

The Institute of Process Industry (IPI) is a Continuing Education and Training (CET) Centre of the Process Industry in Singapore. Established in January 2009 jointly by Association of Process Industry (ASPRI) and Singapore Workforce Development Agency (WDA), IPI is proud to offer nationally recognised and comprehensive training for the Process Industry, one of which is the **Certified Operations Professional (COP)** certificate program.

The Certified Operations Professional (COP) certificate is a national certification, extremely useful for employees with supervisory roles or the potential to be supervisors. The skills covered have been validated by industry representatives. It comprises of 4 modules, namely:

1. **Supervise Quality Procedures**
2. **Supervise Work Improvement Processes**
3. **Supervise Workplace Safety and Health Practices**
4. **Supervise Team at Work**

1. Supervise Quality Procedures

This module enables participants to acquire the skills and knowledge in quality procedures and be able to put them into practice at the workplaces. The competency elements covered are:

- Plan daily quality control work activities
- Facilitate & control process quality
- Maintain process quality

The total training duration is 16 hours (15 hours of lecture, case studies, role plays, and 1 hour of assessment).

2. Supervise Work Improvement Processes

Participants will acquire the skills and knowledge in supervising work improvement processes at the workplace. The competency elements covered are:

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

The total training duration is 16 hours (14 hours of lecture, case studies, role plays, and 2 hours of assessment).

3. Supervise Workplace Safety and Health Practices

On completion of this module, participants will have the skills and knowledge in planning Workplace Safety and Health activities, and to implement safe work practices and maintain workplace risk control measures at their workplaces. The competency elements covered are:

- Plan workplace safety and health activities
- Implement safe work practices
- Maintain workplace risk control measures

The total training duration is 24 hours (21 hours of lecture, case studies, role plays, and 3 hours of assessment).

4. Supervise Teams at Work

Supervise Teams is one of the modules for the Certified Operations Professional (COP) certificate. This module enables individuals to acquire the skills and knowledge in supervising teams at work and be able to put it to practice at their workplaces. The competency elements covered are:

- Form work teams
- Lead workplace team activities
- Maintain team performance

The total training duration is 24 hours (23 hours of lecture, case studies, role plays, and 1 hour of assessment).

Target Group

- The Certificate Operations Professional (COP) modules are beneficial for all workers especially those in technical and operations-related jobs like IR technicians, manufacturing, logistics and real estate maintenance and management.

Modes of Implementation

- Training and Assessment Pathway
- Assessment Only Pathway

Certification

On successful completion of each module, a Statement of Attainment (SOA) from the Singapore Workforce Development Agency (WDA) will be issued. The Certified Operations Professional (COP) certificate will be issued on completion of the 4 modules.

SPUR Funding

This module is eligible for enhanced funding support under the Skills Programme for Upgrading and Resilience (SPUR) for Singapore citizens and Permanent Residents.

Course Fee

Complete Certificate (all four modules)

\$173.34 (inclusive of GST)

Supervise Quality Procedures & Supervise Work Improvement Processes

\$38.52 (inclusive of GST) per module for Singaporean or Permanent Residents, after Spur Funding.

Supervise Workplace Safety and Health Practices & Supervise Team at Work

\$48.15 (inclusive of GST) per module for Singaporean or Permanent Residents, after Spur Funding.

Contact Information

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