



# 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:** 8 weeks  
**Frequency:** 15 Evenings  
Every Tuesday & Thursday  
(6.30pm to 9.30pm)  
**Venue:** 167 Jalan Bukit Merah  
Tower 4, #02-16  
Singapore 150167  
**CPD:** 40 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](mailto:training@siso.org.sg)

<b>Registration form</b>					
<b>CERTIFICATE IN FACILITY MANAGEMENT</b>					
<b>Part A - Participants Details (attach a separate list if necessary)</b>					
<b>Salutation</b> <i>(Mr/Ms/Mdm)</i>	<b>Name</b> <i>(Please underline surname)</i>	<b>NRIC</b>	<b>Designation / Job Title</b> <i>(Please indicate your WSHO Reg. No., if any)</i>	<b>Mobile no:</b>	<b>Email</b>
<b>Highest Education Qualification: 'O' Level/'N' Level/ Others*, Please specify</b>					
<b>Part B - Company Particulars</b>					
<b>Name of Company:</b>					
<b>Type of Industry:</b>					
<b>Name of Contact Person:</b>				<b>Designation:</b>	
<b>Tel:</b>				<b>Fax:</b>	
<b>Email (for course correspondence):</b>					
<b>Part C - Billing Details</b>					
<b>Billing Address:</b>					
Please tick as appropriate if you would like an invoice to the company: <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>			<b>e-Invoice for Government bodies</b> Dept & Sub-business unit: _____		
<b>SISO member (circle as appropriate): Yes/ No</b>  *SISO membership no:			<i>(For official use only)</i>  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  
 #02-16 Connection One, Tower 4,  
 Singapore 150167

Account Name: **SISO Academy Pte Ltd**  
 Paynow UEN: **201612290Z**

Bank Name: **DBS Bank CURRENT ACCOUNT**  
 (Bank/branch Code: **7171 / 012**)  
 Account Number: **012-902085-0**

**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)*

**Full course fees:**  
**SISO Member:** S\$1,776.20#  
**Non- SISO Member:** S\$1,990.20#  
**# Fee with GST**

Visit our website at [www.siso.edu.sg](http://www.siso.edu.sg)  
 Email: [training@siso.org.sg](mailto:training@siso.org.sg)  
 Phone: 6513 0286