

Frequently Asked Questions (FAQs)

1. How can I apply for Job Placement Programme (JPP)?

Complete the JPP application form and submit both the application form and company ACRA to emarketing@elitc.com. Ensure that the email title is "JPP Application".

2. Who is eligible for JPP?

- All businesses/societies/associations registered in Singapore and carrying out businesses/activities in Singapore may apply for JPP.
- Offer an employment contract of at least 1 year, with basic starting salary from \$1,200 - \$2,500.
- Candidate must be a Singapore Citizen or Singapore Permanent Resident
- Jobs under Progressive Wage Model from cleaning, security and landscape sectors such as lift technicians are not eligible for JPP.

3. What types of training do companies need to commit?

To be eligible for JPP, during the first 3 months of employment, the employee must fulfil two types of training: 1) On the Job Training (OJT) and 2) Skillsfuture for Digital Workplace (SFDW) & any WSQ program from ELITC.

The links for the external training can be found below.

Skillsfuture for Digital Workplace

Refer to ELITC's brochure

ELITC WSQ program

<http://www.elitc.com/courses-wsq-programmes.html>

4. When is the last date of JPP application?

JPP will end on 30th June 2020. The last date of JPP application is 31st May 2020.

5. What are the requirements for On the Job Training (OJT)?

The training conducted should be required for the job and within the first 3 months of employment. It will be approved on a case-by-case basis based on the requirements of the job.

The company should maintain a copy of Training attendance sheet/logbook as proof of training hours conducted.

6. How many vacancies can employer apply under the JPP?

Companies registered under JPP can apply up to 5 vacancies per application subject to NTUC's e2i approval.

7. What documents are needed to submit for claim?

- NRIC (front and back) as proof of citizenship
- Training attendance sheet/logbook as proof of training hours conducted
- Monthly Payslip since date of hire (for computation of salary support)
- Employment Contract
- Outcome form (attached in our Letter of Offer)
- Certificate of Completion for SFDW and ELITC program.
- **Declaration Form** (only for trainee who are unemployed \geq 6 months prior to JPP)

8. When can I submit for claim?

After the employee has completed JPP and when company has the relevant documents.

9. What are the different tiers of funding and funding mechanism?

- Salary support will be provided to Employers.
 - Employers will co-fund the remaining salary and course fees.
- It will be based on the employment status of the new hire **prior to JPP**.

Jobseeker who is < 6 months unemployed prior to JPP	Jobseeker who is \geq 6 months unemployed prior to JPP
Salary support of up to 70% monthly salary, capped at \$2,000 per month per employee for up to 3 months . Overall cap per eligible employee at \$5,000 per programme	Salary support of up to 70% monthly salary, capped at \$2,000 per month per employee for up to 4 months . Overall cap per eligible employee at \$8,000 per programme

10. How do I compute salary support?

Salary support calculation will only begin in the following month from the start date and will be prorated when there are unpaid/no-pay/NS leave being taken. Salary support will only be given for months which training was conducted.

Example: Alan was **unemployed for 3 months** prior to JPP and was offered the JPP program with a **basic salary of \$2500 and \$200 fixed transport allowance**. He started work on 15th January 2020 and took **no-pay leave from 16th March 2020 to 30th March 2020**.

Company will claim for: 1st Feb 2020 – 15th March 2020, 31st March 2020 – 30th April 2020

Month	Jan	Feb	Mar	Apr
Basic Salary + fixed allowance	\$2,700	\$2,700	\$2,700	\$2,700
No-pay leave deduction			(\$1350)	
Salary support computation	\$0 (exclude 1 st month)	70% * \$2700 = \$1,890	70% * (\$2700 - \$1350) = \$945 (Prorated to exclude no-pay leave)	70% * \$2700 = \$1,890

Total funding: \$1,890 + \$945 + \$1,890 = **\$4,725**

Company can submit for claim on 30st Apr 2020 assuming all required trainings have been completed and with the required documents.