



# Overseas Markets Immersion Programme (OMIP)

*Strategic Partners:*



# Overseas Markets Immersion Programme (OMIP)

Internationalisation is a key strategy under numerous Industry Transformation Map. The Overseas Markets Immersion Programme (OMIP), supports companies with business plans to send new hires or existing employees with little or no relevant overseas experience in the market on overseas postings, to be reskilled into global/ regional roles with good prospects.

OMIP will offer the following modalities:

- **Place-and-Train/ New hires** (9 months)
- **Job Redesign / Reskilling** for existing employees who required to be reskilled to take on internationalisation role/ new markets (9 months)

## Programme Criteria



- Minimum fixed monthly salary of \$4,000
- Applications must be approved before training commencement in the identified market
- Salary and Overseas allowance to be paid out by company registered or incorporated in Singapore

# Eligibility Criteria

## Trainee Eligibility :

- Singapore Citizen or PR
- Have graduated or completed NS for at least 2 years (minimum 2 years of working experience)
- Newly hired / Existing employees with at least 1 year of service with company
- Not immediate ex-staff of participating company or related entities. Not shareholder of participating company and related entities. Not related person to its shareholders
- Little or no prior experience in identified new role, industry, and market

## Company Eligibility for New Hires & Existing Staff\* :

- Registered or incorporated in Singapore
  - Valid permanent employment must be at least 12 months for the PMET job roles.
  - Trainee must be based overseas for at least 6 months continuously (1 identified country) on relocation
- Market expansion and/or business transformation plans and/or project KPI in the identified market. Elaborate on how the trainee's job role will contribute to this plan
  - Develop a career development plan
  - Develop structured On-the- Job Training (OJT) plan
  - Must not have started training before application is approved

\*Job level and salary **should not be lower than previous** and where relevant, Company **should provide an increment (where possible) that commensurate the new role / responsibility if it is of higher job value.**

# Overseas Markets Immersion Programme (OMIP)

Companies onboard OMIP will be encouraged to conduct 1-1 career conversations with identified trainees

## **01: Company**

Company with market growth and/ or business/ project plan in identified market

## **02: Vacancy and Trainee Selection**

Company to identify position and trainee for overseas posting

## **03: 1 – 1 Career Conversation**

Company will conduct structured career conversation with trainee to understand the career aspiration, goals and development needs within the organisation

