to assist organisations to support Re-Employment of its employees.

InTrAC™ Framework

The system integrates job identification, training development and performance appraisal under a single system to support competency assessment and mapping of training and career development roadmap for employee.



Practical Assistance

The following assistance will be provided:

- Onsite consultancy service on InTrAC™ which includes briefing on implementing performance appraisal, assistance to develop organisation structures to classify job titles and corresponding skills and competencies, and identification of Key Performance Indicators;
- Installation of InTrAC™ depending on requirement;
- Configuration of the database; and
- Implementation Training in client's premises in Singapore.

Note:

- Fee excludes computer, network hardware, third party software, licenses and service providers, and additional customisation.
- There will be an annual recurring fee of S\$214 (inclusive prevailing GST of S\$14) for first 50 users and per user S\$53.50 (inclusive prevailing GST of S\$3.50) thereafter for web hosting services.

System Methodology

The system facilitates the use of timely and objective measurement of employee performance against predetermined key performance indicators. The consistent treatment of employees from the same job family and objective measurements against agreed performance targets lead to fairer assessment and allows consolidation of performances indicators by work groups.

Be Ready for Re-Employment

Application for Grant

Prior to applying for the grant, companies must be prepared to assign at least one staff currently handling HR functions to attend PREPARE™ and commit to the implementation of Re-Employment practices and an e-appraisal system within 2 months of attending the programme.

Eligible companies will need to submit an application form to ASME. Upon being accepted into the programme, companies will enjoy approximately 80% subsidy on the S\$1,250 programme fee and pay a subsidised fee of S\$260 (inclusive prevailing GST of S\$87.50) to attend PREPARE™.

Original Fee	S\$1,250
WDA Funding (80%)	S\$990
Subsidised Fee	S\$260
Payable Fee	S\$347.50 (GST S\$87.50)

The InTrac™ system will then be installed in the company computer or accessed over website for the first 50 users in the company after the programme. S\$53.50 (inclusive prevailing GST of S\$3.50) per user is chargeable for subsequent users.

Submission of Deliverables

After attending PREPARE™, participating companies will be assisted on the following deliverables:

- Communication to staff or commitment to union the re-employment policy;
- Adoption of policy and establishment of procedures for performance appraisal;
- Adoption of policy and establishment of procedures for wage system;
- Adoption of policy and establishment of procedures for employee counseling;
- Adoption of policy and establishment of procedures for workplace health programme; and
- Implementation of e-performance appraisal system.

Verification of Deliverables

An organisational audit will be conducted within 2 months on completion of PREPARE™ by ASME and companies. Companies that are able to show documentary evidence in the implementation of a system comprising of the deliverables will receive the grant of S\$10,000; S\$6,000 for the developed e-appraisal system and S\$4,000 in cash to defray efforts in preparing for Re-Employment.

Contact Details

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Contact us for the application form today.

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