SKILLSFUTURE CAREER TRANSITION PROGRAMME (SCTP)

FREQUENTLY ASKED QUESTIONS (FAQ)

A. PRE-REGISTRATION / REGISTRATION OF INTEREST (ROI)

1. **What is the SkillsFuture Career Transition Programme (SCTP)?**

    The SkillsFuture Career Transition Programme (SCTP) is a train-and-place programme that supports mid-career individuals in acquiring industry-relevant skills to improve employability and pivot to new sectors or job roles.

2. **Who is eligible for SCTP? Are unemployed or self-employed jobseekers, retirees and individuals who are in-employment but seeking career transitions eligible for SCTP? Can individuals who are fresh graduates / recent graduates with prior working experience/ undergraduates / NSmen apply for SCTP?**

    The SCTP is open to all Singaporeans and Singapore Permanent Residents. As the employment status of the learner is not an eligibility criterion for SCTP, both unemployed and employed individuals can participate in SCTP courses. The programme also does not place any constraints on learners' activities outside training hours, including taking on part-time employment, as long as they continue to fulfil all the training commitments which include minimum course attendance and the passing of assessments.

3. **Are there age limits to apply for SCTP?**

    Leaners must be at least 21 years old to be enrolled into SCTP (by year of birth and in the calendar year of programme commencement). Learners who are above 21 years old but have yet to complete NS are still eligible to enrol into SCTP. There is no maximum age limit for learners who would like to apply for SCTP. Do note that the placement into the course(s) will be subjected to SP's evaluation and discretion.

4. **Can individuals who have completed SGUnited Skills Programmes (SGUS) or SGUnited Mid-Career Pathways Programmes – Company Training (SGUP-CT) enrol into SCTP?**

    Yes, learners who have completed SGUS/ SGUP-CT can enrol into SCTP.

5. **Can individuals who are based overseas enrol in SCTPs?**

    Currently, enrolment for learners based overseas are not available as the SCTPs offered under Singapore Polytechnic (SP) are conducted via face-to-face classroom training or blended learning (i.e. face to face classroom and online synchronous).

6. **Are company-sponsored individuals eligible for SCTP?**

    No, only self-sponsored individuals are eligible for SCTP.

7. **Will I be able to apply if I do not have the relevant knowledge or experience in the field of study? Do I need to have certain minimum academic qualifications to sign up for the SCTP?**

    Yes, learners will be able to apply for their course of interest. Each SCTP has its own set of minimum entry requirements. This includes minimum academic qualifications. You may refer to the list of SCTP courses to learn more. Do note that the placement into the course will be subjected to SP's evaluation and discretion.

8. **What are the list of SCTP courses available under Singapore Polytechnic (SP)?**

   To view the list of SCTPs offered under SP, you can visit SP's website.

Programme Title	Link
(SCTP) AI and Cloud Services	Link
(SCTP) Data Centre Professionals	Link
(SCTP) Applied HR and Business Digitalisation	Link
(SCTP) Start-up Essentials for Creative Entrepreneurship	Link
(SCTP) Facilities Operations Management	Link
(SCTP) Aircraft Maintenance for Technician	Link

9. **What is the duration and mode of training for SCTPs under SP?**

Programme Title	Duration	Frequency (classes/week)	Day	*Timing	Mode	Venue
(SCTP) AI and Cloud Services	4 Months	2 – 3	Weekday	Evening	Blended (F2F & Online)	SP & Online
(SCTP) Data Centre Professionals	4 months	2 – 3	Weekday	Evening	Blended (F2F & Online)	SP & Online
(SCTP) Applied HR and Business Digitalisation	4 months	2 – 3	Weekday	Evening	F2F	SP
(SCTP) Start-up Essentials for Creative Entrepreneurship	3 months	2 – 3	Weekday	Full Day	F2F	SP
(SCTP) Facilities Operations Management	2 months	2 – 3	Weekday	Full Day	F2F	SP
(SCTP) Aircraft Maintenance for Technician	4 months	2 – 3	Weekday	Evening	F2F & Practical	SP

   * Evening – Between 6.30pm to 10.30pm
   * Full Day – 9am to 5pm

10. **Can I take up SCTP for more than once? Can I undertake more than one (1) SCTP concurrently?**
    Can I undertake SCTP and other government funded training programmes concurrently?

