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| **Section A: Instructions**  |
| 1. All fields are to be completed
2. The approval of this application is at the sole discretion of Workforce Singapore (WSG). WSG is not obliged to state the reasons for its decision.
3. By submitting the application to WSG, the Company declares that the information provided/attached is true and accurate.
4. WSG may audit the relevant documents submitted by the Company from time to time. The Company is expected to render full assistance upon request.
 |
| **Section B: Company’s Information**  |
| **Registered Business Name** |  |
| **Company’s Address** |  |
|  |
| **Business UEN** |  |
| **Current Workforce Size** |  |
| **Name of Contact Person***(Overseeing the CCP for Food Services Assistants Programme)* |  |
| **Designation** |  |
| **Email** |  |
| **Contact Number** |  |
| **Section C: Job Redesign (JR) Project Details** *(Responses to the following questions are compulsory)* |
| **What is the Company’s overall transformation plan?** | * *Why is there a need for transformation? What are the current challenges faced by the Company?*
* *What has the Company done/plan to do to transform? What is the current state vs. future state?*
* *What are the solutions the Company has adopted/plans to adopt to support the transformation and enable job redesign?*
 |
| **Please provide an overview of the job redesign project.**  | * *What is the impact of the business transformation on jobs? What are the capability gaps that the Company has identified?*
* *How would the redesigned job roles support the company’s transformation?*
* *How would the job redesign project support the Company in achieving:*
	+ *A stronger Singaporean core,*
	+ *Lean manpower, and*
	+ *Higher quality workforce*
 |
| **What are the job roles identified for redesign and how will they be impacted?**  | * *Please complete the enclosed Job Redesign Plan and Trainee Details template (Annex A).*

 |
| **What is the the career and/or wage progression pathway for the redesigned jobs?** | * *What is the career and wage progression plan for the redesigned jobs?*
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| **Please answer the following questions before submission to WSG** *(please tick off)* |
| 1. My Company is registered or incorporated in Singapore.

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| 🞏 Yes  | 🞏 No |

 |
| 2. My Company is able to offer redesigned job role(s) that fulfils at least one of these job redesign outcomes.

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| --- | --- | --- | --- | --- |
| 🞏Job Enlargement | 🞏 Job Enrichment | 🞏 Job Reconfiguration | 🞏 Improved Wages | 🞏 Improvements to Working Conditions |

 |
| 3. The redesigned job role(s) offer monthly gross salaries of at least $1,700.

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| 🞏 Yes  | 🞏 No |

 |
| 4. My Company acknowledges that the redesign job(s) on this programme are not meant to support ad-hoc staff redeployment, direct promotion or business-as-usual training related to existing job functions.

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| 🞏 Yes  | 🞏 No |

 |
| 5. My Company has undertaken cost cutting measures within last 6 months that resulted in more than 25% reduction in i) gross monthly salary for local employees; and/or ii) basic monthly salary for foreign employees.

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| 🞏 Yes  | 🞏 No |

If yes, please share on the roles which underwent cost cutting:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_6a. My Company has undertaken a retrenchment exercise involving at least 5 employees within the last 6 months.

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| 🞏 Yes  | 🞏 No |

6b. If you have answered “Yes” to (6a) above, are the attachments applied for under the CCP for Food Services Assistants Programme similar to the impacted job roles of employees affected by retrenchment exercises?

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| 🞏 Yes  | 🞏 No |

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| **Section D: Documents Required** |
| **Please ensure the following supporting documents are completed before submission:** *(please tick off)* |
| 🞏 The CCP for Food Services Assistants Programme application form, signed by one of the following personnel such as the Organisation’s owner, shareholder, directors, amongst others or a representative from senior management. 🞏 Job Redesign Plan and Trainee Details (Annex A) via the appended Excel document 🞏 Latest ACRA bizFile has been attached   |
| **Please have the following supporting documents ready before submission of claims:** |
| * Completed Job Redesign Plan and Trainee Details (Annex A)
* Payslips/Salary Records corresponding with the claim period with the following details:
1. Name of employee and NRIC number
2. Monthly gross salary of at least $1,700
3. On-the-job (OJT) training plan/ Logbook
 |

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| I confirm that information provided in this application is true and accurate and acknowledge that it will be used by WSG to evaluate my application for the CCP for Food Services Assistants Programme for the Food Services Industry funded by WSG. |
| Name:Designation:Name of Organisation:Date:  | Signature: |

**For Official Use Only (not to be filled by applicant):**

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| **PM/ESG’s Assessment** |
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| **WSG’s Evaluation** |
| [ ]  Approved [ ]  Not Approved |
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