## **04: Career Development Plan**

Develop a 12 – 24 months career development plan for trainee

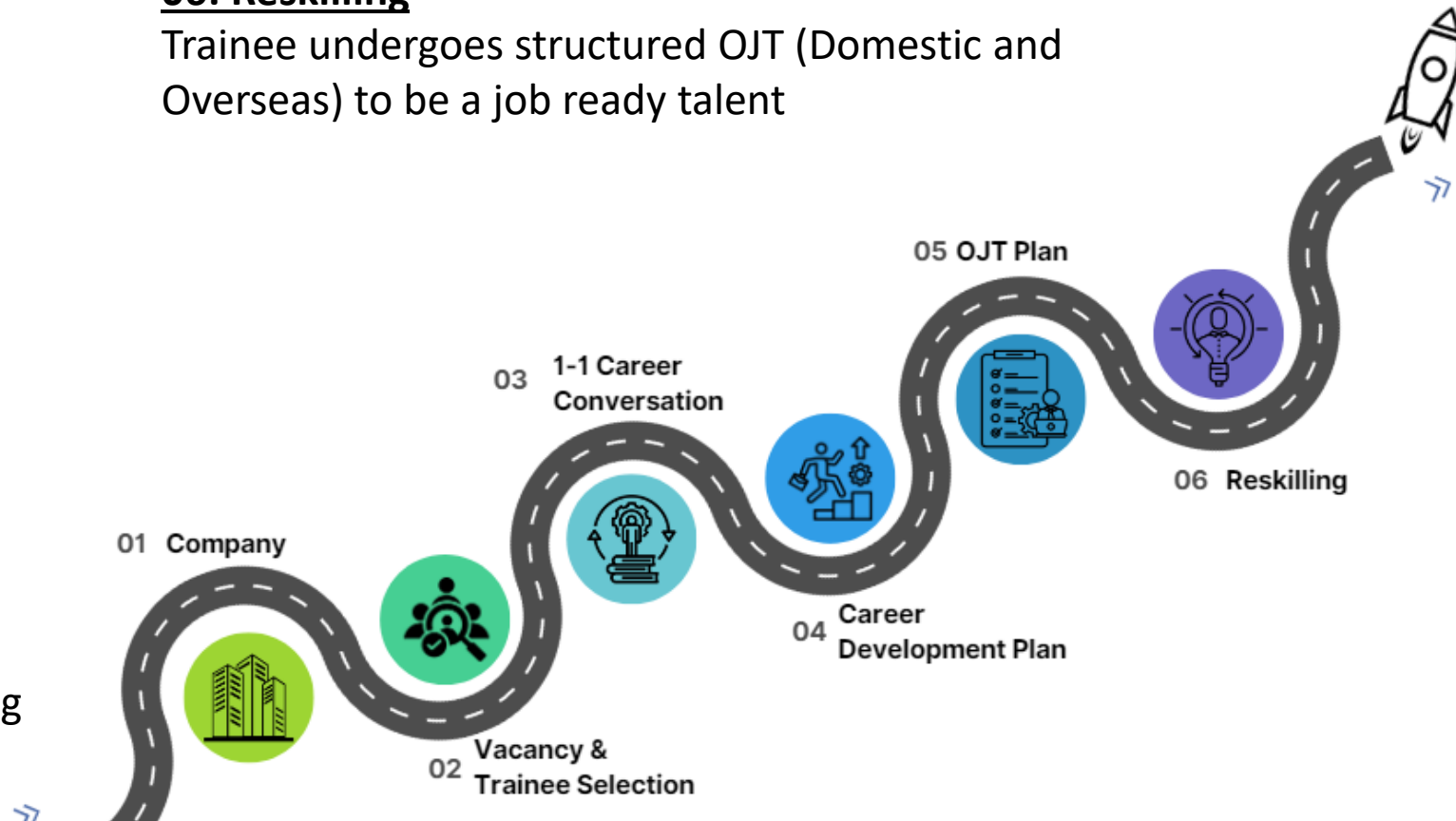
Company explain the benefits of overseas posting in meeting the career aspirations

## **05: On-the-Job Training (OJT) Plan**

Company identify skills gaps and develop OJT Plan to plug skills gaps of identified employee

## **06: Reskilling**

Trainee undergoes structured OJT (Domestic and Overseas) to be a job ready talent



# Overseas Markets Immersion Programme (OMIP)

## Programme Construct and Funding Support Summary

Supports **companies with market growth and/or business transformation plans** to send new mid-career hires or existing employees with little or no relevant overseas experience in the market on overseas postings, to be reskilled into global/regional roles with good prospects.

**70% salary support + overseas allowance for 9 months**

cap : \$5,000  
per month

cap : \$3,000  
per month



Programme  
Partner



Companies with  
expansion or  
business  
transformation  
plan



SC/PR without  
relevant overseas  
experience in the  
job role

Career Development

**2 -3 yrs Career Plan**  
(KPIs and Potential Career  
Prospect)

1-to-1 career conversation

Training

**Structured  
On-the-Job  
Training**

At least 6 months must be based overseas  
(1 identified country)

**Optional  
Classroom  
Training**

**Job  
Ready  
Talent**



# Overseas Markets Immersion Programme (OMIP)

*Supporting Companies Internationalisation Plans*

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more information



## NEW HIRES

PMETS SC/PR ≥ 2  
YEARS OF  
WORKING  
EXPERIENCE

PLACE & TRAIN (9 MONTHS)



STRUCTURED ON-THE-JOB TRAINING  
(OJT)



CAREER DEVELOPMENT PLAN  
(KPIS & POTENTIAL CAREER PROSPECT)

JOB REDESIGN RESKILLING (9 MONTHS)



Job Ready  
PMETS

## Examples of Job Functions

- Business Development
- Sales / Marketing
- Customer Services
- Project Management
- Operations
- Finance/ HR
- International Relations/  
Legal and Compliance



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# Overseas Markets Immersion Programme (OMIP)

## SALARY SUPPORT

- **Subsidise up to 70% (capped at \$5,000 per month) for up to 9 months**  
(At least 6 months must be based overseas (1 identified country) on relocation)
- +
- **Subsidise up to 70% overseas allowance (Capped at \$3,000 per month), covering recurrent components such as Accommodation, Food and Transport** \*Items must be reflected in trainee's monthly payslip

Minimum Salary for PMETs is S\$4,000.

