*COVID-19 and What's Beyond? Economy is stronger after every downturn. Is your organisation prepared for V-shaped recovery?* 

# WELCOME

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Tapping on Training Grants & Support for Business Transformation and Digitalisation

16 JUNE 2020, TUESDAY, 11:00am - 12:00pm





# Co-Organiser



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Our mission is to bring affordable Technology education to people everywhere. Piteulia Foo Executive Director

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Infoscience is a marketing and consultancy company which helps and organises Skills Future courses provided by Authorised Training Organisations approved by Skills Future Singapore (SSG).

#### Singapore Water Association

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## Speaker



ANDY CHEW Director, Business Development (65) 9728 5831 andy@ascendo.sg

#### ASCENDO ACADEMY PTE LTD

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- A member of 11 1SUMMIT GLOBAL -

Ascendo Academy conducts a wide range of Workforce Skills Qualifications (WSQ) courses which includes home-based learning. They are also the approved training and service provider for MOM and WSH bizSAFE courses.

# Moderator

#### **Vivien Seong**

Executive Director Singapore Water Association O: 6515 0812 M: 9062 3056 E: <u>vivienseong@swa.org.sg</u> W: www.swa.org.sg



- How do we maximise the training budget and reduce operation costs during downtime?
- How do we tap on existing grants and support to help businesses to transform and digitalise?

Time	Agenda					
1100hrs	Welcome Address & Housekeeping					
1110hrs	Introduction: Business and Employment Profiling					
1120hrs	Types of Training Support: SkillsFuture Enterprise Credit (SFEC) Workfare Training Support (WTS) Scheme Workfare Skills Support (WSS) Scheme Training Commitment Award (TCA)					
1145hrs	Strategies and Solutions					
1150hrs	Q & A					
1155hrs	Closing					









#### **1**SUMMIT GLOBAL

#### COVID-19: What's Beyond?







#### "Secure a head start with us."



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## **Business affected by COVID-19**



#### No dine-in at eateries, full home-based learning for schools

Singapore is stepping up measures to pre-empt the trend of rising Covid-19 local transmission.

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#### Most workplaces to close (April 7-May 4)

- Only those providing essential services will be exempted
- These include govt services, markets and supermarkets, clinics and transport services



#### Eateries to allow only takeaway or delivery (April 7-May 4)

• Dine-in service will not be allowed in restaurants, hawker centres, coffeeshops, food courts and F&B outlets



#### Schools to shift to full home-based learning (April 8-May 4)

- · Schools will shift to full home-based learning
- Pre-school and student care centres will suspend services
- Parents working in essential services can approach schools for help



#### Recreation venues, attractions to close (April 7-May 4)

- All attractions, theme parks, museums and casinos will be closed
- Sports facilities, such as public swimming pools and gyms, will be shut





#### Advice to public: Stay at home

• Social contact should be confined to immediate family members living in same household

## **Circuit Breaker Overview**





## **Circuit Breaker Overview**

#### HOW SINGAPORE WILL SAFELY EXIT THE CIRCUIT BREAKER

#### Phase 1: Safe Re-opening (from 2 June)

• Businesses that do not pose high risk re-open

**gov** sg

• Leave home only for essential activities

#### **Phase 2: Safe Transition**

- More businesses re-open with safe management measures
- All students fully return to school
- Sports & recreation facilities re-open with safe management measures

#### **Phase 3: Safe Nation**

Gatherings and events resume with sizes limited



# **Circuit Breaker Overview**





12

## Why Now?

How to survive this crisis and gain a competitive edge?

- 1. There is no better timing than now to upskill when the market is quiet.
- 2. The economy is "reset". Everyone is back to the starting point.
- 3. A golden opportunity to overtake your competitors and big boys.
- 4. Go BIG or go home.



# Benefits To Companies

- 1. Employees feel that they are well-taken care of and develop stronger loyalty.
- 2. Fast recovery due to pent-up demand
- 3. Get ready for digital economy
- 4. Make full use of lull period now
- 5. Enjoy enhanced govt subsidies now



# Absentee Payroll

- WSQ courses
- Course Fee Funding : up to 95%
- Absentee Payroll : up to 95% for WTS, up to 90% for SMEs and up to 80% for non-SMEs

Note: WTS- Workfare Training Support –see following slide



## Workfare Training Support (WTS) Scheme

What is the WTS Scheme?

WTS encourages working Singaporeans to attend training to upgrade their skills and improve their chances of being employed.

