

WSQ Apply Management And Economics In Energy Management Industry

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 skills to identify roles and functions of personnel in an energy management team;
- Review energy market and regulatory environments; and
- Apply engineering economics when carrying out energy management work.

Module Outline

1. Identify roles and functions of personnel in an energy management team
 - Identify process to effective energy management programme
 - Identify relevant institutions/parties that are involved in providing support to energy management industry
 - Identify objective of forming energy team in organisation
 - Identify roles and responsibilities of key personnel in energy team
 - Interpret one's duties and responsibility within energy management organisation that he/she works for
 - Identify types of training programmes for energy team to be equipped with skills to perform respective roles effectively
2. Review energy market and regulatory environments
 - Identify impact of deregulation of energy market
 - Identify retail electricity market after deregulation of energy market
 - Identify industrial structure in new electricity market and their roles to energy management
 - Liaise with relevant energy institutions/parties relating to work requirements
 - Process grant applications from relevant institutions/parties relating to energy project

Organised By:

Supported By:

Lead Business Partner:

WSQ Apply Management And Economics In Energy Management Industry

3. Apply engineering economics when carrying out energy management work
 - Define return on investment (ROI) in terms of energy management
 - Determine type of energy saving investment for organisation
 - Calculate pay back of initial energy investment to determine amount of savings gain from this investment
 - Evaluate life cycle cost of energy investment to enable organisation to make decisions

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"> • Singaporean / PR • Achieve at least 75% of attendance • Complete and pass all required assessments • Complete all surveys (Funding details subjected to revision based on latest funding rate) |
| | 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)

Organised By:

Supported By:

Lead Business Partner:

APPLICATION FORM

| Module | Dates | Timing |
|--|------------------|-----------|
| Apply Management and Economics in Energy Management Industry | 25 – 27 Jun 2014 | 9am – 6pm |
| Assessment (Examination) | | |
| Assignment to be completed 1 week after training | 4 Jul 2014 | - |
| Oral Questioning (30mins per candidate) | 15 Jul 2014 | - |

Note:

Please ensure that you are available for both dates – Training and Final Assessment before signing up; as they are part of the requirements for funding assistance

PERSONAL PARTICULARS

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

CONTACT PERSON PARTICULARS

| | | | | | | | |
|----------------------|----------------------|----------------------|-------|----------------------|-------|----------------------|----------------------|
| Contact Person: | <input type="text"/> | | | | | | |
| (*Mr/Ms/Mrs/Dr/Prof) | (Full Name) | | | | | | |
| Designation: | <input type="text"/> | | | | | | |
| Contact No: | (Hp) | <input type="text"/> | (Tel) | <input type="text"/> | (Fax) | <input type="text"/> | <input type="text"/> |
| Email: | <input type="text"/> | | | | | | |

HR MANAGER / DIRECTOR PARTICULARS

| | | | | | | | |
|----------------------|----------------------|----------------------|-------|----------------------|-------|----------------------|----------------------|
| Name: | <input type="text"/> | | | | | | |
| (*Mr/Ms/Mrs/Dr/Prof) | (Full Name) | | | | | | |
| Contact No: | (Hp) | <input type="text"/> | (Tel) | <input type="text"/> | (Fax) | <input type="text"/> | <input type="text"/> |
| Email: | <input type="text"/> | | | | | | |

EMPLOYMENT RECORDS

Current Employment

| | | | | | | | |
|---------------|----------------------|--|--|--------------|----------------------|--|--|
| Company Name: | <input type="text"/> | | | | | | |
| | (Full Name) | | | | | | |
| Address: | <input type="text"/> | | | | | | |
| | <input type="text"/> | | | Postal Code: | <input type="text"/> | | |

APPLICATION FORM

Contact No: (Main Line) (Fax)

Website:

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) 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.)

Name of Individual

Signature

Date

Name of HR Manager

Signature

Date

Company Stamp

OFFICIAL USE

Courses applying: _____

Course date: _____

Funding application: Yes No

Supporting Doc: NRIC Certificate Company Letter Employee CV

Course fee received: Yes No

Date: _____

Received by: _____

Date: _____