

SAMPLE. This is a specimen document built to show a company what it receives. It is not issued to anyone, the learner and the company named here are fictional, and it carries no value as a record.

Career development plan — pack

The workforce half of a training project, in a form a company can adopt in one sitting and show to its staff. Written for any Singapore SME; the worked example below is a facilities company.

What this pack contains

Part	What it does	Whose job
A. Role map	Every role, the skills it needs, and the role it leads to	Company, with our draft
B. Skills ladder	What a person must be able to do to move one step up	Company signs, we draft
C. Training attached to each step	Which course unlocks which step, with dates	Ours
D. What the person gets	Wage step, skills allowance, or a named role — written plainly	Company decides
E. How it is told to staff	The one-page notice and the meeting where it is explained	Company, we draft
F. Review	Date it is reviewed, and what counts as progress	Company

Worked example — parts A to D

Role today	Step up	The skill that unlocks it	Training attached	What the person gets
Facilities assistant	Senior facilities assistant	Handles resident complaints end to end, and drafts the written reply	AI Confidence — Get Your Company AI-Ready, 16 hours	S\$120 a month wage step on completion, plus the certificate
Senior facilities assistant	Site supervisor	Builds and runs one working AI tool for the site, and trains two colleagues on it	Stage 2 — Build Your Company's Own AI System, 24 hours	Site supervisor allowance, S\$200 a month
Site supervisor	Operations executive	Owens a measured improvement across more than one site, with numbers	Stage 3 — customised, 32 hours (when open)	Role change with the salary band attached to it

Part E — the notice to staff, one page

To all staff. From January 2027 the company is putting AI training behind a clear step forward. If you complete the course named against your role, you receive what is written against that role — the wage step, the allowance, or the role itself. The training is on company time. Nobody is asked to pay for it. If you do not take it, nothing about your current job changes. The person to ask is name and contact , and the plan is reviewed on date .

Part F — review

Reviewed every 12 months by the company with the worker representative. Progress is counted in people moved a step, not in courses run. A course with nobody moving a step is a course that failed, and the plan says so in

writing.

For the company — name, designation, date

Worker representative — name, date