With the improved WTS Scheme, working Singaporeans can enjoy the following benefits:

- Lower training costs and more training choices
- Training allowance for trainees who take up training without employers' support
- More support for basic skills training
- Be rewarded for completing training



## Workfare Training Support (WTS) Scheme

Who can qualify?

Persons who

- are a Singapore citizen
- are aged 35 years old and above
- earn a monthly income of not more than \$2,300
- signed up for any WTS qualifying courses



## Workfare Training Support (WTS) Scheme

What are the benefits to companies?

Companies whom support qualified staff training are eligible for:

- 95% WSQ course fee subsidy
- Funding for absentee payroll funding (no dollar cap) at 95% for employers to cover the salaries of eligible staff when they are away from their workplace to attend training



## **Training Commitment Award (TCA)**

You will be rewarded for completing training through the Training Commitment Award (TCA) under WTS.

You are eligible for \$200 TCA if you achieve

- 2 Statements of Attainment (SOAs) attained within a 12 month period; or
- 1 WSQ Qualification

You will get \$400 in total if you achieve 4 SOAs.



## Workfare Skills Support (WSS) Scheme

From July 2020, the Workfare Skills Support (WSS) Scheme – which replaces the Workfare Training Support Scheme.

Workforce Singapore (WSG) will increase self-sponsored trainees' training allowances from S\$4.50 to S\$6 per hour.

Training Commitment Award (TCA) for Full Qualifications (FQ) has been raised from S\$200 to S\$500, while the annual TCA cap will also be upped from S\$400 to S\$1,000.



https://www.channelnewsasia.com/news/singapore/enhanced-trainingassistance-low-wage-self-employed-people-12495076

## Types of Subsidies Available for Courses

Type of Funding	Courses conducted by External Training Providers <sup>1</sup> / In- house Instructors <sup>2</sup>	Type of Course	Course Level	Singapore Citizens and Permanent Residents	SkillsFuture Mid-career Enhanced Subsidy <sup>3</sup>	Workfare Training Support (WTS) <sup>3</sup>
					Singapore Citizens <u>40 years or older</u> For more information, click here.	Singapore Citizens (i) 35 years or older (13 years and above for Persons With Disabilities); and (ii) Earn a monthly income of not more than \$2,000. For more information, click here.
<u>SMEs</u> Eligible for	Enhanced Traini	ing Support	: for SMEs <sup>3</sup> . Fo	or more information, click he	r <u>e.</u>	
Course Fee Funding	External	ble	Non-PMET	90% of course fees, capped at \$25 per hour		95% of course fees, capped at \$26.50 per hour
			PMET	90% of course fees, capped \$50 per hour	lat	95% of course fees, capped at \$53 per hour
Absentee Payroll Funding <sup>4</sup>	External and In-house		Non-PMET and PMET	80% of hourly basic salary capped at \$7.50/hour		95% of hourly basic salary



# Suggested Strategy

- Our proposal is 10 days per month for 2 months , ie total 20 days
- 2. Rotation Arrangement Team A (25), Team B (25)
- 3. Period
  - a) Team A 1<sup>st</sup> to 14<sup>th</sup> April
    b) Team B 15<sup>th</sup> to 30<sup>th</sup> April



# Typical Examples

Cost outlay for a 10-day bundle:

- Course Fees -- as low as \$150 for 1 day course (Nett course fee \$7.5 per day) = \$75
- Salary nett Cost 5% of \$2000 month / 2 = \$50
- Total cost only \$125
- Vs Current : \$2000 monthly (half month pay = \$1000)
- Nett savings = \$875 per staff x 50 staff = \$43,750



# Administrative

Payments

- Nett Course Fees, ie. 5-10% is payable to Ascendo within 7 days of course
- 2. Training Grant application is to be submitted by Employers
- 3. Ascendo will be responsible to submit Training Grant claims
- 4. Disbursement typically take 2-3mths from SSG







- 1. Part of 1SG group
- 2. SSG (SkillsFuture Singapore) Approved Training Organization (ATO) since 2008.
- 3. Professional training culture and strong enterprising spirit in our team.
- 4. Offer more than 200 courses with our ATO partners

