

Frequently Asked Questions

1. What is the aim of the SkillsFuture SME Mentors Programme?

The SkillsFuture SME Mentors Programme is a SkillsFuture initiative that aims to strengthen SME's capabilities in learning and development, and help build their brand as good employers.

2. How will the mentors help companies?

The SkillsFuture SME Mentor will help to:

- Diagnose gaps in learning and development and share it with the company;
- Review and enhance the training plan for interns and OJT blueprints for employees to achieve effective learning outcomes; and
- Monitor and coach Supervisors/Managers' delivery of training and provide feedback on areas for improvement.

3. How long is the mentorship period?

The mentorship period for the project with the company is nine months. During this period, the mentor will assist the company for a minimum of 32 hours per month.

4. What is the profile of the mentors?

Mentors come with a minimum of eight years' industry experience, five years' management experience and are experienced in learning and development.

5. How are SkillsFuture SME Mentors selected?

SkillsFuture SME Mentors are interviewed and selected by a panel comprising representatives from industry, IHLs, and Enterprise Singapore. Selected mentors will then undergo an orientation course conducted by Republic Polytechnic. The mentors will only be matched to the company after completing the course.

6. Can my company participate in the SkillsFuture SME Mentors Programme?

Companies must have basic learning and development systems and processes in place (i.e. defined job scopes and deliverables, and training plans employees/interns) and be committed to the collaboration with SkillsFuture SME Mentors, if they are interested to participate in the programme.

7. What is the process of matching SMEs with a suitable SkillsFuture SME Mentor?

Enterprise Singapore will facilitate the matching process between the SkillsFuture SME Mentors and interested SMEs. An Interested SME can express its interest by [downloading](#) and completing the form. If the SME meets the requirements for participation in this programme, Enterprise Singapore will provide the SME with CVs of up to three mentors, based on the information provided by the SME in the form. The SME may contact these mentors, and thereafter select a mentor whom they can then work with, to scope the mentorship project plan and apply to Enterprise Singapore for the funding support.

8. How long can my company take to shortlist a mentor?

To facilitate the matching process, each company can take up to three weeks to select a mentor from the list of three mentors provided by Enterprise Singapore. Once the time has lapsed, the mentor will be made available for other companies to be matched.

9. Is there any grant support from Enterprise Singapore?

Enterprise Singapore will be providing 100% funding support to participating SMEs for the next three years. The funding support will cover the fees paid by the company to the mentors.

- 10. How many times can a company tap on the funding support for the SkillsFuture SME Mentors programme?**
Each company can only use it once.
- 11. How do I apply for the grant?**
Companies will have to submit the mentorship project plan, together with the application form, to apply for the grant. You may download the application form [here](#).
- 12. What is the commitment expected from participating SMEs?**
They are expected to commit time and resources to work with the mentor to implement measures to deepen skills of their workforce and upgrade their learning and development capabilities.
- 13. Is the SkillsFuture SME Mentor considered an employee of my company?**
No, the SkillsFuture Mentor is not an employee of the participating company.
- 14. How much is the mentor fee?**
The Mentor, who is engaged by the company as an external service provider for the project, will be paid a project fee of \$2,500 per month.
- 15. Does the Company have to pay upfront for the mentor fee?**
No, Enterprise Singapore will disburse the mentor fee of \$2,500 per month directly to the mentor, from the project grant provided to the SME.
- 16. Will the company be able to request for a change of mentor?**
The company will be able to request for a change of mentor in the first month of mentorship period. Only a one-time change is allowed during this period.
- 17. Will the company be able to terminate the mentorship?**
If the company decides to terminate the mentorship beyond the first month of the project period, the company would have to pay a termination fee of \$5,000.
- 18. How different is this SkillsFuture SME Mentor from other business mentors that are available in the market?**
The focus of the SkillsFuture SME Mentors is on helping companies strengthen their learning and development capabilities. This is different from the general business mentorship, often provided by business mentors. Hence, the SkillsFuture SME Mentors not only have industry and management experience but also relevant experience in learning and development.
- 19. How does SkillsFuture SME Mentor Programme complement the Earn-and-Learn Programme?**
SMEs participating in the SkillsFuture SME Mentors programme should be committed to improve the learning & development experience for employees. With an improved and more robust learning environment through participation in the SkillsFuture SME Mentors Programme, these SMEs would then be able to participate in the SkillsFuture Earn-and-Learn programme with confidence. As such, the former serves to build a pipeline of companies for participation in the latter.
- 20. What's the difference between the recently launched Mentorship for Accelerating Productivity (MAP) Programme vs that of the SkillsFuture SME Mentors Programme?**
The Mentorship for Accelerating Productivity (MAP) Programme aims to boost productivity and innovation in companies. Through the programme, industry advisers provide guidance on raising awareness of productivity, identifying productivity gaps and helping to groom in-house productivity champions.

In contrast, the SkillsFuture SME Mentors programme has a different aim of strengthening SMEs' learning and development capabilities, which will further enhance their branding as employers of choice with attractive career development and growth opportunities. The SkillsFuture Mentors will highlight gaps on the learning and development needs as well as provide training to managers and supervisors on creating a positive learning and development experience for employees.