

Course Title: **Specialist Diploma in Workplace Safety and Health v.2 (Synchronous e-Learning)**

Training Partner Gateway (TPG) Course Ref Number: **TGS-2015500522**

Course Outline

Students must complete the following 16 modules:

1. Establish WSH Policy and Advise on WSH Legal Compliance Issues (WP02-PR-501C-1)
2. Identify WSH Hazards and Assess WSH Risks (WP02-PR-502C-1)
3. Recommend WSH Control Measures (WP02-PR-503C-1)
4. Manage WSH Risks (WP02-PR-504C-1)
5. Design and Implement Behavioural Safety Programme (WP02-IC-501C-1)
6. Establish and Review Emergency Preparedness and Response Plan (WP02-IC-502C-1)
7. Compose Technical Report (OH-NT-501C-1)
8. Lead Workplace Communication and Engagement (ES-IP-401G-1)
9. Establish and Manage WSH Incident Investigation and Analysis Process (WP02-CA-502C-1)
10. Establish Measurement and Monitoring of WSH Performance (WP02-CA-501C-1)
11. Manage Internal WSH Management System Audit (WP02-CA-503C-1)
12. Develop a WSH Culture (WP02-IC-503C-1)
13. Manage Cross-Functional and Culturally Diverse Teams (ES-IP-501G-1)
14. Develop A Business Case for WSH (WP02-PR-512E-1)
15. Develop a WSH Safety Management System (WP02-PR-505C-1)
16. Manage WSH in:
 - Construction Industry (WP02-PR-506E-1) **OR**
 - Marine Industry (WP02-PR-510E-1) **OR**
 - Manufacturing Industry (WP02-PR-508E-1) **OR**
 - Service Industry (WP02-PR-509E-1) **OR**
 - Chemical, Process, Pharmaceutical Industries and Laboratories (WP02-PR-507E-1)

Trainer

Mr Ong Tuck Wei, Lecturer, School of Engineering

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Entry Requirement

Applicants must meet the following entry requirements:

Track 1

- A recognized Technology/Science-related diploma / Engineering degree*; AND
- At least 2 years of WSH relevant working experience

Note: * Recognised diploma / degree is based on the list of qualifications as listed in the PROFESSIONAL ENGINEERS (APPROVED QUALIFICATIONS) NOTIFICATIONS 2009

Track 2

- GCE "O" Level English credit C6 **OR** ES Workplace Literacy (WPL) Level 6; **AND**
- GCE "O" Level Mathematics credit C6 **OR** ES Workplace Numeracy Level 6 (WPN), **OR** Mathematics Bridging course; **AND**
- GCE "O" Level Science (Physics or Physics/ Chemistry) credit C6 **OR** Physics Bridging course; **AND**
- Possess WSH skills and knowledge equivalent to that of Advanced Certificate in WSH; **AND**
- At least 2 years of post-qualification working experience (after completion of ACWSH or equivalent) as WSH supervisor, coordinator or similar occupational role

Track 3

- GCE "O" Level English credit C6 **OR** ES Workplace Literacy (WPL) Level 6; **AND**
- GCE "O" Level Mathematics credit C6 **OR** ES Workplace Numeracy Level 6 (WPN), **OR** Mathematics Bridging course; **AND**
- GCE "O" Level Science (Physics or Physics/ Chemistry) credit C6 **OR** Physics Bridging course; **AND**
- Possess WSH skills and knowledge equivalent to that of Advanced Certificate in WSH; **AND**
- At least 5 years of WSH-related working experience**, 2 years of which should be recent working experience** for example, as a WSH Supervisor / Co-ordinator

Note: ** Key aspects of WSH working experience include

- 1) Conduct Risk Assessment including Hazard Identification, Risk Evaluation, Risk Control
- 2) Administer WSH Policy
- 3) Co-ordinate WSH Management System with Legal Compliance
- 4) Co-ordinate implementation of emergency preparedness and response plans
- 5) Promote WSH Culture Development
- 6) Investigate and Report WSH Incidents
- 7) Measure, Monitor and Report WSH Performance
- 8) Facilitate Effective Communications and Engagement at the Workplace, and;
- 9) Solve Problems & Make Decisions at Supervisory Level