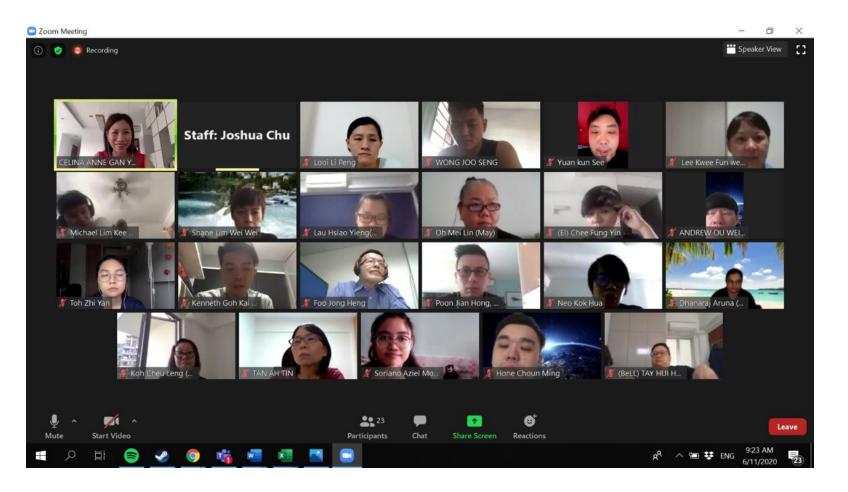


# **Course Delivery & Certification**

- Home Based Learning via Remote Trainer Facilitation
- Easy to use platforms (Zoom, Whatsapp and e-Learning)
- WSQ Statement of Attainment upon successful completion and assessment



## Home Based Learning (HBL)





## **RECOVERY - Recommendation**







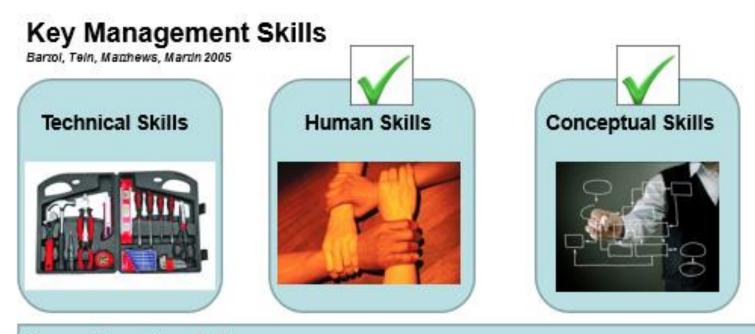




 To sustain Singapore's development and ensure that growth is inclusive, the Committee recommends that we make skills, innovation and productivity the basis for economic growth. This will drive a broad-based increase in living standards for all our citizens.

"Reach out to more PMETs (Professionals, Managers, Executives and Technicians). We should develop people with "T-shaped" competencies – possessing both deep skills in their area of expertise and broad knowledge of horizontal skills (e.g. business operations, project management, HR, sales or finance and management). Development of professional continuous development courses will inject new specialised expertise, thereby ensuring their lifelong employability."





#### Human skills are important

All management levels need strong human skills as they get things done through people (Pavett & Lau 1983)

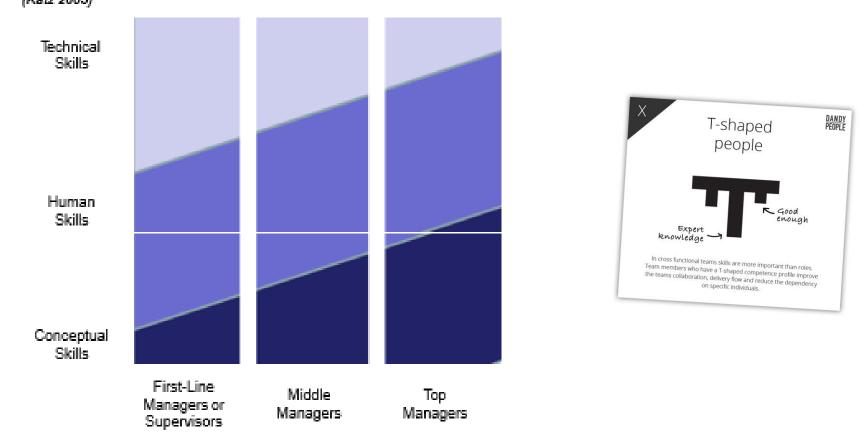
#### Insufficient personal skills would result in derailment

Due to insufficient personal skills (human or conceptual skills), executives often become derailed and have little chance of advancement. (Van Velsor & Leslie 1995)

#### Especially for newly promoted management

Promotion to first level management are often based on good technical skills, little considerations to poor human skills (Bartol el at, 2005)

