SKILLSFUTURE SG

REPUBLIC POLYTECHNIC

For Diploma Holders
Specialist Diplomas in
- Digital Content Creation for Business (SDDCB)
- User Experience for Infocomm Technology (SDUXI)
- Immersive EdTech Design for Learning (SDETD) – New!

For NITEC / Higher NITEC Holders
Diploma in
- Design and Media (Digital Entertainment and Events) (PTDDET)

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Our Specialist Diplomas & Diploma

The School of Technology for the Arts (STA) equips students with the expertise needed in using next-gen technology to enhance and deliver artistic visions and innovative designs.

STA is home to the following Work-Study Programmes (WSP):

Specialist Diplomas in

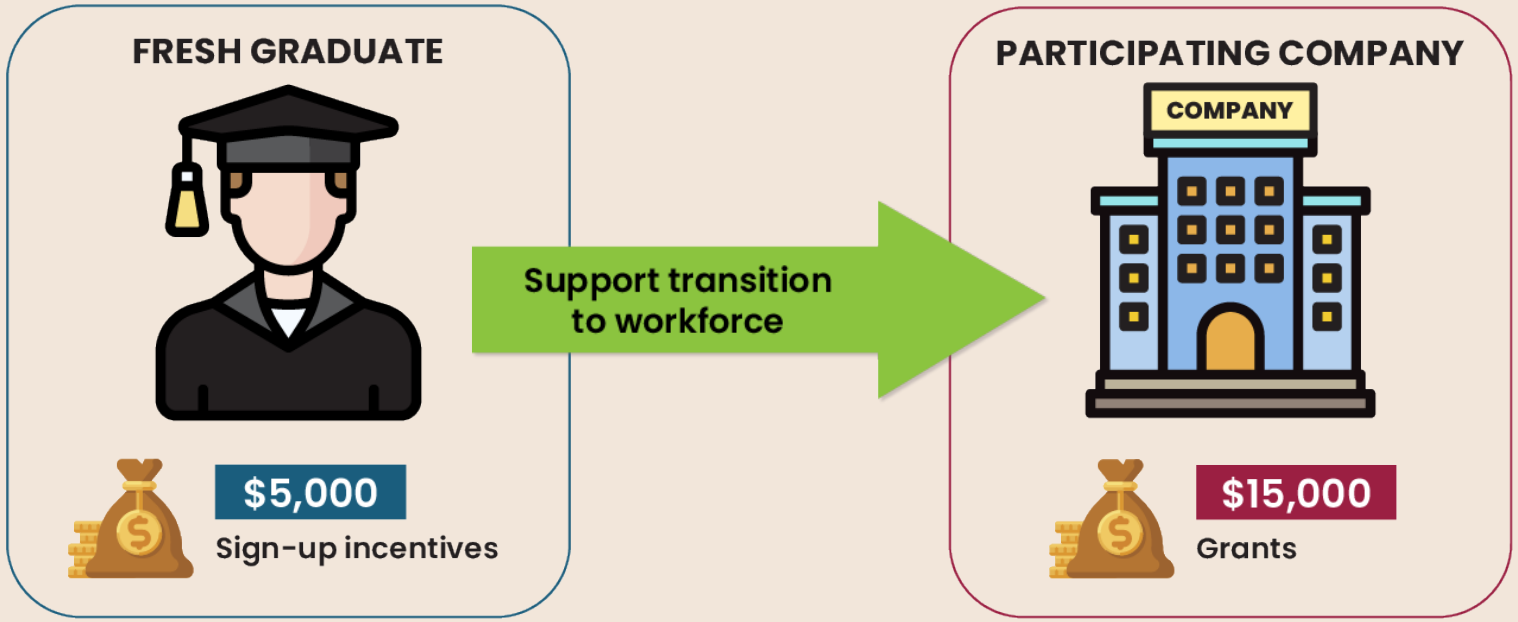
- Digital Content Creation for Business (SDDCB)
- User Experience for Infocomm Technology (SDUXI)
- Immersive EdTech Design for Learning (SDETD)

Diploma in

- Design and Media (Digital Entertainment and Events) (PTDDET)

Work-Study Programme (WSP)

Objective: To provide fresh graduates from polytechnics/ ITEs head-start in careers related to their discipline of study.