*Note: The salary funding (basic salary and fixed allowances only) is on 100% reimbursement basis (after completion of the full 9-month OJT). Salary and overseas allowance to be paid out by company registered or incorporated in Singapore*

# Application process

## New Hire

1. Latest ACRA (within 6months)
2. Candidate CV (New Hire)
3. Official Job Description on Position (New Hire)
4. Application Form & Short Description of Conversion
  - Business Transformation Plan
  - Difference of role/scope from previous experience (past 3 years)
- 4a. OJT Training Plan & Trainee Details
  - Training and skills
5. Candidate to apply via Gov. Application Management System (AMS) using SingPass
6. Signed employment Contract of Candidate
7. Declaration Form

## Job Redesign Reskilling (Existing Staff)

1. Latest ACRA (within 6months)
2. Job Redesign/ Reskill (JRR application form)
  - Business Transformation Plans
  - Career development plan over 24 or 36 months.
- 2a. OJT Training Plan & Trainee Details (JRR)
  - Training and skills
3. Signed employment Contract of Candidate  
**OR**  
Official Letter / Email to state the Job Redesign Reskilling
  - State date of JRR
  - Increment amount (if any)
4. Company and candidate to apply via Gov. Application Management System (AMS) using CorpPass and SingPass respectively
5. Declaration Form



# Application Form

## 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	
Business UEN	
Company's Address	
Sector	Please select one option
If Others, please specify:	
Current Workforce Size	Total Number of Employees: XX
	• XX% of current workforce size are SC & PR
	• XX% of locals are mature workers
Name of Contact Person	
Designation	
Email	
Contact Number	

# Business Transformation Plan & Conversion

## Section C: Company's Business Transformation Plan

<b>Brief Company Profile</b>	<ul style="list-style-type: none"> <li>•What products or services does the company offer?</li> <li>•How many outlets does the company have in Singapore?</li> <li>•Does the company have any offices overseas? If so, in which countries and how many offices are there?</li> <li>•Can you provide a summary of the company's past Redeployment/JRR application history, if applicable?</li> </ul>	
<b>Market Strategy</b>	<i>Please select one option</i>	
	<div>Country:</div> <div>State:</div>	
<b>Business Transformation Plan</b>	<ul style="list-style-type: none"> <li>•What is the objective or rationale behind this project?</li> <li>•Could you provide a brief description of the company's mid to long-term goals or aspirations? For example, is the company aiming to leverage digital transformation for global expansion, enhance sustainability practices across international operations, or capitalise on emerging market opportunities in the Asia-Pacific region?</li> <li>•Has the company developed or will be developing career development plans for your employees to achieve your mid to long-term goals?</li> <li>•How will the company support employees' career development plans?</li> </ul>	
<b>Trainee's Contribution</b>	<ul style="list-style-type: none"> <li>•What are the criteria used to select trainees for the posting?</li> <li>•What are the expected KPIs from trainees after completing the OMIP, and what are the KPIs at 24 and 36 months?</li> <li>•In what ways would the trainee's posting support the company in achieving its mid to long-term goals?</li> </ul>	

# Business Transformation Plan & Conversion

Section D: Change in Job Role			
New Hire 1	Previous Employment	New / Current Employment	Please select the closest job roles from the list to the respective job role
Company Name			
Industry Sector			
Department			
Job Title / Designation (Please select Department dropdown first)			

Section D1: Job Roles to be Redesigned			
	Existing Job Title	After-JR Job Track (Select from drop-down list first)	Please select the closest job roles from the list to the respective job role (Select from drop-down list <b>after</b> you have selected After-JR Job Track)
Job Role 1			
Job Role 2			
Job Role 3			
Job Role 4			
Job Role 5			

Section D2: Change in Job Scope			
Please use one table per job title / designation			
Job Role 1		0	0
Previous / Existing Key Responsibilities	New Key Responsibilities	No of Trainees	
(Please fill in Section D1 before selecting the drop-down list in this section)	Growth Skill 1	Growth Skill 2	Growth Skill 3
New Job-Role Specific Growth Skills Acquired (Select 3)			
New Core Growth Skills Acquired (Choose minimum 1)			
Trainee's 12 months Career Development Plans	•12-months objective for trainee •Action plan for skill development and training opportunities •Timeline for achieving milestones		
Trainee's 24 months Career Development Plans	•24-months objective for trainee •Action plan for skill development and training opportunities •Timeline for achieving milestones		

# Career Health

## Section E2: Career Health

### What is career health?

Career health refers to the overall well-being and satisfaction in one's professional life, including job satisfaction, work-life balance, career progression, skill development, and fulfillment in one's chosen career path. Similar to physical and mental health, career health is vital for overall satisfaction and happiness, involving a balance between personal and professional goals, continuous learning and a sense of purpose in one's work.

