

EDUCATION AND CAREER GUIDANCE (ECG) PLAYBOOK

FOR GRADUATES



Transitioning the World of Work & Adulting can be exciting yet daunting...

Use this ECG Playbook to jumpstart your career or explore further education opportunities



Big Picture Ryan

“Adaptability to change is itself a hallmark of successful education.”
...Peter Hilton



Undecided Hannah



Job-Searching Sara



Enterprising Emily



Eager Ivan



Big Picture
Ryan



Undecided
Hannah



Job-Searching
Sara



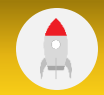
Enterprising
Emily



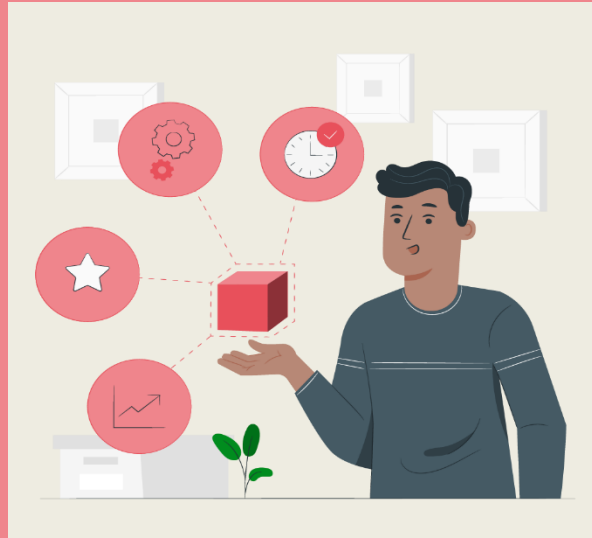
Eager
Ivan



Who do you identify with?
Click to find out more

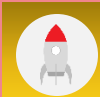


Big Picture Ryan



TIPS for NEXT STEPS





How would you like your life story to be written?

What could you do to make this world a better place?

What are your interests, values, skills, strengths and competencies?

Discover Your Purpose



Take the self-assessments on ***MySkillsFuture portal*** and find out your career interests, skills confidence and work values as a start.



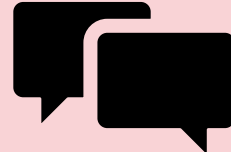
Understand the Future Economy



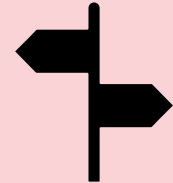
Find out the Skills in Demand and Emerging Industry Trends



Research the Market



Speak to Relevant People



Explore Adjacent Careers





Understand the Future Economy

Research the Market

Check out these resources:

SkillsFuture Singapore's

- Skills Framework
- Skills Demand for Future Economy (annual report)
- MySkillsFuture Industry Insights
- Jobs-Skills Dashboard

and *National Youth Council's*

- OnMyWay (OMW)
- GradGoWhere



Understand the Future Economy

Speak to Relevant People

Talk to someone you know:

- **Lecturers**
- **Industry Partners** (e.g. colleagues, supervisors from internship company)
- **Education & Career Coaches @NP**

to find out about the skills, competencies and qualifications needed to work in your preferred sector



Understand the Future Economy

Explore Adjacent Careers

- Be open to explore careers beyond those related to your diploma
- Find out about **adjacent skills**
- **Explore jobs and sectors** utilising adjacent skills



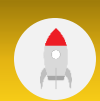
Know Your Market Value



Use the annual **Polytechnic Graduate Employment Survey** to guide you on salary expectations

Consider what you will be learning and how the job will help you in your career aspiration

Be realistic in your salary negotiations



Seek Out A Mentor



A mentor can help you navigate challenging situations and ease the steep learning curve in your transition to work.

Build meaningful relationships and give yourself time to grow professionally.

Mentors can come from School Alumni, Company Leaders and Management or Professional Associations such as **MentoringSG**.



