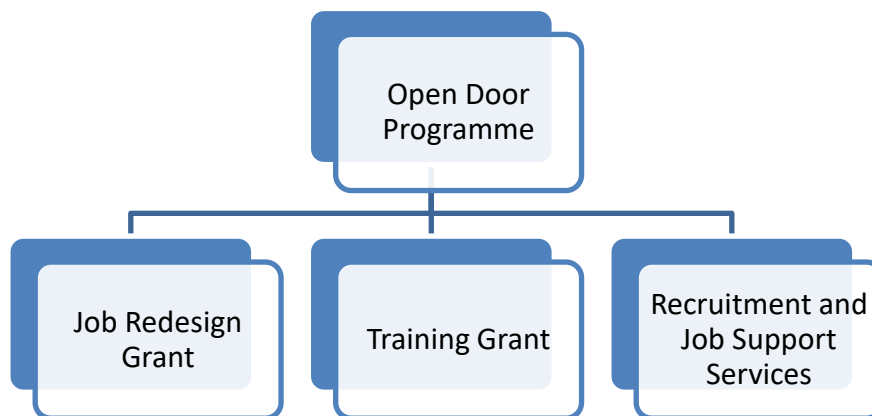


**OPEN DOOR PROGRAMME
INFOKIT FOR EMPLOYERS
1 APRIL 2018 to 31 MARCH 2021**

1. WHAT IS THE OPEN DOOR PROGRAMME (ODP)?

The ODP is a government funded initiative by the Workforce Singapore (WSG) and the Ministry of Social and Family Development (MSF). It is supported as part of [WSG's Adapt and Grow initiative](#) and administered by SG Enable. The ODP aims to encourage employer to hire, train and integrate persons with disabilities into the workplace through the following grants and employment support services:



- Job Redesign Grant to support redesigning of jobs such as purchase of equipment(s); workplace modification and/or job redesign consultancy costs;
- Training Grant for skills-upgrading of persons with disabilities, and course fee support for employers; and
- Recruitment and Job Support Services to attract and retain talents.

2. WHO IS ELIGIBLE TO APPLY FOR THE ODP?

Employers who hire persons with disabilities can apply for the ODP if they are legally registered or incorporated in Singapore, with a Unique Entity Number (UEN).

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3. HOW TO REGISTER TO BE AN ODP EMPLOYER?

Employers will need to complete the 'Registration of Organisation Form' and email to opendoor@sgenable.sg to be registered as an ODP employer. Please refer to <http://employment.sgenable.sg/employers/registered-employers/> for more information.

JOB REDESIGN GRANT

4. WHAT IS JOB REDESIGN GRANT?

The Job Redesign Grant is to help employers to recruit and retain persons with disabilities by **supporting up to 90% of the job redesign costs (excluding GST), capped at \$20,000** per employee with disabilities, whichever is lower. Job redesign costs may include but are not limited to:

- Purchase of new equipment(s);
- Modification of work environment or work process; and
- Job redesign consultancy costs, including services for pre-employment support and intensive job assistance by trained coaches to support person(s) with disabilities at work.

5. WHAT ARE THE QUALIFYING CONDITIONS OF THE JOB REDESIGN GRANT?

- The Employer must not have tapped on other government grants for the same project.
- The Employer must be registered as an ODP employer.
- The person(s) with disabilities hired must be a Singapore Citizen or Permanent Resident. He/she must be certified to have any one of the following permanent disabilities: autism spectrum disorder, intellectual disability, physical impairment, hearing impairment and visual impairment. The proof of permanent disability can be in the form of latest doctor's memorandum and/or membership card of Voluntary Welfare Organisation (VWO) providing disability services recognised by SG Enable.
- The person(s) with disabilities must have started work at the time of job redesign application or within 3 months from the approval of the application.
- The employment contract between the Employer and the person(s) with disabilities must indicate a contractual period of at least 1 year.

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- The Employer must obtain approval for the job redesign application from SG Enable before commencement of the job redesign project. Please refer to Point 6 for the application process.
- Only job redesign application forms submitted by 31 December 2020 (date inclusive) will be accepted.
- The job redesign project must be completed within 3 months from the approval of the job redesign application.

