**Letter of Undertaking for Participant, Immediate Supervisor, and Employer for Supply Chain / Logistics Professional Conversion Programme**

Employee Declaration

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (NRIC Number) affirm that all information given in the online registration is true and accurate to the best of my knowledge, and that I have not deliberatelyomitted any relevant fact. I understand that any false or misleading declaration shall make me liable for disqualification, or if already admitted, for expulsion from the programme without any refund of fees paid. I fully understand my obligations to remain in the programme for the full 12-month duration, attending all classes at SCALA without disruption to the schedule, attending all mentoring sessions and completing the On-The-Job Training as prescribed by the programme. I agree to comply and abide by the terms and conditions of the Participants’ Handbook published on [www.scala.com.sg/resources](http://www.scala.com.sg/resources).

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| **Signature of Applicant:** |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:**

Immediate Supervisor Declaration

I declare that the above employee participating in the Supply Chain PCP has been employed for a role relevant to supply chain and logistics operations. I agree to release the employee for training per the training schedule without disruption to the training schedule, attend all mentoring sessions and ensure that the in-company on-the-job training (OJT) is conducted per the standards of the framework. I understand that failure to ensure compliance by participant to the requirements of the PCP as detailed in the Participants’, Employers’ and OJT Handbooks, may result in disruption or forfeiture of salary support payment to the company.

**Name and Signature of Immediate Supervisor Company Stamp**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date**

Employer Declaration

**PCP Requirements**  
To be eligible for the Professional Conversion Programme, your company and the PCP Trainee must fulfil the following:

PCP Trainees enrolled must:

·         Be a Singapore Citizen or Singapore Permanent Resident;

·         Have graduated or ORD for at least 2 years;

·         Be newly hired, on a full-time employment contract and nominated by an eligible participating company for the PCP; and

·         Not be in a similar job role prior to joining the PCP.

*Note: Examples such as part-time employee/ freelancer/ casual worker / contract employee with less than 12 months contract are not eligible for funding.*

Participating companies must:

·         Be registered or incorporated in Singapore;

·         Offer the new hirer a PMET job which is significantly different from his previous employment and relevant to the PCP. Conversions can be inter or intra sectoral;

·         Ensure that the job role offered to the new hire is a bona fide full-time employment contract or at least 12-month contract paying a salary of $­\_\_\_\_\_\_\_\_ / month (can include fixed allowance). (Employee must be on the applicant company’s payroll, paid CPF contribution and entitled to employee welfare benefits fulfilling Singapore’s manpower legislation~~)~~;

·         Be able to provide a structured OJT training that is relevant to the PCP Trainees’ job role. The OJT must be supervised by a company assigned mentor.

·         Pay course fees upfront relating to the programme. Course fees should not be transferred to the PCP Trainee

I declare that our company fulfils all the **PCP requirements** and if found to be falsely declared, SCALA / WSG reserves the right to clawback all disbursed course fees and salary support pertaining to the PCP from the company. This includes suspension from all WSG/e2i/SSG programmes and prosecution of the company based on the severity of the case.

**Name and Signature of Company Representative Company Stamp**

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**Date**

**Endorsed by SCALA Company Stamp**

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**Date**