



# Career Starter Programme

An initiative by NTUC and SNEF:

To support the strengthening of the school-to-industry nexus

Do more. Do together. Benefit all.

**ntuc**  
National Trades Union Congress

x

**SNEF**

# Background



Through the ongoing NTUC Youth Taskforce\*, youths have expressed that **quality internships** (31.4%), **career mentorships** (18.9%) and part-time work (17.6%) are the top 3 resources that would support them towards their desired career as they **transition** from school into the workforce.

\* The Youth Taskforce was launched on 23 July 2022 to engage 10,000 youths aged 18-25 years old. This is to reaffirm NTUC's commitment to ensure that the concerns, fears and aspirations of youth are heard as we strengthen the compact with workers, including future workers. More importantly, to formulate insights and recommendations to address their work-life needs at the end of the engagements. The Youth Taskforce is led by the Young NTUC.

# Background

On further deep dive focus group discussions, we sought to understand why quality internships was the top desired resource, and what makes for a quality internship according to youths (in descending order):

## **1. Proper supervision and mentorship**

- Critical to intern's learning and development
- Allows them to understand workplace culture and industry insights

## **2. Clarity on roles and expectations**

## **3. Meaningfulness of work assigned prior to internship**

- Relevant roles related to course of study ; applicable
- Have learning aspects ; not monotonous roles
- Hands-on work helped create deeper purpose and memory.

## **4. Onboarding process**

# Background

They've also shared that the top 3 areas that **worry** them the most about **stepping into** the workforce are achieving work-life balance (21.6%), **being able to adapt at work** (17%) and **being able to decide on their career path without being limited by the expectations of others** (11%).

Anecdotally, many youths have conveyed getting **more opportunities** to experience work **prior to joining the workforce full-time** enhances their work prospects and better prepares them for work. This includes embarking on additional internships beyond their school curriculum, work-study programmes, short work stints, part-time work and side hustles.

Hence, there is a sizable group\* who may not land permanent positions upon graduation and would appreciate such additional opportunities, with the **end outcome leading to better employment**.

\*across the IHLs and post-NS group

# What about employers?

- Many employers are facing a **talent / manpower crunch** and have ready positions but unable to attract workers including fresh school leavers.
- Some employers are **cautious** in permanent hiring currently and seek a “trial period” before offering the position.
- This initiative provides the opportunity for both jobseeker and hiring company to have a period to **explore mutual fit**, with the **end outcome leading to quality hiring**.

A win-win initiative :

# Career Starter Lab



This programme, led by NTUC and SNEF, aims to provide integrated post-IHL employment support to help youths kickstart their career while meeting employers' hiring needs.

Through a short-term trial that comes with workplace mentorship, both freshly graduated jobseekers and host companies can seek clarity about the job fit before considering formal employment.

## About the Career Starter Lab programme

Key Elements	<ol style="list-style-type: none"> <li>1. A 3-months trial for host company and jobseeker to explore a mutual job fit before embarking on full-time employment.</li> <li>2. Jobseeker would undergo a structured training programme with a workplace mentor attached to him/her.</li> </ol>
Eligibility criteria for employer	<ol style="list-style-type: none"> <li>1. Ready vacancies with permanent roles or 12 months full-time contract</li> <li>2. Monthly salary of \$1,800 - \$4,200 based on prevailing average starting salaries of ITE, Poly and Uni grads.</li> <li>3. Provision of workplace mentor for jobseeker</li> <li>4. Structured training programme to be provided</li> </ol>
Eligibility criteria for jobseeker	<p>Graduated from ITE/Poly/Uni during the current year; graduated from above institutes and completed NS during the current year.</p>

Resources to tap on for companies	<ol style="list-style-type: none"> <li>1. Receive Career Trial support during trial period <ul style="list-style-type: none"> <li>• Training Allowance support for graduates <i>from</i> \$7.50 per hour</li> <li>• For up to 480 hours (approx. 3 months based on 40 hours per week)</li> <li>• Retention Incentive for graduates if hired by host companies and retained for at least 3 months.</li> </ul> </li> <li>2. Training for workplace mentor(s)</li> <li>3. Career Starter guide for employers and jobseekers curated by NTUC, SNEF and partners.</li> <li>4. Dedicated staff support from NTUC and SNEF.</li> </ol>
-----------------------------------	---



# Why a workplace mentor?



Through the ongoing NTUC Youth Taskforce\*, youths have expressed that quality internships (31.4%), **career mentorships** (18.9%) and part-time work (17.6%) are the top 3 resources that would support them towards their desired career as they transition from school into the workforce.



