



Letter of Commitment

Programme Requirements

Participants who wish to enrol for the programme (Refer to Annex 1 for full programme details) must read and agree to the following **full** requirements. Kindly sign on the last page to acknowledge the requirements for this programme.

1. Attendance

It is mandatory to complete all the modules for this programme and participant must fulfill the minimum attendance requirement of 75% for each module. No make up of sessions are permitted. Participant who failed to fulfill the minimum attendance requirement will be required to attend the module with the next intake. (Refer to point 7).

2. Participation and Punctuality during Class and Project

Class sessions are conducted either online or face-to-face. If the session is online, participants are required to have their camera always turned on during the scheduled session on Zoom.

3. Assessment

There will be an assessment component at the end of each module. Participants who are not able to meet the minimum attendance requirement of 75% will not be eligible to complete assessment. Refer to SMU Academy Assessment and re-assessment policy for more information. (Refer to point 7)

4. Course Fees

Upon successful acceptance into the programme, participants will be required to make modular course fee payment as invoiced based on the eligibility of funding scheme by Skillsfuture Singapore.

5. Dismissal from the Programme

SMU Academy reserves the right to dismiss participant in accordance with its policies from time to time, which include the following circumstances:

- Not completing the attendance requirement of the scheduled programme hours. Exception is given for a valid medical excuse with supporting documents
- Failure to achieve satisfactory participation or completion of activities for the training programme, project and/or mentorship

6. Terms & Conditions on Course Subsidy and Funding Eligibility by SSG

Course subsidy and funding eligibility is governed by Skillsfuture Singapore (SSG) and SSG's criteria may change from time to time. It is participants' responsibility to check with SSG for their terms and conditions. The current pre-requisites for SSG funding are that participants must be Singapore Citizens, Singapore Permanent Residents (PR) or Long-Term Visit Pass Plus (LTVP+) holders.

Participants need to be **self-sponsored individuals** (regardless of employment status) paying the nett course fees and **not be company sponsored**. The minimum age for enrolment is at least 21 years old.

Please note that Singapore Management University as represented by SMU Academy is only playing the role of Training Provider for the enrolled programme.

7. SMU Academy Course Policy

It is important to adhere to the SMU Academy Course Policy (Please read <https://academy.smu.edu.sg/smua-policies> for details) which may change from time to time, and the areas governed by the Course Policy include:

- **Cancellation/Postponement**

SMU Academy may cancel or postpone courses e.g. due to unforeseeable circumstances, and reserves the right to cancel or postpone any programme in accordance with its policy.

- **Closing Dates of Course Registration**

Registration will close 5 days before the programme commencement date or when the class is fully subscribed.

- **Substitution, Transfer and Cancellation**

There will be administrative charges for each request to withdraw from or transfer to a course except for cases based on compassionate or medical grounds, subject to approval.

- **Assessment and Re-assessment**

Participant must comply with SMU Academy policies on assessment. Re-assessment (where permitted by SMU Academy) may involve additional charges.

8. Training Allowance (SkillsFuture Mid-Career Training Allowance)

Participants acknowledge that the SkillsFuture Mid-Career Training Allowance (if applicable) is administered by SkillsFuture Singapore (SSG) and is subject to SSG's prevailing terms and conditions, which may be amended from time to time. Participants are responsible for referring to the official SkillsFuture website <https://www.myskillsfuture.gov.sg/content/portal/en/career-resources/career-resources/education-career-personal-development/SkillsFuture-Mid-Career-Training-Allowance.html> (or its successor webpage) for the latest information on eligibility criteria, application procedures, and terms governing the Training Allowance.

SMU Academy's SkillsFuture Career Transition Programme (SCTP) programmes are only eligible for the part-time Training Allowance of S\$300 per month, subject to SSG's eligibility criteria and approval. SMU Academy does not guarantee approval of any Training Allowance application.

Participants are solely responsible for:

- Submitting their Training Allowance application in a timely manner in accordance with SSG's requirements;

- Accepting any Training Allowance offer within the stipulated timeline set by SSG;
- Ensuring full payment of all course fees to SMU Academy at least fourteen (14) days prior to the course commencement date. For example, if the course commences on 30 June, all fees must be fully paid by 15 June at 2359 hours.

Participants acknowledge that any deferment from the originally scheduled course dates will result in the cancellation of Training Allowance disbursement for the affected month(s), and such cancellation is final and not subject to appeal.

By signing this Letter of Commitment, you hereby confirm that you have read, understood and agreed to be bound by the above terms and conditions of the applicable course subsidies and funding scheme, and will comply with the stipulated requirements for the programme.

Full Name as per NRIC	
Signature	
Date	

R By submitting this Form, you hereby agree that the Singapore Management University (SMU) may collect, use internally and disclose your personal data that you provide in this Form to its partners/affiliates and/or other third party service providers that SMU may engage from time to time for the purpose of sending you updates about the various events, courses, seminars and related activities organised or co-organised by SMU. If you are providing someone else's personal data or submitting this Form on behalf of someone else, you hereby declare that you have obtained consent from the named individual(s) in this Form, for the collection, use and disclosure of his/her personal data by you to SMU, SMU business partners/affiliates and other third party service providers. The information you have provided here will be shared and disclosed to the funding agency, if SMU is required to do so. In all such cases, SMU will be acting as an agent on behalf of the funding agency.

