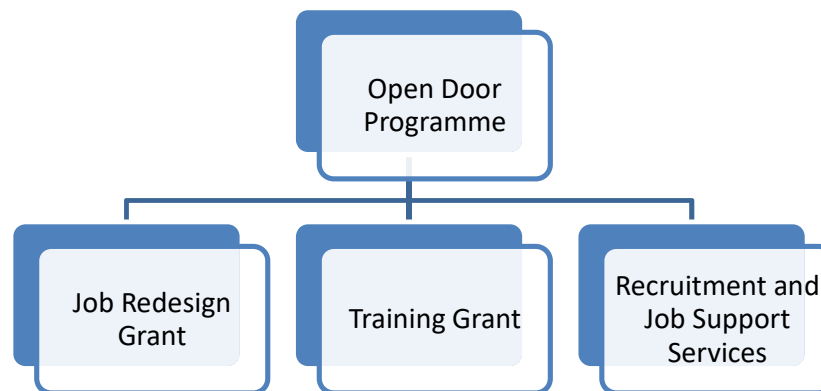


**OPEN DOOR PROGRAMME (ODP)
INFOKIT FOR EMPLOYERS
1 APRIL 2022 to 31 MARCH 2025**

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

The ODP is a government funded initiative by the Ministry of Social and Family Development (MSF) and Workforce Singapore (WSG) 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 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 <https://www.sgenable.sg/your-first-stop/hiring-employment#HE-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: physical disabilities, sensory disabilities (e.g. visual impairment and deafness/hearing loss), intellectual disabilities and autism. The proof of permanent disability can be in the form of latest doctor's memorandum and/or membership card of Social Service Agency (SSA) providing disability services recognised by SG Enable.
- The person(s) with disabilities must have started work at the time of Job Redesign Grant 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 Grant application from SG Enable before commencement of the job redesign project. Please refer to Point 6 for the application process.
- All Job Redesign Grant Application Forms must be submitted and SG Enable approves by 31 March 2025 (date inclusive).
- The job redesign project must be completed within 3 months from the approval of the Job Redesign Grant application.

6. HOW TO APPLY FOR JOB REDESIGN GRANT?

- i. Complete the 'Job Redesign Grant 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 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.

- Course fee for employers: Employers can receive course fee funding of up to 90%* when they send their employees to attend workshops/courses to acquire the essential knowledge and skills to interact with, integrate and include persons with disabilities in your workplace.

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

Please refer to the website <https://www.sgenable.sg/your-first-stop/training-consultancy/enabling-academy/training/employers> for the list of SG Enable High Impact

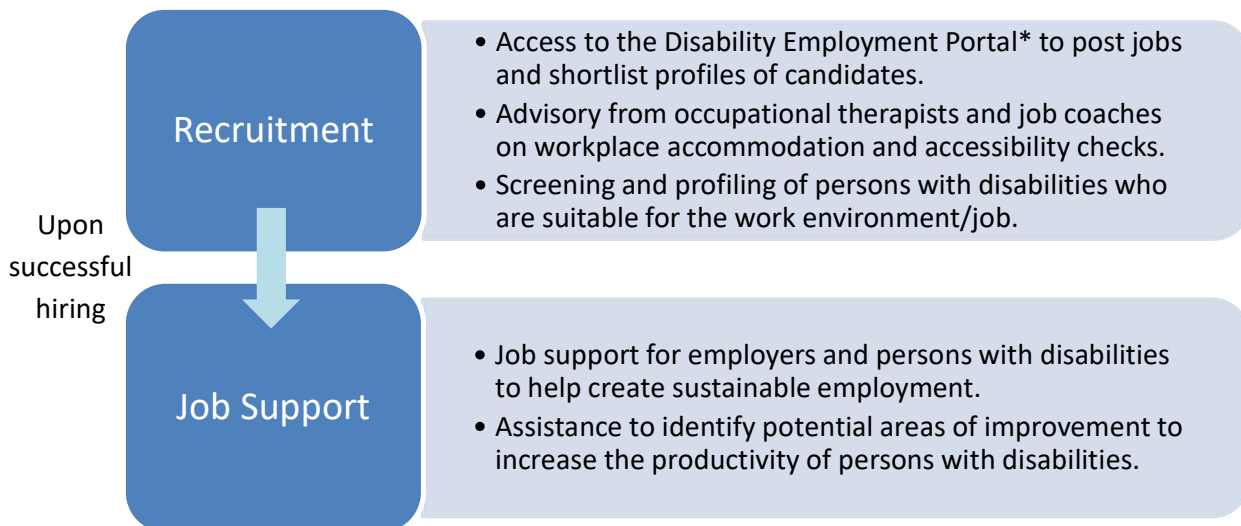
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Retention & Employment (HIRE) workshop series and other training resources. Interested employers may email to capabilitydevelopment@sgenable.sg to find out more.

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://www.sgenable.sg/your-first-stop/hiring-employment#HE-Employers> or contact the hotline at 1800 8585 885.