
Career Comeback Programme Grant Guidelines 2016

As part of the national agenda to increase the labour force participation rate of women in the workforce in support of the Economic Transformation Programme (ETP), TalentCorp has launched a Career Comeback Programmes Grant to encourage employers to implement programmes that recruit and retain women who have been on career breaks.

The Career Comeback Programme Grant is designed to benefit employers and women who have been on a career break by enabling employers to provide opportunities for women to return to work through recruitment programmes, work placement options, and implementation of work-life practices. This initiative will also support employers in meeting their talent needs as well as increase diversity and inclusion in their workplace to contribute to long term business success.

OBJECTIVES

- Collaborate with employers to reach out to women on career breaks as an additional source of talent to address their resource needs.
- Encourage employers to have in place specific programmes to recruit women on career breaks who are keen to re-enter the workforce.
- Assist women returnees to transition into their new roles after career breaks.

OVERVIEW

The Career Comeback Programme Grant is structured for employer to attract and retain women who have been on career breaks for more than six (6) months. Two types of grants are made available to the applicant. Eligible applicant may claim one or both grants amounting up to a maximum of **RM 200,000 per applicant**. The two grants made available are:

1. Resourcing Grant
2. Retention Grant

1. RESOURCING GRANT

Amount	Up to RM100,000
Grant Application Period	The programme must be implemented between 1 January 2016 – 31 December 2016.
Description	<ul style="list-style-type: none"> ○ The Resourcing Grant is available for employers who have implemented or enhanced a programme or campaign to recruit women returnees. ○ Employers will receive a co-funding of 75% of the cost incurred to run the Career Comeback Programme which may include recruitment cost, targeted campaigns, technology investment and/or other related expenses. Details of claimable items are in Application Form.

2. RETENTION GRANT

Amount	Up to RM100,000
Grant Period	<p>On boarding of women returnee(s) must be between 1 January 2016 - 31 December 2016.</p> <p>For on boarding of women returnee(s) between 1 January 2016 – 30 June 2016 . Women returnee(s) must be qualified under the definition provided in Career Comeback Programme Grant Guidelines 2015 (*Refer to Appendix B . Retention Grant)</p> <p>1 July 2016 – 31 December 2016 - Women returnee(s) must be qualified under the definition provided in Career Comeback Grant Guidelines 2016 (Refer to Definition in this guideline)</p>
Grant Submission	<p>Employer to submit grant application with <u>complete documents</u> after the women returnee(s) has been retained for more than six (6) months.</p> <p><u>Final grant submission : 1st July 2017</u></p>
Grant Disbursement	<p>Grant disbursement is from 1 August 2016 – 31 August 2017.</p> <p><u>Final grant disbursement : 31 August 2017</u></p>
Description	<ul style="list-style-type: none"> ○ The Retention Grant is being disburse for employers who have successfully recruited and retained women returnees for more than six (6) months.

- Grant amount is equivalent to the women returnees' first month basic salary, to encourage employers to recruit and facilitate their transition back to work.

DEFINITION

A “*woman returnee*” is defined as a woman who has:

- (a) Malaysian citizen;
- (b) Returned to the workforce from a career break after at least six (6) months due to reasons related to family commitments, work-life balance, personal growth;
- (c) Minimum of three (3) years working experience before the career break; and
- (d) Unemployed during the career break.

TERMS & CONDITIONS – RESOURCING GRANT

1. Employer must be a company with a valid company registration in Malaysia.
2. Application for the **Resourcing Grant** must be made by **31 December 2016**:
 - (a) A Career Comeback Programme must be piloted and implemented between 1 January 2016 . 31 December 2016.
(*hereinafter defined as “Grant Application Period”*).
3. The design and implementation of a Career Comeback Programme Grant must be in line with the applicant’s talent management strategy to attract and retain women who have been on career breaks. This includes :
 - (a) Programmes that aim to provide career opportunities for women returnees such as recruitment, work placement options and to transition back to work.
 - (b) Programmes that aim to enhance the work environment and/or work-life integration opportunities for women returnees.
4. The Resourcing Grant may only be claimed by employer based on 75% of actual cost incurred on items and activities relevant for the launching of the Career Comeback Programme. Upon completion of the Career Comeback Programme, the employer must provide a breakdown of the actual cost as provided in the Career Comeback Grant Application Form 2016 by 31 December 2016.
5. Prior to the launching of the Career Comeback Programme by the employer, the employer is obligated to furnish a written notification to TalentCorp together with the proposal of the Career Comeback Programme for TalentCorp approval.
6. Letter of eligibility will be issued once proposal approved by TalentCorp.
7. TalentCorp may request the employers that have launched the Career Comeback Programme to share their implementation journey on the flexWorkLife.my portal.
8. TalentCorp reserves the right to reject any application and/or supporting documents which have not met the Terms & Condition of the grant without assigning any reason thereto.

