

WSQ Effective Digital Asset and File Management - Level 2

Course Duration	16 Hours	Course Fee	Subsidy & Nett Fees	Mode of Training
		Full Fee: \$460	Please refer to page 2	Classroom

Certification Successful trainees will receive a Statement of Attainment (SOA) issued by SkillsFuture Singapore

Entry Requirement

- Minimal education qualification is PSLE with 1 year of relevant working experience
- Speak, listen and read English at a proficiency level not lower than the WPL Level 4, and manipulate numbers at a not lower than the WPN Level 4

Course Objective This course is designed to provide knowledge and skills in managing digital assets and file management using cloud storage and other online collaboration tools. This course also covers types of security processes when storing digital assets on cloud or network storage.

Course Content:

- Section 1: Digital asset management protocols
 - Methods to adhere management protocols
 - Track, record and archive information
 - Identify common file types
 - Workflow of digital asset management system and operating system
 - Various types of digital filing policies, permissions and guidelines
- Section 2: File naming system
 - Methods to set up and administer a file naming system
 - Methods to collate and sort information
 - Systematic procedures to organise digital files
 - Various types of file hierarchy according to category
 - Use relevant digital assets tools such as Google Drive
- Section 3: Saving and backing up files
 - Storage capacity measurements
 - Understand the purpose of regularly backing up data to a remote location
 - Various data backup protocols
 - Methods to perform consistent and regular backup
 - Recognise the importance of regularly updating software
 - Various techniques of sharing digital assets

Effective From: 17/03/2025

- Section 4: Retrieving files and maintain version control
 - Methods in retrieving files from archive system
 - Methods in maintaining version control accordingly

Subsidy

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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
Total Fee Payable to Genetic Computer School	\$271.40	\$179.40	\$179.40

Eligible for Claim Period: 01 Oct 2020 - 30 Sept 2026

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

<https://www.genetic.edu.sg/refund-for-skillsfuture-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.

PSEA Funding is available for student aged 18-30 years old (Please Call PSEA Hotline 62600777 to check your balance).

We are pleased to share the following information on the new PSEA Ad Hoc Withdrawal FormSG Application:

- Using only own PSEA: <http://go.gov.sg/psea-withdrawal-tp>
- Using Sibling's PSEA: <http://go.gov.sg/psea-withdrawal-tps>

Reminder to all learners:-

Bring your own smartphone

Bring a sweater as it might be cold

Bring stationeries – highlighter, pens

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