



DEVELOP TRAINING SYSTEMS AND CAPABILITIES TO FULFIL THE ROLES OF A TRAINING PROVIDER

HELLO,

we are your expert in providing the right solutions for your training business. We have specially designed a WSQ programme for your training organization

to equip your staff with effective & efficient skills and knowledge in training system planning and implementation, which includes the process flow [what, who, when, why and how] of tasks in a training organization.

AVAILABLE IN 2 MODES
(2 DAYS COURSE)

ONLINE

TGS-2022016983

CLASSROOM

TGS-2022017181

FEES & FUNDING

Full Fee: \$995 (subjected to 9% GST)

Grant amount for Company Sponsored Singapore Citizens and Permanent Residents: \$696.50 per pax

Nett Fee Payable: \$388.05 per pax

- Absentee payroll funding & SFEC eligible
- Funding period till 24 Nov 2024

CONTACT

US NOW

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LEARNING OUTCOMES



- LO1 Analyse required documentation processes, administration policies and procedures
- LO2 Design templates to maintain necessary records as evidence to show how specific requirements are met
- LO3 Implement documentation processes and administration procedures in accordance with stipulated requirements
- LO4 Create systematic and secure system to manage and store confidential documents
- LO5 Evaluate the required documentation processes and administration procedures outcomes



OUR PAST TRAINEES' FEEDBACK

- The trainer was very patience and helpful towards all trainees. She is knowledgeable in her subject teaching and was very able to interact with all trainees.
- Instructor is very friendly and helpful. She explained all the details very clearly and very lively during the course.
- Great content and useful information for any ATO.

LET'S GROW WITH US