

WSQ Productivity Improvement using Mobile Devices – Level 1

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|------------------------|----------|------------------------|--------------------------------|-------------------------|
| Course Duration | 16 Hours | Course Fee | Subsidy & Nett Fees | Mode of Training |
| | | Full Fee: \$460 | Please refer to page 2 | Classroom |

Certification Successful trainees will receive a Statement of Attainment (SOA) issued by SkillsFuture Singapore

Entry Requirement

- Minimal education qualification is Primary education without PSLE / PSPE certification or their equivalent
- Speak, listen and read English at a proficiency level not lower than WPL Level 3 and manipulate numbers at a not lower than WPN Level 3
- Ability to do typing

Course Objective This course is designed to understand the concept of productivity, productivity measurement and productivity improvement using mobile devices. This course will introduce powerful productivity apps and effective use of them within the two days training.

Course Content:

- Section 1: Need and Benefit of productivity improvement
 - Need and benefits for productivity improvement using tablet/smartphone
 - Concept of productivity
 - Need for productivity improvement
 - Common productivity tools (e.g. WhatsApp, WeChat)
- Section 2: Applying productivity measurement
 - Apply productivity measurement at workplace using tablet/smartphone (e.g. Gmail, Google Keep)
- Section 3: Applying productivity improvement
 - Apply productivity tools and techniques using tablet/smartphone (e.g. Google Chrome, QR code, Facebook)
 - Importance of productivity

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- Section 4: Effectiveness of productivity performance
 - Document storage concepts
 - Types of productivity measurement
 - Document productivity performance through the use of Google Drive

Subsidy

| WSQ Productivity Improvement using Mobile Devices – Level 1 TGS-2020505935 | | | |
|---|--|--|---|
| Category of Individuals | | | |
| | Singapore Citizens and Singapore Permanent Residents | Employer-sponsored and self-sponsored Singapore Citizens aged 40 years old and above | SME-sponsored local employees (i.e. Singapore Citizens and Singapore Permanent Residents) |
| | Funding Source | | |
| | SkillsFuture Funding (Baseline) | SkillsFuture Mid-career Enhanced Subsidy | SkillsFuture Enhanced Training Support for SMEs |
| Course Fee | \$460.00 | \$460.00 | \$460.00 |
| SkillsFuture Funding | \$230.00 | \$322.00 | \$322.00 |
| Total Nett Fee | \$230.00 | \$138.00 | \$138.00 |
| GST (9% x \$460) | \$41.40 | \$41.40 | \$41.40 |
| Total Fee Payable to Genetic Computer School | \$271.40 | \$179.40 | \$179.40 |
| Age Group | SC 21-39 years old and PR | SC 40 years old and above | Small Medium Enterprise |

Eligible for Claim Period: 01 Oct 2020 - 30 Sept 2026

Please refer to the below link for the Refund Table for SkillsFuture Courses:

<https://www.genetic.edu.sg/refund-for-skillsfuture-courses/>

Participant need to pass the test to get subsidy

SSG Advice:

Student must achieve 75% course attendance, and also pass the assessment to be eligible for SSG Funding.

All Singaporean aged 25 and above can use their \$500 SkillsFuture Credit to pay for a wide range of approved skills-related courses.

PSEA Funding is available for student aged 18-30 Years old (Please Call PSEA Hotline 62600777 to check your balance).

We are pleased to share the following information on the new PSEA Ad Hoc Withdrawal FormSG Application:

- Using only own PSEA: <http://go.gov.sg/psea-withdrawal-tp>
- Using Sibling's PSEA: <http://go.gov.sg/psea-withdrawal-tps>


NTUC members can enjoy 50% *unfunded course fees support for up to \$250 each year when sign up for courses supported under UTAP. NTUC members aged 40 and above will get increased funding support from \$250 to \$500.

*unfunded course fees refer to the balance course fee payable after applicable government subsidies

To find out more on the UTAP funding, support validity period and submission for UTAP claim, please visit <https://www.genetic.edu.sg/utap-funding/>. T&C apply.

Reminder to all learners:-

- Bring your own smartphone
- Bring a sweater as it might be cold
- Bring stationeries – highlighter, pens



Visual, Audio, Creative Content Professionals Association (Singapore)

The Visual, Audio, Creative Content Professionals Association (Singapore), was formed in July 2021 to represent visual, audio, production, and creative content professionals and advance VICPA members' professional interests and work prospects. VICPA also provides guidance on fair standards and good practices as well as resources, work advisory, and business networking to safeguard and support the careers of freelance and self-employed creative professionals. In supporting VICPA members with skills deepening programmes such as the courses offer by Genetic Computer School, VICPA members enjoy lower course fees through the Union Training Assistance Programme (UTAP) which provides 50% subsidy of the balance unfunded course fee, up to \$250 per calendar year. Between 1 July 2020 to 31 December 2025, VICPA members aged 40 years and above will enjoy higher funding support up to \$500 per calendar year, capped at 50% of unfunded course fee. To be a VICPA member, simply sign up as at www.ntuc.co/VICPA. Please select 'VICPA' under the field for Company Name.

Visit www.vicpa.org.sg, www.instagram.com/vicpasg and www.facebook.com/vicpasingapore for more information.

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