

## **WSQ Conduct Preliminary Energy Assessment of Building Facilities**

### **Introduction**

The Singapore Workforce Skills Qualifications (WSQ) system is a national framework developed by the Singapore Workforce Development Agency (WDA) for adult workers to increase their competency and add value to the industries by taking up continuing education and training modules. WSQ caters to adult workers and aims to make skills upgrading accessible to the workforce as well as assist them in the advancement and development of their career.

SEAS is accredited by the Singapore Workforce Development Agency (WDA) to conduct WSQ modules in Energy Management.

### **Objective of module**

On completion of the module, learners will have the:

- Knowledge and application skills in identifying major building facilities in energy audit and measurements; and
- Ability to carry out initial site assessment in developing measuring methodology and instrument checklists for data acquisition for actual installation.

### **Module Outline**

1. Identify major building facilities in energy audit and measurements
  - Identify types of building's energy infrastructure
  - Identify electricity distribution in a typical building
  - Identify types of air conditioning systems in use in energy building
  - Identify components and its application of water-cooled air conditioning system in energy building
  - Identify operations and configuration of water distribution systems in relation to energy building
  - Identify different energy consuming systems of building
  - Develop different types of energy system efficiency indexes to perform bench marking exercises
2. Carry out initial site assessment in client's building
  - Clarify work plan with appropriate person before going to client's building to carry out pre-assessment
  - Review client's building blueprints to determine locations of energy systems
  - Produce simple schematic drawing according to as-built condition
  - Carry out pre-assessment at client's building to map out actual location of measuring points for analysis
  - Perform feasibility study to determine actual location of measurement

Organised By:

Supported By:

Lead Business Partner:

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3. Prepare instrument checklists for actual site audit in client's building
- Confirm energy audit work plan with appropriate person to make preparation for actual site installation
  - Verify accuracy of technical specifications of client's building blueprints to determine scope of energy audit works is achieved
  - Develop instrument checklists according to site installation requirements
  - Prepare audit resources for installation according to organisational procedures

### **Target Audience**

Eligible candidate for this module admission should process the following minimum qualification:

Level	Criteria		
	Education	Relevant Experience	Other Requirements*
Associate	An Engineering or Technical Certificate OR Their Equivalent	At least 3 years of experience	<ul style="list-style-type: none"> <li>• Singaporean / PR</li> <li>• Achieve at least 75% of attendance</li> <li>• Complete and pass all required assessments</li> <li>• Complete all surveys (Funding details subjected to revision based on latest funding rate)</li> </ul>
	Polytechnic Diploma (Local Polytechnics) Electrical & Mechanical	At least 2 years of experience	
	Specialist Diploma in relevant disciplines Electrical & Mechanical	At least 2 years of experience	

### **Module Fee and Subsidy**

Module Fee: \$1200  
 WDA Funding\*: \$840  
 Fee payable after WDA Funding: \$385.20 (inclusive of GST)  
 Re-assessment Fee: \$160.50 (inclusive of GST)  
 Re-scheduling of Exam date: \$160.50 (inclusive of GST)

### **Eligibility for WDA Funding**

- Singaporean / PR
- Achieve at least 75% of attendance
- Complete and pass all required assessments
- To retain in current job for at least 3 months after completion of training
- Complete all surveys (Funding details subjected to revision based on latest funding rate)

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# APPLICATION FORM

Module	Dates	Timing
<input type="checkbox"/> Conduct Preliminary Energy Assessment of Building Facilities	26 – 28 Mar 2014	9am – 6pm
<b>Assessment (Examination)</b>		
Assignment to be completed 1 week after training	4 Apr 2014	-
Oral Questioning (30mins per candidate)	5 May 2014	-

## PERSONAL PARTICULARS

Full Name:					
(*Mr/Ms/Mrs/Dr)	<i>(Name as in NRIC)</i>				
NRIC no:		Date of Birth:		Age:	
			<i>(dd/mm/yyyy)</i>		
Gender:	Male				
Employment Status:	Singapore Citizen		Others: _____		
Nationality:	Singaporean		Others: _____		
Address:					
		Postal Code:			
Contact No:	(Hp) _____	(Tel) _____	(Off) _____	(Fax) _____	
Email:					
	<i>(Company Email)</i>				

## CONTACT PERSON PARTICULARS

Contact Person:					
(*Mr/Ms/Mrs/Dr/Prof)	<i>(Full Name)</i>				
Designation:					
Contact No:	(Hp) _____	(Tel) _____	(Fax) _____		
Email:					

## HR MANAGER / DIRECTOR PARTICULARS

Name:					
(*Mr/Ms/Mrs/Dr/Prof)	<i>(Full Name)</i>				
Contact No:	(Hp) _____	(Tel) _____	(Fax) _____		
Email:					

