

Frequently Asked Questions (FAQs) For Job Placement Programme (JPP)

1. Why should I apply for Job Placement Programme (JPP)?

The aim of Job Placement Programme is to encourage companies to recruit job-seeking Singaporeans and provide adequate training to new hires.

2. How can I apply for Job Placement Programme (JPP)?

Download the JPP application form from <https://e2i.com.sg/jpp> and submit both the application form and company ACRA to followup@e2i.com.sg. Please ensure that the email is titled "JPP Application".

3. Who is eligible for JPP?

- All businesses/societies/associations registered in Singapore and carrying out businesses/activities in Singapore may apply for JPP.
- Company to offer an employment contract of at least 1 year to Singaporean/Singapore Permanent Resident, with basic starting salary between \$1,200 - \$2,500.

4. What types of training do companies need to commit?

To be eligible for JPP, during the first few months of employment, the employee must fulfil two types of training: 1) On the Job Training (OJT) and 2) external training.

The links for the external training can be found below:

Skillsfuture for Digital Workplace

<https://www.skillsfuture.sg/digitalworkplace>

Worker 4.0

<https://e2i.com.sg/individuals/Worker-4-0-Digital-Readiness-Certificate>

PIDA/BBIP

<https://e2i.com.sg/industry-information/energy-and-chemicals-OPEC>

Skillsfuture Series for Employability Skills

<https://www.ssg.gov.sg/wsqa/wps.html>

5. What are the requirements for On the Job Training (OJT)?

The training conducted should be relevant for the job.

Jobseeker who is < 6 months unemployed prior to JPP	Jobseeker who is ≥ 6 months unemployed prior to JPP
Complete at least 40 hours of OJT within first 3 months of employment	Complete at least 50 hours of OJT within first 4 months of employment

The company should maintain a copy of Training attendance sheet/logbook as proof of training hours conducted.

6. What are the different tiers of funding?

It is based on the employment status of the new hire **prior to JPP**.

Jobseeker who is < 6 months unemployed prior to JPP	Jobseeker who is ≥ 6 months unemployed prior to JPP
Salary support of up to 70% monthly salary, capped at \$2,000 per month per employee for up to 3 months . Overall cap per eligible employee at \$5,000 per programme	Salary support of up to 70% monthly salary, capped at \$2,000 per month per employee for up to 4 months . Overall cap per eligible employee at \$8,000 per programme

7. How many vacancies can employer apply under the JPP?

Companies registered under JPP can apply up to 5 vacancies per application per month and will be subjected to NTUC's e2i approval.

8. How do company know if the new hire is registered with e2i?

Company can check with e2i on whether the new hire is registered.

9. At which point can company offer JPP to new hire?

Company can only offer JPP to new hire after company applied for JPP and return the Letter Of Acceptance (LOA) to e2i. The date where the new hire signs the employment letter must be after e2i received the LOA.

10. Are all new hires eligible for JPP?

No. The new hire will not be eligible for JPP if the new hire is blacklisted/suspended from e2i. Hence, the company should cross check with e2i prior to offering JPP to the new hire.

11. What documents are needed to submit for claim?

- NRIC (front and back) as proof of citizenship
- Training attendance sheet/logbook as proof of training hours conducted
- Monthly Payslip since date of hire (for computation of salary support)
- Employment Contract
- Outcome form (attached in our Letter of Offer)
- Certificate of Completion for SFDW or 1 module from Worker 4.0/BBIP/PIDA/Skillsfuture Series for Employability Skills
- **Declaration Form** (only for trainee who was unemployed ≥ 6 months prior to JPP)

12. When can company submit for claim?

After the employee has completed JPP and when company has the relevant documents.

13. How do I compute salary support?

Salary support calculation will only begin from the first full calendar month of employment, instead from the start date, unless work commences on the 1st calendar day of the month. Salary support will be prorated for that month when there are unpaid/no-pay/NS leave being taken.

Example: Alan was **unemployed for 3 months** prior to JPP and was offered the JPP program with a **basic salary of \$2,500 and \$200 fixed transport allowance.** He started work on **15th January 2020** and took **no-pay leave from 16th March 2020 to 30th March 2020.**

Company will claim for: 1st Feb 2020 – 15th March 2020, 31st March 2020 – 30th April 2020

Month	Jan	Feb	Mar	Apr
Basic Salary + fixed allowance	\$2,700	\$2,700	\$2,700	\$2,700
No-pay leave deduction	-	-	(\$1350)	-
Salary support computation	\$0 (excluded since not full month)	70% * \$2700 = \$1,890	70% * (\$2700 - \$1350) = \$945 (Prorated to exclude no-pay leave)	70% * \$2700 = \$1,890

Total funding: \$1,890 + \$945 + \$1,890 = **\$4,725**

Company can submit for claim on 30st Apr 2020 along with the required documents, assuming all required training have been completed.

If work commenced on 1st January, salary support would be applicable in January to March for the above example.

14. Will the company be eligible for funding support if the new hire did not complete JPP?

e2i recommends that new hires fulfil the full term agreed upon in the employment contract. In the event where new hires are unable to complete JPP, e2i will review on a case-by-case basis. Salary support provided would be prorated according to the full calendar month(s) of employment fulfilled, taking reference from the last day of employment.

Example: Alan was **unemployed for 6 months** prior to JPP and was offered the JPP program with a **basic salary of \$2,500 and \$200 fixed transport allowance.** He started work on 15th January 2020. However, Alan resigned on his own accord and his last day of work was on 25th April 2020.

Month	Jan	Feb	Mar	Apr
Basic Salary + fixed allowance	\$2,700	\$2,700	\$2,700	\$2,700
Salary support computation	\$0 (excluded since not full month)	70% * \$2700 = \$1,890	70% * \$2700 = \$1,890	\$0 (excluded since not full month)

Total funding: \$1,890 + \$1,890 = **\$3,780**