


Sustaining and Growing Your Business

19 June 2015

Amendments to the Employment Act

From 1 April 2016, all employers will be required to issue itemised payslips and key employment terms (KETs) to employees covered under the Employment Act. There will also be a new framework to treat less severe breaches of the Employment Act

- Itemised payslip
- Key Employment Terms (KETs)
- Keeping Employment Records



From **1 April 2016**, MOM will set up a framework to treat less severe breaches of the EA as “civil breaches” which attract administrative penalties. For a start, the breaches are:

- 1.Failure to issue [itemised payslips](#).
- 2.Failure to issue [KETs](#) in writing.
- 3.Failure to [maintain detailed employment records](#).
- 4.Provision of inaccurate information to the Commissioner for Labour or inspecting officers without the intent to defraud and mislead.

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Innovation & Capability Voucher (ICV) - *SPRING*

To encourage SMEs to take the first step towards capability upgrading

\$5,000 Voucher

SME may apply for **up to 8 vouchers**

Consultancy Projects

Up to **2 vouchers** for each capability area

- Innovation
- Productivity
- Human Resources
- Financial Management

Paid to Participating Service Providers

Solutions

Up to **2 vouchers** in total

- Equipment & Hardware
- Design & Renovation
- Integrated Solutions

Reimbursed directly to SME.
Purchases must be made after application approval.

Conditions for using ICV – Consultancy Projects

- Current project must be completed before applying for another voucher
- Each project to be completed within 6 months

Integrated Solutions

New
Solutions!

Easy-to-adopt packages that combine hardware and equipment, software and/or training items, aimed at bringing out significant productivity improvement for your business

Integrated Solution	Description	Supportable Items
Mobile Ordering & Payment System	Facilitates ordering of products, items & inventory through use of a mobile device, resulting in increased productivity & reduced manpower	<ul style="list-style-type: none"> • Hardware e.g. smart devices • Related software • Onboarding services • Customisation & related training
Inventory Management System	Automates inventory management, monitors stock availability & streamlines transaction data entries	<ul style="list-style-type: none"> • Hardware e.g. barcode scanner • Onboarding services • Customisation • Related training & subscription costs (up to 2 years)

Integrated Solutions

New
Solutions!

Easy-to-adopt packages that combine hardware and equipment, software and/or training items that aim to bring out significant productivity improvement for your business

Integrated Solution	Description	Supportable Items
Accounting Management System	Manages accounting functions & provides analysis reports to help SMEs better manage company's finances	<ul style="list-style-type: none"> • Software system • Onboarding services • Customisation • Related training & subscription costs (up to 2 years)
Restaurant Wireless Paging System *Mainly catered for F&B industries i.e. restaurants, cafes, take-away stores	Encourages self service & helps automate processes	<ul style="list-style-type: none"> • Hardware • Related software • Onboarding services & customisation • Related training & subscription costs (up to 2 years)

Note: For the full list of Integrated Solutions, please refer to www.spring.gov.sg/icv.



Nature Vegetarian Restaurant Pte Ltd
Restaurant serving vegetarian food

Tapped on ICV solutions for POS Wireless Paging System that allows customers to page waiters



Reduced manpower required by up to 40%

Enabled staff to focus on other work areas

Enhanced customer experience

5% increase in sales



What is Capability Development Grant? (CDG)

To support SMEs in capability upgrading to compete and grow locally and globally

Defray up to **70%** of qualifying project costs* in upgrading capabilities in 10 development areas

New!

Simplified application process for projects with CDG support of \$30,000 or less:

- 5 easy to answer guiding questions
- Detailed impact projections not required

10 Supportable Areas:



*Includes Manpower related costs, Consultancy, Training, Equipment, Software, Intellectual Property Rights



How Can CDG Help?

Problems: 1) Decreasing Revenue & Margins
2) Increasing Competition

Improving Operational Efficiency



Human Capital Development

- Strengthen HR management practices to attract, develop and retain your talents



Productivity & Technology Innovation

- Process Redesign
- Adoption of Technology to streamline business process



SUSTAIN & GROW with CDG



Financial Management

- Develop financial management capabilities and frameworks for resiliency



Brand & Marketing Strategy Development

- Cultivate brand equity and build a unique brand proposition



Intellectual Property & Franchising

- Develop IP management capabilities and franchising systems



BRAND & MARKETING STRATEGY DEVELOPMENT

Help SMEs build and use their **brands as a strategy** for business competitiveness, which in turn builds fundamentals for SMEs to **cultivate brand equity**

Raise Your Company's
Profile



Emphasise Your
Value Proposition

Supportable Activities

- Conducting a **brand audit** and developing **brand proposition, brand strategy and roadmap** across key product/service offerings and target segments

Deliverables

- A brand review, audit or strategy report with proposed brand development roadmap (brand architecture and identity)

Take Your Brand **GLOBAL**





Premium Diary, Gift & Stationery since 1945

Tapped on CDG support to

launch new **Bynd Artisan** retail brand which offers customised stationery made on the spot by craftsmen to customers

Manufacturer and distributor of agenda, fine stationery, leather goods and gifts



Communications plan

Branding strategy and roadmap

Project Outcomes





How Should I Proceed Now?