Work-Study Programme

- Structured on-the-job training
- Mentorship
- Participants are matched to employers related to their discipline of study

Benefits

- Industry-recognised certifications
- Meaningful career advancement pathways
- Groom and retain suitable talents with relevant skills

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Work-Study Programme (WSP) Benefits

Employer (WSP Company)	• **Hire new talent &/OR upskill existing staff (Singaporean/PR within 5 years of Poly or ITE graduation/ORD and Long Term Visit Pass Plus (LTVP+) holders*)** • **Groom and retain talent** • **Receives up to $15,000 grant to defray costs** • **Award 2-year work contract** (recommended) **and competitive salary** (Salary may vary based on skillset/experience/job role & responsibilities) • **Sponsors employee for a 1-year Specialist Diploma or first year of the 2.5 year Diploma** (Part-Time studies)
Employee (WSP Applicant)	• $5,000 Incentive (within 3 years of Poly or ITE graduation or ORD, Singapore Citizens only) • Bond-Free • Sponsored 1-year Specialist Diploma (SD) / first year of Diploma (PTD) • Mentored career path • On-the-Job Training (OJT) • Selected STA's WSP: Up to 1-year advanced standing for selected SUSS's Degree programme • Transferable skills – UX/Business/Project Management

*LTVP+ criteria: Legally married to a Singapore Citizen (SC) with
i) at least one SC child or expecting one AND SC sponsor is able to support the family OR
ii) at least married for 3 years AND SC sponsor is able to support the family

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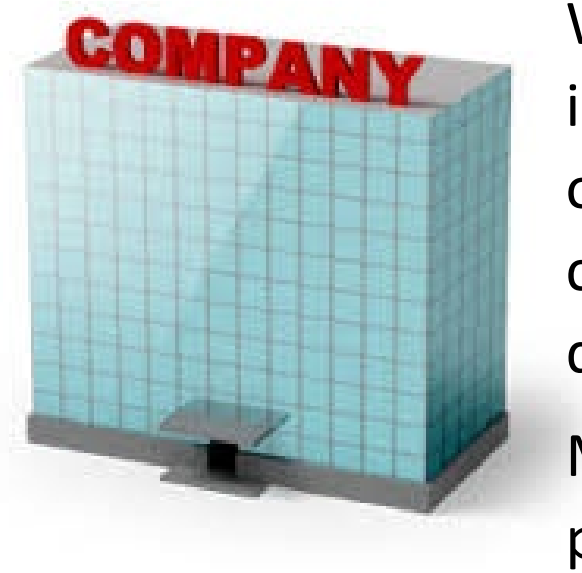
Eligibility for participating WSP Company



Work-Study Programme (WSP) is open to all Singapore-registered or incorporated organisations, including societies and non-profit organizations. All participating companies and organisations must commit to provide quality workplace training and meaningful career development opportunities for fresh graduates.

Ministries and statutory boards are not eligible to be on the programme.

Employers will be eligible for WSP grants, regardless of whether the sponsored employee is a Singaporean or Permanent Resident.

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Eligibility for WSP Applicant

Polytechnic/ ITE Graduates Within 1 – 3 years of graduation/ ORD

WSP applicant must be hired Full-Time prior to course commencement

Employees who have graduated/ORD more than 3 years but within 5 years

Singapore Citizen/ Permanent Resident/ Long Term Visit Pass Plus

WSP Applicants (fresh graduate/existing employee) can apply if they are:

- Singapore Citizen or Permanent Resident or Long Term Visit Pass Plus
- **Fresh Diploma/ NITEC/ Higher NITEC graduates** from local Polytechnics / ITE who are **hired & sponsored by Participating Companies within 3 years after their graduation** from Poly/ITE/ORD *(Singapore Citizen will be eligible for the $5,000 Sign-up Incentive)*
- **In-employment Diploma/ NITEC/ Higher NITEC holders** who have graduated from Polytechnics / ITE for **>3 years and <5 years of graduation/ORD** *(No Sign-up Incentive in the 4th & 5th year)*

Still unsure about your eligibility? Answer 3 simple questions to determine your eligibility via https://for.edu.sg/wspchecker

List of Relevant NITEC and Higher NITEC Courses

Graduates from relevant NITEC courses with a minimum GPA of 2.0 or Higher NITEC certificates with no relevant work experience will be eligible to apply for the **WSP Diploma in Design and Media (Digital Entertainment and Events) (PTDDET)**

