

Factsheet on Career Conversion Programme for Tourism Professionals (2024-2026)

WSG's Career Conversion Programme for Tourism Professionals aims to support tourism companies to train new hires and reskill existing workers in growth skills for job roles with good long-term career prospects in the tourism-related sectors i.e. Hotel, MICE, Attractions and Tour and Travel. Companies can receive up to 90% of salary support over the programme duration.

The target trainees are:

- New Hires with no prior experience in the job that they are hired for;
- Existing workers whose jobs have been redesigned.

Funding Rates

Though this CCP can support up to 100% On-the-Job Training (OJT), companies are free to include a few external training programmes over the supportable training period. Companies can reference suitable courses relevant to the tourism sector at [Courses \(myskillsfuture.gov.sg\)](https://myskillsfuture.gov.sg) or [Tourism Careers Hub Recommended Courses - Employment and Employability Institute \(e2i.com.sg\)](https://e2i.com.sg).

Details

Up to 6 months of salary support, based on the following:

- Up to 70%, capped at \$5,000 for Singapore Citizens/Permanent Residents below age of 40
- Up to 90%, capped at \$7,500 for Singapore Citizens/Permanent Residents aged 40 and above¹, or Long-term Unemployed (LTU)²

Eligibility Criteria

For Companies

- Registered or incorporated in Singapore
- Committed to work with WSG and its appointed Programme Partners on the necessary administrative matters related to the programme
- Committed to design and implement a robust training plan to support the trainees
- Is not receiving manpower funding for salaries from any government agency for operations
- Not seeking double funding for similar funding components for the same activity (for example Absentee Payroll for classroom training (if any) that is part of this programme).

¹ This is determined based on the trainee's year of birth on AMS at the date of CCP approval.

² LTUs are new hires who have been unemployed and actively looking for jobs for six months or more.

For Employees

(Please check to ensure that your employees fulfil the criteria before enrolling them)

[General]

- Singapore Citizen or Permanent Resident
- Minimally 21 years old
- Must be offered a fixed monthly salary³ of:
 - New Hires: \$2,400 for RnF, \$3,500 for PMET
 - Existing Employees: \$2,300 for RnF, \$3,000 for PMET
- Must be employed on a full-time basis⁴
- Must be on a permanent or at least a 12-month employment contract
- Must not be a shareholder⁵ of the applicant company, or any of its related companies
- Must not be related⁶ to the owner(s)⁷ of the applicant company
- Must not be immediate ex-staff of the applicant company or related entities
- Must not be concurrently undergoing similar programme funded by WSG or any other agencies
- Must have graduated or completed NS for at least two years at the point of application⁸
- Must be reskilled on at least 2 new growth skills, of which at least 1 must be from the job-specific category, from the Whitelist

[For New Hires]

- Must not have prior experience in a similar job role in previous employment⁹ and have significant skill gaps
- Must be newly hired and able to commence training within the first three months of employment

[For Existing Employees]

- Hired for at least one year in the company as of date of training commencement
- Not funded by WSG or any other agencies for the same project previously

³ Fixed Monthly Salary = Basic Monthly Salary + Fixed Monthly Allowances

⁴ Accordingly to MOM's website, employees who work <35 hours are considered part-timers and are not supported under the programme

⁵ Does not apply to shareholders who hold publicly traded shares in listed companies

⁶ Refers to Spouse/ex-spouse, Children, Parents/parents-in-law, Siblings

⁷ Refers to individuals with shareholding per ACRA profile for non-publicly listed companies

⁸ This will be counted from the date of graduation from latest qualification, or date of completion of national service, whichever is later.

⁹ 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.

- Have not been enrolled for the same programme¹⁰ before

For more information and to register for the programme, please contact Singapore Hotel Association, at ccp@sha.org.sg .

¹⁰ WSG's Career Conversion Programme for Tourism Professionals (2023-2024).