Know Your Workplace Rights

Be responsible for your own safety, health and well-being at the workplace.

Some resources to help you:

Workright: Know Your Employment Rights

(published by Ministry of Manpower)

Contract, Payment and Employment- related Disputes

(Singapore Judiciary Small Claims Tribunals,
Tripartite Alliance for Dispute Management)

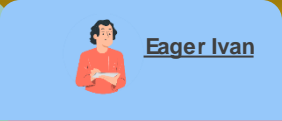
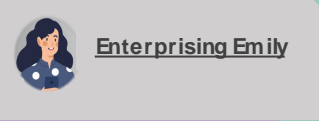
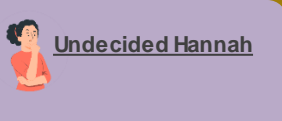
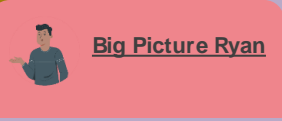
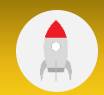
Guide to Workplace Fairness

(published by Tripartite Alliance for Fair and
Progressive Employment Practices)

Managing Workplace Harassment

(Tripartite advisory by Ministry of Manpower,
National Trades Union Congress, and
Singapore National Employers Federation)





Undecided Hannah

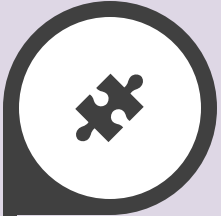


Explore YOUR OPTIONS

Full-time Employment



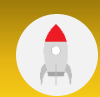
Work and Study



Further Studies



Start by charting out your short-, medium- and long-term career, learning and financial goals.



Full-time Employment

Check out Workforce Singapore's career resources for fresh graduates:

Career Starter
Programme

Career Starter
Pack

Consider practical aspects like:

- opportunities for skills development, career progression and personal growth;
- alignment with the company's values and culture;
- employment remuneration package, etc.



Work and Study

Check out work-study programmes to get a head-start in careers related to your discipline of study

[NP CET Academy's SkillsFuture Work-Study Programmes](#)

[SkillsFuture Work-Study Post-Diploma Programmes](#)

[NP CET Academy's short courses or SkillsFuture courses](#)



NP CET Academy SkillsFuture Work Study Programmes

Work-Study Post Diploma (Certificate in Entrepreneurship) (Startup Talent Factory)

12 months (Next intake: 19
Jan 2024) Contact NP CET
Academy for application
details.

Work-Study Post Diploma (Specialist Diploma in Agritechnology and Agribusiness)

12 months (Next intake: Apr
2024)

Work-Study Post Diploma (Specialist Diploma in Analytical Science)

12 months (Next intake: Apr
2024)

Work-Study Post Diploma (Specialist Diploma in Community Optometry)

12 months (Next intake: Oct
2024)

Work-Study Post Diploma (Specialist Diploma in Digital Branding and Social Media Strategies)

12 months (Upcoming intake:
TBC)

Work-Study Post Diploma (Specialist Diploma in Sustainable Facilities Management)

12 months (Next intake: Apr
2024)

Work-Study Post Diploma (Specialist Diploma in Veterinary Clinical Practice)

12 months (Next intake: Apr
2024)

Work-Study Certificate leading to a Part-time Diploma in Business Practice (Administration & Management)

12 months (Next intake: Apr
2024)

Work-Study Certificate leading to a Part-time Diploma in Full Stack Development

12 months (Next intake: Apr
2024)





SkillsFuture Work-Study Post-Diploma Programmes

(open to Local Fresh Graduates¹)



- Competitive starting salary and full-time employment with participating companies
- Deepen skills through structured workplace learning, mentorship, and facilitated learning
- Attain industry-recognised Post-Diploma qualification or professional certification²
- Get a sign-on incentive of \$5,000 for most programmes³
- Potentially enjoy skills-based wage increments and career advancement pathways upon programme completion, depending on factors such as satisfactory job performance and job scope expansion
- Receive advanced standing or credit exemption for the relevant degree programmes for selected WSPostDip, subject to meeting the course entry requirements

