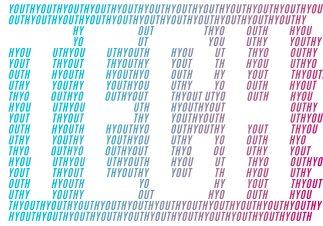


# YOUTH



## INFORMATION ON THE YOUTHTECH PROGRAMME

### What is the minimum/ maximum duration for traineeships under the YouthTech Programme?

The minimum duration is six months, while the maximum duration is **12 months**. All applications have to be **submitted by 30 June 2021**. Upon confirmation, all traineeships should **commence by 1 October 2021**.

### When can the Host Organisation start the programme?

The traineeship(s) can commence after the Host Organisation's YouthTech Programme application has been approved and Trainees have been matched to the organisation.

## INFORMATION ON THE ROLE OF A HOST ORGANISATION

### What is the eligibility criteria to be a Host Organisation?

Host Organisation must fulfil the following requirements:

- >> Host Organisations must be registered or incorporated in Singapore;
- >> Host Organisations include non-governmental organisations (NGOs), non-profit organisations (NPOs), social enterprises (SEs), small-medium-sized entities, associations and technology firms that are willing to offer relevant traineeship opportunities.

### What is the HR process like once an applicant is matched to our organisation?

Trainees will be best-matched to a suitable opportunity with a Host Organisation and Host Organisation will be given the opportunity to consider the trainee before confirmation. Thereafter, NYC will work towards issuing a Letter of Agreement with the Youth and Host Organisation. Upon agreement by both the Host Organisation and the Youth Trainee, the trainee can begin their placements at the Host Organisation as mutually agreed upon.

### What are some of the obligations of a Host Organisation participating in the programme?

- >> Offer traineeship opportunities from six to 12 months (traineeship opportunities should commence by 01 October 2021);
- >> Assign a staff to work with Trainee(s) and relevant technological or digital-related partners to determine needs, scope digital project deliverables and implement solutions;
- >> Provide clear development plans that would provide Trainee(s) with meaningful developmental opportunities during the traineeship; and
- >> Source for funding to resource the digital projects, through suitable grant schemes or other funding sources (if relevant).

**INFORMATION ON THE ROLE OF A HOST ORGANISATION**

**What happens if our trainee decides to leave before completion of the project?**

All Trainees are encouraged to complete their traineeships. In the event of a termination, trainees are required to provide one month notice and the training allowance will be pro-rated based on the duration of the fulfilled obligations. NYC will work with the Host Organisation to redeploy a replacement trainee for the digital project or role.

**What is NYC’s role once I take on the trainees?**

NYC will organise training and coordinate compulsory on-boarding and regular check-ins with trainees. NYC will also work with Host Organisations to address matters related to the programme.

**INFORMATION ON TRAINEE ENTITLEMENT**

**What are the potential costs involved for the Host Organisation?**

The training allowance of the Trainees will be fully borne\* by NYC and will be disbursed directly to the youths. Host Organisations shall bear the costs of executing the digital projects, e.g. procurement of products and/or services directly related to the projects, if any.

*\* Subject to NYC’s assessment of projects/roles being fully digital.*

**Do Host Organisations have to provide annual and sick leave entitlements to the Trainees?**

While there is no employer-employee relationship in this traineeship, Host Organisations are expected to provide working conditions that are comparable to those provided for employees of the Host Organisation. This includes non-monetary benefits such as medical and annual leave. NYC’s recommendation for annual leave are as follows:

Placement Duration (Weeks)	24 to 31	52
Recommended No. of Days of Leave	4	7

**Are Host Organisations required to make CPF contributions for the Trainees?**

As there is no employment relationship between the Host Organisation and the Trainee(s), Host Organisations are not required to contribute CPF.

**What are the Trainee’s working hours?**

Working hours are normal office hours, Mondays to Fridays. Should the Host Organisation require the Trainee to work apart from normal office hours, the Host Organisation must secure the Trainee’s agreement and is expected to provide time-off in lieu where necessary.

**As a Host Organisation, can we apply for other sources of government funding for the project concurrently?**

Yes. Host Organisations can concurrently apply for other government funding to subsidise the cost of executing the digital projects, if eligible. However, the Host Organisation cannot tap on other funding for the Trainee(s)’ training allowance.

## INFORMATION ON TRAINEE ENTITLEMENT

### Do Host Organisations have to provide insurance for the Trainees?

NYC provides all Trainees the following insurance policies:

- >> Work Injury Compensation  
(for work-related injuries and/or diseases)
- >> Group Personal Accident Insurance

In line with the requirement for Host Organisations to provide Trainees with working conditions that are comparable to those provided for their employees, Host Organisations should also provide relevant insurance coverage to Trainee(s) during their attachment(s) for the Approved Attachment Period.

### Do Host Organisations have to provide a workstation or a computer for the Trainees?

Host Organisations are required to provide working conditions for the Trainees that are no less favourable than the minimum standards provided for employees of the Host Organisation. If the nature of the digital project requires the Trainee to have a workstation and computer, amongst other things, the Host Organisation is expected to provide the necessary working conditions for the Trainees.

## INFORMATION ON TRAINEE ENROLMENT - SHORT AND LONG TERM

### Can a Host Organisation enrol a Trainee more than once?

Each Trainee will only be eligible for a maximum duration of 12 months traineeship funding under the YouthTech Programme. Any subsequent enrolment will be at the Host Organisation's own expense.

### Is there a cap to the number of Trainees a Host Organisation can take in?

While there are no limits stipulated, the number of Trainees required by the Host Organisation will be evaluated and approved by NYC based on the proposed projects submitted and the Host Organisation's ability to provide Trainees with meaningful traineeship opportunities.

### Can a Host Organisation offer a permanent position to a Trainee during or after the completion of the YouthTech Programme?

Yes, a Host Organisation may offer a permanent position to the Trainee if found suitable. This is aligned to NYC's interest to increase employment opportunities for eligible youths.

### What should the Host Organisation do if they face issues with the Trainees?

Host Organisations are advised to resolve any issues with the Trainees amicably and fairly. If this is not attainable, Host Organisations can raise the issue with NYC.

### Can a Host Organisation terminate the traineeship during the YouthTech Programme?

All Host Organisations are encouraged to work closely with the Trainee(s) including providing feedback and implementing interventions to address issues to facilitate the completion of the traineeship. In the event of unforeseen circumstances or should the trainee be deemed unsuitable (e.g. unsatisfactory performance), Host Organisations can raise a request to NYC to terminate the traineeship.