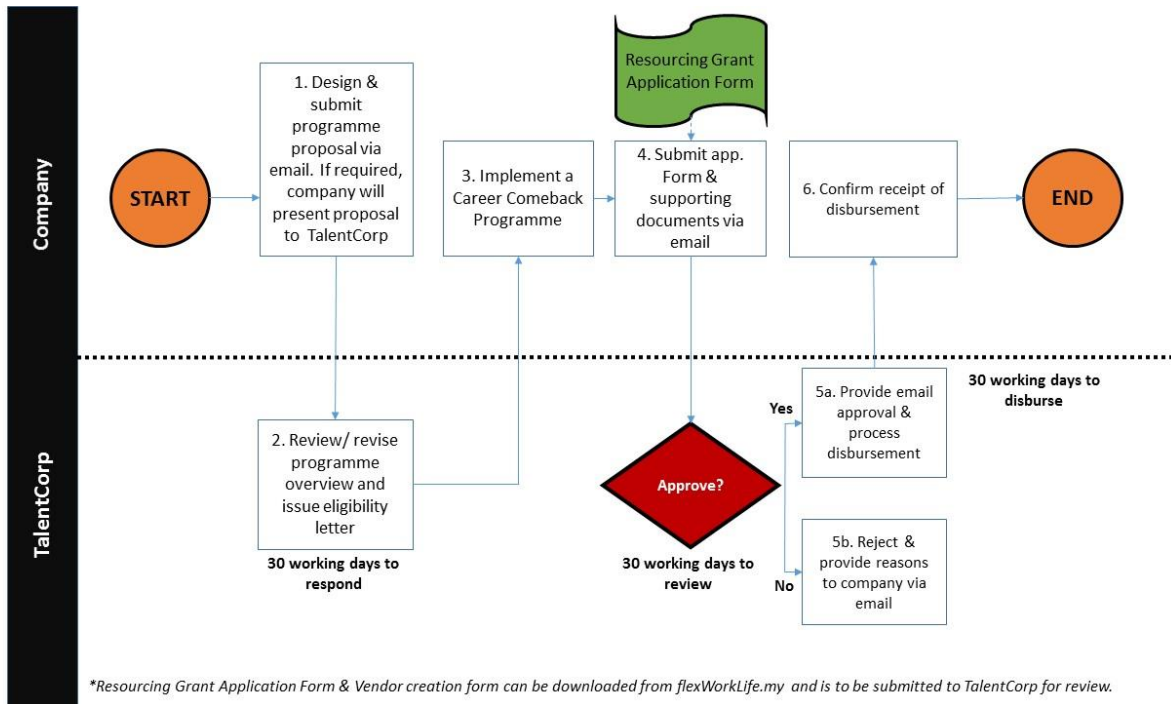
TERMS & CONDITIONS – RETENTION GRANT

1. Employer must be a company with a valid company registration in Malaysia.
2. Grant period is for on boarding made between **1 January 2016 to 31 December 2016:**
 - a. Application must be submitted with the complete documents as per the Application Form and once women returnee(s) completed their six (6) months with the employer.
Note: Women returnee(s) must be qualified under the definition provided in this guideline.
 - b. Grant disbursement is from **1 August 2016 to 31 August 2017.**
3. The applicant is obligated to ensure that they have obtained the consent from the women returnee(s) to disclose their personal data to TalentCorp including but not limited to their name, identity card number, address and resume.
4. Personal data of the women returnee(s) as provided in the Career Comeback Application Form 2016 will be used by TalentCorp for the purpose of reviewing and processing the applicant's Career Comeback Grant Application.
5. Women returnee(s) must have a minimum of three (3) years of working experience before being hired by the applicant . this is defined as full time salaried employment, not including internships or practical training.
6. Where the applicant has hired a woman returnee(s) via a third party manpower company, the applicant shall be required to prove the method of hiring as a normal business practice to TalentCorp.
7. flexWorkLife.my portal can be used as one of the sourcing channels for women returnee(s) except for programmes which are designed for internal or alumni employees (e.g. referral programmes).
8. Each grant application will be reviewed by TalentCorp for approval.
9. TalentCorp reserves the right to reject any application and/or supporting documents which have not met the Terms & Condition of the grant without assigning any reason thereto.

