SINGAPORE POLYTECHNIC

**Professional Conversion Programme (PCP) for Associate Researcher (Consumer Chemicals)**

**PARTICIPATION FORM**

Please return this form to: Singapore Polytechnic

(Attn: Chan Chung Hou)

School of Chemical and Life Sciences

 Singapore Polytechnic

 500 Dover Road, Singapore 139651

 Tel: 68706075 Fax: 67721976

Email: chan\_chung\_hou@sp.edu.sg

The Programme aims at enabling Professional, Managers, Executives and Technicians (“PMETs”) to switch and/or embark on new careers by facilitating placements into hiring companies and putting them through industry-recognised training programmes to acquire the necessary skills for associate researcher jobs in the consumer/specialty chemicals sector. The target of the Programme comprises newly hired PMETs who are Singapore Citizens (“SC”) or Singapore Permanent Residents (“PR”) and undergoing skills conversion to move into new occupations in another sector or within the same sector, but must not be in a similar job role prior. They must have graduated or ORD and worked for at least 2 years, and possess at least a NITEC/Higher NITEC/Diploma/Degree from any disciplines. Possible job role are associate researcher, application / research technician / engineer, chemist, formulator, product development, process engineer etc.

Participating companies would hire the selected candidates as full-time employees1. The participants will undergo a total of 180 hours training2 at Singapore Polytechnic (SP) (estimated 24 work days). Modules covered in this course include personal care ingredients, personal care products and applications of design thinking. This is followed by around 11 months of company in-house structured on-the-job training (OJT), and 6 months retention (i.e. total 18 months). Upon successful completion of the training at SP, a certificate of performance in the Science of Personal Care Formulation would be awarded to the participants.

Support to companies to recruit and place headcounts in the PCP are as follow:

* 70% course fee subsidy. The course fee per participant after subsidy is $1,605 (inclusive of GST).
* For PMETs age below 40 years old, 70% salary support capped at $4,000 per month for the 12-month training period; and
* Enhanced salary support of 90% capped at $6,000 per month for mature PMETs age 40 years old and above, or are long-term unemployed for at least 6 months

*Note:*

*1. By expressing interest in the participation form does not mean that the hired headcount will be supported by the program. Companies have to sign a letter of agreement with SP.*

*2. There are no fixed training schedules as class commencement is based on aggregated sign-ups by companies. Please contact SP for more information.*

***The data provided to Singapore Polytechnic would be kept strictly confidential.***

|  |  |
| --- | --- |
| **Name of Organisation** |  |
| **Address of Organisation** |  |
| **Nature of Business *(e.g. manufacturing, applied research, etc.)*** |  |
| **Contact Person** |  |
| **Designation** |  |
| **Contact Number** |  |
| **Email Address** |  |

Our Company is interested in participating in this programme and would like to hire and train headcounts in the following job role(s):

|  |  |
| --- | --- |
| **Job Role (e.g. process/chemist/formulator etc.)** | **Number of headcounts to be recruited** |
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| --- |
| **Company Background** |
| ***Please provide one short paragraph about the company’s background/nature of business*** |
| **Current Staff Strength** |
|  |
| **Status** |
|

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| --- | --- | --- | --- | --- | --- |
|  | SME |  | MNC |  | GLC |

 |
| **Company Logo** |
| ***(Insert here – in jpeg/png/gif format and attach to email upon submitting this form)*** |

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| **Job Position & Description** |
| ***Job Position 1:*** *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Job Description (in point form) or submit the JD together with this participation form:******Job Position 2:*** *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Job Description (in point form) or submit the JD together with this participation form*** |

**Verified By:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Signature | : |  | Designation | : |  |
| Name | : |  |  |  |  |
| Date | ~~:~~ |  |  |  |  |
|  |  |  |  |  |  |