



TIARA Training Centre Pte Ltd

Registration: 200309718W

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

WSQ SECURITY - SUPERVISE SECURITY OFFICERS COURSE

COURSE OBJECTIVE:

To equip the participants with the ability, knowledge and skills of one unit of competency under the Workforce Skills Qualification (WSQ) for the security manpower industry. Participants will undergo a thorough programme in both theory and practical applications of the performance standards as spelt out in the skills standard. The unit of competency is **WSQ Security - Supervise Security Officers (SE-SO-301C-0)**.

COURSE OUTLINE: This course will cover the following:

SE-SO-301C-0 WSQ Security - Supervise Security Officers

- Conduct Security Observations
- Supervise Direction Of Security Officers
- Supervise Control Of Security Officers
- Supervise Emergency Situations
- Supervise Health & Safety At Work

PARTICIPANT PREREQUISITES:

- Sex: Male and female.
- Age: Between 25 and 55 years of age.
- Physical fitness: Must be medically and physically fit with no physical handicaps.
Education: Must have at least N-level qualifications or its equivalent.
- Experience: Preferably those with a minimum of 6 months work experience within the security industry.
- Others: Demonstrated leadership abilities with potential for appointment as Security Supervisor.

CERTIFICATION: Trainees must achieve 75% attendance. **WSQ** Statements of Attainment will be awarded within 2 months upon passing the assessment. For more details on the WSQ framework for the Security Industry, please visit WDA's website

ASSESSMENT: Assessment is conducted by Assessors from POLWEL – a WDA Approved Assessment Centre which is the only Centre that is authorised to conduct assessment for this module. The assessment will be conducted either on the 5th day or the following Monday at our **training centre** (depending on the availability of assessors and the quality of the trainees taking the course). We will inform you and your employee by the 2nd day of the course with regards to the assessment date.

APPEAL: Should any trainee feel that he has been victimized or unfairly treated during the course, he must bring this to the attention of the Training Manager (Calvin Yap) immediately. As for appeal in relation to his Assessment results, Companies must write in to The Training Manager, TIARA Training Centre Pte Ltd within 1 week from completion of the Assessment so that we can forward such an appeal to POLWEL for necessary action.

COMPLAINTS: Should there be any complaints/feedback with regards to the general administration and conduct of the course, please write to us within 1 week from completion of the course.

COURSE DURATION: Five days (42.17 hours) including one day of assessment

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

COURSE FEE: \$447.00 per trainee

ASSESSMENT FEE: \$153.00 per trainee

COURSE SCHEDULE: Courses are scheduled on the last week of each month from Mondays to Thursdays with Assessment being conducted on Fridays or the following Monday. You may call 64748466 (Calvin Yap) to confirm the course schedule.

COURSE TRAINERS: All our trainers are retired senior SAF Officers who have met the statutory requirements to be certified as WSQ Trainers.

COURSE GRANTS: The SSO Course qualifies for SDF and SRP grants (for Singapore Citizens & PRs only)

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

a. Employees 40 years & above with "A" level & below qualifications for training during working hours:		
Course Fee including Assessment Fee	-	\$600.00
SDF Subsidy (For 42.17 Hours)	-	\$463.87
Cost To Employers	-	\$136.13
Absentee payroll funding under "SPUR" - 90% of hourly basic salary (capped at \$6.80 per trainee hour)		
b. Others:		
Course Fee including Assessment Fee	-	\$600.00
SDF Subsidy (For 42.17 Hours)	-	\$295.19
Cost To Employers	-	\$304.81
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 \$300) - Cancellation is received by course commencement date.

- c. NO Refund (Fee payable \$600) - 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 enroll 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**”.

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.**

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)