### What is career conversation and career development plan?

Career conversation and career development plan are integral components of an employee's professional growth within an organisation. A career conversation is a structured dialogue between an employee and a manager, focused on the individual's career aspirations, goals, development needs, and progression within the organisation. It provides a platform for employees to align their interests, strengths, and career aspirations with the organisation's objectives, identify skill gaps, and explore individual development opportunities. On the other hand, a career development plan is a strategic roadmap outlining an individual's professional goals within the organisation's requirements. It includes skills assessment, steps for skill enhancement, and career growth, encompassing both short-term and long-term objectives, actions for skill development, training opportunities, and a timeline for achieving milestones.

### How are career conversation and career development plan related to Job Redesign and Reskilling?

Job Redesign and Reskilling involves restructuring job roles within the organisation and providing employees with the essential skills to meet evolving job requirements and organisational needs. In this context, career development plans can be tailored to support the reskilling efforts, ensuring that employees are equipped with the necessary skills to adapt to changing role demands. Clear career development plans give employees a sense of direction and purpose, positively impacting their performance and productivity. These allow employees undergoing on-the-job training (OJT) to understand the organisation's intent and investment in their growth and development within the organisation, leading to higher levels of engagement and job satisfaction.

### My company acknowledges that:

- My current HR Manager / Line Manager / Supervisors is IHRP certified, and has the capability to conduct Structured Career Conversations with the Trainee before and after OJT.

☐ Yes

☐ No

- My current HR Manager / Line Manager / Supervisors have shared the purpose and potential career pathways this overseas posting will benefit the trainee.

☐ Yes

☐ No

- My current HR Manager / Line Manager / Supervisors have clearly outline and communicated the developmental skills and competencies that the trainee is expected to acquire, as detailed above, by the end of his/her in-market training.

☐ Yes

☐ No

- We are willing to attend the Structured Career Planning workshops approved by Workforce Singapore to learn how to conduct these conversations effectively, and embark in Career Health journey.

☐ Yes

☐ No

# Trainee Details

Employee Details									
S/No.	Name of Trainee	NRIC No	Singapore Citizen / Permanent Resident	Age	Gender	DOB (dd/mm/yy)	Race	Highest Qualification	Date of Hire
1									

Previous Job Role		Offered/New Job Role	
Salary	Job Title	Salary	Job Title



# On-the-Job Training (OJT) Plan

Training Plan						
Instructions						
1) Please ensure the Training Plan fields are completed						
2) Host Companies are to ensure Training Plan submitted is adhere to and complete by the end of the Traineeship programme						
3) WSG may audit the relevant documents submitted by the Company from time to time. The Company is expected to render full assistance upon request.						
COMPANY NAME						
New Hire OJT Plan #1						
TRAINEE'S NAME			TRAINER'S NAME			
TRAINEE'S DESIGNATION			TRAINER'S DESIGNATION			
TRAINEE'S DEPARTMENT			TRAINER'S DEPARTMENT			
OJT START DATE			OJT END DATE			
Key Performance Indicators (KPIs)	Training Activities	SKILLS TO BE LEARNT <i>(PP to ensure selected job role specific growth skills or new core growth skill are included in this column.)</i>	Duration (Day / Month)	PERFORMANCE RATING (Competent / Not Yet Competent)	SIGNATURE	
					TRAINEE	TRAINER

- Total 9 Months Training Duration
- Each Topic should not exceed 2 months in duration
- Min 5 training topics
- Topic should align to the new job role

# Application Process for New Hires

~2 weeks for approval upon receiving completed set of application

1

## Preliminary Evaluation of Eligibility

1. **Conversion:** Does trainee have working experience in the identified country?
2. **On-The-Job Training Plan:** Is company able to develop an OJT plan consisting of at least 6 months of in-market training?
3. **Business Plan:** Is company able to provide a market growth and/or business plan in the identified market and explain how the job role will contribute to the plan?
4. **Salary:** Does the job role meet the minimum salary criteria?
5. **Career Development Plan:** Did company conduct 1-1 career conversation with trainee?

