

EA Alert Dated: 11 Sep 2018

EA Alert (14/2018): Foreign Worker Settling-In Programme To Start On 1 October 2018

Dear Key Appointment Holders and Employment Agency Personnel,

Foreign Worker Settling-In Programme To Start On 1 October 2018

From 1 October 2018, all first time non-Malaysian Work Permit holders will be required to attend the Foreign Worker Settling-In Programme (FW SIP). We will be adopting a phased approach, starting with Work Permit holders in the Construction sector from 1 October 2018. For the other sectors, it will be progressively rolled out.

2. The FWs will be required to attend the SIP within the first 14 days of their arrival before their work permit can be issued.

Details of the Programme

3. The SIP is a one-day programme that will run from 9am to 6pm. The Migrant Workers' Centre (MWC) has been appointed to conduct the FW SIP on behalf of Ministry of Manpower.

4. FWs attending the course will learn about Singapore's social norms, their employment rights and obligations, Singapore laws and where and how to seek help. The one-day SIP comprises the following modules:

- (i) Understanding Singapore
- (ii) Local practices/social norms
- (iii) Employment laws
- (iv) Employment and Work Injury Compensation rights, and
- (v) SGSecure and other key laws.

Registration and Administrative Matters

5. Registration will be done via MWC's SIP Page at <https://sip.mwc.org.sg>. Please inform employers who are in contact with you about the need for their FWs to attend SIP if the FW's Work Permit application is made on and after 1 October 2018.

Who can register?	Employers or employment agencies
Who needs to attend?	Any foreign worker whose work permit application is submitted <u>on or after</u> 1 October 2018, and is working in Singapore for the first time will be required to attend the SIP.
Where to register?	MWC's SIP Page at: https://sip.mwc.org.sg
What is needed when registering online?	a) FW's name b) Date of Arrival c) Passport number

	<ul style="list-style-type: none"> d) Work Permit number e) Nationality f) Language of course g) Gender h) Date of Birth i) FW company's name j) FW company's UEN k) Scanned documents of IPA and Passport* <p>* FWs must bring items stated in (k) to the training centre. The documents will be checked at the registration counter.</p>
What is the cost?	\$75 (including GST)
Who will pay?	Employers
Frequency of course	Mondays to Saturdays, excluding public holidays
Timing	9am – 6pm (2 tea breaks & 1 lunch break)
Languages of course	Bengali, Burmese, Chinese, English, Tamil and Thai

6. Please inform employers that they should register their FWs early to ensure they are able to secure available dates within the 14 days' window. More details of the SIP, such as registration, class schedule and course location can be found on MWC's SIP Page. For more information on the SIP, please refer to www.mom.gov.sg/FWSIP or call 64385122.

Yours sincerely,

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Ministry of Manpower