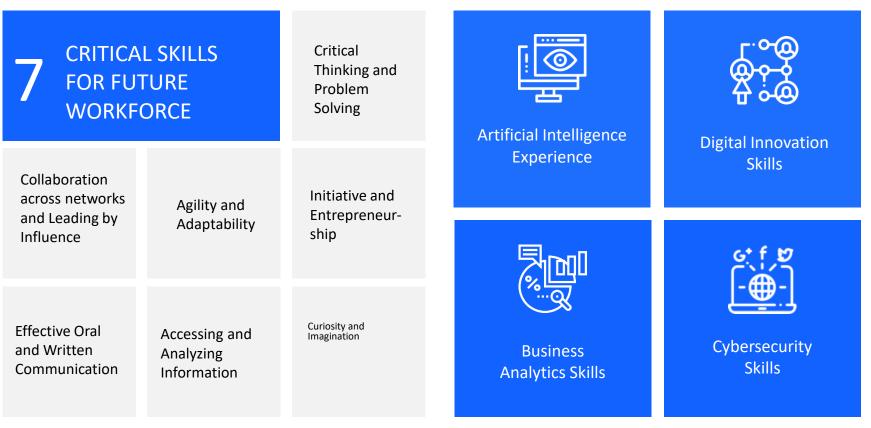




#### Use of key management skills at different hierarchical level (Katz 2005)

ASCENDO

#### What Digital Skills do we need at the workplace?



Source: Tony Wagner's Seven Survival Skills





## **SkillsFuture**

for Digital Workplace





## SkillsFuture for Digita Workplace Course Objectives



Be aware of technological advancements and understand through use cases the technological impact to daily life and workplace.



Appreciate basic digital literacy and be comfortable to work in a technology rich environment at work with security underpin everything we do



Understand the value of data and its importance in the new data-driven business



Be aware of the skills needs of the future and taking the first step to manage one's own skills



Understand where **technology is going in the next few years** and be part of the change and understand what it takes to **be a lifelong learner** and get started on this learning journey



#### AI for Digital Workplace

This program aims to prepare you for a future economy where Artificial Intelligence is the norm. In this program, we aim to demystify AI and show practical use-cases of usage of AI at work that drive innovation where technology is used to augment human intelligence. Come join us and be empowered with Artificial Intelligence in your work life and personal life. Take the first step to be future-ready for an AI infused workplace.

#### **AI COURSES**

**1** Getting Started with Artificial Intelligence

#### Enhance customer Engagement with Your First AI Bot

**3** Digital Human

**4** Al in Business



## Getting Started with Artificial Intelligence

This 2-day workshop starts with fundamental AI theories including a number of hands-on practices. The Key learning objective is to equip students with the skills to apply the basic knowledge of AI in their workplaces and personal life.

#### **Target Audience**

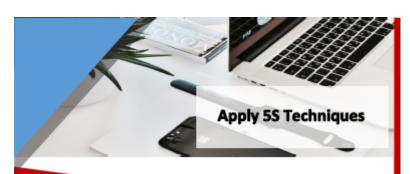
- Gaining a more in-depth understanding of digital technology for personal productivity
- Exploring the immerse experience of AI technology at work such as; using data to create business insights, exploring digital tools to transform insights into actions, modelling your data for predictive knowledge discovery and hands-on experience in building an AI-Powered chatbot

### Course Agenda

In the workshop, you will:

من المنتخب ال	Visual Recognition
AutoAi	Advanced Statistical Analysis
Virtual Assistant	Scratch and Machine Learning





### COURSE FEE: S\$ 520 excluding GST \*Before Training Grant

DURATION: 17.75 hours

ADMISSION CRITERIA:

- Able to speak, read and write simple English (ESS WPLN Level 3)
- No other pre-requisites



Enquires Please contact

Tel: 63980067 Fax: 63980503 Email Address: info@ascendo.sg

### Address:

Ascendo Academy Pte Ltd 9 Little Road #02-01, Ascendo Singapore 536985 (Nearest MRT - Tai Seng)

### ASC/BRC/A5T/V3.1

### COURSE OBJECTIVES

On completion of this unit, learners will have the knowledge and application skills needed for an employee to apply 35 procedures (a structured approach to housekeeping) to their own job and work area.