2

## Submission of Application Documents to SBF

1. Completed and Duly Signed Application Form, On-The-Job Training Plan, Trainee Details worksheet
2. Employee's Resume and JD
3. Employee's Expat Contract, specifying identified market, duration of work, and breakdown of overseas allowances
4. Company's ACRA within 6 months of application date
5. CCP Eligibility and Declaration Form (provided by SBF)

3

## SBF to Process Application: Conduct Eligibility Checks

1. SBF to review documents from company to confirm eligibility.
2. Invite new hires to submit application via WSG's Application Management System (AMS)

4

## Application Approved: Issue Letter of Offer (LOO)

1. SBF to issue LOO to company **within 2 weeks** from companies submitting their complete set of application documents (column 2).
2. Trainees may depart for overseas posting, and company may commence OJT after signing LOO.

# Application Process for Existing Employees (Job Redesign Reskilling)

~4 weeks for approval upon receiving completed set of application

1

## Preliminary Evaluation of Eligibility

1. **Identified Trainee:** Have employee been with the company for at least 1 year
2. **Conversion:** Does trainee have working experience in the identified country?
3. **On-The-Job Training Plan:** Is company able to develop an OJT plan consisting of at least 6 months of in-market training?
4. **Business Plan:** Is company able to provide a market growth and/or business plan in the identified market and explain how the job role will contribute to the plan?
5. **Salary:** Does the job role meet the minimum salary criteria?
6. **Career Development Plan:** Did company conduct 1-1 career conversation and develop a career development plan with trainee?

2

## Submission of Application Documents to SBF

1. Completed and duly signed Application Form, On-The-Job Training Plan, Trainee Details worksheet
2. Employee's previous and new JD
3. Employee's Expat Contract, specifying identified market, duration of work, and breakdown of overseas allowances
4. Company's ACRA within 6 months of application date
5. CCP Eligibility and Declaration Form (provided by SBF)

3

## Process Application: Conduct Eligibility Checks

1. SBF to review documents from company to confirm eligibility.
2. SBF provides prelim application assessment for WSG's review **within 1 week** from companies submitting their complete set of application documents (point 2).
3. WSG to seek internal clearance for application approval **within 2 weeks** from SBF's prelim application assessment. (≥ 5 applicants would require WSG senior management's approval)

4

## Application Approved: Issue Letter of Offer (LOO)

1. SBF to invite company to onboard employee via WSG's Application Management System (AMS)
2. SBF to issue LOO to company **within 1 week** upon application approval.
3. Trainees may depart for overseas posting, and company may commence OJT after signing LOO.

# Claims and Disbursement Process to Applicant Company

~10-12 weeks from claim submission cutoff date (22<sup>nd</sup> of Jan / Apr / Jul / Oct)

1

## Submission of Claims Documents to SBF<sup>1</sup>

### After trainee's completion of OJT:

1. Completed and duly signed OJT logbook by employee and trainer
2. Trainee's monthly itemised salary slips; containing monthly salary, breakdown of overseas allowances, and day of payout's currency exchange rates if applicable  
*Note: Overseas allowances can only be claimed when identified employee is physically located in the identified market.*
3. CPF Contribution Statement
4. Employee's resignation letter for proration, if applicable
5. Salary Support Claims Template (provided by SBF)

2

## Process Claims: Checks and Consolidation

1. SBF to check all companies' claims documents, generate claimable amount, and upload all supporting documents onto Training Grant System (TGS) for WSG's claims team to process; **within 5 weeks** from claim submission cutoff date
2. WSG's claims processing team will verify documents and reach out to SBF for further clarifications, if any (**~2-4 weeks**)

3

## Claims Approved: Fund Disbursement

1. WSG will disburse approved claims amount to SBF
2. SBF will disburse salary support to companies **within 3 weeks** from credit date

<sup>1</sup>If the company misses the quarterly claims submission cut-off date, the claims will be processed in the next quarter during the next scheduled tranche. Claims submission from companies must not be later than 6 months from the approved OJT end date, failing which, SBF will not be processing the claim.



# Thank You !

Scan / Email us for more  
information

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