# Who does it benefit?

06

## The Employer

- ✓ Higher possibility of **retaining new talent** with mentors helping them adjust to work environment and guiding them through tough periods.
- ✓ **Exposing current employees to leadership roles** by appointing them as mentors.

## The Staff who becomes a mentor

- ✓ An opportunity to **showcase potential leadership traits** in nurturing and guiding fresh entrants within the company.
- ✓ An opportunity to **pay-it-forward** (many millennials and Gen Zs find it gives them greater purpose).

## The fresh entrant?

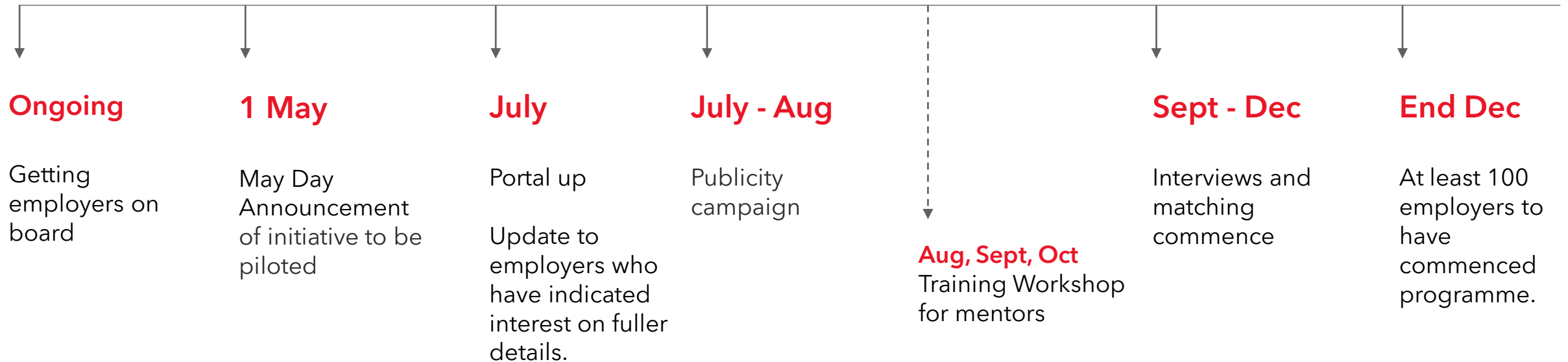
- ✓ A **dedicated support framework** aimed at allowing fresh entrants to assimilate into the job role and look up to an aspirational figure at work.
- ✓ Cultivating an environment for them to **focus on maximising their efforts** to perform well in their internship/career trial role.

# Recommended mentor-type



- ✓ A **mentor's role** goes beyond being a supervisor or a buddy.
- ✓ A **mentor** is someone who is **able to guide a mentee** as they navigate their career journey **through sharing of their experience** and **insights of the industry**.
- ✓ Youths prefer a **mentor closer to them in age**, with 5 - 10 years work experience in a similar role. From their perspective, having a mentor who can **relate to them** and **give them an intimate perspective of the job** allows them to see a fuller picture of their career through accurate lens.

# Key Milestones



# Let's Do Together, Benefit Together and Win for All.

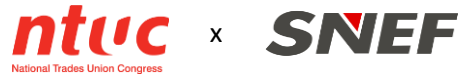
## Benefit to Employers

- ✓ Relieves current manpower crunch.
- ✓ Build talent pool for the present *and future*.
- ✓ Create company visibility (positive branding!)
- ✓ Discover new perspectives for the workplace e.g be introduced to the latest in technology and trends, workforce behaviour as well as consumer expectations.
- ✓ Skills gap are an ongoing challenge for many sectors and companies. Your organisation can become part of the solution by hiring fresh entrants and providing a platform for ongoing learning.
- ✓ An opportunity for both you and fresh entrants to use the time to see if there is a mutual fit.

## Benefit to Youths

Opportunities to:

- ✓ Experience a meaningful, well-guided internship/career trial
- ✓ Be paired with a mentor and understand not just the scope of work, but a deeper appreciation for the industry.
- ✓ Build up relevant hard and soft skills.
- ✓ Alleviate anxiety, build confidence as they transit from school to the workforce.



# Register your interest today and be the change!

Let's Do Together, Benefit Together and Win for All.