SMU respects your privacy and seeks to safeguard the personal data that you have provided us in line with the Singapore Personal Data Protection Act ("PDPA"). If any of your personal data is disclosed to SMU partners/affiliates and/or third party service providers SMU will ensure that the disclosure is in accordance with the PDPA. If you wish to find out more about SMU's personal data protection policy, please view SMU's Personal Data Protection Statement at <http://www.smu.edu.sg/personal-data-protection>.

Annex 1 - Programme Details

Programme Name: (SCTP) Advanced Certificate in Driving Sustainability for the Future of Work: The Future of Work through a Sustainable Lens

Participants must complete the following modules which include the facilitated learning of 6 modules, 3 corporate visits and the Sustainability Capstone Project and Career Advisory.

Programme Schedule**

Module Title	Dates	Time
Foundations of Sustainability and the Future of Work	7 Nov [In Campus] 11, 13, 16* Nov 2026 [Online]	Saturday 9am – 5pm Monday, Wednesday & Friday 7pm to 10pm
Carbon and Environmental Systems Management and the Future for Renewable Energies	21 Nov [In Campus] 23, 25, 27 Nov 2026 [Online]	
Sustainable Supply Chains and Circular Economy for Future-ready Businesses	5 Dec [In Campus] 7, 9, 11 Dec 2026 [Online]	
Enhancing Social Values, Corporate Governance, and Ethics for Sustainable Business	9 Jan [In Campus] 11, 13, 15 Jan 2027 [Online]	
ESG Risk Management and Sustainable Finance	13 Feb [In Campus] 15, 17, 19 Feb 2027 [Online]	
ESG Reporting and Communication	27 Feb [In Campus] 1, 3, 5 Mar 2027 [Online]	
Corporate Site Visits: Green Destination 1	18 Mar 2027 [Offsite & In Campus]	9am – 6pm
Corporate Site Visits: Green Destination 2	31 Mar 2027 [Offsite & In Campus]	
Corporate Site Visits: Green Destination 3	7 Apr 2027 [Offsite & In Campus]	
Sustainability Capstone Project and Career Advisory		Refer to schedule below

Schedule for Sustainability Capstone Project and Career Advisory**

Session Type	Mode of Delivery	Dates	Time
Career Workshop 1	In Campus	23 Jan 2027	9am – 6pm
Career Workshop 2	In Campus	6 Mar 2027	9am – 1pm
Sustainability Capstone Project Meeting	Online	22 Mar 2027	7pm – 9pm
Sustainability Capstone Project Meeting	Online	29 Mar 2027	7pm – 9pm
Sustainability Capstone Project Meeting	Online	5 Apr 2027	7pm – 10pm
Sustainability Capstone Project Meeting	Online	8 Apr 2027	
Sustainability Capstone Project Meeting	Online	13 Apr 2027	
Sustainability Capstone Project Meeting	Online	16 Apr 2027	
Sustainability Capstone Project Meeting	Online	20 Apr 2027	
Sustainability Capstone Project Meeting	Online	22 Apr 2027	
Sustainability Capstone Project Presentation	In Campus	24 Apr 2027	9am – 4pm

***Due to public holiday on 9 Nov, class will be shifted to 16 Nov.**

****Programme schedule is updated as of 13 August 2026 and might be subject to change. Participant will be notified should there any changes to the schedule.**

Participation and Punctuality during Class, Project and Career Advisory

Participants **must** attend all the required sessions on time. Participants are required to demonstrate a satisfactory level of participation and complete activities to the best of their abilities for the training sessions over Zoom and/or face-to-face, project and mentorship.

Corporate Site Visits

Three Corporate site visits will be arranged, and participants are required to attend all the full day corporate visits. A short project work will be given to assess participants learnings gained from these visits.

Sustainability Capstone Project and Career Advisory

a) Career Advisory

There will be career-related career workshops to support participants in this area. Each participant will also be given an option to have a 1:1 session with an appointed career coach who will provide guidance and advice for your career transition journey. This career coaching support will be available from the commencement of the course up to 6 months after completion.

b) Sustainability Capstone Project

SMU Academy will be working together with the sponsoring companies and stakeholders on the Sustainability projects for the participants. An experienced project mentor will be assigned to the participants to provide guidance on the completion of the project.

This capstone project may act as a means of assessing the participant's suitability of employment with the sponsoring companies. SMU will try their level best to place participants but there is no guarantee of job placement. Participants would need to be open to the job opportunities available.

e-Certification

Only upon successful completion of all required 10 modules indicated on page 4, participant will receive an **Advanced Certificate in Driving Sustainability for the Future of Work: The Future of Work through a Sustainable Lens**.