## EMPLOYMENT RECORDS

### Current Employment

Company Name:					
	<i>(Full Name)</i>				
Address:					
		Postal Code:			
Contact No:	(Main Line) _____	(Fax) _____			
Website:					

# APPLICATION FORM

 Designation:  Monthly Salary: 

 Department: 

 Job Scope: 

 Employment Date:  Industry Sector: 

 In Company:  More than 3 months  Less than 3 months

 No. Local Worker:  No. Foreigner Worker: 

### Previous Employment

Company Name	Designation	Duration		
		From (mm/yy)	To (mm/yy)	Yrs

### QUALIFICATION RECORDS

#### Highest Qualification

 Title of Qualification: 

 Institution: 

 Country: 

 Year Obtained:   Full Time  Part Time

#### Other Qualifications (Professional & Academic)

Institution Name	Qualification	Duration		
		From (mm/yy)	To (mm/yy)	Yrs

### WDA FUNDING APPLICATION

 +Applying for funding:  Yes  No

## DECLARATION

- I hereby declare that the particulars given in the Application Form are true and correct in every respect. I understand that the application will be disqualified if any information given is found to be untrue and the fees paid will be forfeited.
- I accept that SEAS reserves the right to change course venue, cancel or reschedule the course if necessary or warranted by circumstances beyond their control.
- I also accept that SEAS reserves the right to accept or reject the application for whatever reason.
- No refund of fees will be made for withdrawal on or after the commencement of the course for which the applicant has been accepted.
- I accept that I have to abide to the schedule given by SEAS, and attain minimum 75% attendance for all modules.
- I understand that if I am offered a training place in WSQ module - Apply management and economics in energy management industry, WDA will be investing resources to help train and equip me with the necessary skills to work in the Process Industry. I will put in my best effort and complete the training programme and assessment.
- I am obligated to participate in any survey conducted by SEAS or WDA for the purpose of tracking for a period of **three months** after the completion of my training.

## INFORMATION FOR COMPANY TO TAKE NOTE

- HR Personnel of the company must ensure all the surveys conducted by SEAS are returned to SEAS at the specific date given.
- In any event that the candidate:
  - a) Drop out and fail to complete the training programme or
  - b) Is certified incompetent during the assessment or
  - c) In any way render himself/herself unable or unsuitable to pursue the programme or
  - d) Is expelled due to serious breach of discipline (including high absenteeism)
- The company will not be eligible for any funding support during the training. The company will also be liable to refund all the relevant cost incurred by WDA and by SEAS.
- The application must be accompanied by a photocopy of NRIC/Passport, and a letter from their sponsoring organization certifying their date of employment, current designation and salary.
- For trainees who are employed with the company for more than 3 months, HR would need to register on the SRP website ([www.srp.org.sg](http://www.srp.org.sg)) to apply for their "Absentee Payroll Funding".
- For trainees who are employed with the company for less than 3 months, they will not be eligible for Absentee Payroll Funding. Instead, the trainees will qualify for training allowance. The HR will need to get the trainee to acknowledge receipt of training allowance, and mail back to SEAS.

### Cancellation

- SEAS reserves the right to change programme venue, cancel or reschedule the programme if necessary or warranted by circumstances beyond control.
- For any withdrawal during or 2 weeks before the programme, a fee of \$250 will be charged.

### Confirmation of Registration

- Registration is confirmed only upon receipt of payment.
- Confirmation of course details (date/time/venue) will be given to candidates 10 working days before the commencement date via email.

# APPLICATION FORM

Required documents – Non funding:

- Crossed cheque of \$1,284 is made payable to “Sustainable Energy Association of Singapore”

Required documents - Funding:

- Copy of company letter by current employer (certifying their date of employment, current designation and salary)  
 Copy of academic certificates  
 Copy of participant’s CV stating in detail about his/her job scope.  
 Copy of NRIC or documentary proof of Singapore Permanent Resident and other status

**Please send completed application and documents to:**

**Sustainable Energy Association of Singapore (SEAS)**

9 Penang Road, #08-02 Park Mall Singapore 238459

*(Please note that faxed application is not accepted. Application form without complete information will not be accepted.)*

<i>Name of Individual</i>	<i>Signature</i>	<i>Date</i>
<i>Name of HR Manager</i>	<i>Signature</i>	<i>Date</i>
<i>Company Stamp</i>		

**OFFICIAL USE**

Courses applying: _____	Course date: _____
Funding application: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Supporting Doc: <input type="checkbox"/> NRIC <input type="checkbox"/> Certificate <input type="checkbox"/> Company Letter <input type="checkbox"/> Employee CV	
Course fee received: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date: _____
Received by: _____	Date: _____