

Professional Conversion
Programme (PCP) for

JEWELLERY DESIGN & MARKETING PROFESSIONALS



A programme of



Programme Partner



JDMIS
Jewellery Design & Management
International School

What is a PCP?

The Professional Conversion Programme (PCP) is part of Workforce Singapore's (WSG) Adapt and Grow Initiative which provides mid-career Professionals, Managers, Executives and Technicians (PMETs) with the opportunity to be re-skilled and take on new careers in growth areas.

As the appointed programme manager, JDMIS will work with jewellery companies to identify and re-skill mid-career new hires, or match programme candidates with employers seeking **new team members**. This professional conversion plan comprises structured and on-the-job training which will be designed to facilitate the transition of these individuals.

To encourage and recognise jewellery companies' efforts in the conversion of these individuals, salary and course fees support for the duration of the PCP will be provided.

Recruitment



- Candidate Resumes
- Guidance on Job Descriptions
- OJT Training Plan Template

Training Support for New Staff



- Specialized Jewellery Training from JDMIS
- In-programme mentorship/guidance

Funding Support During Training



- Course Fee Support
- Salary Support for new employee during programme



**70% to 90%
Course Fee Subsidy**
Design, Gemstones,
Trends, Marketing,
Merchandising



**35% to 45%
Salary Support**
For 10 Months
Classroom &
OJT

Eligibility Criteria

Employers will need to meet the following criteria:

- Registered or incorporated in Singapore
- Offer direct employment that is related to the PCP with remuneration aligned to market rate (Note minimum salary for PCP candidate is \$2500 per month)
- Commit to the PCP training arrangements for the selected PMETs and report on their progress
- Provide quarterly feedback on the employment status and progress of the worker for 6 months after programme conclusion.

Trainees must

- be hired as part of the PCP process

OR

- Be recent hires of the company (under 3 months)

What training is included?

Your new trainees will complete a sequence of 8 specialized jewellery modules covering design, gemstones, trends, marketing and merchandising. At the conclusion of the classroom training portion of the PCP they will be awarded a Diploma in Fine Jewellery Design from JDMIS as well as relevant business certifications.

Beyond their classroom training, JDMIS will recommend a sequence of On-the-Job training projects for them to complete at the workplace to prove their readiness to take on a meaningful role within your organization.

By the time your new hire has completed the 800 hours of planned training they will be ready to fly as a productive member of your team.

JDMIS Classical Jewellery Design

60 hours

Part 1: Creative Drawing & Essential Jewellery Knowledge

Part 2: Technical Drawing and Counter Sketching

A strong foundation in jewellery design is the basis for many jewellery career paths. Working on paper allows for refinements and prevents costly errors and miscommunication. A good sketch can close a sale and accurate technical drafts communicate fabrication requirements to any manufacturer. Together with a focus on practical, beautiful and comfortable design, these skills ensure competence and understanding in this most creative and limitless field.



JDMIS Digital Jewellery Design

60 hours

Part 1: 3D Modelling & Rendering

Part 2: Intermediate 3D Modelling & Gem Settings

Computer aided design and manufacturing (CAD and CAM) processes are revolutionising jewellery today. Designers can produce one-of-a-kind jewellery at a fraction of the cost and jewellery manufacturers can increase production time and quality well beyond what was possible using traditional hand crafting. Participants understand the designs and materials that lend themselves well to CAD/CAM as well as both conceptual and practical methods for achieving quality results when using these methods.



JDMIS Gem and Jewellery Trade Secrets

30 hours

Tailored to designers, fabricators, sales professional and trade members, this in-depth programme offers unique insight and understanding of the jewellery industry. This course covers the essentials of coloured gems, diamonds and non-traditional gems; participants gain valuable information to set them apart from most other jewellery designers or sales personnel.



JDMIS Epic Jewellery and Contemporary Trends

30 hours

Participants studying jewellery of the past, gain insight into how the fabrication limitations and beliefs of the time influenced jewellery design and how similar concepts in today's fashion and jewellery can be applied. This course ensures each graduate is able to create relevant, popular & distinct jewellery and knowledgeably communicate design to customers.



JDMIS Jewellery Marketing Fundamentals

30 hours

The marketing of jewellery has many unique challenges associated with conveying quality and trust. Learners understand marketing fundamentals and learn to interpret statistics, trends and customer research. With this information, successful and failed marketing attempts are analysed and key concepts extracted and framed in a manner beneficial to businesses of all sizes.



JDMIS Jewellery Merchandising

30 hours

Packaging, display and placement must be given as much thought and planning as the jewellery itself in order to effectively convey its quality and value. This class combines traditional visual merchandising concepts that apply to physical storefronts as well as branding concepts and catalogue and internet merchandising strategies. Students understand merchandising theory, performing thought experiments to place themselves in the consumer's frame of mind as they navigate a display.

