

Dear Employer,

EXTENSION OF FOREIGN WORKER SETTLING-IN PROGRAMME TO MARINE SHIPYARD, MANUFACTURING, AND PROCESS SECTORS ON 1 DECEMBER 2019

1. From 1 December 2019, the Foreign Worker Settling-In Programme (FW SIP) will be extended to all first-time non-Malaysian Work Permit holders in Marine shipyard, Manufacturing, and Process sectors.
2. FWs in Marine shipyard, Manufacturing, and Process sectors will be required to attend FW SIP if the work permit application is submitted on or after 1 December 2019, and if the FW is working in Singapore for the first time.
3. If your FW is required to attend FW SIP, it will be stated on his In-Principle Approval (IPA) letter. The FW will be required to attend the SIP within the first 14 days of their arrival before their work permit can be issued.

Details of the Programme

4. The FW SIP is a one-day programme that will run from 9am to 6pm. The Migrant Workers' Centre (MWC) has been appointed to conduct the FW SIP on behalf of the Ministry of Manpower.
5. FWs attending the course will learn about Singapore's social norms, their employment rights and obligations, Singapore laws and where and how to seek help. The one-day SIP comprises the following modules:
 - (i) Understanding Singapore
 - (ii) Local practices/social norms
 - (iii) Employment laws
 - (iv) Employment and Work Injury Compensation rights, and
 - (v) SGSecure and other key laws.

Information on FW SIP

6. Registration will be done via MWC's SIP Page at <https://sip.mwc.org.sg>.

Who can register?	Employers or employment agencies
Who needs to attend?	<p>FWs in the construction sector are already required to attend FW SIP since 1 October 2018.</p> <p>For the Marine shipyard, Manufacturing, and Process sectors, if the work permit application is submitted on or after 1 December 2019, and the FW is working in Singapore for the first time, the FW will be required to attend the SIP.</p>

	If the FW is required to attend FW SIP, it will be stated on the IPA letter.
Where to register?	MWC's website at: https://sip.mwc.org.sg .
What do I need when registering?	a) FW's name b) Date of Arrival c) Passport number d) Work Permit number e) Nationality f) Language of course g) Gender h) Date of Birth i) FW company's name j) FW company's UEN k) Scanned documents of IPA and Passport* * FWs must bring their IPA letter (full-set, employee's copy) and their passports to the training centre. The documents will be checked at the registration counter.
What is the cost?	\$75 (including GST)
Who to pay?	Employers
Frequency of course	Mondays to Saturdays, excluding public holidays
Timing	9am – 6pm (2 tea breaks & 1 lunch break)
Languages of course	Bengali, Burmese, Chinese, English, Tamil, Tagalog, and Thai

7. Employers are encouraged to register their FWs early to ensure they are able to secure available dates within the 14 days' window. Last minute registration is not possible as time is required for administrative arrangements. More details of the SIP, such as registration and class schedule can be found at MWC's SIP Page at: <https://sip.mwc.org.sg>. Information on the SIP is also available on www.mom.gov.sg/FWSIP.

Briefing on New Requirement

8. MOM and U SME are co-organising a briefing session to association members on the FW SIP. The briefing will be held on 8 October 2019, 2.30pm – 5pm, at Level 8, Room 801 – NTUC Centre, One Marina Boulevard, Singapore 018989. Register via <https://form.gov.sg/5d7627ed09f2840019c2f9c3> for the briefing session. Registration closes on 29 September 2019.