Participants will learn how to apply 55 techniques to their workplace. SEIRI (Clearing unnecessary items from work area) SEITON (Organising work area in an orderly manner) SEISO (Cleaning work area) SEIKESTU (Maintaining work area cleanliness) and SHITSUKE (Maintaining) self-discipline in work area

FUNDING

INDIVIDUALS	SME	NON-SME
		Up to 80% course fee and up to 5\$17 per training hour

### **CANCELLATION & REFUND**

- Full Refund will be made if course is cancelled due to lack of participants/ unforeseen circumstances
- Any cancellations made after closing date (14 days to course date) - NO refund
- Any cancellations made before closing date (14 days to course date) - FULL refund
- Ascendo Academy reserves the right to cancel, reschedule the course, amend course content if necessary





### COURSE OBJECTIVES

S\$ 320 excluding GST \*Before Training Grant

### DURATION 17 hours

COURSE FEE:

ADMISSION CRITERIA:

 Able to speak, read and write simple English (ESS WPLN Level 3



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This Competency Unit enables an individual to acquire the skills and knowledge to Apply Teamwork in The Work Place in the manufacturing industry.

- 1. Participate in team establishment
- 2. Participate in developing team culture 3. Communicate with team members
- 4. Assist to improve team performance

### FUNDING

INDIVIDUALS	SME	NON-SME
Up to 93% course	Up to 90% course	Up to 80% course
fee and absentee	fee and up to \$\$25	fee and up to \$\$17
payroll	per training hour	per training hour

### **CANCELLATION & REFUND**

- Full Refund will be made if course is cancelled due to lack of participants/ unforeseen circumstances
- · Any cancellations made after closing date (14 days to course date) - NO refund
- Any cancellations made before closing date (14 days to course date) - FULL refund
- Ascendo Academy reserves the right to cancel, reschedule the course, amend course content if necessary



39







### COURSE FEE: S\$ 160 excluding GST \*Before Training Grant

DURATION: 8.5 hours

### ADMISSION CRITERIA:

 Able to speak, read and write simple English (ESS WPLN Level 4)

No other pre-requisites

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ASC/BRC/DSV/V3.1

### COURSE OBJECTIVES

This course covers knowledge and application skills in demonstrating the organisation's service vision, and recognising the role that one plays in contributing to the service vision.

### FUNDING

INDIVIDUALS SME NON-SME Up to 95% course fee and up to 5525 fee and up to 5517 per training hour

### **CANCELLATION & REFUND**

- Full Refund will be made if course is cancelled due to lack of participants/ unforeseen circumstances
- Any cancellations made after closing date (14 days to course date) – NO refund
- Any cancellations made before closing date (14 days to course date) – FULL refund
- Ascendo Academy reserves the right to cancel, reschedule the course, amend course content if necessary

 Manage Productivity Improvement to Achieve Business Objectives

### COURSE FEE: 5\$ 240 excluding GST \*Before Training Grant

DURATION:

8 hours

### ADMISSION CRITERIA: Able to speak, read and write

simple English (ESS WPLN Level 4)





### **Enquires Please contact**

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### Address:

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ASC/BRC/MPIABO/V3.1

### COURSE OBJECTIVES

 Define the scope of Lean Six Sigma with Business Strategy & Objectives to be undertaken in consultation with stakeholders to meet the organizational needs or objectives
 Manage the role of Productivity Champions in a productivity

- Initiative
- Analyse change management to support the Productivity Initiative
   Manage the expectation of various stakeholders in Productivity Initiative

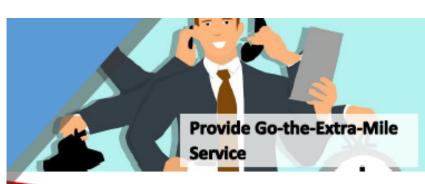
### FUNDING

INDIVIDUALS	SME	NON-SME
Up to 95% course	Up to 90% course	Up to 80% course
fee and absentee	fee and up to 5\$25	fee and up to \$\$17
payroll	per training hour	per training hour

- Full Refund will be made if course is cancelled due to lack of participants/ unforeseen or cumstances
- Any cancellations made after closing date (14 days to course date) – NO refund
- Any cancellations made before closing date (14 days to course date) – FULL refund
- Ascendo Academy reserves the right to cancel, reschedule the course, amend course content if necessary







### COURSE FEE: S\$ 160 excluding GST \*Before Training Grant

DURATION: 8.5 hours

### ADMISSION CRITERIA:

 Able to speak, read and write simple English (ESS WPLN Level 4) No other pre-requisites

Enquires Please contact

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Address: Ascendo Academy Pte Ltd 9 Little Road #02-01, Ascendo Singapore 536985



(Nearest MRT - Tai Seng)