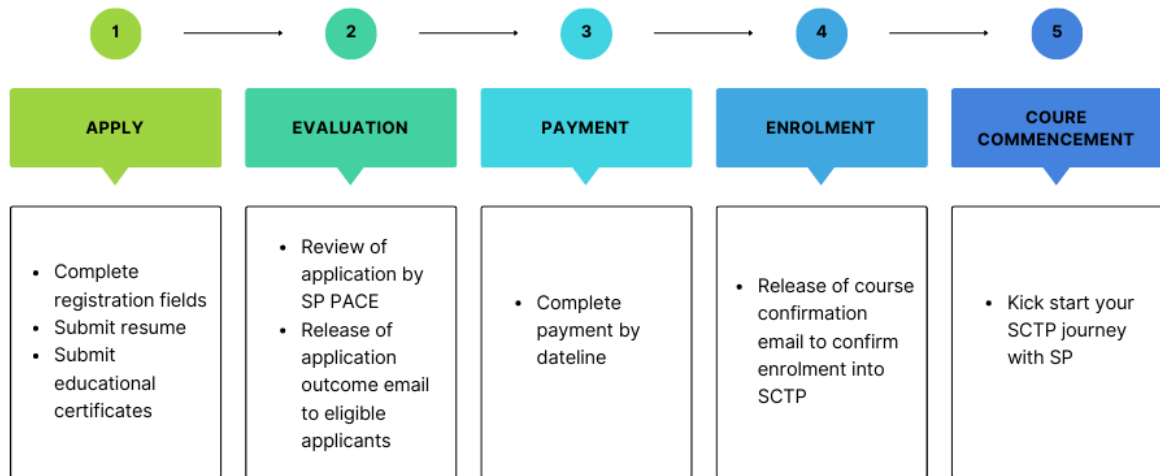   To allow more opportunities for learners to transit to new sectors or job roles, learners can:

    (a) Enrol in SCTP more than once. However, learners are not allowed to repeat the same SCTP course (i.e. same course reference number).
    (b) Enrol in more than one (1) SCTP concurrently.
    (c) Enrol in SCTP and other government funded training programmes concurrently (e.g. Career Conversion Programme or SGUnited Mid-Career Pathways Programme for Mid-Career Individuals)

    Learners have to ensure that they are able to fulfil the training commitments for all SCTP courses. Do note that the placement into the course(s) will be subjected to SP's evaluation and discretion.

B. COURSE REGISTRATION

11. How can I be an SCTP trainee with SP?

Below is the application flow for reference:

12. How can I register interest or apply for the list of SCTP courses available?

To register interest or apply for SCTPs offered under SP, you can visit SP's website.

Programme Title	Registration Links
(SCTP) AI and Cloud Services	Link
(SCTP) Data Centre Professionals	Link
(SCTP) Applied HR and Business Digitalisation	Link
(SCTP) Start-up Essentials for Creative Entrepreneurship	Link
(SCTP) Facilities Operations Management	Link
(SCTP) Aircraft Maintenance for Technician	Link

13. Am I guaranteed a place in the SCTP upon my registration of interest?

No, registration of interest is only to indicate your interest to enrol in the programme. Learners will have to complete the full registration once the course application is open.

14. Am I guaranteed a place in the SCTP upon my course application?

No, course application does not guarantee learner's placement into the programme. Learners' placement into the programme will be subjected to SP's evaluation.

15. What are the supporting documents required to be submitted during course application?

You will be required to furnish your personal particulars and contact details, as well as supporting documents to SP. The supporting documents include (but not limited to) Education Certificates, Resume, CPF Statement, etc.

16. **What are supporting documents collected for?**

Supporting documents are collected to evaluate the learner's eligibility for the course, and additional funding, if any.

17. **How long is the evaluation process? Will I be notified of the outcome?**

Evaluation will take approximately 2 weeks from the closing date of application. Prospective learners will be notified via email if the application is successful.

18. **Will I be able to make an appeal for an unsuccessful application outcome?**

No, an appeal will not be allowed once the registration outcome has been announced. However, unsuccessful learners will be allowed to re-apply for the next course intake.

19. **What if I have missed the deadline to submit the relevant supporting documents?**

SP will evaluate and advise on a case-by-case basis.

C. PAYMENT (COURSE FEES AND FUNDING)

20. **Do I have to pay for the SCTP? If yes, how much are the course fees and funding available?**

Yes, learners will have to pay for the SCTP that they have applied for. For SCTPs offered under SP, you may refer to the webpages below for the breakdown of course fees and funding available for the respective programmes:

Programme Title	Links
(SCTP) AI and Cloud Services	Link
(SCTP) Data Centre Professionals	Link
(SCTP) Applied HR and Business Digitalisation	Link
(SCTP) Start-up Essentials for Creative Entrepreneurship	Link
(SCTP) Facilities Operations Management	Link
(SCTP) Aircraft Maintenance for Technician	Link

21. **Do I pay the full amount of nett fees upfront or at the end of the programme?**

The nett fees are to be paid up-front.

22. **Who is eligible for the Additional Course Fee Funding Support (AFS) under SCTP?**

The additional course fee funding support of up to 95% of the course fees for SCTP courses will be available for learners with greater needs. To be eligible for the additional course fee funding support, individuals must be **Singapore Citizens** and **meet one of the following eligibility criteria listed in the table below.** Leaners will need to submit the necessary proof of document for SP to review and evaluate if they are eligible for AFS at point of registration.

Eligibility Criteria	Supporting Documents
a. Long-term unemployed individuals (unemployed for six months or more)	CPF contribution history in the past six (6) months from point of application*
b. Individuals in need of financial assistance	• ComCare Short-to-Medium Term Assistance (SMTA) approval letter or • Workfare Income Supplement (WIS) payout letter
c. Persons with Disabilities	SP will follow up accordingly with learner.

*AFS will only be accorded to individuals with zero CPF contributions in the past six (6) months.