<https://forms.office.com/r/AhKnjcGWnF>

For further clarifications, pls reach out to either :

- i. Yvonne Lim (SNEF): [Yvonne\\_lim@snef.org.sg](mailto:Yvonne_lim@snef.org.sg)
- ii. Ang Jia Da (NTUC): [jiada@ntuc.org.sg](mailto:jiada@ntuc.org.sg)
- iii. Teo Jie Min /Darren Ong (e2i): [followup@e2i.com.sg](mailto:followup@e2i.com.sg)
- iv. Elson Koh (NTUC): [elson\\_koh@ntuc.org.sg](mailto:elson_koh@ntuc.org.sg) (with specific questions on the internships for current ITE EIT course students)

*Through this initiative, we will do our best to match as many, and seek the understanding towards this pilot.*

# Annexes

- Availability of student interns from ITE School of Electronics and Infocomm Technology
- Post Career Starter Lab resources

## Annex A : Additional support required for students in Electronics & Info-comm Technology Courses , ITE

Separately, we would like to support IHL partners who have shared they are looking for more employers who can provide internship positions for their students. Interested employers can also consider and indicate your interest.

<b>Youth Segment</b>	Internships for current students in ITE
<b>Programme Components</b>	<p>1. Requirements as stipulated* by ITE</p> <p>2. Allow their interns to join a half day programme organised by Young NTUC. This programme would include sectoral-level mentorship by established industry leaders, and a networking among the interns as a form of community / peer support. This allows the intern to understand the micro and macro perspectives of one employer and the sector. Through other smaller pilots, we have seen successes in retention in the sector.</p>
<b>Eligibility</b>	Higher NITEC students during the current year or following year
<b>Proposed duration</b>	As per curriculum requirements

### Responsibilities of participating firm

1. Assigning technically competent trainers to train, guide and supervise the students during the internship and monitor the students' progress.
2. Providing internship training, instruction and guidance to the students, the training facilities and provide students with relevant OJT in at least 75% of the tasks by the end of the internships as prescribed for the course.
3. Releasing the students from their internship training schedule to enable the students to attend approved lessons at the Institution of other educational programmes as may be determined by the institute.

Monthly internship training allowance to be paid to the student will be determined by the firm, which should be at least \$600 a month.



(cont'd)

## ITE Electronics & Info-comm Technology Courses with High Internship Demand

	EIT Courses	Vacancies
1	Higher Nitec in Electronics Engineering	200
2	Higher Nitec in IT Systems & Networks	100
3	Higher Nitec in IT Applications Development	100
4	Higher Nitec in Cyber & Network Security	100
5	Higher Nitec in Security System Integration	50

*Higher Nitec* in **Electronics Engineering** career opportunities include Engineering Assistant, Technical Specialist, Junior Autonomous Vehicle Engineer, Quality Technical Support, IoT Assistant Engineer, Audio Visual Specialist, Communication Equipment Assistant Engineer, Junior Robotics Engineer, Assistant Sales Engineer, Assistant Field Customer Engineer and Computer Services Assistant Engineer.

*Higher Nitec* in **IT Systems & Networks** graduates can be employed by Information Technology (IT) users and supplier organisations. The IT users are public or private organisations using computer systems (networked or stand-alone) in their business operations. The IT suppliers are companies providing computer hardware / software and IT services. Some of the job titles held by graduates include IT Specialist, IT Technician, Network Support Specialist, IT Technical Support Specialist, Associate System Administrator, Desktop Support Engineer and Network Traffic Engineer.

*Higher Nitec* in **IT Applications Development** graduates may be employed as Application Specialist, Application Developer, Application Programmer, Software Developer, Interactive Developer, UI/UX Designer and UI/UX Developer.

*Higher Nitec* in **Cyber & Network Security** graduates are employed in public and private sector organisations to administer networks and operating systems, monitor the network for security events, assist to manage virtualization infrastructure and perform cyber security operations. Some of the job titles held by graduates include Cyber Security Associate, Technical Support Associate, IT Security Specialist, Network Security Specialist, Systems and Security Administrator.

*Higher Nitec* in **Security System Integration** graduates are employed by systems integrators, security solution providers and end users of security systems including government agencies. Some of the job titles held by graduates include Technical Specialist, Security Systems Specialist and Senior Technician.

## Annex B : Post Career Starter Lab, what other resources can my company tap on?

<p>Resources to tap on</p>	<ul style="list-style-type: none"><li>• If the youth is successfully hired by your company in a full-time position or minimally a 12-months contract directly / through the Career Starter Lab programme, your company can be eligible for further funding.</li></ul> <p>e2i's Professional Development Programme</p> <ul style="list-style-type: none"><li>• Funds host companies to send new hires for further training</li><li>• \$9 per hour for in-house training</li><li>• Up to 70% course fees for external training</li><li>• Funding cap applies</li></ul> <ul style="list-style-type: none"><li>• To qualify, company will need to submit a training plan indicating total number of training hours (new/enhanced skills/competencies not covered under Career Trial's training plan)</li><li>• Dedicated staff support from e2i</li></ul>
----------------------------	---