¹Within three years of graduation or Operationally Ready Date for full-time National Servicemen

²The industry-recognised qualifications will vary from sector to sector, and from job to job. They include Singapore Workforce Skills Qualifications (WSQ) Specialist Diploma qualifications, or Advanced/Specialist Diploma qualifications issued by the Polytechnics, or professional certifications

³For fresh graduates who are Singapore Citizens and within three years of graduation or Operationally Ready Date for full-time National Servicemen only





[Education & Career Coach Consult](#)



[Big Picture Ryan](#)



[Undecided Hannah](#)



[Enterprising Emily](#)



[Job-Searching Sara](#)



[Eager Ivan](#)



NP CET Academy Short Courses / SkillsFuture Courses

(SkillsFuture courses conducted by NP)

A Singapore Government Agency Website

MySKILLSfuture [Explore](#)

Start your upskilling journey today

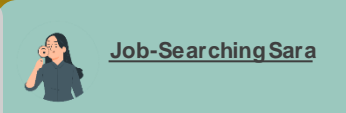
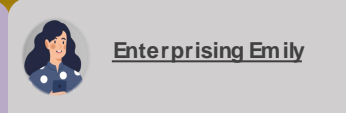
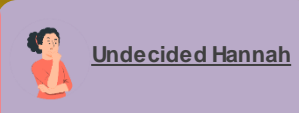
Search for courses, initiatives, or articles [Search](#)

- View Courses
- Submit SkillsFuture Credit Claims
- View Initiatives
- Access E-Services

[Courses](#) [Initiatives](#) [E-Services](#) [Login](#)

<p>NGEE ANN POLYTECHNIC</p> <p>Digital Learning Beginner Workshop</p> <p>★★★★☆ 80 Ratings • Less than 1 Week • Full Time</p>	<p>Full Course Fee: ⓘ ♥</p> <p>\$650.00</p> <p>After SkillsFuture Funding: ⓘ</p> <p>\$195.00</p>
<p>NGEE ANN POLYTECHNIC</p> <p>Environmental Control Coordinator course (Asynchronous & Synchronous E-Learning)</p> <p>Upcoming Course Date: 31 Jan 24</p> <p>★★★★☆ 107 Ratings • Less than 1 Week</p>	<p>Full Course Fee: ⓘ ♥</p> <p>\$500.00</p> <p>After SkillsFuture Funding: ⓘ</p> <p>\$150.00</p>
<p>NGEE ANN POLYTECHNIC</p> <p>Unmanned Aircraft Pilot License (UAPL) Course for Industry Applications of Class A Rotorcraft (Multi-Rotor) up to 25kg (Classroom & Async e-learning)</p> <p>Upcoming Course Date: 20 Jan 24</p> <p>★★★★☆ 36 Ratings • 1 Week - 1 Month</p>	<p>Full Course Fee: ⓘ ♥</p> <p>\$2,700.00</p> <p>After SkillsFuture Funding: ⓘ</p> <p>\$810.00</p>





Further Studies

Navigating your further studies options

Studying
Locally

Studying
Abroad

Important
Considerations
when Exploring
Further Studies
Options





Further Studies: Studying Locally

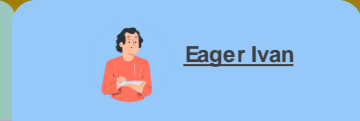
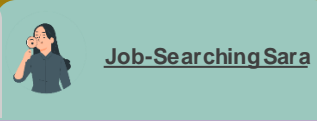
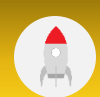
Check out local full-time and part-time programmes offered at subsidised rates for Singaporeans and Singapore Permanent Residents:

Local Autonomous Universities

Art/Design Institutions & Government-affiliated Educational Institutions

Scholarships

- Respective universities' scholarship websites
- **BrightSparks**
- **Scholarship Guide**
- **Singapore-Industry Scholarship**



Further Studies: Studying Locally

Private Education Institutions (PEIs)



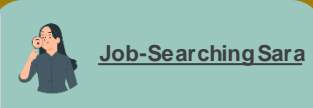
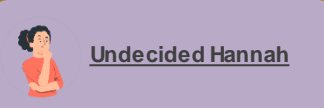
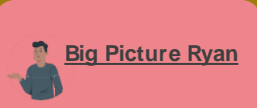
Considering further studies at **PEIs**?

