

## Productivity Improvement using Mobile Devices – Level 1

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|------------------------|----------|------------------------|--------------------------------|-------------------------|
| <b>Course Duration</b> | 16 Hours | <b>Course Fee</b>      | <b>Subsidy &amp; Nett Fees</b> | <b>Mode of Training</b> |
|                        |          | Full Fee: <b>\$460</b> | Please refer to page 2         | Classroom               |

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| <b>Entry Requirement</b> | <ul style="list-style-type: none"> <li>Minimal education qualification is Primary education without PSLE / PSPE certification or their equivalent</li> <li>Speak, listen and read English at a proficiency level not lower than WPL Level 3 and manipulate numbers at a not lower than WPN Level 3</li> <li>Ability to do typing</li> </ul> |
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| <b>Course Objective</b> | <p>This course is designed for retail staff, frontline personnel, administrative support staff, and individuals who want to use smartphones more effectively to improve productivity at work. Learners will discover how simple smartphone tools and techniques can help them organise daily tasks, measure work performance, reduce time wastage, and improve work processes. Through practical, hands-on activities, learners will learn how to recognise opportunities for productivity improvement, basic productivity measurement, use smartphone features to support better work efficiency and document productivity performance for workplace improvement.</p> |
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This course is for beginner.

### What you will learn:

Learners will recognise the need and benefits of productivity improvement using tablets and smartphones in the workplace. They will learn the concept of productivity, understand why productivity improvement is important, and explore how common mobile tools such as WhatsApp and WeChat can support faster communication, better coordination, and more efficient daily work processes.

Learners will apply productivity measurement at the workplace using tablets and smartphones. They will use simple digital tools such as Gmail and Google Keep to record work activities, monitor task progress, organise information, and measure how mobile technology can help improve work efficiency and performance.

Effective From: 01/10/2026

Learners will apply productivity improvement tools and techniques using tablets and smartphones to enhance workplace effectiveness. Through practical activities, they will explore tools such as Google Chrome, QR codes, and Facebook to access information, support customer engagement, streamline work tasks, and improve overall productivity outcomes.

Learners will document the effectiveness of productivity performance using digital storage tools such as Google Drive. They will learn basic document storage concepts, identify types of productivity measurement, and prepare digital records or evidence to show how smartphone-based tools have contributed to improved workplace productivity.

### Subsidy

| Productivity Improvement using Mobile Devices – Level 1<br>TGS-2026065848 |                                                      |                                                                                      |                                                                                           |
|---------------------------------------------------------------------------|------------------------------------------------------|--------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| Category of Individuals                                                   |                                                      |                                                                                      |                                                                                           |
|                                                                           | Singapore Citizens and Singapore Permanent Residents | Employer-sponsored and self-sponsored Singapore Citizens aged 40 years old and above | SME-sponsored local employees (i.e. Singapore Citizens and Singapore Permanent Residents) |
|                                                                           | Funding Source                                       |                                                                                      |                                                                                           |
|                                                                           | SkillsFuture Funding (Baseline)                      | SkillsFuture Mid-career Enhanced Subsidy                                             | SkillsFuture Enhanced Training Support for SMEs                                           |
| Course Fee                                                                | \$460.00                                             | \$460.00                                                                             | \$460.00                                                                                  |
| SkillsFuture Funding                                                      | \$230.00                                             | \$322.00                                                                             | \$322.00                                                                                  |
| Total Nett Fee                                                            | \$230.00                                             | \$138.00                                                                             | \$138.00                                                                                  |
| GST (9% x \$460)                                                          | \$41.40                                              | \$41.40                                                                              | \$41.40                                                                                   |
| <b>Total Fee Payable to Genetic Computer School</b>                       | <b>\$271.40</b>                                      | <b>\$179.40</b>                                                                      | <b>\$179.40</b>                                                                           |
| Age Group                                                                 | SC 21-39 years old and PR                            | SC 40 years old and above                                                            | Small Medium Enterprise                                                                   |

Eligible for Claim Period: 01 Oct 2026 - 30 Sept 2027

**Please refer to the below link for the Refund Table for SkillsFuture Courses:**

[https://genetic.edu.sg/policies\\_procedures/refund-for-wsq-courses/](https://genetic.edu.sg/policies_procedures/refund-for-wsq-courses/)

### Participant need to pass the test to get subsidy

SSG Advice:

Student must achieve 75% course attendance, and also pass the assessment to be eligible for SSG Funding.

All Singaporean aged 25 and above can use their \$500 SkillsFuture Credit to pay for a wide range of approved skills-related courses.

**Reminder to all learners:-**

Bring your own smartphone  
Bring a sweater as it might be cold  
Bring stationeries – highlighter, pens

Effective From: 01/10/2026