



# ITE TRAINEESHIP



# Traineeships



### DEVELOP AND NURTURE YOUR EMPLOYEE

The scheme is a formal training arrangement where ITE matches your company's profile to trainees' interest.

Trainees are employed as full-time employees of the company and embark on a work and learn pathway, leading to ITE qualifications upon fulfilling the course requirements.

"There is no better way to pursue a skill course than to do it under the Traineeship Programme as it affords real work with hands-on experience while allowing me to study at the same time. I had the best of both worlds."

Mu Nicholas, Traineeship Graduate  
Work in Information Communication Technology

### BENEFITS

- ★ Continuous Stream of Skilled Manpower
- ★ Channel to Recruit and Rejuvenate Workforce
- ★ Staff Capability Development
- ★ Government Funding

"The scheme allowed us to lower our staff cost while maintaining a quality and productive workforce through its unique work and learn pathway. For trainees who did well, employment opportunities were also offered upon graduation."

Mr. Daniel Tan,  
Manager, Organisation Development Group,  
Polaris & Services Asia Pte Ltd

### APPLICATION REQUIREMENTS

Participating companies have to meet the following criteria:

- Provide at least 75% of On-the-Job Training (OJT) tasks stipulated by ITE.
- Release the trainee to attend Off-the-Job Training as prescribed for the course.
- Pay salaries and employment benefits to your trainees and bear all related costs for Off-the-Job Training.

### SUPPORT FROM ITE

ITE supports companies on the Traineeship scheme to:

- Recruit trainees during ITE's annual intake exercise.
- Liaise with Ministry of Defence (MINDEF) on National Service (NS) deferment where applicable.
- Recommend relevant pedagogic courses for appointed trainers.

### TRAINING INCENTIVES

Company will receive training grants administered by the Singapore Workforce Development Agency (WDA) to defray productivity costs incurred while the trainee undergoes training. The training grant funding is computed based on:

- Trainee's hourly salary.
- Number of theory and practical hours stipulated by ITE.
- Number of OJT hours based on ITE's course structure.

