

## **Frequently Asked Questions (FAQ) – For Companies**

### **1) Who would be eligible candidates for the programme?**

**Fresh polytechnic graduates\*** with a recognized diploma from any of the 5 local polytechnics are eligible to apply for the programme.

\*A fresh polytechnic graduate is a candidate who has graduated from a local polytechnic **within 3 years** of the Startup Talent Factory course start date (or in the case of NS men, to have ORD-ed within 3 years of the course start date).

### **2) Does the company need to offer full-time employment to the candidate? If so, what is the minimum recommended salary and are there grants available for salary support?**

Yes, the company would need to offer **full-time employment** to the candidate.

The company would need to pay a **recommended monthly salary of \$2500** to the candidate for the duration of the programme.

The company would be able to receive **salary support** (up to \$12,000 grant) given in two tranches: (i) after the commencement of the programme and (ii) upon successful completion of the programme.

### **3) How does a company secure a suitable candidate for the programme?**

Here is the workflow for the hiring process of a candidate:

- Candidates will indicate their choice of companies (from the list of job descriptions submitted by participating companies) and submit their CVs to NP.
- NP will e-mail the candidate CVs to the selected company for their review.
- Company will contact shortlisted candidates for job interviews
  - If the candidate passes the job interview, then the company can proceed to offer full-time employment to the candidate.
  - Employment must commence before the start date of the course.

#### **OUTCOME:**

If a company has successfully hired a candidate, then the company will need to inform NP and **submit a copy of the candidate's employment contract to NP.**

### **4) What if a company is unable to find a suitable candidate?**

If the company is unable to find a suitable candidate, then the company is not under any obligation to hire a candidate for the programme.

**5) Is a company able to find their own candidate and/or place existing employees into this programme?**

Yes, the company is able to find their own candidate and/or is able to sponsor their existing employees for the programme.

Note: Before the candidate can be placed in the programme, the company would need to **submit a copy of the candidate's diploma qualification** for NP to assess the candidate's eligibility for this programme.

**6) When would a company need to employ the candidate?**

The company would need to employ the candidate on or before the start date of the course.

For example, if the course commences on **1<sup>st</sup> May 2019**, then the candidate would need to be employed by the company on or before the **course commencement date**. The company would need to release the candidate to attend classes at Ngee Ann Polytechnic.

**7) Is the salary support grant pegged to the course commencement date?**

Yes. The **salary support grant** is pegged to the **course commencement date** and will cover the training duration of 9 to 12 months. For example, if the course commences on **1<sup>st</sup> May 2019**, then the salary support grant is calculated from **1<sup>st</sup> May 2019** onwards for the duration of the programme.

- (i) For candidates employed on 1<sup>st</sup> May 2019 onwards, the company would need to pay the candidate a **recommended monthly salary of \$2500** and the company would be able to claim **salary support** (up to \$12,000 grant) for the duration of the programme.
- (ii) For candidates employed before 1<sup>st</sup> May 2019, the company would need to decide as part of its hiring the process the monthly salary to be paid to the candidate (separate from the terms & conditions of the programme). Note that there is no salary support grant for the months leading up to 1<sup>st</sup> May 2019.

**8) Is the company required to pay for the candidate's course fee? If so, how much is the course fee?**

Yes. As this is a company-sponsored programme, the **company would need to pay for the candidate's course fee**. The course fee is **\$1733.40** per candidate placed on the programme. SME's may qualify for additional course fee subsidy (in which case the course fee will be **\$653.40** per candidate).

Note: NP will invoice the company directly for the course fee at the start of the course. The course fee (payable to NP) is non-refundable.

### 9) What is the course fee for?

The course fee is for payment of the 4 modules (3 core modules and 1 elective module) that the candidate has to complete in order to be awarded the **Certificate in Entrepreneurship**.

### 10) What are the modules that the candidate has to complete?

The candidate has to complete 4 modules (3 core modules and 1 elective module) (Refer to Table 1). Candidates will be awarded the **Certificate in Entrepreneurship** upon successful completion of the course.

**TABLE 1**

<b>Certificate in Entrepreneurship</b>	<b>No. of Hours</b>
Core modules: <ul style="list-style-type: none"><li>• Startup Finance &amp; Operations</li><li>• Startup Product Development</li><li>• Project</li></ul>	30 hrs 30 hrs 30 hrs
Elective modules (choose one): <ul style="list-style-type: none"><li>• Business Development</li><li>• Digital Marketing</li><li>• User Experience Design</li></ul>	90 hrs 90 hrs 90 hrs
Total Programme Hours	180 hrs

### 11) When will the company receive the company grant for salary support?

The company grant for salary support is given in **two tranches**, as illustrated below:

Example

If the company employs a candidate on a one year employment contract, then the company is eligible to claim a total of \$12K in salary support disbursed in two tranches:

- Company receives 1<sup>st</sup> tranche (initial \$6k) after the commencement of the course.
- Company receives 2<sup>nd</sup> tranche (remaining \$6k) after the candidate has successfully completed the one year programme.

In addition, the company would need to provide the following documents (as proof of employment and salary respectively):

- a) Candidate's employment contract
- b) Candidate's monthly pay slips

In regards to the terms & conditions for receiving the grant support, the company would need to sign a **Letter of Agreement (LOA)** before the commencement of the programme.

### 12) How does the company know they would be eligible for the SkillsFuture company grant?

Companies would need to complete a **Company Eligibility Checklist Form**, where NP will assess the company's eligibility. Eligible companies will be invited to be a participating company in the programme.

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