

Talent Assistance for Hire & Train (HiT)

APPLICATION AND SCHEME GUIDELINES

This document provides the Application and Scheme Guidelines.

Infocomm Media Development Authority (IMDA) reserves the right to change the guidelines from time to time. Please ensure you check the website or with the respective IMDA Industry Officer for the latest version.

Note: This document has 2 sections.

Section A of this document provides the application and scheme guidelines for Talent Assistance Hire & Train, including the eligibility criteria, funding quantum, expected deliverables, application procedure, claim procedure, etc.

Section B of the document provides the contact information.

Section A: Application and Scheme Guidelines for Talent Assistance (HiT)

1. Eligibility Criteria

- 1.1 The Hire & Train (HiT) Grant is open for application from Singapore-registered organisations with at least one Media Singapore Standard Industrial Classification (SSIC) code.
- 1.2 The individual to be hired, to be known as the “Candidate”, must be a Singaporean or Singapore Permanent Resident, who is one of the following:
 - 1.2.1 A fresh media graduate who has completed academic studies within the last twelve (12) months with an Institute of Higher Learning (IHL) or obtained at least a diploma from a local Private Education Institute (PEI) registered with the Council of Private Education (CPE)¹ that is either EduTrust Certified by CPE² or a Skillsfuture Singapore (SSG) accredited Continuing Education and Training (CET) centre³; or
 - 1.2.2 An individual who has completed National Service (NS) within the last twelve (12) months and completed academic studies with an IHL or obtained at least a diploma from a local PEI registered with the CPE that is either EduTrust Certified by CPE or a SSG accredited CET centre; or
 - 1.2.3 A career-switcher from a non-media industry to a media industry (based on the SSIC codes of his current or most recent organisation and that of the applicant’s).
- 1.3 The Candidate’s employment must not commence before IMDA’s formal acknowledgement of applicant’s submission of the complete application.

¹ Please refer to this link for the list of local PEIs registered with CPE: <https://www.cpe.gov.sg/for-students/registration-status-of-private-education-institutions-peis-in-singapore>

² Please refer to this link for the list of local PEIs that are EduTrust Certified by CPE: <https://www.cpe.gov.sg/for-students/edutrust-certification-status-of-peis>

³ Please refer to this link for the list of SSG accredited CET centres: <http://www.ssg.gov.sg/wsqa/cet-centres.html>

- 1.4 IMDA's decision is final and no appeal will be entertained.

2. Application

- 2.1 The Funding application must be made by completing and submitting the official IMDA Application Form "Application Form for Talent Assistance (Hire and Train)" via the Online Grant Management System (OGMS).
- 2.2 The Funding decision will be made and conveyed to applicants within eight (8) weeks upon IMDA's receipt of completed application form and all supporting documents.
- 2.3 If a Funding application is approved, a Letter of Offer would be issued by IMDA through OGMS, and the applicant should formally accept the offer through OGMS before the date specified in OGMS.
- 2.4 The Letter of Offer/Acceptance needs to be formally accepted through OGMS before the milestone claim can be made.

3. Milestone Claim

- 3.1 Milestone Claim will be based on deliverables and quantum found in Section 5 of this document.
- 3.2 MDA does not provide retrospective funding. The milestone deliverables should not be items that have already been carried out prior to the commencement date of the period of hire stated in the Letter of Offer. The Qualifying Period starts from the Commencement Date of the hire of the Candidate to the Final (Milestone) Deliverable Date, both dates inclusive.
- 3.3 In the event that the fund recipient breaches any of the terms and conditions stated in the Letter of Offer, the Letter of Offer may be terminated and IMDA will not disburse any further Grant Funds to the fund recipient.
- 3.4 If the Candidate hired by the fund recipient fails to complete the six (6) months of hire, or submit the deliverables by the delivery date as stated in the Letter of Offer, the Letter of Offer will be automatically terminated immediately (unless IMDA notifies otherwise), and IMDA will not disburse any Grant Funds to the fund recipient.

- 3.5 Disbursement of grants would be made via GIRO to the bank account stated in OGMS. If a GIRO arrangement has not been established between IMDA and the bank account stated in OGMS, the fund recipient would need to complete and submit the GIRO Direct Credit Authorisation Form through OGMS, before making the milestone claim.

4. Variations

- 4.1 If any variations are required, such as changes in timelines and scope, a request must be made to IMDA and IMDA’s approval must be obtained, before making the variations.

5. Funding Quantum and Guidelines

- 5.1 For the HiT grant, IMDA will provide a grant of up to 70% of the candidate’s monthly salary, or up to S\$2,000 (whichever is the lower amount), for a fixed period of six (6) months.
- 5.2 Please refer to Table 1 below for the required documents for application submission.

Table 1

Requirement for Application Submission	
a)	Duplicate copy of Candidate’s NRIC (front and back)
b)	Candidate’s resume (for male Candidates, please indicate if the Candidate has completed National Service)
c)	Write-up of the Hire and Train including intended outcomes and skills to be acquired

- 5.3 Only one disbursement will be made after the completion of the fixed six (6) months period of hire, upon IMDA’s satisfactory acceptance of the milestone deliverables stipulated in Table 2.

Table 2

Requirement for Milestone Deliverable after completion of fixed 6 months period of hire	
a)	A duplicate copy of the employment contract between the Candidate and the fund recipient
b)	A final report by the fund recipient, printed on its letterhead and endorsed by the Candidate's supervisor(s), with the following information: <ul style="list-style-type: none"> i. benefits of the six (6) months of hire to the Candidate (to include skills acquired, outcome achieved, relevance to work); and ii. confirmation by the fund recipient certifying that the Candidate had reported for work for the six (6) months of hire.
c)	Monthly statements of salary to the Candidate, evidencing payment of salary from the fund recipient to the Candidate
d)	Duplicate copy of the Candidate's CPF statement (at the completion of the six (6) months of hire) containing at least four (4) months of CPF contributions from the fund recipient to the Candidate (please note that the fund recipient is expected to pay CPF contributions for the Candidate for every month of service, and in accordance with CPF requirements).

6. Other Requirements

- 6.1 All fund recipients must maintain full and accurate records with respect to the period of hire. IMDA must have complete access to such records (including complete and proper books and records of income and expenditure concerning the project, including all supporting vouchers, invoices and receipts thereof), as well as the right to inspect the organisation and candidate during the period of hire. The fund recipient must promptly furnish all data, reports, contracts, documents and other information, if requested by IMDA.

Section B: CONTACT INFORMATION

If you have any enquiries on IMDA Grant Schemes, please submit your enquiry via the online feedback form at <https://www.imda.gov.sg/feedback>