

## FREQUENTLY ASKED QUESTIONS (FAQS) SGUNITED TRAINEESHIPS PROGRAMME AND SGUNITED MID-CAREER PATHWAYS PROGRAMME FOR THE LEGAL SECTOR

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### Section A: General Questions on SGUnited Traineeships and Mid-Career Pathways Programmes – Company Attachments for the Legal Sector

General Questions	
<b>1</b>	<b>How will the programmes apply to the legal sector?</b>
<p>Singapore law practices can tap on the SGUnited Traineeships Programme and SGUnited Mid-Career Pathways Programme – Company Attachments to provide and support traineeship opportunities within the legal sector, which can include:</p> <ul style="list-style-type: none"> <li>• <b>For fresh graduates:</b> Practice training contracts for law graduates<sup>1</sup>; and</li> <li>• <b>For fresh graduates and mid-career individuals:</b> Traineeship/attachment opportunities in other roles such as paralegals, legal secretaries, and legal technologists.</li> </ul>	
<b>2</b>	<b>Do practice training contracts done under the SGUnited Traineeships Programme count towards the requirement to be called to the Singapore Bar?</b>
<p>Yes.</p> <p>Practice training is currently a requirement for law graduates to be called to the Singapore Bar and enter into practice.</p> <p>The practice training contracts done under the SGUnited Traineeships Programme count towards this requirement, as long as the practice training is conducted in accordance with the requirements of the Singapore Institute of Legal Education (SILE) (see <a href="http://www.sile.edu.sg/faq-pta">www.sile.edu.sg/faq-pta</a> for details).</p>	

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<sup>1</sup> From Singapore universities and scheduled overseas universities.

## Section B: Qualifying Criteria for Singapore Law Practices and Jobseekers

### Criteria for host organisation

#### 1 Can my law practice apply for the SGUnited Traineeships Programme and Mid-Career Pathways Programme – Company Attachments?

A Singapore Law Practice that meets the following eligibility criteria can apply to be a host organisation under the SGUnited Traineeships Programme:

- Licensed with the Legal Services Regulatory Authority (LSRA) and the Accounting and Corporate Regulatory Authority (ACRA);
- Offers the following training opportunities (training must commence by 31 March 2022):
  - **For fresh graduates only:** Practice training contracts lasting 6 months; or
  - **For fresh graduates and mid-career individuals:** Traineeships/attachments ranging from 4 to 6 months for other roles (e.g. paralegals, legal secretaries, legal technologists, and corporate functions like human resource and finance);
- Provides clear attachment descriptions and development plans that would provide fresh graduates and mid-career individuals with meaningful developmental opportunities during the traineeship or attachment period, subject to approval by the appointed programme manager (Singapore Business Federation); and
- The practice training contracts or other traineeships/attachments must be offered, accepted, and commenced on or after the appointed programme manager (Singapore Business Federation) had issued a letter of offer to the law firm. The SGUnited Traineeships Programme is not applicable to practice training contracts or other traineeships/attachments where there is a prior agreement between the law practice and the prospective trainee.

#### 2 What is the funding rate for the SGUnited Traineeships Programme?

The monthly training allowance provided to each trainee may vary depending on scope of the traineeship, as follows:

Required qualifications or their equivalents	University degree or above	Polytechnic diploma or professional qualifications	ITE or equivalent
Estimated Monthly Training Allowance	\$1,800 - \$2,500	\$1,700 - \$2,100	\$1,600 - \$1,800

The government will fund 80% of the training allowance while the host organisation funds the remaining 20%. An example of the funding rates is as illustrated below:

A Singapore Law Practice would like to be a host organisation and take on the following trainees:

1. Practice Trainee, Law Graduate from an Approved University x 2 trainees, offering a training allowance of \$2,400 per month
2. Paralegal, Polytechnic Graduate x 1 trainee, offering a training allowance of \$2,000 per month
3. Legal secretary, ITE Graduate x 3 trainees, offering a training allowance of \$1,800 per month

Total monthly training allowance to Trainees =  $2(\$2,400) + \$2,000 + 3(\$1,800) = \underline{\$12,200}$

Government Funding =  $80\% \times \$12,200 = \underline{\$9,760}$

Monthly Company Outlay = \$2,440 only

**3 What is the funding rate for the SGUnited Mid-Career Pathways Programme – Company Attachments?**

Mid-career individuals will receive a training allowance of up to \$3,800 during the duration of the attachment. The monthly training allowance provided may vary depending on the scope of the attachment.

The Government will fund 80% of the training allowance for individuals below the age of 40, and 90% of the training allowance for individuals aged 40 and above.

	<b>Standard Rate (SCs/PRs below age of 40)</b>	<b>Enhanced Rate (SC/PR individuals aged 40 and above)</b>
<b>Estimated Monthly Training Allowance</b>	\$1,600 - \$3,000	\$1,800 - \$3,800
<b>Government Funding</b>	Up to 80% of the training allowance	Up to 90% of the training allowance

**4 Does the SGUnited Traineeships Programme also cover Relevant Legal Training<sup>2</sup>?**

Relevant Legal Training can also be covered under the SGUnited Traineeships Programme, if they meet WSG's criteria as described below.

As with all traineeships offered under the SGUnited Traineeships Programme, the host organisation must provide clear Traineeship Descriptions and Development Plans that would

<sup>2</sup> Under the Legal Profession (Qualified Persons) Rules, a law graduate from a scheduled overseas university must complete a Relevant Legal Training to become a Qualified Person.

provide trainees with meaningful developmental opportunities during the traineeship period, subject to approval by the appointed programme manager Singapore Business Federation (SBF).

Trainees who are on Practice Training Contracts will follow the training plans set by Singapore Institute of Legal Education.

#### Criteria for trainee

#### 5 How do I qualify to apply for a traineeship?

##### Practice Traineeship Programme

Law graduates who are Singapore Citizens or Permanent Residents who meet the following criteria may apply for practice training contracts under the SGUnited Traineeships Programme:

- (i) Graduated or graduating in calendar year 2019 to 2021; and
- (ii) Registered with the Singapore Institute of Legal Education as a “qualified person” under the Legal Profession (Qualified Persons) Rules.

##### Other Traineeships at Law Practices

For other roles under the SGUnited Traineeships Programme, such as paralegals, legal secretaries, and legal technologists, fresh graduates who are Singapore Citizens or Permanent Residents must fulfil the following criteria:

- (i) Graduated or graduating in calendar year 2019 to 2021 from ITE, Polytechnics, Universities, or other educational institutions (e.g. private universities and overseas institutions); or
- (ii) Graduated earlier from above institutions and completed National Service in 2019 to 2021.

The SGUnited Mid-Career Pathways programme is open to all Singapore Citizens and Permanent Residents, with the exception of recent graduates, who should apply under the SGUnited Traineeships Programme instead.

For other questions about the SGUnited Traineeships Programme:

Host Organisation Webpage	Trainee Webpage
	