



SISO ACADEMY PTE LTD

CERTIFICATE IN FACILITY MANAGEMENT

SISO Academy Pte Ltd is a registered Private Education Institution under the provisions and regulations of the Private Education Act 2009 in Singapore

Course Objective

This programme provides an excellent platform for learners to learn the skills and knowledge to contribute to overall goals such as reducing costs, improving productivity and pursuing sustainability related to facility management. It will provide learner with an overview of how facilities management supports the business needs of the organization and how to organize the resources and vendors in order to optimize operational efficiency and effectiveness.

On completion of this course, learners will have a better general understanding of facilities management role and responsibilities and also how essential it is for organization to perform its daily task.

Contents

Integrated Facilities Management

- Fundamental Principles of Integrated Facilities Management (IFM)
- Strategic Facilities Management
- Configuration of Data for Benchmarking & Key Performance Indicators (KPIs)
- Building Values Management in Asset & FM (AFM) Services
- AFM Technology for Risk Management and Continuous Improvement

Foundation of Workplace Safety and Health

- Principles of Effective Safety Programs
- One Stop Safety Management Resources
- Case Studies on Safety Management at Construction Site
- Construction Safety
- Hazards & Solutions Framework
- Key Features of ISO 45001 Standard

The Business Environment

- Introduction and General Background of Research
- Definition of Business Environment and Strategic Management
- Characteristics of Corporate Strategy
- Economical, Technological and Social Environment

Managing Physical Resources in a Business Environment

- Principle of Facilities Management (FM) and Sustainable FM
- Asset Facilities Management versus Engineering Maintenance Management
- Types of Maintenance Strategies to Enhance Total Building Maintainability & Service Delivery

Certification

All participants will be awarded a Certificate of Completion in Facility Management upon meeting 75% of the required course attendance for each module and assessed to be competent.

Assessment mode

Each module will be assessed individually upon completion through a combination of Group Project, Assessment, Presentation and Interviews.

All participants must achieve at least 75% physical attendance per module to be eligible for the assessment.

Entry Requirements

Applicants must possess **ALL** the following minimum qualifications in order to enrol for the course:

- A recognised diploma **OR** degree
- OR**
- Possess Employability Skills System (ESS) Workplace Literacy OR GCE "N" Level English grade 5
- AND**
- Possess ES Workplace Numeracy Level 5 **OR** GCE "N" Level Maths grade 5

Duration: 6 weeks
Frequency: Every Monday (9.00am to 6.00pm)
Venue: 167 Jalan Bukit Merah Tower 5, #02-13 Singapore 150167
CPD: 45 SDUs

Full course fees:

SISO Member: S\$1,776.20#

Non- SISO Member: S\$1,990.20#

Fee with GST

All interested participants are invited to submit their applications with the following documents:

- Completed Application form
- Copies of all academic certificates or any certificates of proficiency
- Copies of Resume, letter of appointment or testimonial

For more information, please contact 67775185 or

Email: training@siso.org.sg

Registration form					
CERTIFICATE IN FACILITY MANAGEMENT					
Part A - Participants Details (attach a separate list if necessary)					
Salutation <i>(Mr/Ms/Mdm)</i>	Name <i>(Please underline surname)</i>	NRIC	Designation / Job Title <i>(Please indicate your WSHO Reg. No., if any)</i>	Mobile no:	Special Diet <i>(E.g. Vegetarian)</i>
Highest Education Qualification: 'O' Level/'N' Level/ Others*, Please specify					
Part B - Company Particulars					
Name of Company:					
Type of Industry:					
Name of Contact Person:				Designation:	
Tel:				Fax:	
Email <i>(for course correspondence)</i> :					
Part C - Billing Details					
Billing Address:					
Please tick as appropriate if you would like an invoice to the company:			e-Invoice for Government bodies		
<input type="checkbox"/> Yes <input type="checkbox"/> No			Dept & Sub-business unit: _____		
SISO member <i>(circle as appropriate)</i> : Yes/ No			<i>(For official use only)</i>		
*SISO membership no:			Cash or Cheque No. for S\$		

NOTE

1. Registration and Payment

Please submit completed form together with a crossed cheque, made payable to "SISO Academy Pte Ltd", to reach us no later than one week prior to the programme start date. Please mail registration and cheque to:

SISO Academy Pte Ltd
167 Jalan Bukit Merah
#02-13 Connection One, Tower 5,
Singapore 150167

Full course fees:

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Fee with GST

Visit our website at www.siso.edu.sg
Email: registration@siso.org.sg
Phone: 6513 0286

2. Withdrawal

If written notice of withdrawal is received:
> 14 days before commencement of programme – full refund
Between 3 & 13 working days – 70% refund
Less than 3 working days - no refund

(Please note that programme confirmation can only be made 3 days before the commencement date)

The Academy reserves the right to amend the programme content, or to cancel or change the date of the programme or the venue.