6. HOW TO APPLY FOR JOB REDESIGN GRANT?

- i. Complete the 'Job Redesign Application Form' and submit to SG Enable at opendoor@sgenable.sg together with the necessary supporting documents. The original completed form must be submitted to SG Enable.
- ii. SG Enable will review the application and seek clarifications (if any) with the employer.
- iii. Upon approval, the employer may proceed with the job redesign project.

TRAINING GRANT

7. WHAT IS TRAINING GRANT?

The Training Grant aims to provide support for employees with disabilities to upgrade their skills as well as to equip employers with knowledge in hiring and retaining persons with disabilities within their organisations. The grant is eligible for Singapore Citizens and Singapore Permanent Residents.

- i. Course fee for employees with disabilities: Employers can receive course fee funding of up to 90% for training courses with prior approval from SG Enable.
- ii. Course fee for co-workers without disabilities: Employers can receive course fee funding of up to 90%* when they send their employees to attend workshops/courses to acquire knowledge on how to interact, hire, integrate and sustain employees with disabilities in the workplace.

*Up to 90% course fee funding applies to all workshops except for the workshop on 'Introduction to Disability Management' which is 100% funded.

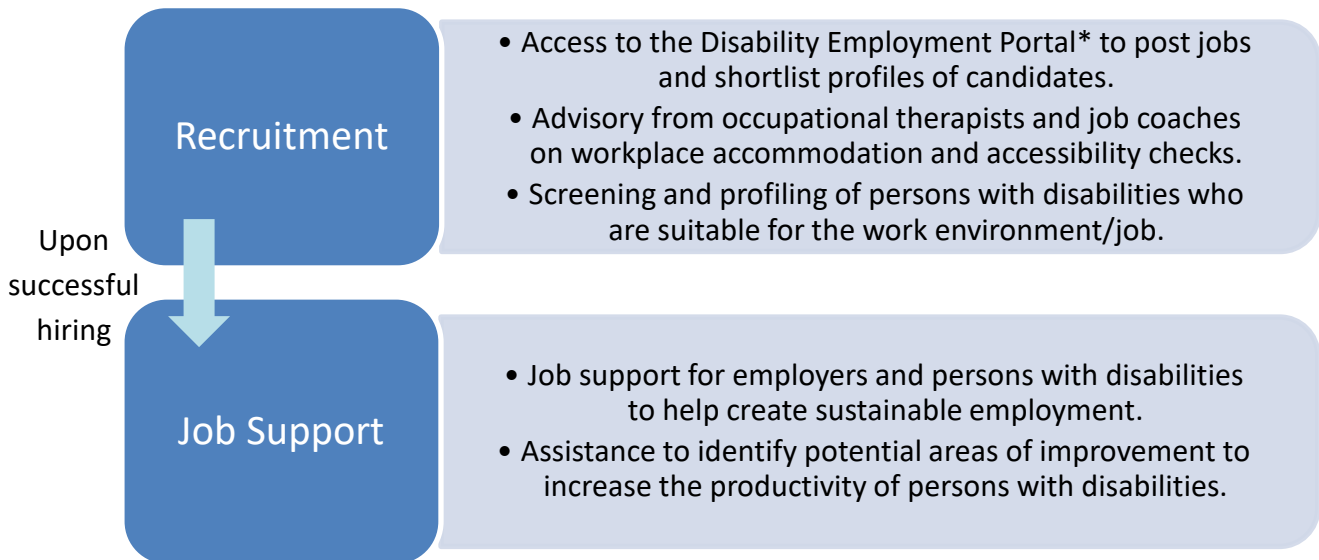
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Please refer to the website <https://employment.sgenable.sg/employers/get-trained/> for the list of SG Enable High Impact Retention & Employment (HIRE) workshop series and other training resources. Interested employers may complete the application form (download [here](#)) and email to capabilitydevelopment@sgenable.sg.

RECRUITMENT AND JOB SUPPORT SERVICES

8. WHAT ARE THE AVAILABLE RECRUITMENT AND JOB SUPPORT SERVICES?

Registered ODP employers will receive recruitment assistance as well as job support services from SG Enable and its appointed partners:



*Disability Employment Portal:

<https://eservice1.enable.gov.sg/MSFPortal/EDS/Employment/Pages/Common/Index/Index.aspx>

9. WHERE TO GET MORE INFORMATION?

Please refer to the website at <https://employment.sgenable.sg/employers/open-door-programme/> or contact the hotline at 1800 8585 885.