NITEC	Higher NITEC
- Nitec in Digital Animation - Nitec in Video Production - Nitec in Visual Communication - Nitec in Electronics & Internet of Things - Nitec in Electronics, Computer Networking & Communications - Nitec in Infocomm Technology - Nitec in Web Applications - Nitec in Electrical Technology (Lighting & Sound) - Nitec in Electrical Technology (Power & Control) - Nitec in Hospitality Operations - Nitec in Business Administration - Nitec in Business Services	- Higher Nitec in Event Management - Higher Nitec in Filmmaking (Cinematography) - Higher Nitec in Interactive Design - Higher Nitec in Motion Graphics - Higher Nitec in Performance Production - Higher Nitec in Visual Effects - Higher Nitec in Broadcast & Media Technology

Note: Part-time NITEC/Higher NITEC graduates are not eligible for admission into Work Study Programme as they are considered as CET students instead of PET. Hence Part-time NITEC/Higher NITEC graduates and 'O' Level holders can only apply for the non-WSP format of PTDDET

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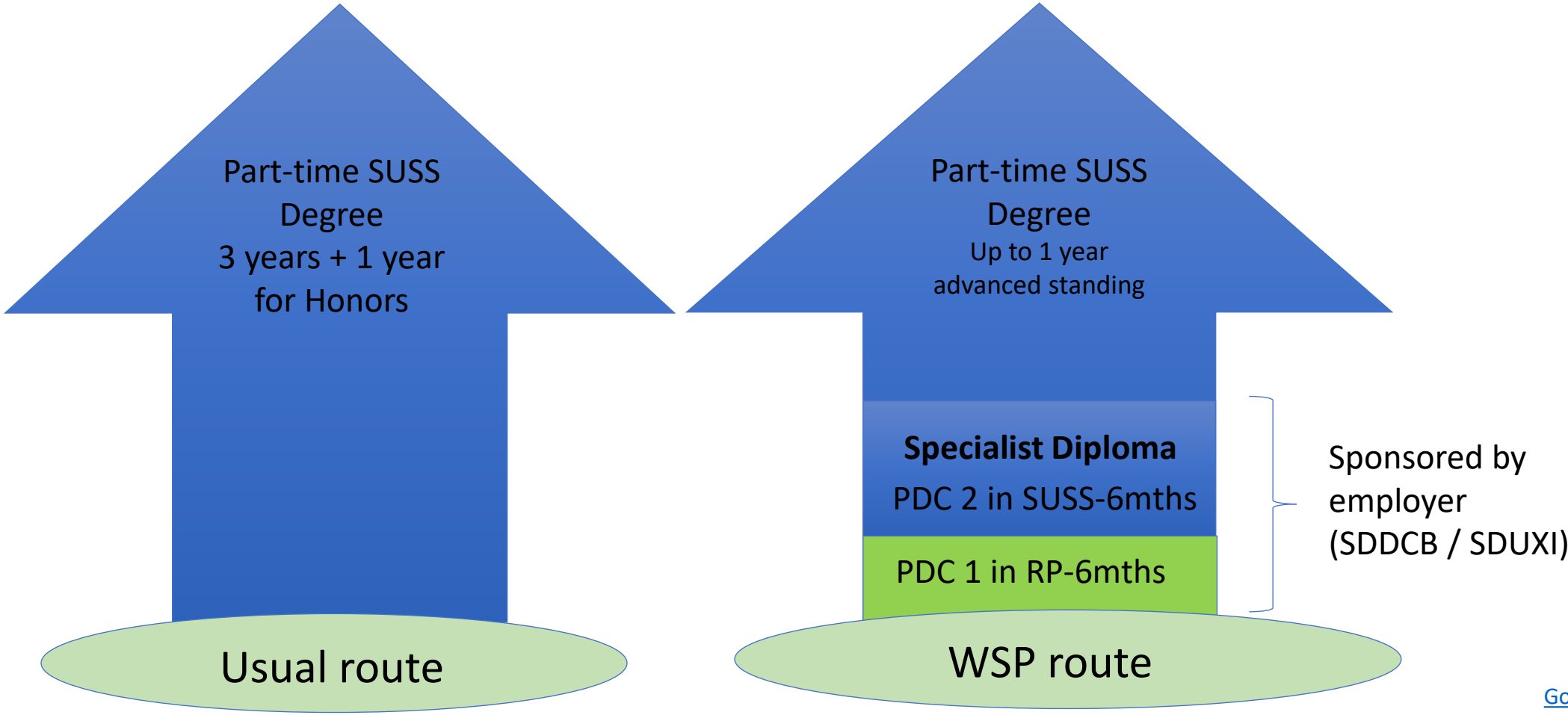
Degree Articulation with SUSS (SDDCB & SDUXI)