- Check out the **Committee for Private Education's website**
- Consider your **Reasons, Readiness and Risks** for choosing a PEI, and learn to safeguard yourself
- You may also like to look at the **PEI Graduate Employment Survey** results to make an informed decision



Further Studies: Studying Abroad

- Research entry requirements at respective overseas university's website
- Check advanced standing of NP diploma directly with respective university for any module exemptions
- Attend overseas education fairs to connect with overseas university representatives



Further Studies Considerations

Important considerations to note when exploring further study options:



Research degree programmes; there are six local autonomous universities

Application period(s) of your preferred programme(s)

Entry requirements and selection criteria (e.g. interviews, portfolio submission, pre-entry tests, etc.)

Tuition fees, financial support and scholarship options

Check out our further studies resources





Enterprising Emily

Start-up for a Social Cause



Define your purpose



Join the community for mentoring and support



Tap on grants



Define your purpose

- What are the social causes I care about?
- What is my pet project?

United Nations
Sustainable
Development Goals



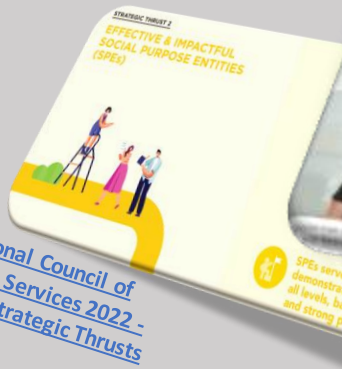
Singapore
Green Plan 2030



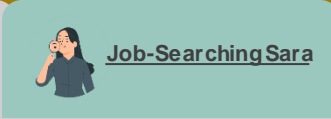
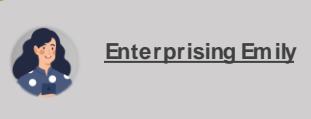
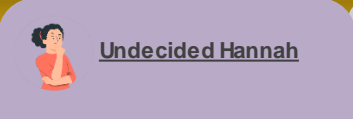
GenZ
Socialpreneur



National Council of
Social Services 2022 -
2026 Strategic Thrusts



SPSs serve with heart and demonstrate professionalism across all levels, backed by robust governance and strong people practices



Join the community for mentoring and support

- Pitch ideas
- Source for funding; and
- Learn from others' experience



[Platform promoting innovation and entrepreneurship](#)



ACE.SG INCUBATOR



[Action Community for Entrepreneurship](#)



ABOUT US BE A MEMBER BUSINESSFORGOOD DIRECTORY PROGRAMMES FUNDING GET INVOLVED RESOURCES

Discover Social Enterprises In Various Sectors

The simplest way to start being [#partofthegood](#) is to make a conscious effort to purchase from social enterprises! From Food & Beverage to Retail & Gifts, Events Management to Education & Training, our social enterprises offer a diverse range of products and services.