### COURSE OBJECTIVES

1. Recognise the diverse range of customers and their needs and expectations

2. Demonstrate the qualities and characteristics of a service professional when delivering go-the-extra-mile service to exceed customer expectations

3. Create a positive customer experience by offering customized and personalized service in accordance with organisation guidelines

4. Escalate feedback on areas of improvement to enhance the customer experience

### FUNDING

INDIVIDUALS	SME	NON-SME
Up to 95% course	Up to 90% course	Up to 80% course
fee and absentee	fee and up to \$\$25	fee and up to \$\$17
payroll	per training hour	per training hour

### **CANCELLATION & REFUND**

- Full Refund will be made if course is cancelled due to lack of participants/ unforeseen circumstances
- Any cancellations made after closing date (14 days to course date) - NO refund
- Any cancellations made before closing date (14 days to course date) - FULL refund
- Ascendo Academy reserves the right to cancel, reschedule the course, amend course content if necessary



### 5\$ 190 excluding GST \*Before Training Grant

COURSE FEE:

DURATION: 8 hours

### ADMISSION CRITERIA:

- Able to speak simple English No other pre-requisites



### Enquires Please contact

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ASC/BRC/PPPI/V3.1

### **Project a Positive & Professional** Image

This skill describes the ability to project a professional image when

### COURSE OBJECTIVES

serving customers. It also includes equipping oneself with a positive and customer-oriented mindset to impress and wow customers in their day to day engagement.

LU1 Recognise the impact of one's professional image and personal on the organisation

LU2 Project a professional image and persona in accordance with organisational guidelines

LUB Communicate professionally with customers in accordance FUNDING

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	SME	NON-SME
Up to 95% course	Up to 90% course	Up to 80% course
fee and absentee payroll	fee and up to \$\$25 per training hour	fee and up to \$\$17 per training hour

- Full Refund will be made if course is cancelled due to lack. of participants/ unforeseen circumstances
- Any cancellations made after closing date (14 days to course date) - NO refund
- Any cancellations made before closing date (14 days to course date) - FULL refund
- Ascendo Academy reserves the right to cancel, reschedule. the course, amend course content if necessary







### COURSE FEE: 5\$ 170 excluding GST \*Before Training Grant

DURATION: 8.5 hours

### ADMISSION CRITERIA:

- Able to speak simple English
- No other pre-requisites

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### ASC/BRC/RSC/V3.1

### COURSE OBJECTIVES

This unit covers the skills and knowledge required for service staff to respond to challenging service situations with the use of appropriate verbal and non-verbal communication techniques.

It involves recognising triggers which may lead to service challenges, use of service recovery procedures to respond to the challenges and escalating unresolved service challenges.

### FUNDING

INDIVIDUALS	SME	NON-SME
Up to 95% course fee and absentee payroll		Up to 80% course fee and up to 5\$17 per training hour

### CANCELLATION & REFUND

- Full Refund will be made if course is cancelled due to lack of participants/ unforeseen dircumstances
- Any cancellations made after closing date (14 days to course date) – NO refund
- Any cancellations made before closing date (14 days to course date) – FULL refund
- Ascendo Academy reserves the right to cancel, reschedule the course, amend course content if necessary



### Implement Operations for Service Excellence

COURSE OBJECTIVES

enhancing service capabilities.

FUNDING

INDIVIDUALS

Up to 95% course

fee and absentee

payroll

This unit covers knowledge and application skills in the delivery of service excellence by utilising organisational service

operations resources. It involves the use of effective teamwork

service standards, escalating service performance issues and

to deliver customer service that is aligned with the organisation's

SME

Up to 90% course

fee and up to \$\$25

per training hour

Full Refund will be made if course is cancelled due to lack

· Any cancellations made after closing date (14 days to

· Any cancellations made before closing date (14 days to

**CANCELLATION & REFUND** 

of participants/ unforeseen circumstances

course date) - NO refund

NON-SME

Up to 80% course

fee and up to \$\$17

per training hour

### COURSE FEE: 5\$ 190 excluding GST \*Before Training Grant

DURATION: 8.3 hours

### ADMISSION CRITERIA:

 Able to speak, read and write simple English (ESS WPLN Level 4)
 No other pre-requisites



### Enquires Please contact

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### ASC/BRC/IOSE/V3.1







### ADMISSION CRITERIA: · Able to speak, read and write simple English (ESS WPLN Level 4

No other pre-requisites

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ASC/BRC/DSV/V3.1

(Nearest MRT - Tai Seng)

the role that one plays in contributing to the service vision.