BSc in Digital Media / Information & Communication
Singapore University of Social Sciences (SUSS)



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Comparison of common Post-Diploma options

	Work-Study Programme (WSP)	Work Full-Time	Study Full-Time
Sign Up Incentive	$5,000 (No Bond)	?	?
Full Qualification Fees	SD sponsored by Employer	N.A.	Self-funded / Bank Loan / Scholarship
Monthly Salary	Yes	Yes	N.A.
Mentor@Work	Yes	?	N.A.
On-the-Job Training (OJT)	Yes	?	No / Internship
Degree Articulation	Selected WSP & University	N.A.	Selected Diploma & University
Outcome	Work Experience + CPF savings + Specialist Diploma + Degree option	Work Experience + CPF + Degree option	Degree + Internship Experience (+ Debt?)

Options to get sponsored for WSP

Fresh Poly/ITE graduate or National Service ORD	Early Career
Finding employment? 1. Reconnect with your internship company for available job position and interest them with WSP benefits & grants for company. 2. Seek out own job hunting strategies/channels and sound out to your potential employer on WSP. 3. Seek out available job openings from the WSP Portal /Programme Head. Perform all 3 options to maximise your chances asap prior to enrolment deadline	**Already employed?** 1. Talk to your boss about the win-win sponsorship deal for you and your employer. 2. Apply via WSP Portals and inform the Programme Head to seal the deal!

Key Goal: Score a Full-Time job with eligible employer and get sponsored for the next SD / PTD intake within 3 or 5 years* from Poly/ ITE Graduation / National Service ORD (*no sign up incentive in 4th & 5th year)

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Hiring Options for Participating WSP Company

1. **Hire eligible new employee** via your own channels and sponsor him/her for the selected Work-Study Programme via WSP Portals
2. **Sponsor existing employees** who are eligible for the selected Work-Study Programme via WSP Portals
3. **Hire eligible new employee via WSP Portal -** post your Job Description and interested WSP applicants will contact you for an interview

For Diploma Holders			For NITEC / Higher NITEC Holders
Work-Study Post-Diploma (Specialist Diploma in Digital Content Creation for Business) (SDDCB)	Work-Study Post-Diploma (Specialist Diploma in User Experience for Infocomm Technology) (SDUXI)	Work-Study Post-Diploma (Specialist Diploma in Immersive EdTech Design for Learning) (SDETD)	Work-Study Diploma in Design and Media (Digital Entertainment and Events) (PTDDET)
• WSP Portal for Employers • WSP Portal for Applicants Programme Head: serene_dcotta@rp.edu.sg	• WSP Portal for Employers • WSP Portal for Applicants Programme Head: mustafa_mohamed@rp.edu.sg	• Submit WSP Interest for Employers • Register WSP Interest for Applicants Programme Head: loh_chi_yong@rp.edu.sg	• Submit WSP Interest for Employers • Register WSP Interest for Applicants Programme Head: lavanath_s@rp.edu.sg
June Intake (hire & enrol by early May)		October Intake (hire & enrol by late August)	

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Key Events by Participating WSP Companies

Before Hiring

WSP Portal

- Apply via WSP Portal for new hire / sponsoring of existing employee

Eligible Diploma / Nitec /Higher Nitec Holder

- Interview and offer Full-Time employment contract
- Do not impose bond

WSP Programme Head/Manager (School)

- Accept Letter Of Offer (LOO) from RP
- Inform Programme Head/Manager on the successful hiring – School to facilitate enrolment of the Specialist Diploma/ Diploma programme under WSP

After Hiring

Company Mentor

- Arrange mentor to attend Mentor@Work Foundation Programme (2-day short course)

