

Talent Assistance

for Enhanced Apprenticeship

APPLICATION AND SCHEME GUIDELINES

This document provides the Application and Scheme Guidelines.

Infocomm Media Development Authority (IMDA) reserves the right to change the guidelines from time to time. Please ensure you check the website or with the respective IMDA Industry Officer for the latest version.

Note: This document has 2 sections.

Section A of this document provides the application and scheme guidelines for Talent Assistance Enhanced Apprenticeship, including the eligibility criteria, funding quantum, expected deliverables, application procedure, claim procedure, etc.

Section B of the document provides the contact information.

Section A: Application and Scheme Guidelines for Talent Assistance (Enhanced Apprenticeship)

1. Eligibility Criteria

Organisation Applicants (Local and Overseas Enhanced Apprenticeships)

1.1 An organisation applying to send their current employee to apprentice at a local or overseas Hosting Organisation, must be Singapore-registered with at least one Media Singapore Standard Industrial Classification (SSIC) code. The employee, to be known as the “Candidate”, must fulfill the following criteria:

1.1.1 Singaporean or Singapore Permanent Resident; and

1.1.2 Possess at least three (3) years (36 months in total and not necessarily consecutively 3 years) of experience in the media industry in an area of specialisation.

Individual Applicants (only for Overseas Enhanced Apprenticeships)

1.2 An Individual who is applying for the Overseas Enhanced Apprenticeship to apprentice at an overseas Hosting Organisation, to be known as the “Candidate”, must fulfill the following criteria:

1.2.1 Singaporean or Singapore Permanent Resident; and

1.2.2 Media freelancers who possess at least three (3) years (36 months in total and not necessarily consecutively 3 years) of experience in the media industry in an area of specialisation.

All Applicants

1.3 The apprenticeship must not commence before IMDA’s formal acknowledgement of applicant’s submission of the complete application.

1.4 IMDA’s decision is final and no appeal will be entertained.

2. Application

- 2.1 The Funding application must be made by completing and submitting the official IMDA Application Form “Application Form for Talent Assistance (Enhanced Apprenticeship)” via the Online Grant Management System (OGMS).
- 2.2 The Funding decision will be made and conveyed to applicants within eight (8) weeks upon IMDA’s receipt of the completed application form and all supporting documents.
- 2.3 If a Funding application is approved, a Letter of Offer would be issued by IMDA through OGMS, and the applicant should formally accept the offer through OGMS before the date specified in OGMS.
- 2.4 The Letter of Offer needs to be formally accepted through OGMS before milestone claim(s) can be made.

3. Milestone Claims

- 3.1 Milestone Claims will be based on the deliverables and quantum found in Section 5 of this document.
- 3.2 IMDA does not provide retrospective funding. The milestone deliverables should not be items that have already been carried out prior to the commencement date of the apprenticeship stated in the Letter of Offer. The Qualifying Period starts from the Commencement Date of the apprenticeship to the Final (Milestone) Deliverable Date, both dates inclusive.
- 3.3 In the event that the individual or organisation fund recipient breaches any of the terms and conditions stated in the Letter of Offer, the Letter of Offer may be terminated and IMDA will not disburse any further Grant Funds to the individual or organisation fund recipient. In addition, Grant funds disbursed by IMDA to the individual or organisation fund recipient shall be immediately recoverable against the individual or organisation fund recipient upon IMDA’s demand.
- 3.4 If the Candidate fails to complete the tenure of the apprenticeship stated in the Letter of Offer, or fails to complete and submit the deliverables by the delivery date stated in the Letter of Offer, the Letter of Offer will be automatically terminated immediately (unless IMDA notifies otherwise). IMDA will not disburse any further Grant Funds to the fund recipient. In addition, Grant Funds disbursed by IMDA to the

fund recipient shall be immediately recoverable against the fund recipient upon IMDA's demand.

- 3.5 Disbursement of grants would be made via GIRO to the bank account stated in OGMS. If a GIRO arrangement has not been established between IMDA and the bank account stated in OGMS, the fund recipient would need to complete and submit the GIRO Direct Credit Authorisation Form through OGMS, before making the first milestone claim.

4. Variations

- 4.1 If any variations are required, such as changes in timelines and scope, a request must be made to IMDA and IMDA's approval must be obtained, before making the variations.

5. Funding Quantum and Guidelines

Local Enhanced Apprenticeship

- 5.1 For Local Enhanced Apprenticeships, IMDA will provide grant of up to 70% of the candidate's monthly salary, or up to S\$3,200 (whichever is the lower amount), for a period of up to six months (defined as 182 calendar days).
- 5.2 Please refer to Table 1 below for the required documents for application submission.

