

# SFw HR: Implement Strategies to Employ, Retain and Re-employ Older Employees

Participants will be awarded the **Statement of Attainment for HRS-HRM-4024-1.1 Retirement and Re-employment Management** upon successful completion of the course.

## Course Objective

This course addresses the skills and knowledge required to implement employment, retention and re-employment strategies for an ageing workforce. It covers assessing requirements for older employees and how these can be implemented to support employment and retention of this demographic group.

## Target Audience

HR executive, HR or line manager who is responsible for employment and retention of talent in organizations.

## Course Outline

- Implement work design strategies for older employees
- Identify jobs and define job scope that are suitable for older employees
- Develop flexible work arrangements and facilitate job re-design to accommodate older employees' requirements
- Support older employees to adapt to new job roles and work flow/processes
- Implement employment strategies for older employees
- Identify opportunities of creating an age-friendly workplace
- Implement recruitment strategies which support workplace enhancements made to suit older employees
- Review and refine recruitment practices to support the recruitment of older employees
- Communicate organization policies on older employees externally to promote the organization as an employer choice
- Implement retention and re-employment strategies for older employees
- Review and implement human resource policy modification to support retention of older employees
- Educate relevant employees in organisation's employment strategies for older employees
- Identify eligible older employees for re-employment using a structured process
- Engage eligible older employees for re-employment within a recommended time frame
- Facilitate re-employment job arrangements for old employees
- Adjust employment contract to meet the needs of the organisation and the older employees to be re-employed

## Methodology

It is a competency-based learning with assessment. Case studies, experiential learning, discussions and presentations.

Duration : 2 days, 9am to 6pm (16 hours)  
 Assessment : On a separate day (1 hour)  
 Course Venue : SNEF Corporate Learning Centre @ Tanglin

Register online at SNEF website [www.snef.org.sg](http://www.snef.org.sg)  
 Click on 'Training' and Course Category 'Human Resource / Industrial Relation'

- ❖ 50% Course Fee Subsidy, capped at \$15/hr
- ❖ 90% Course Fee Subsidy, capped at \$50/hr for SMEs / Singapore citizens aged ≥ 40 yrs
- ❖ 95% WTS Course Fee Subsidy, capped at \$53/hr

\* Absentee payroll is applicable

SME	NON-SME	SELF-SPONSORED	Full Course Fee	Training Grant	Amount Payable
- All SC & SPR	- SC aged ≥ 40		\$609.90	-\$513.00	= <b>\$96.90</b>
	⊗ - SC aged ≤ 39		\$609.90	-\$255.00	= <b>\$354.90</b>
	- All SPR		\$609.90	-\$255.00	= <b>\$354.90</b>
	WTS: SC aged ≥ 35 earning ≤ \$2000 per month		\$609.90	-\$541.50	= <b>\$68.40</b>

SC : Singapore Citizen

SPR: Singapore Permanent Resident

⊗ : Not Applicable

All prices stated are inclusive of 7% GST.

### Absentee Payroll:

80% of hourly basic salary, capped at \$4.50/hr

For SMEs, enhanced absentee payroll funding available at 80% of hourly basic salary, capped at \$7.50/hr

\*SMEs are defined as companies with:

(i) at least 30% local shareholding; AND

(ii) Group annual sales turnover of not more than \$100 million OR Group employment size of not more than 200 employees.

### Workfare Training Support (WTS) Scheme:

Singapore Citizens aged ≥ 35 years & earning ≤ \$2,000/ month are eligible for 95% course fee subsidy, capped at \$53/hr. Companies can also apply for absentee payroll at 95% of hourly basic salary.

### Funding Eligibility

In order to enjoy the funding, participants need to fulfill the following requirements:

1. Singapore Citizens or Permanent Residents (PR) of Singapore
2. Attain at least 75% course attendance
3. Successfully complete assessment & certified as competent
4. Has not enjoyed funding for the same course before. **Note: This course is equivalent to Implement Strategies to Employ, Retain and Re-employ Older Employees (HR-RS-406E-1).**
5. For company-sponsored participants, training is fully sponsored by companies, which are registered or incorporated in Singapore

Companies are to submit application via

[www.skillsconnect.gov.sg](http://www.skillsconnect.gov.sg) to enjoy the funding

## Enquiries:

Karmila DID: 6827 6923 / Training hotline: 6827 6927

Email : [karmila@snef.org.sg](mailto:karmila@snef.org.sg) / [trg@snef.org.sg](mailto:trg@snef.org.sg)