

## FACTSHEET FOR WORKPLACE LITERACY PROGRAMMES

The Singapore Workforce Development Agency (WDA) is investing \$50 million into Workplace Literacy programmes over the next three years to help 60,000 lower income and lower skilled workers<sup>1</sup> improve their English proficiency so that they can access better job and training opportunities. This is part of the effort to raise the skills level of low wage workers, so as to achieve more inclusive growth.

2. The programme will be delivered through:
  - A new English @ Workplace Scheme; and
  - WDA's Continuing Education and Training (CET) centres

### ENGLISH @ WORKPLACE SCHEME

3. The English @ Workplace scheme encourages companies to provide English training at the workplace. This will make such training more accessible to workers and the courses more relevant to their work.

4. Under the scheme, companies will receive additional development grants to offset cost incurred in training, curriculum development and the adoption of other innovative design and delivery methods for Workplace English training. These development grants are over and above what the companies already enjoy in course fee funding and absentee payroll under WDA's existing programmes, including the Workfare Training Support (WTS) programme for low wage workers.

5. The English @ Workplace Scheme offers companies' two different options to better meet their needs when it comes to developing their in-house English training programme:

- **Option A** – Companies can engage one of WDA's Workplace Literacy CET centres to design customised programmes and to conduct training at the companies' premises.
- **Option B** – For companies that already have in-house training capability or are looking to establish their own in-house English training programmes, they can become an in-house provider and deliver their own English training.

The funding rates are as follows:

**Table 1 - Funding Cap for Additional Development Grant under English @ Workplace**

<b>Company Size (Workers to be trained)</b>	<b>Option A Company engages a CET Centre</b>	<b>Option B Company offers in house-training itself</b>
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<sup>1</sup> Based on the 2010 Singapore Labour Force survey by the Ministry of Manpower (MOM), at least 22% of our total resident labour workforce has below secondary qualifications.

Tier 1 (50 – 100)	\$50,000	\$40,000
Tier 2 (101 – 500)	\$100,000	\$70,000
Tier 3 (501 – 1000)	\$190,000	\$140,000
Tier 4 (1000 and more)	\$270,000	\$200,000

**Table 2 - Funding for Course Fee Grant and Absentee Payroll under English @ Workplace**

	<b>Option A Company engages a CET Centre</b>	<b>Option B Company offers in house- training itself</b>
<b>Low wage workers under WTS scheme</b>	<ul style="list-style-type: none"> <li>Up to 95% course fee funding and absentee payroll</li> </ul>	<ul style="list-style-type: none"> <li>Course fee funding: Up to \$8.50 per hour</li> <li>Absentee payroll: Up to 95% of hourly salary</li> <li></li> </ul>
<b>Other Trainees</b>	<ul style="list-style-type: none"> <li>Course fee funding: 90%</li> <li>Absentee payroll: 80% of hourly salary capped at \$4.50 per hour</li> </ul>	<ul style="list-style-type: none"> <li>Course fee funding: \$7/hour</li> <li>Absentee payroll: 80% of hourly salary capped at \$4.50 per hour</li> </ul>

## **WORKPLACE LITERACY PROGRAMMES AT WDA'S CET CENTRES**

6. WDA will also support “public walk-in” trainees, referrals from the Career Centres at the five Community Development Councils and at the Employment and Employability Institute (e2i). Employers who are unable to take part in the English @ Workplace Scheme but who wish to send their workers for Workplace literacy training may also do so through WDA’s CET centres.

7. Since 2006, with improvements gradually made to the programme to increase its relevancy and cater to industry needs, WDA has filled about 38,000 literacy training places to date. The training received would provide trainees the ability to take on vocational training and opportunities to improve their career prospects.

8. The funding rates are similar to Option A under Table 2.

9. The CET centres that deliver Workplace literacy training are as follows.

<b>No.</b>	<b>CET Centre</b>
1	<b>Kaplan Professional</b> Starhub Centre 51 Cuppage Road #02-01

	<p>S 229469  Tel: 6733 1877  Website: <a href="http://www.kaplan.com.sg">www.kaplan.com.sg</a></p>
2	<p><b>NTUC LearningHub</b>  Employment and Employability Institute  141 Redhill Road,  Block C, #01-01  S 158828  Tel: 6471 2223  Website: <a href="http://www.ntuclearninghub.com">www.ntuclearninghub.com</a></p>
3	<p><b>SSA Consulting Group Pte Ltd</b>  5 Jalan Masjid  Kembangan Court #01-04  S 418924  Tel: 6842 2282  Website: <a href="http://www.ssagroup.com">www.ssagroup.com</a></p>
4	<p><b>Training Vision</b>  1010 Dover Rd  #03-10  S 139658  Tel: 6332 6242  Website: <a href="http://www.trainingvision.com.sg">www.trainingvision.com.sg</a></p>
5	<p><b>Mendaki Sense</b>  1 Toa Payoh Lorong 6  S 319376  Tel: 6478 3100  Website: <a href="http://www.mendaki.org.sg">www.mendaki.org.sg</a></p>