

# Infocomm Training and Attachment Programme (iTAP)

Industry Briefing

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# 1

## **Aims & Desired Outcomes**

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## > Aim

- **Provide opportunities during the economic downturn for:**
  - Fresh graduates (FGs) to gain employment & industry experience
  - Infocomm professionals (IPs) to have continued employment & upgrading opportunities

## > Desired Outcomes

- Minimise leakage of infocomm talent amongst graduates & experienced professionals
- Continue to attract, develop & retain infocomm talent

# Aims & Desired Outcomes

- > **FGs & IPs can undergo formalised training courses today**
  - Enhanced CITREP effective from 1 Apr 09
    - More “advanced” level courses endorsed; “entry-level” courses introduced
    - Funding support by IDA increased from 50% to 80% of course & exam fees
    - Introduced Absentee Payroll
  
- > **FGs & IPs need opportunities for on-the-job training**

# 2 Key Features

# Key Features

Trainees	FGs	IPs
Definition	≤ 3 yrs experience; Singapore Citizens/PRs	> 3 yrs experience; Singapore Citizens/PRs
Local training duration	Min. 6 – Max. 24 months	Min. 6 – Max. 12 months
Type of training	Infocomm-related training in applicable infocomm or end-user company	
Trainee's Obligations	At the end of the attachment/training, the trainee will be required to work as a full time employee in either (a) in the company which provided the training (if hired as a full time staff); or (b) in any infocomm or end-user organisations. Work undertaken during employment must be infocomm-related and must be for the same duration as the training period.	

- > Trainees must be above company's existing headcount

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## **Companies' Obligations**

# Companies' Obligations

- > **Responsible for engaging the trainees**
  - Singaporeans & PRs only
  
- > **Interface with IDA**
  
- > **Companies must provide meaningful & effective infocomm training programme for the entire duration of the training**
  - Host companies must submit training reports regularly (e.g., every 3 months) & this must be co-signed by the trainer and the trainees
  
- > **Trainees, who are hired by the company, during the training or thereafter, will no longer be eligible for the training grant**

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## **Guidelines for Companies**

# Guidelines for Companies

- > **“Host company – trainee” relationship must be clearly established**
  - Employment control factors should indicate that the individual is undergoing training rather than being employed
  - E.g.:
    - Time-off
    - Medical off
  
- > **Top-up of training grants**
  - Companies are encouraged to top up the training grants for trainees

# 5

## **Non-fulfilment of Obligations/Commitment for Companies/Trainees**

# Non-fulfilment of Obligations/Commitment

- > **If companies or trainees do not fulfill their obligations and commitments under iTAP**
  - IDA will review each case to better understand the reasons for non-fulfilment
  - Penalties may be imposed for non-fulfilment

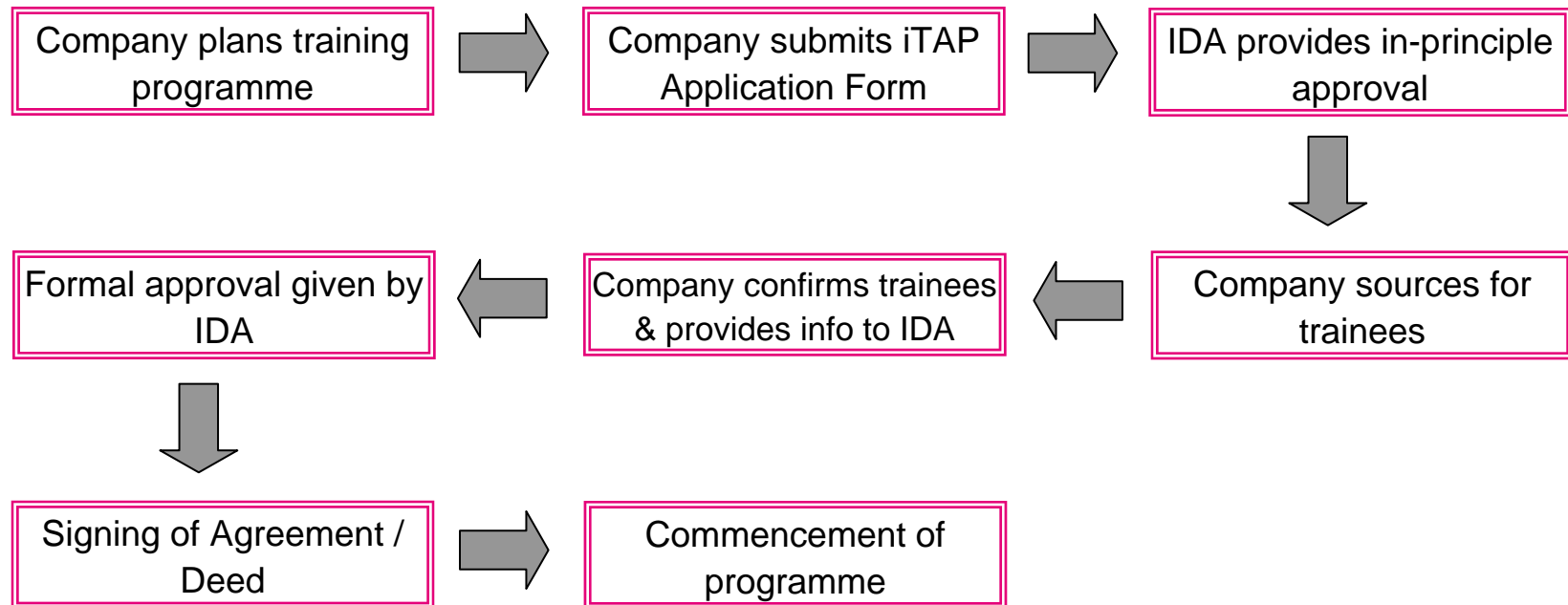
# 6

## **Application Process & Evaluation of Company Submissions**

# Application Process

- > **Companies apply directly to IDA by submitting the iTAP Application Form**
  - Companies determine suitability of each applicant in line with proposed training objective
  - IDA will evaluate each company's application
  
- > **Upon IDA's approval that company is on the iTAP programme, Company proceeds to engage the trainees**

# Application Process



- > **Training Programme can only commence after the signing of the Agreement/Deed**

# Application Process

- > **Legal Agreement upon approval of application**
  - a. IDA will sign an Agreement with the company, which indicates all its commitments and obligations
  - b. IDA will sign a Deed with each trainee, which will specify the bond service requirements that trainee has to comply with
  - c. Company and trainee can choose to sign a separate agreement should the company decide to stipulate additional conditions
    - This agreement has to be signed at the same time as (a) & (b)

# Application Form – Evaluation Criteria

- > **Trainees must be above headcount**
- > **Trainees must be involved in meaningful and effective infocomm attachments**
- > **Company cannot tap onto other similar schemes by other economic agencies for the same trainee**

# Thank You

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