New/Existing Employee

- Attach mentor to employee
- Develop OJT Blueprint* based on job role/functions
- Train employee using the OJT Blueprint*
- Support employee in his/her Part-Time studies

WSP Programme Head/Manager (School)

- Submit Career Development Plan* & OJT Blueprint* for review/assessment
- Manage Grant deliverables within two disbursement periods based on the Specialist Diploma duration or the first year of the 2.5 year Diploma programme

*Template will be provided

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WSP Grants - Companies

Overall cap of $15,000 per sponsored employee (Singaporean or Permanent Resident or LTVP+)

Grant Component	Grant Amount Claimable	Supporting Documents Required
Administrative Grant	**$2,000** per participant	1. 2-year Career Development Plan
Mentorship Allowance	**$5,000** per participant	1. Appendix B – Mentor Declaration Form 2. Mentor CV 3. Completion of Mentor@Work course
OJT Blueprint Development Grant	**$5,000** based on submission of OJT Blueprint **per unique job role**	1. Annex C1 – OJT Blueprint 2. Annex C2 – OJT Declaration Form 3. Mandatory OJT Blueprint assessment by NACE for New Companies/ New unique job role submissions
OJT Blueprint Assessment	**$500** for off-site assessment/ **$1,000** for on-site assessment	1. Invoice Payable for NACE assessment Offset costs incurred by participating companies for OJT Blueprint assessment
Additional OJT Grant	Disbursement of $15 per hour, **capped at $5,000 per participant** based on OJT hours over and above the scope of Academic CET planned under the SkillsFuture Work-Study Programme	1. Annex E – Additional OJT Form The Additional OJT hours are based on actual duration of the structured workplace learning incurred as referenced from the approved OJT Blueprint
Overseas Attachment Grant *(if applicable)*	Reimbursement of up to 90% of invoice value, **capped at $8,000 per participant**	1. Annex F – Overseas Attachment Declaration Form 2. Relevant receipts and invoices to be provided for verification

Note: Templates will be provided
Submission of Annex G – Disbursement Request Form is required at each grant claim tranche (mid & end of 1 year WSP)
Submission of Annex D – Status Report is required for post-programme outcomes reporting

WSP Grants - Companies

Employers can receive the WSP Grants in two tranches.

	1st Tranche	2nd Tranche
Conditions	All relevant documents must be submitted and verified by Programme Managers	
When will it be disbursed?	Completion of 6th month mark of Specialist Diploma or Diploma programme	Completion of 12th month mark of Specialist Diploma or Diploma programme
	Based on RP and SSG's disbursement schedule (typically 3 months processing)	

Employers will be eligible for WSP grants, regardless of whether the sponsored employee is a Singaporean or Permanent Resident or Long Term Visit Pass Plus holder.

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FAQ - Employer

Q. Are there any costs that employers need to pay upfront?

A. 1. Employers are required to sponsor the WSP participant(s) for the SkillsFuture Work-Study Programme - course fees – view Financial Matters tab in the respective links
   - Work-Study Post-Diploma (Specialist Diploma in Digital Content Creation for Business) (SDDCB)
   - Work-Study Post-Diploma (Specialist Diploma in Immersive EdTech Design for Learning) (SDETD)
   - Work-Study Post-Diploma (Specialist Diploma in User Experience for Infocomm Technology) (SDUXI)
   - Work-Study Diploma in Design and Media (Digital Entertainment and Events) (PTDDET)

2. Employers are required to have their OJT Blueprint assessed: $500 for off-site assessment or $1,000 for on-site assessment

3. It is mandatory for all company mentors of WSP participants to complete the Mentor@Work Programme (2-day short course) by Republic Polytechnic under the sponsorship of their employers – view Fees tab of the programme link

Mentor@Work Programme

Course outline

This mentorship training is to equip company mentors with the knowledge, skills and attitude expected of a Mentor to mentees undergoing the WSP. In addition, training will emphasize the paradigm shift in workplace learning, structured On-the-Job Training and mentorship for the WSP to succeed as part of the SkillsFuture initiative in Singapore.

A Certificate of Attendance will be issued to the participant who fulfil minimum 75% attendance record for each learning byte. Course completion is required for the $5k WSP Mentor grant.