Scheduling and Availability

WSG has earmarked funds for **20 participants** of the Jewellery Design and Marketing Professional PCP; 15 of whom are for standard funding and 5 are for enhanced funding. Training must be completed within the 5-month PCP duration and is subject to availability.

As part of its safe re-opening, JDMIS has reduced its capacity to 40% of pre-COVID19 levels. **JDMIS has limited availability for candidates enrolling in PCP programmes.**

Sample 5-month PCP schedule (2020)

Week	M	T	W	T	F	S	S
1	Work	Work	Work	Class	Class	OFF+SUPPT	OFF
2	Work	Work	Work	Class	Class	OFF	OFF
3	Work	Work	Work	Class	Class	OFF	OFF
4	Work	Work	Class	Class	Work	OFF	OFF
5	Work	Work	Class	Class	Work	OFF+SUPPT	OFF
6	Work	Work	Work	Class	Work	OFF	OFF
7	Work	Work	Class	Work	Work	OFF	OFF
8	Work	Work	Class	Class	Work	OFF	OFF
9	Work	Work	Class	Work	Work	OFF+SUPPT	OFF
10	Work	Class	Class	Work	Work	OFF	OFF
11	Work	Work	Class	Work	Work	OFF	OFF
12	Work	Work	Class	Class	Work	OFF	OFF
13	Work	Work	Work	Class	Class	OFF+SUPPT	OFF
14	Work	Work	Work	Class	Class	OFF	OFF
15	Work	Work	Class	Class	Work	OFF	OFF
16	Work	Work	Class	Class	Work	OFF	OFF
17	Work	Work	Class	Class	Work	OFF+SUPPT	OFF
18	Work	Work	Work	Class	Class	OFF	OFF
19	Work	Work	Work	Class	Class	OFF	OFF
20	Class	Class	Work	Work	Class	OFF	OFF
21	Class	Class	Work	Work	Work	OFF+SUPPT	OFF
22	Class	Work	Work	Work	Work	OFF	OFF

#SGUnited 'Excelarated' Schedule

Given the uncertainty of demand in the current market conditions in Singapore, JDMIS has created an additional schedule suited to businesses that will be re-establishing their business slowly and taking measured responses.

Instead of taking 2 days each week for classroom training over 5 months, this schedule accelerates the classroom training to 3-4 days per week and completes all in-school training within 3 months; **allowing more focus on on-the-job activities to boost your recovery in 2021!**

Week	M	T	W	T	F	S	S
1	Work	Work	Work	Class	Class	OFF+SUPPT	OFF
2	Work	Work	Work	Class	Class	OFF	OFF
3	Class	Work	Work	Class	Class	OFF	OFF
4	Class	Class	Class	Class	Work	OFF	OFF
5	Class	Class	Class	Class	Work	OFF+SUPPT	OFF
6	Work	Work	Work	Class	Class	OFF	OFF
7	Work	Class	Class	Class	Class	OFF	OFF
8	Class	Class	Class	Class	Class	OFF	OFF
9	Class	Class	Class	Class	Work	OFF+SUPPT	OFF
10	Work	Work	Work	Class	Class	OFF	OFF
11	Class	Class	Work	Class	Work	OFF	OFF
12	Class	Work	Work	Work	Class	OFF	OFF
13	Class	Class	Work	Class	Work	OFF+SUPPT	OFF
14	Work	Work	Work	Work	Work	OFF	OFF
15	Work	Work	Work	Work	Work	OFF	OFF
16	Work	Work	Work	Work	Work	OFF	OFF
17	Work	Work	Work	Work	Work	OFF+SUPPT	OFF
18	Work	Work	Work	Work	Work	OFF	OFF
19	Work	Work	Work	Work	Work	OFF	OFF
20	Work	Work	Work	Work	Work	OFF	OFF
21	Work	Work	Work	Work	Work	OFF+SUPPT	OFF
22	Work	Work	Work	Work	Work	OFF	OFF

Funding Support

To encourage our industry partners to hire and build the capabilities of individuals in our industry, WSG will be providing both training and salary support. JDMIS will be administering the PCP as WSG's programme partner.

Course Fee Grant ¹	
Singapore-registered Company	>30% Singapore-owned SME Group annual sales turnover of under S\$100 million, or that employs less than 200 workers
70% of course fee	90% of course fee (excl GST)
Salary Support ¹	
For Singapore Citizens or Permanent Residents age 21 years old and above	For Singapore Citizens age 40 years old and above or who are considered Long-term Unemployed ³
Graduated or completed NS for at least 2 years ²	
Up to 70% of monthly salary for 5 months (capped at \$4000 per month)	Up to 90% of monthly salary for 5 months (capped at \$6000 per month)

1. All funding parameters are subject to WSG's approval

*For individuals newly hired and put on PCPs for the period between 1 Sep 2020 to 28 Feb 2021, Salary Support funding will be disbursed to employers over a longer period, comprising the PCP training duration and an additional period of retention equivalent to the training duration (ie: half the salary support for double the duration). The disbursement adjustment will apply based on the date of hire of the individuals (i.e. start of employment, not date of PCP start).

