

FACTSHEET

About the Employability Skills Workforce Skills Qualifications (ES WSQ) Framework

1 The ES WSQ framework was developed in 2004 by then-Singapore Workforce Development Agency (WDA). It aims to equip the Singapore workforce with generic and transferable skills to stay resilient and adapt to challenges posed in the increasingly diverse and dynamic working environment. It equips workers with foundational skills required to secure employment as well as to facilitate their acquisition of occupational and job-specific skills relevant to the respective industries which they serve in. It also enables employers to have access to a pool of skilled and adaptable workforce which provides a competitive edge for organisational and business success.

2 The ES WSQ framework comprises the Workplace Literacy and Numeracy (WPLN) programme and the ES programme. The ES programme comprises a total of sixty (60) competency units pegged at WSQ Levels 1, 3, 4 and 5, encapsulated under five competency categories, as follows:

- Information and Communication Technologies (ICT)
- Personal Management and Development Skills (PMD)
- Analytical, Conceptual and Evaluative Skills (ACE)
- Interpersonal Skills (IP)
- Job Safety Skills (JS)

About the ES WSQ Workplace Literacy and Numeracy (WPLN) Programme

3 Literacy and numeracy are important foundational employability skills that help workers access job and training opportunities. Embed within the ES WSQ framework, and through the WSQ WPLN programme, individuals may undergo training and assessments for the four language skills (i.e. Reading, Listening, Speaking and Writing) using English as the language medium, as well as for Numeracy.

About the Career Readiness Certificate (CRC)

4 Under the ES WSQ, the CRC serves as a WSQ certification and is awarded to individuals who have attained ten (10) Statements of Attainment (SOAs) in ES WSQ modules, including three (3) WSQ WPLN achievements or a combination of ES WSQ (including WSQ WPLN) and other WSQ modules. Three CRC types and their requirements are as shown in **Table 1** below:

Table 1: CRC Requirements

	Operations	Supervisory	Managerial
Workplace Literacy (WPL)	Level 5	Level 6	Level 7

Modules	(Any two of the four WPL SOAs)		(Any two of the four WPL SOAs)		(Any two of the four WPL SOAs)	
Workplace Numeracy (WPN) Modules	Level 5		Level 6		Level 7	
Workplace Skills (WPS) Modules	A minimum of five Workplace Skills modules at Operations Level	A maximum of ONE out of the seven WSQ modules can be taken at Supervisory OR Managerial Level	A minimum of five Workplace Skills modules at Supervisory Level	A maximum of ONE out of the seven WSQ modules can be taken at Operations or Managerial Level	A minimum of five EDGE modules at Managerial Level	A maximum of ONE out of the seven WSQ modules can be taken at Supervisory Level
Any WSQ Modules	A maximum of two modules at Operations Level		A maximum of two modules at Supervisory level		A maximum of two modules at Managerial level	

Changes to WSQ WPLN and Discontinuation of CRC

5 With effect from **2 Jan 2020**, SkillsFuture Singapore (SSG) has appointed British Council (Singapore) Limited (BCL) to administer the new WPLN assessments. The WPLN achievements attained by trainees from 2 Jan 2020 onwards will be non-WSQ. This information was previously communicated to WPLN stakeholders, including ES WSQ Approved Training Organisations (ATOs) offering WPLN programme, via a briefing session conducted on 16 Oct 2019.

6 Arising from the transition of WPLN assessments from WSQ to non-WSQ and as part of the regular review of WSQ programmes, SSG will discontinue the CRC under ES WSQ framework with effect from **1 Jan 2021**. Meanwhile, WSQ trainees who fulfil all requirements for the CRC **before 1 Jan 2021**, regardless of whether they hold the WSQ or new non-WSQ WPLN achievements, will be awarded the CRC. ATOs are requested to assist them in their submissions to request for issuance of the CRC by SSG. The revised CRC construct and the requirements are as shown in **Table 2** below:

Table 2: Revised CRC Construct and Requirements

	Operations	Supervisory	Managerial
Workplace Literacy (WPL) Modules	Level 5 (WSQ/non-WSQ) (Any two of the four WPL skills)	Level 6 (WSQ/non-WSQ) (Any two of the four WPL skills)	Level 7 (WSQ/non-WSQ) (Any two of the four WPL skills)
Workplace Numeracy (WPN) Modules	Level 5 (WSQ/non-WSQ)	Level 6 (WSQ/non-WSQ)	Level 7 (WSQ/non-WSQ)

Workplace Skills (WPS) Modules	A minimum of five Workplace Skills modules at Operations Level	A maximum of ONE out of the seven WSQ modules can be taken at Supervisory OR Managerial Level	A minimum of five Workplace Skills modules at Supervisory Level	A maximum of ONE out of the seven WSQ modules can be taken at Operations or Managerial Level	A minimum of five EDGE modules at Managerial Level	A maximum of ONE out of the seven WSQ modules can be taken at Supervisory Level
Any WSQ Modules	A maximum of two modules at Operations Level		A maximum of two modules at Supervisory level		A maximum of two modules at Managerial level	

7 From **1 Jan 2021** onwards, SSG also will discontinue the issuance of CRC. This is in response to the declining demand for CRC over the years, the changing profiles of our local workforce, the availability of alternative employability skills-related training options and the shift in the delivery model for the WPLN assessments. WSQ trainees must fulfil all requirements of the CRC **on/before 31 Dec 2020** to be awarded the CRC.