UNDERSTAND

Understand your **business and growth needs** and develop your business plans!



IDENTIFY

Identify relevant **capability development areas** that are in line with your growth plans!

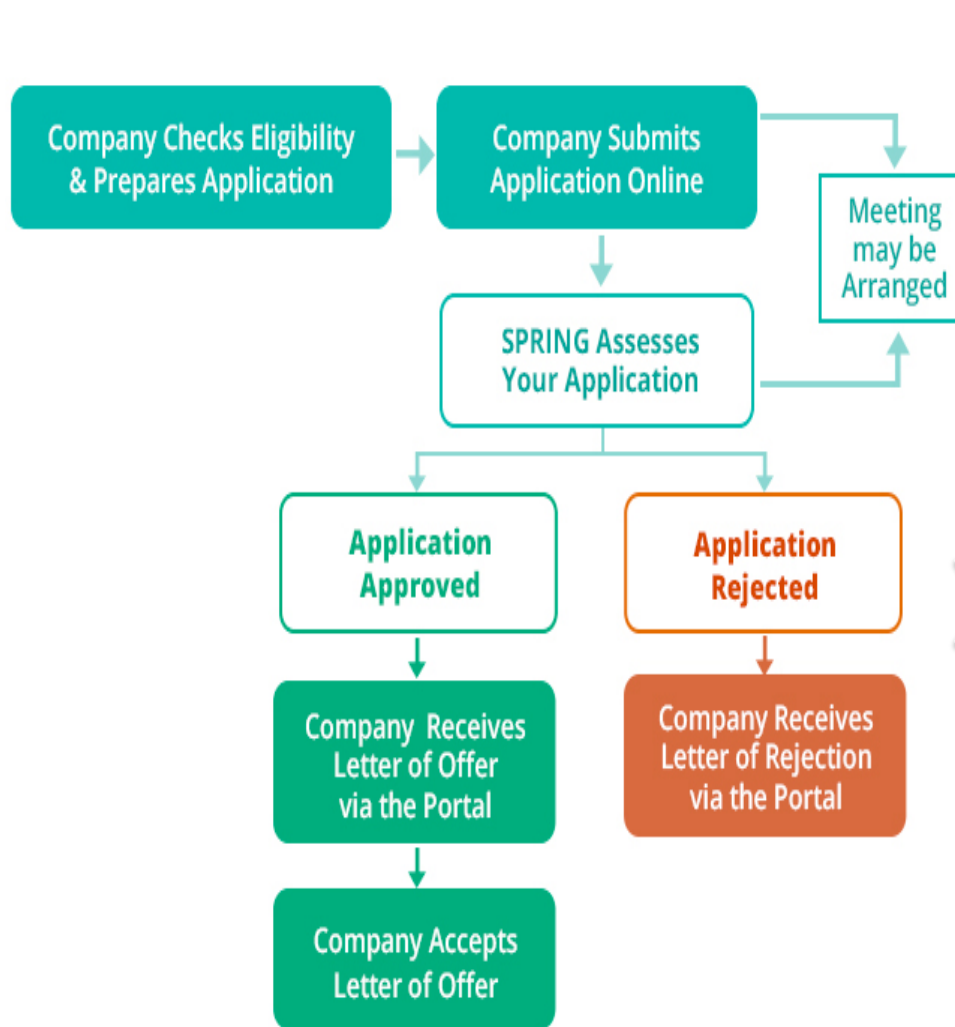
APPLY

Visit the SPRING website or speak to a business advisor to kick start your **CDG application!**





How to Apply for CDG?



