

# GMS WSQ: Perform Stock Control and Housekeeping Operations (MF-LOG-101E-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 the skills and knowledge in performing stock control and housekeeping operations at work. Participants will learn how to apply stock taking procedures and control non-conforming products in their daily work activities.

## Target Audience

This course is suitable for stock controllers, warehouse operators, backroom and administrative staffs.

## Prerequisites

- Able to read, speak and write basic English or
- ESS WPLN Level 5

## Course Outline

This course will be covered on the following factors:

- Apply stock taking procedure
- Control non-conforming products
- Perform housekeeping

## Methodology

The course consists of presentation demonstrations and group discussion. There will also be an assessment conducted after the course.

- ❖ **80% Course Fee Subsidy, capped at \$17/hr (SC aged ≤ 39/SPR)**
- ❖ **90% Course Fee Subsidy, capped at \$25/hr (SC aged ≥ 40/ SMEs)**
- ❖ **Absentee Payroll 80% of hourly basic salary, capped at \$7.50/hr. Eligibility period: 1 Jan – 30 Jun 2021**

SME	NON-SME	SELF-SPONSORED	Full Course Fee	Training Grant	Amount Payable
- All SC & SPR	- SC aged ≥ 40	→	\$406.60	- \$365.94 =	<b>\$40.66</b>
⊗	- SC aged ≤ 39 - All SPR	→	\$406.60	- \$226.61 =	<b>\$179.99</b>

**SC** : Singapore Citizen  
**SPR**: Singapore Permanent Resident  
**⊗** : Not Applicable  
 All prices stated are inclusive of 7% GST.

*\*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.*

## 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 & certified as competent
4. Has not enjoyed funding for the same course before
5. For company-sponsored participants, training is fully sponsored by companies, which are registered or incorporated in Singapore

Please refer to SNEF website for available dates

Duration : 2 days, 9am to 6pm (12 hours)  
 Assessment : On a separate day (1.33 hours)

**Only available as group training – please call our hotline for more information**

## Enquiries:

Veena DID: 6827 6973 / Training hotline: 6827 6927

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