Social Enterprise Member of **raiSE** SINGAPORE

[Centre developing Social Enterprise sector in Singapore](#)





Tap on grants

Whatever the cause, you can pitch your idea and tap on funding to build your social enterprise 😊



our **SG** fund

[Our Singapore Fund](#)



our **SG**
Grants

[Our SG Grants](#)



Job-Searching Sara



RESUME

COVER LETTER

REFERENCES & RECOMMENDATIONS

DIGITAL PORTFOLIO

PERSONAL BRANDING

JOB SEARCH & CAREER PORTALS

INTERVIEW & INTERVIEW TIPS

TIPS FOR USING AI DURING JOB SEARCH



Resume, References, Cover Letter & Digital Portfolio

Update your digital portfolio and resume to include:

- relevant work experience from internship/s and part-time work
- skills, competencies and achievements you have acquired at work and in NP

Click on the links for tips to polish up your **resume**, **cover letter**, **references and recommendations**, and **digital portfolio**

and **tips to note should you be using AI**





Ensure a neat
format and
error-free
resume



Impress the hiring manager with a **S.A.R. resume**



SKILLS

Showcase your Skills
through use of **action verbs**

ACTIONS

Describe Actions taken
to accomplish the tasks

RESULTS

Quantify your achievements
with positive Results



REFERENCES & RECOMMENDATIONS



Customise the
Cover Letter to
stand out from
the crowd



Complement your Resume with a

Cover Letter



Address the **Cover Letter** to the hiring manager

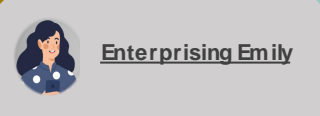
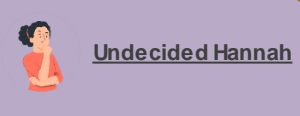
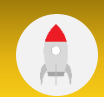


Have a strong opening and closing in the letter



Customise by highlighting relevant skills and experience from your resume and why you are a good fit for the role






Seek permission from Referees before submitting their details to Potential Employers





Validate your Experiences with

References & Recommendations



[f](#) [G+](#) [@](#) [in](#)

-  Consider requesting a letter of recommendation or reference from your internship/s supervisor/s
-  Good references may also come from supervisors from part-time employment or organisations you have volunteered in





A Digital Portfolio showcases your best works for interviews or networking sessions



Amplify your Strengths using a

DIGITAL PORTFOLIO



f G+ @ in

weebly **YouTube**

issuu **Adobe Portfolio**

LinkedIn **Wix.com**





PERSONAL BRANDING

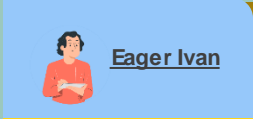
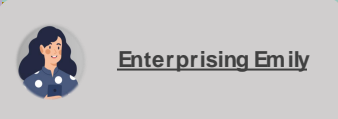
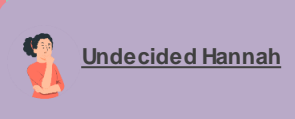
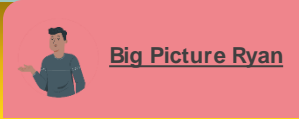
Determine Your
Unique Selling
Proposition
(USP)

Build your personal brand
by highlighting your strengths and
differentiating yourself from others

Share Your
Personal
Brand Story

Be Authentic,
Be Yourself





PERSONAL BRANDING

Determine Your USP

- ❖ Unique Selling Proposition (USP) are what sets you apart from other candidates going for similar roles
- ❖ Examples : Values, Interests, Personality, Skills, Strengths
- ❖ Communicate your USP early on during the interview

Be Authentic, Be Yourself

- ❖ Highlight your USP but do not oversell yourself
- ❖ Be genuine and respectful
- ❖ Just as you are choosing the company, the company is also choosing the candidate who is able to fit in with the team and company culture





PERSONAL BRANDING

Share Your Personal Brand Story

Include a concise career objective statement or summary of skill sets and achievements at the top of your resume

State why you are meant for the role you applied for very early on in your cover letter

Make sure your **LinkedIn** profile and social media presence are kept professional, showing your areas of interest and expertise

Ensure your digital footprints are coherent





JOB SEARCH & CAREER PORTALS



Tapping on your networks is the most effective way to secure a job interview

- ❖ Set up a **LinkedIn account** and actively manage it
- ❖ You can create your profile using the **LinkedIn profile checklist**

Tips: Use filters to search for jobs by industry sectors, job functions and employment types. Begin with a broad-based job search, indicating your key skills in the relevant search fields to access a wider range of jobs including adjacent jobs. You can receive email alerts for potential jobs by registering your job preferences at these portals.