Course Structure (6 Learning Bytes)

*subject to changes

1st Session 0.5 day face to face session or e-learning*	2nd Session 2 weeks e-Learning period	3rd Session 1 day face to face session in RP Satellite Campus at Lifelong Learning Institute (Paya Lebar)*
1 Learning Byte 9:00am – 10:00am • Scoping learning roles and goals 10:30am – 11:30am • Introduction to E-learning platform 11:30am – 1:00pm • Scoping learning roles and goals (by WSP Programme Head)	3 Learning Bytes Asynchronous e-Learning	2 Learning bytes 9:00am – 1:00pm • Coaching and mentoring (practice) 2:00pm – 6:00pm • Role play session

https://stms.polite.edu.sg/student/ihlcourse/detail/7140ee8a-7983-4d1a-a0b5-02a1f69b1a5f

FAQ - Employer

Q. **I am a new company and I don't know how to get started with my OJT Blueprint.**

A. Please refer to our process chart (next page). Our NACE centre offers an OJT Blueprint development programme that is funded by Skillsfuture. This course guide companies on the best way to develop an OJT Blueprint for their employees.

Q. **Can existing companies attend the OJT Blueprint development course?**

A. Yes, this course is open to all WSP companies and it also covers the blueprint assessment component

Workplace Learning Blueprint Development (WLBD) programme

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About the programme

This two-day course will equip learners with comprehensive knowledge and skills needed to design a structured On-the-Job Training (OJT) blueprint for the workplace. It will cover topics such as techniques to identify the scope of work, concepts to properly design assessment criteria and processes to impart skills via workplace training, and more.

Why you should attend, and What will you get after attending the course?

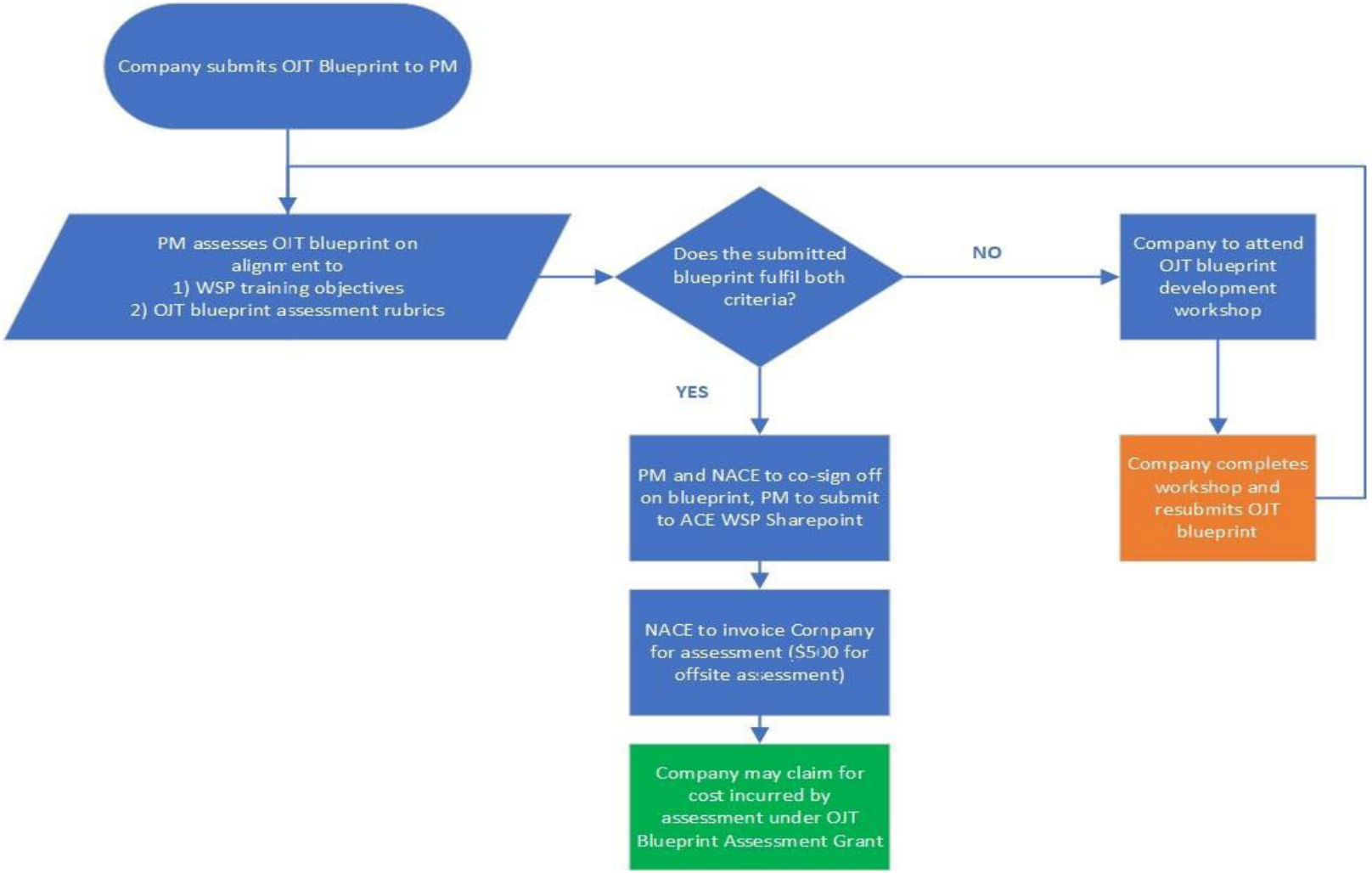
As part of the course, participants will have the opportunity to develop an OJT blueprint, and receive feedback on improving and making your OJT blueprint robust.

