



**Training Centre Pte Ltd**

Registration No: 200309718W

2 Leng Kee Road, #05-04 Thye Hong Centre, Singapore 159086. Tel: 64748466. Fax: 64740466

## **WSQ SECURITY : HANDLE COUNTER TERRORISM ACTIVITIES COURSE**

### **COURSE OBJECTIVE:**

This course is targeted at Security Officers who wish to upgrade their knowledge & skills in order to be certified as Grade 1 Security Officers by WDA. (SE-SO-101C-0)

**COURSE OUTLINE:** This course will cover the following:

- 1) Be aware of current risks and threats
- 2) Identify suspicious activities through behavioral profiling
- 3) Handle situation involving suspicious person
- 4) Handle situation involving suspicious objects
- 5) Handle situation involving suspicious vehicle
- 6) Response to bomb threat
- 7) Handle post incident response

### **PARTICIPANT PREREQUISITES:**

- Citizenship: Singaporeans, Singapore Permanent Residents and Malaysians.
- Age: Between 18 and 62 years of age.
- Sex: Male and female.
- Physical fitness: Must be medically and physically fit with no physical handicaps.
- Education: Must have minimum Primary 6 education and are able to speak and write simple English.
- Must have passed the WSQ Enhanced Basic Security Course

**CERTIFICATION:** Trainees must achieve 75% attendance. **WSQ** certificates will be awarded upon passing the assessment.

**ASSESSMENT:** **WSQ** assessment for Handle Counter Terrorism Activities will be conducted on the 4<sup>th</sup> day at our **training centre** where possible (depending on the availability of assessors).

**COURSE DURATION:** 3 days (24 hours) + 1 day of assessment

**MEALS:** Lunch and Tea breaks will be provided **FREE**

**COURSE FEE:** **\$350.00** per trainee

**ASSESSMENT FEE:** **\$102.00** per trainee.

**COURSE GRANTS:** The WSQ Handle Counter Terrorism Activities Course qualifies for SDF and SRP grants (for Singapore Citizens & PRs only)

**SDF/SRP INCENTIVES FOR EMPLOYERS:** The funding rates, effective 1<sup>st</sup> December 2008 are:

<b>a. Employees 40 years &amp; above with "A" level &amp; below qualifications for training during working hours:</b>	
Course Fee including Assessment Fee	- \$452.00
SDF Subsidy (For 26.17 Hours)	- \$287.87
Cost To Employers	- \$164.13
Absentee payroll funding under "SPUR" - 90% of hourly basic salary (capped at \$6.80 per trainee hour)	
<b>b. Others:</b>	
Course Fee including Assessment Fee	- \$452.00
SDF Subsidy (For 26.170 Hours)	- \$183.19
Cost To Employers	- \$268.81
Absentee payroll funding under "SPUR" - 80% of hourly basic salary (capped at \$6.00 per trainee hour)	

**VENUE: Tiara Training Centre Pte Ltd**

No 2, Leng Kee Road  
#05-04, Thye Hong Centre  
Singapore 159086

**REGISTRATION:**

1. All registration for courses should be made in writing. Letter or fax must follow up registration made by telephone.
2. Please complete the attached form and fax to **Tiara Training Centre Pte Ltd** at 6474 0466. Should you need any clarification or assistance, please call 6474 8466 (Calvin Yap).
3. Participants may be substituted at any time prior to the start of the course if agreed to by us in writing.
4. Cancellations must be made in writing and will only take effect from date of receipt of such notice as follows:
  - a. Full Refund - Cancellation is received at least two working days before the commencement of the course.
  - b. 50% Refund (Fee payable \$226) - Cancellation is received by course commencement date.
  - c. NO Refund (Fee payable \$452) - Non-attendance of the course, failure to complete the course or attain 75% attendance, failure to sit for assessment or if written cancellation is received after the commencement of the course.
  - d. If a trainee falls sick on the day of the assessment, he has to produce a medical certificate for submission to the Assessment authority (POLWEL) in order to get a refund of the Assessment Fee, otherwise, there will be no refund.
5. **Tiara Training Centre Pte Ltd** reserves the right to cancel a course. Every effort will be made to inform all participants of the change before the course commences. We also reserve the right to change the course dates, venues and fees due to unforeseen circumstances.

**PAYMENT:**

1. Cheque payment for the course fee (less SDF subsidy) must be submitted together with registration.

2. Full payment of course fee must be made together with registration if you are NOT an SDF EasyNet User.
3. **As an SDF EasyNet User, you must enrol your employees for the course (online) at least 1 (One) day before the commencement of the course.**
4. All cheques must be crossed and made payable to **“Tiara Training Centre Pte Ltd”**.