JOB SEARCH & CAREER PORTALS

Alternatively, send your applications on job portals where you can perform keyword search

General Portals

- NP Job Portal
- MyCareersFuture
- Careers@Gov
- LinkedIn
- GradSingapore
- JobStreet
- JobsDB
- Monster
- InternSG
- Glints
- SkillsFuture Work-Study Post-Diploma Programmes

Sector-specific Portals

- eFinancialCareers (financial services and technology)
- CultJobs (advertising, media, design, marketing and start-ups)
- Tech In Asia (technology and start-ups)

Tips: Use filters to search for jobs by industry sectors, job functions and employment types

Begin with a broad-based job search, indicating your key skills in the relevant search fields to access a wider range of jobs including adjacent jobs

You can receive email alerts for potential jobs by registering your job preferences at these portals



INTERVIEW

Perfect your
Elevator Pitch!

It is very important
to plan and
Prepare for an Interview





INTERVIEW TIPS

- Keep up-to-date with latest tips on how to **ace interviews**
- Research about the company and industry
- Reflect on your values, interests, personality, skills and strengths
- Prepare answers to **possible interview questions**
- Use the **STAR** approach when answering questions

- Have your digital portfolio ready
- Test IT equipment beforehand for online interviews
- Be punctual
- **Dress appropriately**
- Be natural and be yourself during the interview
- Ask appropriate questions
- Follow-up with a Thank You note after the interview



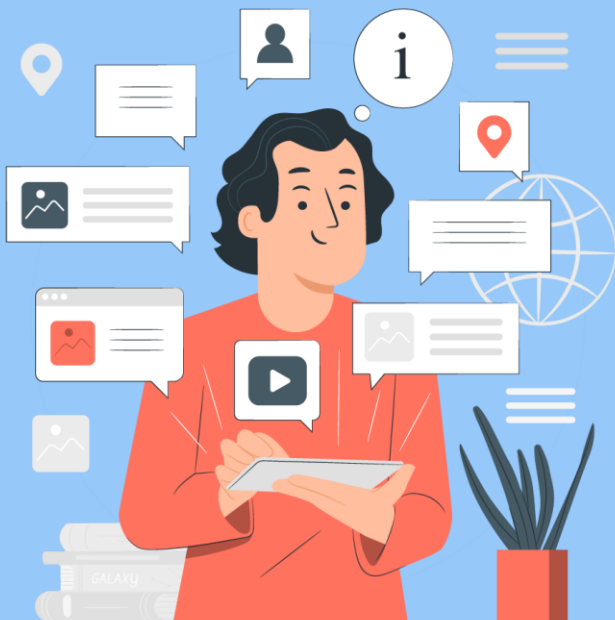


TIPS WHEN USING AI FOR JOB SEARCH

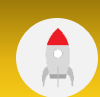
- Use WSG's **CareersFinder** tool to gain personalized jobs and skills insights
- Use AI as **inspiration** for ideas to get started
- Check for accuracy and that it serves the intended job role
- Personalize with your own examples and words to make it **uniquely yours**
- Use online tools (e.g. **Plagiarism Checker | Grammarly**) to maintain integrity and professionalism