23. How can I apply for the AFS under SCTPs offered by SP?

The necessary declaration(s) can be provided during the application process when the courses are open for registration.

24. Can I use my SkillsFuture Credit to offset the nett course fees?

Yes, learners can use their SkillsFuture Credit to offset the nett course fees for SCTP.

25. Will I be refunded back the course fees paid if I do not meet the minimum attendance requirement, fail the assessment(s) or drop out of the course midway?

No refunds will be provided for learners who did not meet the minimum 75% attendance rate, fail the assessment(s) or drop out once course has commenced.

26. Will I be penalised or required to refund course fee grant if I do not meet the minimum attendance requirement, fail the assessment(s) or drop out of the course midway?

While learners are not required to refund the course fee subsidy given at point of application, certificate(s) will not be issued for module(s) that did not meet the minimum 75% attendance rate and passed the assessment(s). In the event of a drop-out midway, the Certificate of Completion for the SCTP will also not be awarded.

27. Will I be refunded back the course fees paid if I withdraw from the course?

• On or after date of commencement – No refund

• 2 weeks before the commencement of the course – Full refund of paid course fee

• Less than 2 weeks before commencement of the course – 70% refund of paid course fee

• E-Learning – There will be no refund or transfer of course once the account has been created

28. If I am unable to attend a few days of the course due to valid reasons (e.g. reservist, MC), am I still eligible for the course fee grant?

To qualify for the course fee grant, leaners are expected to fulfil the training commitments which include minimum attendance requirements and passing of assessments. We encourage our learners to make the necessary arrangements on their end to attend the classes as per the SCTP's timetable as there will be strictly no replacement for missed classes or assessment/test.

29. Will training allowance be provided under SCTP?

No training allowance will be provided to learners under SCTP.

30. Will I be allowed to commence class if I have not made payment or missed the payment deadline?

No, learners will be removed from the intake and will not be able to commence class if payment is not made.

D. COURSE CONFIRMATION / CANCELLATION

31. How will I know if my placement into the programme is confirmed?

An email will be sent by SP to inform trainees of the course confirmation, along with the relevant course information, such as Course Schedule / Timing, Student ID, Student Email and access to course materials.

32. My course has been cancelled. Will I get a refund?

Yes, SP will provide a refund for any class cancellation that is triggered by SP.

33. My course has been cancelled. Will I automatically be registered for the next intake?

No, learners will need to re-apply for the next intake once the course application has been re-opened. This is to ensure a fair application and evaluation process for all learners.

E. COURSE PREPARATION / IN-COURSE

34. Will there be any penalties if I am unable to attend a few days of the course due to valid reasons (e.g. reservist, MC)?

As leaners are expected to fulfil the training commitments which include minimum attendance requirements and passing of assessments, we encourage our learners to make the necessary arrangements on their end to attend the classes as per the SCTP's timetable as there will be strictly no replacement for missed classes or assessment/test. Learners are also encouraged to alert the trainers/lecturers if they have to miss any sessions due to valid reasons.

35. Will SP assist me in finding a job once the SCTP course has commenced?

Yes, as SCTP operates on a Train-and-Place modality, SP will provide complimentary career advisory and employment assistance to help learners in their job search in relevant sectors or job roles. However, there is no guarantee of a job placement and trainees would need to be open to the job opportunities available.

36. Will I be allowed to continue with the course if I have found employment mid-way through the course?

Learners are allowed to continue with SCTP after they have found employment provided that they can continue to fulfil the training commitments.

37. Am I able to withdraw from the course?

Yes, learners can withdraw due to any reason (e.g. found employment, medical etc)

F. END OF COURSE / POST COURSE

38. **When will I receive the SCTP certificates?**

    The e-certificates will be issued to learners upon the completion of the SCTP course. Do note:

    (a) **Certificate of Completion** for each module will only be issued if learners meet the minimum 75% attendance rate and passed the assessments.

    (b) **Certificate of Completion** for the SkillsFuture Career Transition Programme (SCTP) will only be awarded upon the successful completion of all the certificates under the course.

39. **Will SP continue to assist me in finding job placements even after the course has ended?**

    SP will continue to provide complimentary career advisory and employment assistance to learners for the next 6 months from when the course has ended.

40. **If I did not manage to find a job after completing an SCTP course, am I allowed to take up another SCTP course?**

    Yes, learners who did not manage to find a job after completing the SCTP course will be allowed to take another SCTP course. However, learners will be subjected to SP's assessment on their suitability for the new SCTP course. Hence, learners are strongly encouraged to select SCTP courses based on their career development needs with the aim of securing gainful employment.

41. **Am I allowed to enrol into other SkillsFuture programmes (e.g. Work Study Programme) after SCTP?**

    Yes, learners are able to enrol into other government funded training programmes after completing SCTP.

G. OTHER REFERENCES

42. **If I have further queries or would like to re-confirm on some of the SCTP questions raised above, where can I refer to?**

    Learners may refer to the following links provided by SkillsFuture Singapore (SSG):

    - Help | Myskillsfuture.gov.sg
    - SCTP Public FAQs: faqs-for-sctp_public_v01final.pdf (skillsfuture.gov.sg)