### FUNDING

	SME	NON-SME
Up to 95% course	Up to 90% course	Up to 80% course
lee and absentee	fee and up to \$\$25	fee and up to \$\$17
asyroll	per training hour	per training hour

### **CANCELLATION & REFUND**

- Full Refund will be made if course is cancelled due to lack of participants/ unforeseen circumstances
- Any cancellations made after closing date (14 days to course date) - NO refund
- · Any cancellations made before closing date (14 days to course date) - FULL refund
- Ascendo Academy reserves the right to cancel, reschedule the course, amend course content if necessary



### S\$ 350 excluding GST

\*Before Training Grant

DURATION: 16 hours

COURSE FEE:

### ADMISSION CRITERIA: Able to speak, read and write simple English (ESS WPLN Level 3) Able to manipulate numbers (ESS WPLN Level 5)



### Enquires Please contact

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### Address: Ascendo Academy Pte Ltd

9 Little Road #02-01, Ascendo Singapore 536985 (Nearest MRT - Tai Seng)

### ASC/BRC/DRMIP/V3.1



### COURSE OBJECTIVES

On completion of this unit, learners will acquire the knowledge and skills to be a RM Team Leader/Risk Management Champion for the organisation in reducing risks at source by managing the risk management process at workplace.

It involves developing a practical risk management implementation plan for the organisation which identify specific actions to be taken, by whom and time for their completion.

It also entails formation of risk management team, risk assessment, controlling and monitoring the risks, communicating these risks to all persons involved and in compliance with the Risk Management Code of Prestice (RMCP).

### FUNDING

INDIVIDUALŠ	SME	NON-SME
Up to 95% course	Up to 90% course	Up to 80% course
fee and absentee	fee and up to 5\$25	fee and up to 8\$17
payroll	per training hour	per training hour

- Full Refund will be made if course is cancelled due to lack of perticipents/ unforescen sircumstances
- Any cancellations made after closing date (14 days to course date) - NO refund
- Any concellations made before closing date (14 days to course date) - FULL refund
- Ascende Academy reserves the right to sancel, reschedule the course, emond course content if necessary







### COURSE FEE: S\$ 900 excluding GST

\*Before Training Grant

DURATION: 30 hours

### ADMISSION CRITERIA:

- Able to speak, read and write simple English (ESS WPLN Level 3)
- Able to manipulate numbers (ESS WPLN Level 3)



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### ASC/BRC/D-WSH-MSIP/V3.1

### COURSE OBJECTIVES

This unit provides learners with the knowledge and skills to be a WSHMS Program Lead for the argunisation in developing a WSHMS implementation plan to meet the requirements of 35 (Singapore Standard) 500 and risk management code of practice. It entails reviewing the current WSH policy, risk management plan, WSH objectives and programmes.

It also includes satablishing frameworks for WSH management programmes and emergency preparedness and response plan in accordance with organisational safety and health needs and WSH legal and other requirements.

### FUNDING

INDIVIDUALS	SME	NON-SME	
Up to 95% course	Up To 90% course	Up to 30% course	
fee and absentee	fee and up to 5525	fee and up to 3\$17	
payroll	per training hour	per training hour	

### CANCELLATION & REFUND

- Pull Actual will be made if course is cancelled due to lack of participants/ unforescen circumstances
- Any cancellations made after closing date [14 days to course date) = NO refund
- Any cancellations made before closing date (14 days to course date) – FULL refund
- Ascendo Acadomy reserves the right to cancel, reschedule the course, amend opurse content if necessary



# Manage Process Improvement

COURSE FEE: \$\$ 720 excluding GST \*Before Training Grant

DURATION: 24 hours

### ADMISSION CRITERIA: Able to speak, read and write simple English (ESS WPLN Level 4) No other pre-requisites

### **Enquires Please contact**

Tel: 63980067 Fax: 63980503

Email Address: info@ascendo.sg

### Address:

Ascendo Academy Pte Ltd 9 Little Road #02-01, Ascendo Singapore 536985 (Nearest MRT – Tai Seng)

### ASC/BRC/MPI/V3.1

### COURSE OBJECTIVES

The purpose of this competency unit is to enable learners to expure the knowledge and akin is bringing the resources and processes together to achieve the expensational act goals using variety of process improvement methodologies. It involves adopting a systematic approach in improving a process through process mapping, analyse the process and redesign the process

