

GMS WSQ: Supervise Work Improvement Processes (MF-COM-303E-1)

*Participants will be awarded the **Statement of Attainment** upon successful completion of the course.*

Course Objective

This course is developed to enable an individual to acquire supervisory skills and knowledge in supervising and implementing work improvement processes in the workplace.

Target Audience

This course is suitable for supervisory/managerial staff.

Prerequisites

Able to speak, read and write in basic English or Participants with the following competency ratings from the Employability Skills System (ESS) are eligible:

- Listening/Speaking Min. Level 5
- Reading/Writing Min. Level 5
- Numeracy Min. Level 5

Course Outline

- Plan work improvement activities
- Implement work improvement processes
- Standardise improved work processes

Methodology

- Lecture Presentation
- Role plays / group discussion
- Work assignment

- ❖ 80% Course Fee Subsidy, cap \$17/hr
- ❖ 90% Course Fee Subsidy, cap \$25/hr for SMEs / Singapore Citizens aged ≥ 40 yrs
- ❖ 95% WTS funding
- * Absentee payroll is applicable

	SCs/ PRs	SMEs/ SCs ≥ 40 yrs	WTS
Full fee (include 7% GST)	\$481.50		
Training grant	\$272.00	\$400.00	\$427.50
Amount payable after training grant (inclusive 7% GST)	\$209.50	\$81.50	\$54.00

For SMEs, enhanced absentee payroll funding available at 80% of hourly basic salary capped at \$7.50/hr

**SMEs are defined as companies with:
(i) at least 30% local shareholding; AND
(ii) Group annual sales turnover of not more than \$100 million OR Group employment size of not more than 200 employees.*

Workfare Training Support (WTS) Scheme:

Singapore citizens aged ≥ 35 years & earning ≤ \$2,000/ month are eligible for 95% course fee subsidy. Companies can also apply for absentee payroll at 95% of hourly basic salary.

Funding Eligibility

In order to enjoy the funding, participants need to fulfill the following requirements:

1. Singapore Citizens or Permanent Residents (PR) of Singapore
2. Attain at least 75% course attendance
3. Successfully complete assessment and certified as competent
4. Must not have enjoyed funding for the same course before

* For company-sponsored participants, training must be fully sponsored by companies, which are registered or incorporated in Singapore

Companies are to submit application via www.skillsconnect.gov.sg to enjoy the funding

Please refer to SNEF website for available dates
 Duration : 2 days, 9am to 5pm (14 hours)
 Assessment : On a separate day (2 hours)
 Course Venue : SNEF Corporate Learning Centre @ Tanglin Shopping Centre

Register online at SNEF website www.snef.org.sg
 Click on 'Training' and Course Category '**Generic Manufacturing Skills – (GMS) WSQ**'

Enquiries:

Veena DID: 6827 6973 / Training hotline: 6827 6927

Email : veena@snef.org.sg / trg@snef.org.sg