8 Between **2 Jan and 31 Dec 2020**, WSQ trainees who fulfil the CRC requirements will receive one of the two versions of the CRC. This depends on whether they possess WSQ WPLN or new non-WSQ WPLN achievements. The first version comprises the existing CRC and WSQ transcript showing the WSQ WPLN achievements. The second version comprises the existing CRC and the WSQ transcript along with a supplementary transcript showing the new non-WSQ WPLN achievements attained (refer to **Annex A** for illustration).

9 **Table 3** below provides an overview on the CRC version which will be issued to WSQ trainees under two scenarios. This depends on whether they hold only WSQ WPLN achievements, or new non-WSQ WPLN achievements.

Table 3: Overview of CRC Versions to be Issued under Two Scenarios

S/N	Scenario	CRC Version to Issue
1	WSQ trainee who has completed and attained all three (3) <u>WSQ WPLN</u> achievements on/before 13 Dec 2019 and fulfilled the rest of the requirements for the CRC [i.e. attained the remaining seven (7) WSQ SOAs for ES WSQ and other WSQ modules, where applicable] on/before 31 Dec 2020 .	WSQ trainee will receive the following: <ul style="list-style-type: none"> • The CRC • WSQ transcript
2	WSQ trainee who wish to seek the CRC and have not completed and attained the three (3) WSQ WPLN achievements on/before 13 Dec 2019 . WSQ trainee may register with BCL for the new non-WSQ WPLN	WSQ trainee will receive the following: <ul style="list-style-type: none"> • The CRC • WSQ transcript

	<p>assessments. WSQ trainee may request for the CRC upon attaining the new non-WSQ WPLN achievements and fulfilling the rest of the requirements for the CRC [i.e. attain the remaining WSQ SOAs for ES WSQ and other WSQ modules, where applicable] on/before 31 Dec 2020.</p>	<ul style="list-style-type: none"> • Supplementary transcript showing the new non-WSQ WPLN achievements
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10 For WSQ trainees who are unable to complete the requirements of the CRC **on/before 31 Dec 2020** or do not wish to attain the CRC but plan to undergo ES WSQ training and/or the new non-WSQ WPLN assessments, they may continue enrolling in the ES WSQ modular courses and the new non-WSQ WPLN assessments. They will be issued with WSQ SOAs upon successfully completing the ES WSQ training and attaining the achievements. For those who enrol in the new non-WSQ WPLN assessments, they will be issued the Candidate Reports by BCL (refer to **Annex B** for illustration).

CRC Application Process

11 When requesting for the CRC to be issued, WSQ trainees holding the new non-WSQ WPLN achievements are required to present scanned/hard copies of Candidate Reports issued by BCL as well as the other WSQ SOAs making up the CRC. The WSQ ATOs will verify them to ensure that the WSQ trainees have fulfilled the requirements. ATOs can print the CRC, WSQ transcript and supplementary transcript for WSQ trainees while WSQ trainees can also download their CRC and WSQ transcripts by logging in to MySF.

12 There will be no changes to the CRC application process for WSQ trainees who have attained the required ten (10) WSQ SOAs, with WSQ WPLN achievements attained **on/before 13 Dec 2019.**

13 WSQ trainees who have met the requirements of the CRC before 1 Jan 2021 may request for the issuance of the CRC **by 31 Mar 2021.**

Annex A: Sample Supplementary Transcript for New Non-WSQ WPLN Achievements



SUPPLEMENTARY TRANSCRIPT

Name:

<Official Transcript
No.>-1

ID No.:

Qualification:

CAREER READINESS CERTIFICATE IN OPERATIONS LEVEL

REMARKS: ACHIEVED THE FOLLOWING WORKPLACE LITERACY/ WORKPLACE NUMERACY RESULTS WITH BRITISH COUNCIL (SINGAPORE) LIMITED FOR THE EMPLOYABILITY SKILLS WORKFORCE SKILLS QUALIFICATIONS (WSQ) CAREER READINESS CERTIFICATE (OPERATIONS LEVEL) ON 13 DECEMBER 2020

Competency Unit	Results	Assessment Date	Issuing Institute
Workplace Literacy (Speaking) – Level 5	Competent	18 Jul 2020	BRITISH COUNCIL
Workplace Literacy (Reading) – Level 5	Competent	09 Aug 2020	BRITISH COUNCIL
Workplace Numeracy – Level 5	Competent	13 Dec 2020	BRITISH COUNCIL

The assessment of the abovementioned learner is accredited by the SkillsFuture Singapore Agency in partnership with the British Council (Singapore) Limited.

Please refer to the Workforce Skills Qualifications (WSQ) Official Transcript for WSQ achievements attained for the CRC.

Annex B: Sample Candidate Report Issued by BCL



in
collaboration
with



**Workplace Literacy and
Numeracy (WPLN) Assessment**

**Candidate
report**

Candidate name

Candidate ID

Test date

Skill name	Skill score	WPLN level
Listening		
Reading		
Speaking		
Writing		
Grammar and vocabulary		
Numeracy		