

The Institute of Process Industry (IPI) is a Continuing Education and Training (CET) Centre. Established in January 2009 jointly by Association of Process Industry (ASPRI) and Singapore Workforce Development Agency (WDA), IPI offers nationally recognised and comprehensive training and placement for the Process Industry.

The WSQ - **Certified Operations Specialist (COS)** is a certificate specially designed for individual technicians or operators who are keen to improve on their operation performance at work. It comprises of the following modules:

1. **Apply Teamwork in the workplace**
2. **Apply 5S Techniques in the Workplace**
3. **Apply Quality Systems**
4. **Apply Workplace Safety and Health Practice**

1. Apply Teamwork in the workplace

This module will help participants to understand the organisation's structure, goals and how to achieve corporate and group objectives as a team. On completion of this module, they will gain the knowledge and application skills to:

- Participate in team activities
- Communicate with team members
- Follow-through team activities

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

2. Apply 5S Techniques in the Workplace

Participants will gain knowledge and application skills in applying 5S techniques such as housekeeping rules, self-discipline and standards in maintenance of a clean and tidy work area/environment. Topics covered include:

- SEIRI: Clear unnecessary items from work area
- SEITON: Organise work area in an orderly manner
- SEISO: Clean work area
- SEIKETSU: Maintain work area cleanliness
- SHITSUKE: Maintain self-discipline in the work area

The total training duration is 8 hours (7 hours 15 minutes of lecture, case studies, role plays, and 45 minutes of assessment).

3. Apply Quality Systems

On completion of this unit, learner will have the knowledge and application skills in carrying out planning and carrying out daily work to meet quality system requirements as well as maintaining and improving work quality. The competency elements covered are:

- Plan daily work to meet quality system requirements
- Carry out daily work to meet quality system requirements

- Maintain work quality
- Improve work quality

The total training duration is 17.5 hours (16 hours of lecture, case studies, role plays, and 1 hour 30 minutes of assessment).

4. Apply Workplace Safety and Health Practices

This course specifies the skills and knowledge required by workers to Apply Workplace Safety and Health Practices. On completion of this course, participants will gain the knowledge and application skills to:

- Identify responsibilities under WSH Act
- Identify hazards at workplace
- Comply with safe work practices

The total training duration is 8 hours (7 hours 15 minutes of lecture, case studies, role plays, and 45 minutes of assessment).

Who Should Attend

The Singapore Workforce Skills Qualifications (WSQ) system offers a systematic path for individuals to equip themselves with relevant competencies so that they can upgrade their skills, enhance their employability and stay relevant.

Certification

An individual who completes each module will get a Statement of Attainment (SOA) from the Singapore Workforce Development Agency (WDA). Upon completion of all four modules, WSQ Certificate Operations Specialist certificate will be issued.

Minimum Entry Requirement

Ability to communicate in spoken and written English is required.

Course Fees

For Singaporean and Permanent Residents after SPUR funding (inclusive of 7% GST)

- S\$ 77.04 per participant for all 4 modules
- S\$ 19.26 per participant per module

SPUR Funding

The courses are eligible for enhanced funding support under the Skills Programme for Upgrading and Resilience (SPUR) for Singapore citizens and Permanent Residents.

Contact Information

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