Exemption

Current Competency Unit		Prior Competency Unit Recognised for Credit Exemption	
Competency Code	Competency Unit Title	Competency Code	Competency Unit Title

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WSQ Specialist Diploma in Workplace Safety & Health

Current Competency Unit		Prior Competency Unit Recognised for Credit Exemption	
Core Units			
WP02-IC-501C-1	Design and Implement Behavioural Safety Programme	WP-IC-501C-1	Design and Implement Behavioural Safety Programme
WP02-IC-502C-1	Establish and Review Emergency Preparedness and Response Plan	WP-IC-502C-1	Establish and Review Emergency Preparedness and Response Plan
WP02-CA-501C-1	Establish Measurement and Monitoring of WSH Performance	WP-CA-501C- 1	Establish Measurent and Monitor of WSH Performance
WP02-CA-502C-1	Establish and Manage WSH Incident Investigation and Analysis Process	WP-CA-502C- 1	Establish and Manage WSH Incident Investigation and Analysis Process
WP02-CA-503C-1	Manage Internal WSH Management System Audit	WP-CA-503C- 1	Manage Internal WSH Management System Audit
Elective Units			
WP02-PR-506E-1	Manage WSH in Construction Industry	WP-PR-505E-1	Manage WSH in Construction Industry
WP02-PR-507E-1	Manage WSH in Chemical, Process, Pharmaceutical Industries and Laboratories	WP-PR-506E-1	Manage WSH in Chemical , Process, Pharmaceutical Industries and Laboratories
WP02-PR-508E-1	Manage WSH in Manufacturing Industry	WP-PR-507E-1	Manage WSH in Manufacturing Industry
WP02-PR-509E-1	Manage WSH in Service Industry	WP-PR-508E-1	Manage WSH in Service Industry
WP02-PR-510E-1	Manage WSH in Marine Industry	WP-PR-509E-1	Manage WSH in Marine Industry

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Assessment/ Award

Written and continuous assessments and project work. Some written assessments are "closed-book".

Participants will be awarded the WSQ Specialist Diploma in Workplace Safety & Health if they meet the 75% attendance rate as well as certified to be competent through all assessments required by the course.

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Information on Application

Relevant supporting documents to be submitted to CET Academy within one week of the on-line application date.

1. Photocopy (both sides) of NRIC for Singaporeans and PRs, and "Employment" or "S" Pass for foreign applicants.
2. Copies of your academic certificate / result slip such as GCE "N" Level certificate, GCE "O" Level certificate, Diploma, Degree, WPLN SOA where applicable
3. Copies of certificates of training in WSH or other related areas attended
4. Certification of current employment such as letter from current employer or salary slip or CPF contribution statement (for last 3 months)
5. Complete curriculum vitae (CV) including current and all past jobs with designation, employer (company), duration of employment and job description.

Documents must be sent via email in PDF format to: enquiryWSQ@np.edu.sg. In the "subject line", please state your name, course applied for (E.g. SDWSH).

IMPORTANT:

1. Your supporting documents must be received by deadline specified above.
2. Applications without any of the above required supporting documents will be considered incomplete and rejected.
3. Ngee Ann Polytechnic regrets that we will not be able to inform individual applicants of incomplete documentation.

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Course Fees

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Course Fee: \$4,819.90
GST (7%): \$337.39
Total: \$5,157.29

Student Type:	Nett Fee Payable*	Subsidy received***
a) Singaporeans / Singapore Permanent Residents	\$2,747.34	- \$2,409.95
b) Singaporeans over 40 yrs / SME-sponsored**	\$819.38	- \$4,337.91

Applicants may use their SkillsFuture Credit (SFC) or PSEA to pay for the net fees where available.

Note:

* - Nett fee for Singaporean / Singapore Permanent Resident above 21 yrs old only

** - SME Employee must be Singaporean / Singapore Permanent Resident.

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.

Terms & Conditions for Nett Fee:

- 1) Must achieve at least 75% attendance for each module & course overall, and;
- 2) Must pass all required assessments

Students who pay the nett fee & fail to meet the terms & conditions will be required to pay the full fee, i.e. must refund the course fee subsidy (either \$2,409.95 or \$4,337.91) received* at the start of the course, to Ngee Ann Polytechnic.**