

## WSQ Productivity Improvement using Mobile Devices – Level 2

Course Duration	16 Hours	Course Fee	Subsidy & Nett Fees	Mode of Training
		Full Fee: <b>\$460</b>	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 Primary education without PSLE / PSPE certificate or their equivalent
- Speak, listen and read English at a proficiency level not lower than WPL Level 3 and manipulate numbers not lower than WPN Level 3
- Ability to do typing

**Course Objective** This course is designed to understand benefits of higher productivity at workplace and facilitate implementation of productivity initiatives using collaboration apps and clouds services on the mobile devices.

### Course Content:

- Section 1: Productivity through the use of tablet/smartphone
  - Identify importance of productivity at workplace
  - Importance of productivity through the use of tablet/smartphone
  - Benefits of higher productivity at workplace
  - Common productivity tools (e.g. SingPass, TraceTogether, ActiveSG)
- Section 2: Productivity implementation
  - Facilitate implementation of using tablet/smartphone applications and productivity and process initiatives
  - Factors affecting productivity improvement
  - Need for productivity improvement through mobile apps and correct settings
  - Common productivity tools (e.g. Google Map, My Transport, Google Translate)
- Section 3: Review of productivity techniques and tools
  - Review tablet/smartphone techniques and tools for workplace productivity improvement
  - Track productivity performance through cloud storage and synchronisation methods
  - Methods of data collection
  - Common productivity tools (e.g. DBS PayLah!, GrabPay, Carousell, Lazada, Shopee)

Effective From: 17/03/2025

- Section 4: Feedback on productivity and process
  - Provide feedback of using tablet/smartphone to improve productivity and processes
  - Types of productivity measurement
  - Common productivity tools (e.g. Google Calendar)

**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
<b>Total Fee Payable to Genetic Computer School</b>	<b>\$271.40</b>	<b>\$179.40</b>	<b>\$179.40</b>
<b>Age Group</b>	<b>SC 21-39 years old and PR</b>	<b>SC 40 years old and above</b>	<b>Small Medium Enterprise</b>

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>

NTUC members can enjoy 50% \*unfunded course fees support for up to \$250 each year when sign up for courses supported under UTAP. NTUC members aged 40 and above will get increased funding support from \$250 to \$500.

\*unfunded course fees refer to the balance course fee payable after applicable government subsidies

To find out more on the UTAP funding, support validity period and submission for UTAP claim, please visit <https://www.genetic.edu.sg/utap-funding/>. T&C apply.

**Reminder to all learners:-**

Bring your own smartphone

Bring a sweater as it might be cold

Bring stationeries – highlighter, pensp



The Visual, Audio, Creative Content Professionals Association (Singapore), was formed in July 2021 to represent visual, audio, production, and creative content professionals and advance VICPA members' professional interests and work prospects. VICPA also provides guidance on fair standards and good practices as well as resources, work advisory, and business networking to safeguard and support the careers of freelance and self-employed creative professionals. In supporting VICPA members with skills deepening programmes such as the courses offer by Genetic Computer School, VICPA members enjoy lower course fees through the Union Training Assistance Programme (UTAP) which provides 50% subsidy of the balance unfunded course fee, up to \$250 per calendar year. Between 1 July 2020 to 31 December 2025, VICPA members aged 40 years and above will enjoy higher funding support up to \$500 per calendar year, capped at 50% of unfunded course fee. To be a VICPA member, simply sign up as at [www.ntuc.co/VICPA](http://www.ntuc.co/VICPA) Please select 'VICPA' under the field for Company Name.

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