Eligibility Criteria

- Registered and operating in Singapore
- At least 30% local shareholding
- Group annual sales turnover \leq S\$100m or group employment of \leq 200 employees



Simplified Application Process

- As of **1 April 2015**, the application process for **grant support of \$30,000** or less has been simplified*
- Simpler application forms and streamlined project evaluation

*refers to project costs less than S\$45,000



Simplified Application Process

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Simpler application forms and streamlined project evaluation



5 Easy-To-Answer Questions



Current Year Figures



Attach Consultant's Proposal

*refers to project costs less than S\$45,000

Programme Objectives

P-MAX



Assist SMEs to better recruit, train, manage and retain their newly-hired PMEs



Enable SMEs to establish better communication channels between supervisors and staff, and to adopt progressive HR practices (e.g. goals setting, performance management etc) for their newly-hired PMEs and within their SMEs



Help newly-hired PMEs to better acclimatise to the new SME work environment, and to encourage better PME retention in SMEs



Programme Structure

1. Job Matching



- Job-seeking PMEs will be screened and matched into suitable positions in hiring SMEs by Programme Managers (PMs)
- SMEs with newly-hired PMEs are also eligible to participate.

2. Workshop Training



- SME management/ PMEs' supervisors/ HR representatives (SME Reps) and their newly-hired PMEs will attend the respective SME and PME workshops
- Both workshops enjoy up to 90% WDA course fee funding

3. Post-Training Follow-up



- Upon completion of both workshops, the appointed P-Max PMs will follow-up with the newly-trained PME personnel and their SME Reps for a period of six months

4. Assistance Grant



- SMEs that successfully complete the six-month follow-up and retain their newly-hired PME employee(s) will then be eligible for a one-off grant of \$5,000.



Programme Training Subsidy



90% WDA course fee
funding

Training for SMEs and PMEs

1-day SME
Workshop

3-day PME
Workshop

Programme Grant



One-time Assistance
Grant

For eligible SMEs

\$5,000 per SME



Telephone

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Email

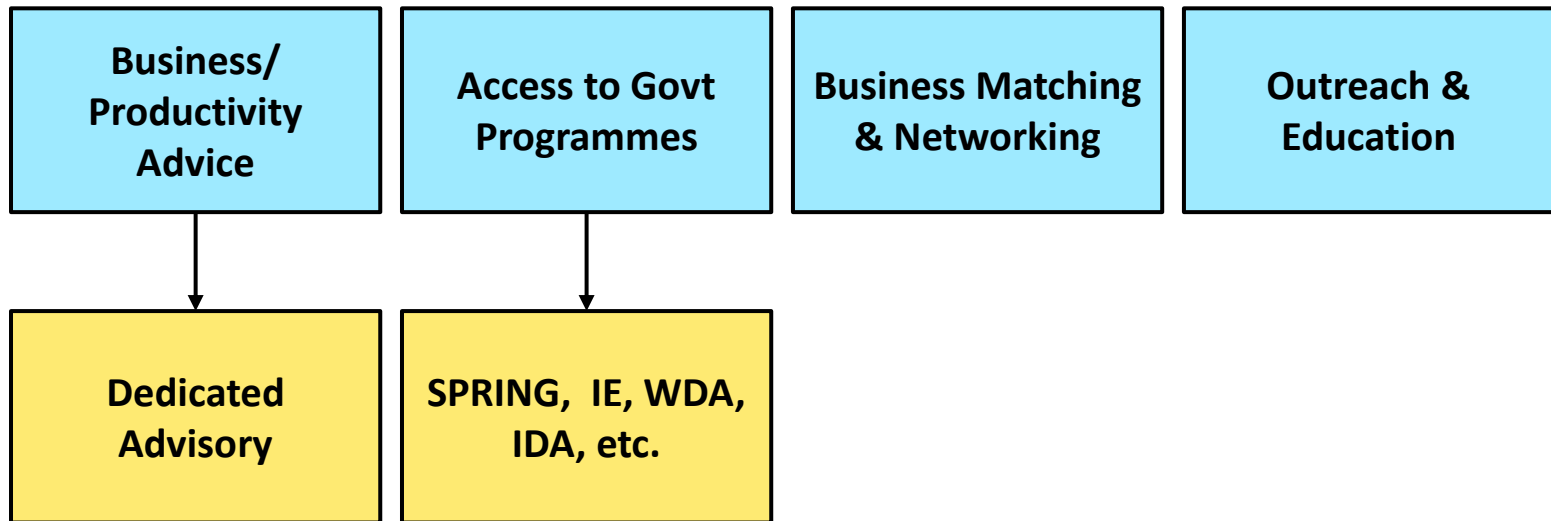
pmax@asme.org.sg

Website

<http://www.pmax.sg>

SME Centres

An integrated **one-stop shop** for SMEs to obtain information, advice and assistance



- Services provided includes structured advisory services, awareness and outreach seminars, capability workshops and clinics etc

For More Information

- Visit EnterpriseOne website
<http://www.smeportal.sg>
- Visit our website www.smecentre-asme.sg
- Call **6513 0388**
- Email enquiries@smecentre-asme.sg
- Contact any of our Business Advisors directly



The End

Thank you



SME
Centre@ASME