Table 1

Requirements for Application Submission
<p><u>All applicants must submit the following:</u></p> <ul style="list-style-type: none"> a) Duplicate copy of the Candidate's NRIC (front and back) b) Candidate's resume c) Write-up of the Enhanced Apprenticeship including intended outcomes and skills to be acquired d) Profile of the Hosting Organisation e) Profile of the Mentor(s)

- f) A letter from the Hosting Organisation printed on its company letterhead and complete with the signature(s) of Mentor(s), providing the following information:
- i. the detailed training plan; and
 - ii. the acceptance of the apprentice; and
 - iii. the apprenticeship details (e.g. working hours, working days, apprentice's official designation, remuneration [if any]).
- g) Duplicate copy of the Candidate's employment contract with the organisation applicant

5.3 Only one disbursement will be made after the completion of the Apprenticeship, upon IMDA's satisfactory acceptance of the milestone deliverables stipulated in Table 2 below:

Table 2

Requirement for Milestone Deliverables after completion of the apprenticeship
<p><u>All fund recipients must submit the following:</u></p> <p>a) A final report by the Hosting Organisation, printed on its company letterhead and endorsed by the Candidate's mentor(s), with the following information:</p> <ol style="list-style-type: none"> i. benefits of the Local Enhanced Apprenticeship to the Candidate (to include skills acquired, outcome achieved, relevance to work); and ii. confirmation by the Hosting Organisation certifying that the Candidate had reported for work during the apprenticeship. <p>b) Monthly statements of salary to the Candidate, evidencing payment of salary from the organisation fund recipient to the Candidate.</p> <p>c) Duplicate copy of the Candidate's CPF statement (at the completion of the apprenticeship) containing at least four (4) months of CPF contributions from the fund recipient to the Candidate.</p>

Overseas Enhanced Apprenticeship

5.4 For Overseas Enhanced Apprenticeships, IMDA provides a living allowance (calculated based on cost of living for the country of apprenticeship) and airfare subsidy for the Candidate, up to a period of six months (defined as 182 calendar days). The living allowance is a stipend to be used for subsistence allowance, accommodation and transport.

5.5 Please refer to Table 3 below for the required documents for application submission:

Table 3

Requirement for Application Submission
<p><u>For all applicants:</u></p> <ul style="list-style-type: none"> a) Duplicate copy of candidate’s NRIC (front and back) b) Candidate’s resume c) Write-up of the Enhanced Apprenticeship including intended outcomes and skills to be acquired d) Profile of Hosting Organisation e) Profile of Mentor(s) f) A letter from the Hosting Organisation printed on its company letterhead and complete with the signature(s) of Mentor(s), providing the following information: <ul style="list-style-type: none"> i. the detailed training plan; and ii. the acceptance of the apprentice; and iii. the apprenticeship details (e.g. working hours, working days, apprentice’s official designation, remuneration [if any]). <p><u>Additional information required from Organisation Applicants</u></p> <ul style="list-style-type: none"> g) Duplicate copy of the Candidate’s employment contract with the organisation applicant

5.6 Two disbursements would be made for the Overseas Enhanced Apprenticeship upon IMDA’s satisfactory acceptance of the milestone deliverables stipulated in Table 4:

5.6.1 First payment milestone upon the fund recipient’s acceptance of the Letter of Offer; and

5.6.2 Second payment milestone upon completion of the apprenticeship.

Table 4

Milestone Deliverables
<p><u>Before the start of the apprenticeship (First payment milestone):</u></p> <p>a) Confirmation Letter from the Overseas Hosting Organisation, printed on its company letterhead and endorsed by the mentor(s), confirming the Overseas Enhanced Apprenticeship.</p>
<p><u>At the end of the Overseas Enhanced Apprenticeship (Second payment milestone):</u></p> <p>b) Original payment receipts for round trip airfare</p> <p>c) A final report by the Hosting Organisation, printed on its company letterhead and endorsed by the mentor(s), with the following information:</p> <ul style="list-style-type: none"> i. benefits of the Overseas Enhanced Apprenticeship to the Candidate (to include skills acquired, outcome achieved, relevance to work) ii. confirmation by the Hosting Organisation certifying that the Candidate had reported for work during the apprenticeship.
<p><u>Additional information required from Organisation fund recipients</u></p> <p>d) Monthly statements of salary evidencing that the living allowance was paid from the organisation fund recipient to the Candidate. In the absence of monthly statements of salary, a letter on the organisation fund recipient’s company letterhead stating the amount paid and acknowledged by the candidate must be submitted to IMDA.</p>

6. Other Requirements

- 6.1 All fund recipients must maintain full and accurate records with respect to the apprenticeships. IMDA must have complete access to such records (including complete and proper books and records of income and expenditure concerning the apprenticeship, including all supporting vouchers, invoices and receipts thereof), as well as the right to inspect all apprenticeships. The fund recipient must promptly furnish all data, reports, contracts, documents and other information, if requested by IMDA.

Section B: CONTACT INFORMATION

If you have any enquiries on IMDA Grant Schemes, please submit your enquiry via the online feedback form at <https://www.imda.gov.sg/feedback>