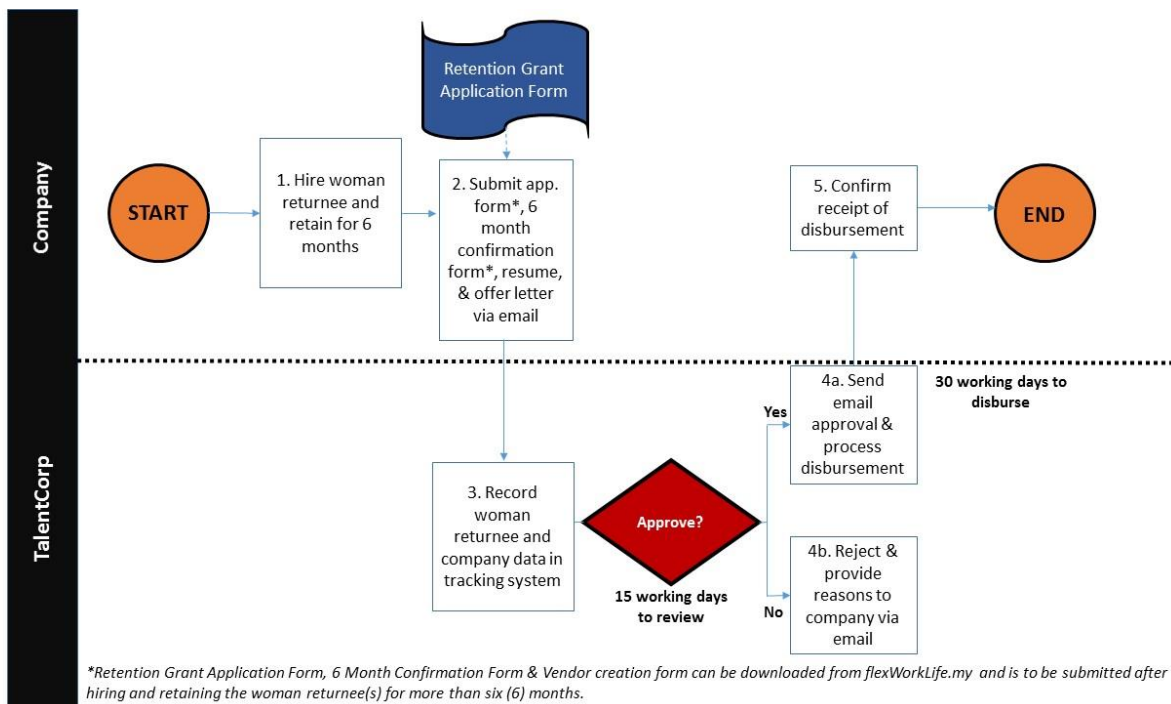
APPLICATION PROCESS

The Career Comeback Grant flowchart illustrates the application and approval process for both grants:

Process Flow: Resourcing Grant



Process Flow: Retention Grant



To apply for the Career Comeback Grant, the applicant must:

1. Download the Career Comeback Grant Application Form 2016 on the flexWorkLife.my portal. The application form consists of 3 sections.
 - Section 1 : Company Details & Declaration
 - Section 2 : Resourcing Grant
 - Section 3 : Retention Grant

Applicant must complete Section 1. Section 2 and/or 3 must also be completed depending on the grant applied for (e.g. complete Section 1 and 3 only if requesting for the Retention Grant).

2. Submit the application form and mandatory supporting documents to careercomeback@talentcorp.com.my. Refer to Appendix A and B for examples of the supporting documents.

CONTACT INFORMATION

Please contact the Career Comeback team at careercomeback@talentcorp.com.my or +603-7839 7000 for further information on the Career Comeback Grant.

APPENDIX A : RESOURCING GRANT**SUPPORTING DOCUMENTS**

To successfully demonstrate that applicant have designed and implemented a Career Comeback Programme, employer must provide a proposal which may include but not limited to:

(a) Business Case

A justification for a proposed programme or plan. This may include:

- Plan & implementation approach.
- Programme objective(s) & expected outcome(s).
- Timeline.
- Name of appointed project sponsor from the leadership team or HR team to drive the Career Comeback Programme's success.