**Tiara Training Centre Pte Ltd**

2 Leng Kee Road #05-04, Thye Hong Centre, Singapore 159086  
Telephone : 6 4 7 4 8 4 6 6 • Facsimile : 6 4 7 4 0 4 6 6

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**WSQ SECURITY : HANDLE COUNTER TERRORISM ACTIVITIES COURSE**

**REGISTRATION FORM**

**Course Date:** From \_\_\_\_\_ To \_\_\_\_\_

**COMPANY DETAILS:**

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Person to Contact: \_\_\_\_\_ Designation: \_\_\_\_\_

**PARTICULARS OF CANDIDATES:**

NAME	PASSPORT /NRIC No.	Sex	Designation	Age	Edn Level	Race	Salary	DOB	C'ship

**Please use the following code guides:**

<u>Designation</u>	<u>Education Level</u>	<u>Salary</u>	<u>Citizenship</u>
(1) Managers & Heads	(1) PSLE & below	(1) Below \$750.00	(1) Singapore Citizen/PR
(2) Executives & Engineers	(2) Secondary/NTC3 (less than "O" levels)	(2) \$751.00 - \$999.00	(2) Malaysian Employment Pass Holders/P1/P2/Q1 Pass Holders
(3) Supervisors & Technicians	(3) 'O' Levels/NTC 2 or equivalent	(3) \$1,000.00- \$1,499.00	(3) 3-Yr Work Permit/Q2 Pass Holders
(4) Production / Admin Support Staff	(4) "A" level/ITC or equivalent	(4) \$1,500.00- \$2,999.00	(4) Malaysian 2-yr Work Permit Holders/R1/R2 Pass Holders
(5) General Workers & Unskilled Workers	(5) Diploma	(5) \$3,000.00 & above	
	(6) Degree /Postgraduate		

Payment of \$ \_\_\_\_\_ made by cheque \_\_\_\_\_

Bank

Cheque No.

Date

(Tiara Training Centre Pte Ltd is to receive the cheque latest within one week of commencement of Course)

**Company Stamp &**

**Representative's**

Signature:.....

To: Tiara Training Centre Pte Ltd  
Tel: 6474 8466 Fax: 6474 0466  
Attn: Mr. Calvin Yap

**REQUEST FOR REFUND FORM**

**Course Information**

- a. Name of Course: \_\_\_\_\_ (EBSC / SSOC / HCTA)
- b. Course Duration: From \_\_\_\_\_ (date) to \_\_\_\_\_ (date)
- c. Name of Company: \_\_\_\_\_
- d. Trainee(s) Name: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Details of Refund\*:**

Date of Request: \_\_\_\_\_

Reason(s) for Refund: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I, \_\_\_\_\_ (NRIC and Name), have read and understood the school's refund policy terms and conditions before submitting this request.

***\* Please refer to our refund policy stated on our Course Brochure and posted on our website: [www.tiara-iss.com](http://www.tiara-iss.com).***

**For Official Use:**

Refund Approved / Rejected  
Reasons for Approval / Rejection: \_\_\_\_\_  
\_\_\_\_\_

If Approved, Payment details: \_\_\_\_\_ (Bank) \_\_\_\_\_ (Cheque No)  
\$ \_\_\_\_\_ (Amt) \_\_\_\_\_ (Date of Payment)

Refund Processed By: \_\_\_\_\_ (Name & Sign)

Refund Approved / Rejected By: \_\_\_\_\_ (Name & Sign)

To: Tiara Training Centre Pte Ltd  
Tel: 6474 8466 Fax: 6474 0466  
Attn: Mr. Calvin Yap

**APPEAL ON ASSESSMENT**

(Note: Trainee must verbally inform Assessment Manager immediately after the Assessment on intention to Appeal. All Appeals must be submitted to Tiara Training Centre Pte Ltd within 1 week from date of Assessment)

**Course Information**

- a. Name of Course: \_\_\_\_\_ (EBSC / SSOC / HCTA)
- b. Course Duration: From \_\_\_\_\_ (date) to \_\_\_\_\_ (date)
- c. Assessment Date: \_\_\_\_\_
- d. Name of Company: \_\_\_\_\_
- e. Trainee(s) Name: \_\_\_\_\_  
(Appellant)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Details of Appeal:**

Date of Request: \_\_\_\_\_

Reason(s) for Appeal: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**For Official Use:**

Appeal Handled By: \_\_\_\_\_ (Name & Sign)

Appeal forwarded to POLWEL for follow-up action on: \_\_\_\_\_ (date)

Outcome of Appeal received from POLWEL on: \_\_\_\_\_ (date)

Outcome of Appeal sent to Client on: \_\_\_\_\_ (date)

