

# Singapore Institute of Materials Management

## Apply 5S Management

(WSQ SSG FUNDED)

**Course Reference No:** TGS-2020513606

**Mode of training:** Classroom based

### Who Should Attend

The programme is for participants who achieve organisation, department and section goal and results through team effort that strongly demand application of 5S techniques in workplace.

### Entry Requirement

Participants should be able to understand and speak English.

### Award of Certificate

- Successful students will be awarded: WSQ Statement of Attainment (SOA) by WDA.
- Students must pass the assessment and attend 100% of the sessions.

### Course Objectives

Participants will be introduced to the 5S principles of housekeeping, which is a critical discipline in the workplace.

Participants will learn the application techniques for:

- SEIRI - Clear unnecessary items from work area
- SEITON - Organise work area in an orderly manner
- SEISO - Clean work area
- SEIKESTU - Maintain work area cleanliness
- SHITSUKE - Maintain self-discipline in work area

### Elements in 5S program

- Purpose and benefits of 5S program
- How does it help you and your Organisation to be effective?
- Basic principles of effective workplace organisation
- Organisational health and safety guidelines relating to performing SEIRI, SEITON, SEISO, SEIKETSU and SHITSUKE

### Teaching Methodologies

- Lectures
- Demonstration
- Hands on activities on elements of competence
- Group Discussions and Q&A

## FORMATIVE Assessment

Participants will be assessed according to related WSQ Standard Assessment Plan.

### ☐ Course Fees

#### A: Course Fees for INDIVIDUAL Payment **more than 40 years old**

Course	Full Fee	Funding >40 yrs old	Nett Fee	CM Fee	Total Fee	SFC-\$1K Nett payment
5S MGT	\$450	\$405	\$45	\$60	\$105	<b>\$0</b>

**CM Fee** = Course Materials fee    **SFC**= SkillsFuture Credit (Personal=\$500/\$1K)

#### B: Course Fees for INDIVIDUAL Payment **less than 40 years old and PR**

Course	Full Fee	Funding <40 yrs old	Nett Fee	CM Fee	Total Fee	SFC-\$1K Nett payment
5S MGT	\$450	\$272	\$178	\$60	\$238	<b>\$0</b>

**CM Fee** = Course Materials fee    **SFC**= SkillsFuture Credit (Personal=\$500/\$1K)

#### C: Course Fees for SME (Company Sponsored)

Course	Full Fee	Funding for SMEs	Nett Fee	Course Materials Fee	Total Fee
5S MGT	\$450	\$400	\$50	\$60	<b>\$110</b>

For MNC sponsored application, contact SIMM at <tel:66531233>/ WApp:98184211

**D: Company absenteeism payroll funding:** Company can apply for absenteeism payroll funding between **\$50 to \$128** ([conditions apply](#))

❑ **Registration Process**

Registration: On a first-come-first-served basis:

- 1: Check your SF Credit amount: <https://tinyurl.com/r5s4k2xh>
2. Once approved, SIMM will email letter of enrolment.

❑ **Refund of Fees / Cancellation**

Notice of withdrawal must be given according to the terms stated in the Terms and Conditions for enrolment. SIMM reserves the right to cancel/postpone the course due to unforeseen circumstances.

❑ **Award of Certificate: <https://tinyurl.com/2r58wba2>**

To achieve the certificate awarded by SSG/WSQ, candidates must submit all the assignments and pass the theory assessment with a total score of 50 or higher and attend at least 75% of the sessions.



□ ***Inquiries***

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**Tel:** 66531233 **Website:** [www.simm.org.sg](http://www.simm.org.sg)

**WhatsApp:** +6598184211

**Corporate Office / Training Venue:**

9 Ah Hood Road #04-06 EASM Building Singapore 329975

Directions to SIMM (**Google map**)

<https://goo.gl/maps/P76kqiXKFkxn5tMh8>