Participants will be able to create effective OJT blueprints for students or trainees in your company

Day	Time	Learning Mode	Content
1	9 am – 5pm	Instructor-Led (Physical or Virtual Classroom)	• Introduction to Workplace Learning (WpL) and Structured On-the-Job Training (OJT) • Linking WpL to competency development • Design and development of WpL programme • Components of OJT Blueprint
Self-paced Learning (1 week)			Select ONE job role and develop the OJT Blueprint
2	9 am – 5pm	Instructor-Led (Physical or Virtual Classroom)	• Individual Presentation of OJT Blueprint • OJT Blueprint improvement based on feedback received from the presentation session

https://stms.polite.edu.sg/student/ihlcourse/detail/1aa3053e-2a84-43b1-9d66-709341a76093

OJT Blueprint Processing Flowchart



WSP Incentive – Employee/Participant

For Participants (Singapore Citizen only)		
Sign-on Incentive	$5,000 per eligible participant	• Fresh Graduates are defined as individuals who are hired (by participating employers) within 3 years from the date of their graduation from the Polytechnic/ITE or operationally–ready date (ORD). • The Sign-on Incentive also applies to existing staff who have worked in the company but meet the fresh graduate definition above • $2,500 will be credited into your bank account around 3 months of the Specialist Diploma / Diploma programme start and the remaining $2,500 within 3 months after WSP programme completion • Work-Study Diploma students may progress to Work-Study Specialist Diploma but will not be entitled to receive the $5,000 sign-on incentives if they have completed the Part-time Diploma Work Study Programme prior to admission

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FAQ - Applicant

Q: Who determines the salary for WSP?
You may negotiate with your potential employer on salary and other benefits before signing the employment letter. Monthly salary for fresh Diploma graduates may range from $2,000 to $2,400 which varies from Diploma, sectors, job functions, working hours, NS completion, relevant experiences, skillsets and others.
For info on employment practices and statistics, please refer to Ministry of Manpower website https://www.mom.gov.sg/ or speak to your lecturers from the relevant industry.

Q: What happens if I fail a module?
The Programme Manager will appeal to SkillsFuture Singapore (SSG) to extend your original WSP study duration of 12 months. You need to repeat failed module(s) but must complete within the WSP extension of 12 months for Specialist Diploma /Diploma. No subsidy for repeat modules nor covered by your employer's sponsorship.
Participant is allowed to continue other Post-Diploma / Modular Certificate with the same intake then repeat the failed module at next available date. Any disbursed WSP incentive of $2,500 (if eligible) may be clawed back – depends on SSG approval

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Illustration of Grants Requests from Companies

Illustration 1: Company A

Company A

Company A is exploring to sponsor and place 1 fresh graduate into the WSP as Production Assistant

2-YEAR CAREER DEVELOPMENT PLAN → **NIL**

- ✓ 2-year career development plan

MENTORS/TRAINERS GRANT → **$5,000**

- ✓ Annex B: Mentor Declaration Form
- ✓ Submission of CV
- ✓ Attended Mentor@Work Foundation Programme