Eager Ivan



QUICK LINKS & RESOURCES



QUICK LINKS



1. **MySkillsFuture** is a one-stop education, training and career guidance online portal that guides you to plan your training and career progression. The self-assessments help you discover your career interests, skills confidence and work values. You can also search for suitable jobs by exploring **industry insights** across sectors.
2. Access SkillsFuture Singapore's **Skills Framework** to learn about the job opportunities and career pathways within various industries, the annual **Skills Demand for Future Economy Report** to learn about growth sectors, and National Youth Council's **OMW** resources to view videos on a day in the life of professionals, **GradGoWhere** career resources and **MentoringSG** programmes.
3. Visit the website of **Committee for Private Education** to research on essential information while deciding on further studies at a private education institution.
4. Research on your options e.g. full-time work, **SkillsFuture Work-Study Post-Diploma Programmes**, **further studies**, **scholarships** and **SkillsFuture courses**.
5. For foreign graduates, you may find out from the Ministry of Manpower (MOM) website, information on **eligibility and application for different work passes**. For **MOE tuition grant and bond matters**, visit the Ministry of Education (MOE) website.
6. Know the value of your diploma qualification in the job market, and the reasonable salary range to expect as a polytechnic diploma holder from the annual **Polytechnic Graduate Employment Survey** results.
7. Make an appointment with our Education and Career Coaches (**email**) to gain exclusive access to updated Labour Market Information and stay attuned to market expectations and employer demands.



RESOURCES

- Action Community for Entrepreneurship – [ACE](#)
- BrightSparks – [Scholarships](#)
- Committee for Private Education – [CPE](#)
- CNBC – [LinkedIn profile checklist](#)
- Forbes – [AI for inspiration, AI for personalization](#)
- Grammarly – [Plagiarism Checker](#)
- Indeed.com – [Ace an interview](#)
- JobScan – [Action verbs for resume](#)
- LinkedIn – [Elevator Pitch, Adjacent Skills](#)
- Ministry of Education (MOE) – [Autonomous Universities, Art Institutions, Government-affiliated Education Institutions, Singapore-Industry Scholarship, MOE tuition grant and bond matters](#)
- Ministry of Manpower (MOM) – [Workplace Rights, Application for different work passes](#)
- MOM, National Trades Union Congress (NTUC), and Singapore National Employers Federation (SNEF) – [Tripartite Advisory on Managing Workplace Harassment, Know Your Workplace Rights](#)
- MyCareersFuture – [MyCF, Dressing for job interview, Interview questions, USP](#)
- MySkillsFuture – [MySF](#)
- National Council of Social Service – [NCSS Strategic Thrusts](#)
- National Youth Council – [OnMyWay \(OMW\), GradGoWhere, MentoringSG](#)
- Our Singapore Grants – [Our SG Grants](#)
- Our Singapore Fund – [Our Singapore Fund](#)
- Polytechnic Graduate Employment Survey – [Poly GES Results](#)
- Pollinate – [Platform promoting innovation and entrepreneurship](#)
- raiSE – [Centre developing Social Enterprise sector](#)
- ResumeWriter – [Cover letter guide](#)
- Scholarship Guide – [Website](#)
- Singapore Green Plan – [Singapore Green Plan 2030](#)
- SkillsFuture Singapore – [Skills Framework, Skills Demand for Future Economy Report, Post-Diploma Work-Study Programmes, Jobs Skills Dashboard](#)
- Small Claims Tribunals – [Contract, Payment-related Disputes](#)
- Tripartite Alliance for Fair and Progressive Employment Practices (TAFEP) - [Guide to Workplace Fairness](#)
- Tripartite Alliance for Dispute Management (TADM) - [Managing Employment Disputes](#)
- United Nations Sustainable Development Goals – [UN SDGs](#)
- Workforce Singapore – [Career Starter Programme and Career Starter Pack, CareersFinder](#)

Speak to our Education & Career Coaches

(in-person or online)



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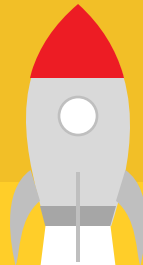
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Graduates within 3 years of graduation or ORD are welcome to connect with us for further education and career planning



*“Success is not final.
Failure is not fatal.
It is the courage to continue
that counts.”*

Winston S. Churchill



**You have reached
the end
of the ECG Playbook
but
your Journey would have just begun**

All the Best!