

Reskilling CCP for Sustainability Professionals

– Application Form¹

Company Name & UEN: (As listed on ACRA)	[To include]
Total Company Workforce Size: (breakdown into est. pax per department & Foreign to Local Ratio where possible)	[To include]
No. of existing affected employees: (Pls complete table below)	[To include]
Details of Project (e.g Details on Company's sustainability plans / transformation and why reskilling of staff is required.)	[To include]
Company's Sustainability transformation and how the employees will be transited from their current job roles to new job roles.	Key Challenges (Please list down your challenges / new requirements / identified gaps – elaborate and cite example, eg. customer demands, new regulations, reporting etc)
1. Provide an overview of the company, its business and operations.	
2. Current situation (Key Challenges/Issues in specific areas of sustainability)	(List down your identified focus area / sustainability plan and initiatives)
3. Strategic plans for sustainability that company wished to achieve	
4. Problem statement/ gaps/ challenges identified	
5. Proposed solutions/actions plans (e.g. equipment / projects/ research/ training plan)	
6. How does the solutions/action plans related to sustainability enhance business capabilities (eg improve productivity, innovation, compliance to certain regulations or customer's requirement, etc)	
- Where company is when it comes to Sustainability implementation (or related product and services) and how company intends to increase its capability in this area. - Which areas of Sustainability, company intends to implement and what are the outcome expected (eg aligning to which specific sustainability standards/guideline to achieve clients/regulation requirements, etc).	Eg. To kickstart your company's sustainability efforts (insert company name) is looking to reskill (insert number) of employees to take on a sustainability lead role within the company to help (eg. chart out the company's sustainability strategy and work with stakeholders to oversee the implementation of sustainability projects. Individual will need to acquire skills sets in Carbon Management, Sustainability strategy / reporting and compliance etc) to be able to transit into the new sustainability role.
7. How the candidates will be involved in these action plans	

¹ Note that this is a supplementary application form on top of the usual CCP application form for approval of reskilling cases only.

<i>Note: Please include but not limited to the before and after state of company operations, impact to workforce, etc.</i>	
Duration of Project (rough est.)	[To include]
Sustainability Course Registration Confirmation <i>Note: If Yes, please attach a copy of the Sustainability Course registration confirmation for each employee</i>	*No / Yes
Structured Career Planning (SCP) Workshop Registration Confirmation <i>Note: If Yes, please attach a copy of the SCP Workshop registration confirmation for each employee.</i> <i>If Exempted from attending SCP Workshop, please provide exemption email.</i>	*No / Yes
Currently tapping on other Government Funding? (e.g Enterprise Development Grant by ESG, etc) <i>Note: Please kindly attach project proposal submission to other agency.</i>	[To include]
Name of Contact Person:	[To include]
Designation:	[To include]
Contact Number:	[To include]
Email Address:	[To include]

Details of Reskilling

S/N	Individual/s Affected and NRIC	Current Job Description (JD) & Salary	Future JD, Salary and how different from Current JD?	Reason for Reskilling	Approved Duration of Reskilling (To be filled by WSG)
1	[Individual Name] NRIC: [To include] Nationality: [Singaporean or PR] DOB: [To include] Age: [To include] Employment date with Company: [To include] Number of Years of employment with Company: XX Years XX Months	[To include current Job title] Job Description: - [To include full JD] - . Current Salary: [To include]	[Company can adjust the job title where relevant] Job Description: - [To include expanded sustainability job roles/tasks (At least 4 roles/tasks)] Example: - Work with stakeholders to identify and develop company's sustainability strategy / plans. Salary during OJT: [To include]	To help kickstart company's sustainability efforts, company is looking to reskill staff for [To include company's plans and specific areas of sustainability].	3 Months
2					
3					

For Official Use Only

Supported By:

Name:	
Designation:	
Agency:	
Assessment of Application:	

Approved by:

Name:	
Designation:	
Agency:	
Date of Approval:	