OJT BLUEPRINT DEVELOPMENT GRANT → **$5,000**

- ✓ Annex C: Submission of Blueprint, Declaration Form & clear OJT Blueprint assessment

ADDITIONAL OJT HOURS → **$3,000**

- ✓ Annex E: est. at 200hrs ($15/hr)

ADMINISTRATIVE GRANT → **$2,000**

- ✓ Annex G: Disbursement Form

Total Grant: up to $15,000

Illustration 2: Company B

Company B

Company B is exploring to sponsor and place:
a) 1 fresh graduate
b) 1 existing employee

Both will be placed in the WSP as Production Assistant - same job role, thus same OJT

1 mentor to max. 2 mentee ratio

2-YEAR CAREER DEVELOPMENT PLAN → **NIL**

- ✓ 2-year career development plan

MENTORS/TRAINERS GRANT → **2 x $5,000**

- ✓ Annex B: Mentor Declaration Form
- ✓ Submission of CV
- ✓ Attended Mentor@Work Foundation Programme

OJT BLUEPRINT DEVELOPMENT GRANT → **1 x $5,000**

- ✓ Annex C: Submission of Blueprint, Declaration Form & clear OJT Blueprint assessment

ADDITIONAL OJT HOURS → **2 x $3,000**

- ✓ Annex E: est. at 200hrs ($15/hr)

ADMINISTRATIVE GRANT → **2 x $2,000**

- ✓ Annex G: Disbursement Form

Total Grant: up to $25,000

Illustration 3: Company C

Company C

Company C is exploring to sponsor and place:
a) 1 fresh graduate
b) 1 existing employee

Both are in different job roles hence two unique OJT Blueprints to be created

1 mentor to max. 2 mentee ratio

2-YEAR CAREER DEVELOPMENT PLAN → **NIL**

- ✓ 2-year career development plan

MENTORS/TRAINERS GRANT → **2 x $5,000**

- ✓ Annex B: Mentor Declaration Form
- ✓ Submission of CV
- ✓ Attended Mentor@Work Foundation Programme

OJT BLUEPRINT DEVELOPMENT GRANT → **2 x $5,000**

- ✓ Annex C: Annex C: Submission of Blueprint, Declaration Form & clear OJT Blueprint assessment

ADDITIONAL OJT HOURS → **2 x $3,000**

- ✓ Annex E: est. at 200hrs ($15/hr)

ADMINISTRATIVE GRANT → **2 x $2,000**

- ✓ Annex G: Disbursement Form

Total Grant: up to $30,000

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WSP Application via WSP Portals

Employment and enrolment must be confirmed prior to the Specialist Diploma / Diploma registration deadline for the next intake, so keep in touch with the respective Programme Head on the employment and sponsorship status so that we can advise accordingly on the programme enrolment details & deadline.

For Diploma Holders			For NITEC / Higher NITEC Holders
Work-Study Post-Diploma (Specialist Diploma in Digital Content Creation for Business) (SDDCB)	Work-Study Post-Diploma (Specialist Diploma in User Experience for Infocomm Technology) (SDUXI)	Work-Study Post-Diploma (Specialist Diploma in Immersive EdTech Design for Learning) (SDETD)	Work-Study Diploma in Design and Media (Digital Entertainment and Events) (PTDDET)
• WSP Portal for Employers • WSP Portal for Applicants Programme Head: serene_dcotta@rp.edu.sg	• WSP Portal for Employers • WSP Portal for Applicants Programme Head: mustafa_mohamed@rp.edu.sg	• Submit WSP Interest for Employers • Register WSP Interest for Applicants Programme Head: loh_chi_yong@rp.edu.sg	• Submit WSP Interest for Employers • Register WSP Interest for Applicants Programme Head: lavanath_s@rp.edu.sg
June Intake (hire & enrol by end-April)		October Intake (hire & enrol by end-August)	

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About WSP matters, contact toh_yuet_wei@rp.edu.sg
About SDDCB curriculum, contact serene_dcotta@rp.edu.sg
About SDETD curriculum, contact loh_chi_yong@rp.edu.sg
About SDUXI curriculum, contact mustafa_mohamed@rp.edu.sg
About PTDDET curriculum, contact jackie_tay@rp.edu.sg / lavanath_s@rp.edu.sg

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