(b) Types of Programme which may include:**1) Recruitment Activities**

Overview of the recruitment process to hire women returnees. This may include:

- List of available roles that may be relevant for women returnees based on targeted talent profile (e.g. part-time roles).
- Overview of sourcing channels used to post job vacancies (e.g. JobStreet) and/or promotion of programme channels (e.g. social media, blogs).

2) Career Comeback Programme/Campaign

Details of a programme/campaign to hire women returnees. This may include:

- Referral programmes for internal employees (e.g. posters or emails) or external hire of women returnees (e.g. career page).
- Relevant HR policy/guidelines that have been emailed to employees or uploaded on the company intranet.

3) On boarding Activities

Activities organised to maintain a working environment which supports the retention of women returnees in a company. This may include:

- Assigning the women returnees to a buddy or mentor to help their transition to the workforce.
- Plan or policy for a flexible work arrangement.
- Setting up family friendly facilities or women's network.

4) Others

Other items or activities relevant to illustrate that a Career Comeback Programme has been developed and launched.

BREAKDOWN OF COSTS

All claims must be accompanied by proof of expenditure (e.g. receipts or invoices). The breakdown of costs incurred to design and implement a Career Comeback Programme is categorised into three (3) main areas:

Cost Overview	Examples
<p>1. Recruitment Costs Costs incurred during the process of sourcing women returnees to fulfil resource needs. Expenses may include:</p> <ul style="list-style-type: none"> • Marketing/Adverting • Job Fairs • Employee Referral Incentives • Background Checks • Recruitment Agency Fees 	<ul style="list-style-type: none"> • <i>Average Online Advertising Cost:</i> RM 2,000 • <i>Average Job Fair Cost:</i> RM6,600
<p>2. Technology Investment Cost incurred to equip new hires with additional software and/or hardware tools. Expenses may include:</p> <ul style="list-style-type: none"> • Computers (desktop and/or laptop) • Keyboard & Mouse • Applications (Microsoft Office, etc.) 	<ul style="list-style-type: none"> • <i>Technology Cost Estimate:</i> RM 3,700 / employee / year (Cost of laptop and 1 software application)
<p>3. Other Additional cost that do not fall within the 3 categories above. (e.g. nursing room)</p>	
<p>4. Exclusions The following categories are not claimable;</p> <ul style="list-style-type: none"> • Non services expenditures (e.g. Food & Beverage, Travel Expenses) • All forms of tax (e.g. GST) • Non-relevant purchases/materials (e.g. clothing, decoration) 	

Breakdown of Cost Illustration

Programme Type	Job Fair (3 days) & Nursing Room
Women Returnees Hired	10
	RM
1. RECRUITMENT COSTS	
Marketing / Advertising	8,500.00
Booth Design and Build-up	16,600.00
Venue Rental (RM800x3)	2,400.00
Background Checks	778.00
Total Recruitment Costs	28,278.00
2. ONBOARDING ACTIVITIES	
Set-up Nursing room	4,500.00
Total Onboarding Cost	4,500.00
3. TECHNOLOGY INVESTMENT	
Hardware & Software (10 staff)	30,000.00
Total Technology Cost	30,000.00
Total Programme Costs (RM)	62,778.00
Total Disbursement of 75%	47,083.50

APPENDIX B : RETENTION GRANT

SUBMISSION OF DOCUMENTS

The document(s) required for the application of Retention Grant are;

- application form
- a copy of the offer letter
- a copy of the resume and/or job application form
- 6-month confirmation form
- vendor creation form . *fill in this form if you are applying for the first time*

Note: Grant period is for on boarding made between **1 January 2016 to 31 December 2016** and submission must be submitted after the woman returnee(s) has been retained for more than six (6) months with complete documents.

RETENTION GRANT DISBURSEMENT

Example 1:

On- boarding : 4 March 2016
 6 -Month Retention : 4 September 2016
 Grant Submission : 1 October 2016
 Grant Disbursement : by 30 November 2016

Example 2:

On- boarding : 15 December 2016
 6 -Month Retention : 15 June 2017
 Grant Submission : 16 June 2017 onwards
 Grant Disbursement : Last disbursement August 2017

***CAREER COMEBACK PROGRAMME GRANT GUIDELINES 2015**

This definition is only for on boarding of women returnee(s) between **1 January 2016 to 30 June 2016**.

A “*woman returnee*” is defined as a woman who has:

- (a) Malaysian citizen;
- (b) Returned to the workforce from a career break after at least six (6) months due to reasons related to family commitments, work-life balance, personal growth;
- (c) Minimum of one (1) year working experience before the career break; and
- (d) Unemployed or underemployed during the career break.