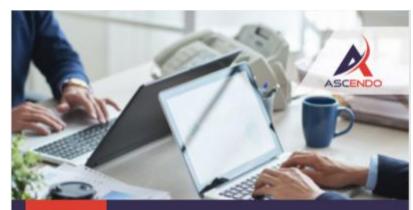
### FUNDING

INDIVIDUALŠ	SME	NON-SME
Up to 95% course	Up to 90% course	Up to 50% source
fee and absentee	fee and up to 5525	fee and up to 5517
payroll	per training hour	per training hour

- Full Refund will be made if course is cancelled due to lack of participants/ unforescen circumstances
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- Any cencellations made before closing date (14 days to course date) = PULL refund
- Ascendo Asedomy reserves the right to sensel, reschedule the course, emend course content if necessary







### PERFORM ADVANCED DATABASE FUNCTIONS (CDL CERTIFICATION MODULE) (SYNCHRONOUS E-LEARNING)

Acquire the Mills to use the many advanced tools available is distations applications to before manage and organise disclared information. Produce before reports with deeper data analysis and higher quality management information. Use advanced features and anacros within the database application.

### PERFORM ADVANCED PRESENTATION FUNCTIONS (CDL CERTIFICATION MODULE) (BYNCHRONOUS E-LEARINING)

Use the presentation application to its full potential to create effective, high impact presentations. Customize layout and shows, use and manipulate pictures, charts and graphs, and appliedicated multimedia elements to presentations and use the powerful relating tools to test information to other applications.

### PERFORM ADVANCED SPREADSHEET FUNCTIONS (COL CERTIFICATION MODULE) (SYNCHRONOUS E-LEARING)

Use the full potential of the spreachinest application to produce higher quality management information. Produce high quality information, provide sharply-defined analysis and produce sophisticated reports. Use advanced editing, data function, macross and analysis features.

### PERFORM ADVANCED WORD PROCESSING FUNCTIONS (COL CERTIFICATION MODULE) (INTEGRITORUS E-LEARNING)

Learn advanced leatures such as formetiling, odling, merging malit, reviewing, referrang and menaging socially in word documents to antimace your work, transase productivity and efficiency. Apply advanced mail marge techniques and work with automation before and use linking and embedding havings to the particular data.

automotion leatures and uso kriting and embodding haitures to kriegrate data.

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### MANAGE ONLINE INFORMATION (COL CERTIFICATION MODULE) (SYNCHRONOUS E-LEARNING)

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Understand key concepts and white relating to identifying, searching, othically evaluating information using a range of otheria, organizing information using a range of tools and communicating online information.

### PERFORM DATABASE FUNCTIONS (COL CERTIFICATION MODULE) (SYNCHRONOUS E-LEATINING)

Learn the fundamental concepts and uses of a database, which includes creating and modifying tables, quarks, loarns and reports, and proparing outputs ready for distribution, as well as isoming to reliate tables and to reliave and maniputation form a database by using usery and out tools.

### PERFORM ONLINE COLLABORATION (COL CERTIFICATION MODULE) (SYNCHRONOUS E-LEARINING)

Understand concepts and acquire shifts to satup and use online collaborative looks, such as storage, productivity applications, calandars, social media, web maelings, learning environments, and mobile isothoology.

### PERFORM ESSENTIAL ONLINE FUNCTIONS (COL CERTIFICATION MODULE) (SYNCHRONOUS E-LEARNING)

Learn web browsing and online security concepts. Understand key copyright and data protection issues. Acquire skills relating to web browsing, effective information search, online communication and e-mail estings.

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# INTERNATIONAL COMPUT DRIVING LICENCE (ICDL)

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### Unity. Resilence. Solidarity



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1. Are Singapore PRs eligible for Workfare Training Support Scheme (WTS) or Workfare Skills Support (WSS)?





2. What is Skills Connect Portal ? and how do companies apply for a Skills Connect Account?





3. How do we apply for the course on "Al for Digital Workplace" and what are the fees like ?





# 4. Are there any schemes for employees on > \$2300 payroll





### Contact Us



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总裁

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### Singapore Water Association

80 Jurong East St 21 #04-03F S(609607) T: 6515 0812 F: 6515 0813 E: enquiry@swa.org.sg W: www.swa.org.sg



### **SWA Upcoming Webinar**

Please visit www.swa.org.sg for SWA Webinar Series in July and August 2020



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### THANK YOU

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Tapping on Training Grants & Support for Business Transformation and Digitalisation

16 JUNE 2020, TUESDAY, 11:00am - 12:00pm