2. Whichever is later and where relevant

3. Applicable for Singapore Citizens who are unemployed, actively seeking employment for six months or more

Employers need only pay the NET training fees for their participants each quarter. JDMIS will support employers by fronting training costs and obtaining training fee funds from WSG at the end of the quarter.

Funding support reimbursements for employee salaries will be submitted on behalf of participating employers on a **quarterly basis**. Upon receipt of funds, JDMIS shall disburse all approved funds to employers within 7 days.

Once course schedules are confirmed between employer and employee they become chargeable and are subject to cancellation fees and availability of future courses. Course schedules must be confirmed with JDMIS in advance. **PCP must be completed within 5 months (funding support cannot be extended beyond this period.)**

Salary support dependent on employee remaining employed for retention period.

Course Fees

The JDMIS PCP for Jewellery Design and Marketing Professionals consists of 8 modules comprising both classroom and On-the-Job elements. The program includes 240 classroom hours of training and a recommended 560 OJT hours for a total of 800 hours.

Fee component	Amount	Non-SME	Local SME
Training fees	\$13,004.40	\$3,901.32	\$ 3,901.32
GST on Training Fees*	\$910.31	\$ 273.09	\$ 273.09
Additional SME grant	—	—	-\$ 2600.88
Total Payable	\$13,914.71	\$4,174.41	\$ 1,573.53
Optional tools/materials (inc GST)	\$850.00	\$ 850.00	\$ 850.00

*Grant funding GST handling is peculiar for SSG courses: Standard Grant is standard rated. Additional SME grant is zero-rated.

Application Process

The PCP is applicable to **new hires** as well as individuals within your organization that have less than 3 months of tenure.



1. Apply:

Complete PCP application form
Submit your Job Description (or modify our template)
Submit your OJT training plan (or modify our template)

2. Find a Suitable Candidate:



Through JDMIS
List of Candidates



By using your
own networks



Among your company
new hires



3. Hire & Sign:

Sign employment contract
Confirm candidate and participation in PCP

4. Each Quarter:



Pay NET fees for
training for quarter



Employee attends
classroom training



Put specialized jewellery
skills to use in OJT projects



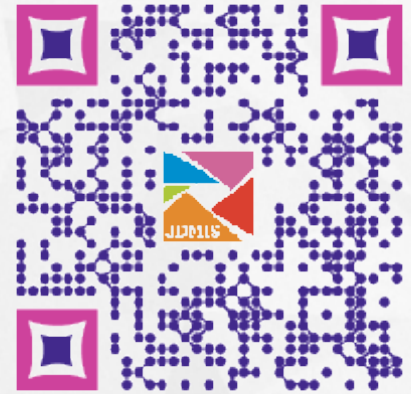
Claim Salary
Support at end
of quarter



5. Complete PCP requirements:

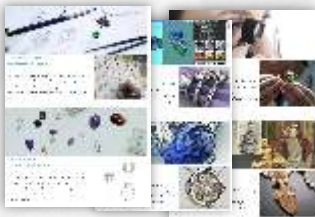
Report back to JDMIS 4 times after PCP
with brief employee status update

PCP Application Form

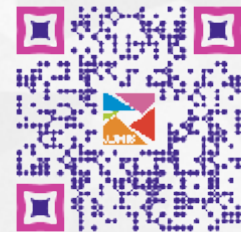


<https://go.jdmis.com/PCP-APP>

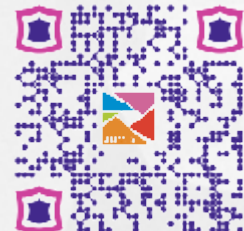
Additional Information



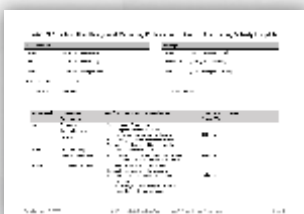
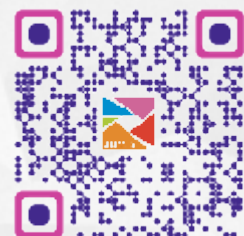
JDMIS Detailed Course Data
on PCP Modules
<https://go.jdmis.com/PCP-Courses>



JDMIS PCP programme outline on
CareersFuture.sg
<https://go.jdmis.com/PCP-CF>



JDMIS Example
Job-Description for
Jewellery Design
and Marketing
Professional
<https://go.jdmis.com/PCP-JD>



JDMIS Example
OJT Activity Plan
<https://go.jdmis.com/PCP-OJT>





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