**SCALA JRR Application Form**

**Version 2.0**

**10 Jan 2025**

Dear Employer,

The following is the SCALA JRR Application Form version 2.0. This version is to be used for all new JRR applications from January 2025 onwards.

Please download the accompanying deck for the features and conditions for successful JRR application from our website if you don’t already have one. It can be found at [www.scala.com.sg/jobs-redesign-reskilling](http://www.scala.com.sg/jobs-redesign-reskilling).

Here are some helpful tips for you as you work through your JRR application.

1. The JRR is meant to support **JOB REDESIGN**. Hence, there needs to be a **NEW / EXPANDED ROLE** assigned to the individual applicant as a result of the application of technology, sustainability or business process redesign.
2. If the applicant is retaining his/her current role, then there needs to be MORE THAN 50% DIFFERENCE in the new job role compared to the old one.
3. The JRR does not support technology upgrades / transformation / business process redesign alone. It supports the **CHANGE / ENLARGEMENT IN ROLES** brought about by the upgrades / transformation / redesign.
4. The On-Job-Training cannot be only about learning to operate the new systems or processes, it needs to be job-related. Hence, the CCP funding cannot be applied to individuals who are ONLY learning how to use the system. It needs to be about learning and developing new JOB SKILLS to take one the new / expanded job scope.
5. The JRR CCP can be used in conjunction with other government funding so long as there is no overlap in the funding nature, i.e. salary support[[1]](#footnote-1) as a result of the transformation.

**Career Conversion Programme for Supply Chain and Logistics Professionals and Coordinators (****Job Redesign and Reskilling)– Application Form**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Company Name:  (As listed on ACRA) | | | | | |  | | |
| UEN: | | | | | |  | | |
| Details of Job Redesign Plan  and Its impact to current jobs and skills requirement | | | | | | Please answer the following:   1. *What is the Total Workforce Size and % of Local/Foreign Manpower?* 2. *Give a brief history of the company and description of its business and operations to provide a background to the challenges.* 3. *What are the current challenges faced by the Company?* 4. *Why is there a need for the transformation?* 5. *What is the impact of the business transformation on jobs?* 6. *What are the capability gaps that the Company has identified?* 7. *What are the solutions the Company has adopted/plans to adopt to support the transformation and plug the capability gaps outlines in Sno. 6?* 8. *What are the specific plans the Company is adopting to transform the business? (please indicate the timeline)?* 9. *What job roles will have to be redesigned to support the company’s transformation?* | | |
| No. of existing affected employees (SC/PR at least one year of service with the company)  *(Please complete details of each employees below)* | | | | | |  | | |
| Duration of Project | | | | | |  | | |
| Currently tapping on other Government Funding? (e.g Enterprise Development Grant by ESG, etc). If “Yes”, please state the funding. | | | | | |  | | |
| Please state if you company is committed to review salary upwards as a result of JRR within 1 year of application approval. Yes / No | | | | | |  | | |
| Name of Contact Person: | | | | | |  | | |
| Designation: | | | | | |  | | |
| Contact Number: | | | | | |  | | |
| Email Address: | | | | | |  | | |
| ***Remarks:*** |  |  |  |  | |
| *1.Company to submit OJT blue-print* | | | | | |
| *2. Fixed Month Salary Components (Fixed Monthly Salary = \*Basic Monthly Salary + \*\*Fixed Monthly Allowances)  \*Basic Monthly Salary = Pay that does not vary from  month to month, regardless of employee or company performance, and regardless of whether the employee takes medical or personal leave  \*\*Fixed Monthly Allowance = Monthly allowances that do  not vary from month to month such as fixed transport allowances* | | | | | | |

**Details of Job Redesign and Reskilling**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S/N** | **Individual/s**  **Affected and NRIC** | **Current Job Description (JD) & Salary** | **New Job Description (expanded role; additional new job tasks), Salary and how different from Current JD?** | **Reason for Reskilling** | **Approved Duration of Reskilling**  *(To be filled by WSG)* |
| 1 | *e.g Mr Tan ah hock*  *Age: 45*  *Date of Employment: 18 Jun 2012*  *Nric: SXXXXXB* | *e.g Transport Officer*  *[JD Details]*  *Salary: $3,000* | *e.g Transport and Sustainability Officer*  *[JD Details]*  *Salary: $3,500* | *e.g Explanation on Company’s plans that require reskilling of individual* | *e.g 3 Months* |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |

**For Official Use Only**

**Supported By**:

|  |  |
| --- | --- |
| Name: |  |
| Designation: |  |
| Agency: |  |
| BECS: | REJECT / APPROVE |
| Assessment of Application: | PROCEED / REVIEW / REJECT |

**Approved by**:

|  |  |
| --- | --- |
| Name: |  |
| Designation: |  |
| Agency: |  |
| Date of Approval: |  |

**END**

1. Examples are E2i’s and ESG’s funding for manpower development and funding for absentee payroll in general. [↑](#footnote-ref-1)