

Compose Technical Report



This course provides the learner with the knowledge and be equipped with the application skills in the planning processes, analysis of data and presentation of useful information in a concise and coherent manner that leads to conclusions aligned with report objectives.

SUITABLE FOR:

This course would be suitable for persons who want to attain the qualification recognised as the competent person for composing technical report by the Singapore Ministry of Manpower, Workplace Safety and Health (WSH) professionals and Occupational Hygiene (OH) professionals.

TOPICS COVERED:

- Course Introduction
- Objectives of Technical Report
- Report Requirements
- Types of Technical Reports
- Typical Components of a Technical Report
- Data Collection Methods
- Data Analysis Processes
- Tools for Data Presentation in a Technical Report

REQUIREMENTS:

- Diploma or Degree in Science, Engineering or Technical Disciplines

Course Fee : SGD 200**

** Course fees listed excludes GST

- **After WDA Funding (<40y) :** SGD 100**

** for Singaporeans and PR only

- **After WDA Funding (≥40y) :** SGD 20**

** for Singaporeans only

- **After Non-SME Funding :** SGD 100 (<40y)
- **After SME Funding :** SGD 20* (all ages)

- **Duration :** 8 Hours

- **Venue :** ESIS Academy Pte Ltd
1010 Dover Road #03-17
Singapore 139658

Certification: Participants will be awarded with a Certificate upon completion of the course.

Accreditation: MOM-CPD (for WHSO) – 8 Points

REGISTRATION FORM

Course Title	Compose Technical Report (OH-NT-501C-1)		
Commencement Date			
APPLICANT PARTICULARS			
Name:	NRIC (Pink/Blue) / WP No:		
Address:			
Nationality:	Gender: M / F		
D.O.B:	Race:		
Highest Qualification:	Contact No:		
Email:	Designation:		
COMPANY PARTICULARS			
Company Name:	Company UEN No:		
Address:			
Contact Person:	Designation:		
Tel:	Fax:		
Email:			

ESIS ACADEMY CPE/UEN no: 201222973M 08-07-2012 to 07-07-2014

WDA SKILLSFUTURE GRANT & ENHANCED TRAINING SUPPORT (ETS)

- The grant is applicable to Singapore Citizens or Permanent Residents only depending on funding type.
- Funding amounts defer based on age below 40 and above 40, and whether individual or corporate-funded.
- ESIS Academy reserves the right to claim back WDA subsidised funds from the participant if he/she fails to achieve 75% attendance or fails to sit for the assessments.
- ESIS Academy also reserves the right to claim back WDA-subsidised funds from the participant if he/she violates the Code of Conduct set by ESIS Academy.

PARTICIPANT'S / COMPANY'S DECLARATION

- I hereby declare that in the event that if I do not fulfill the 75% attendance or fail to sit for the assessment required, or in the event where I violate the Code of Conduct set by ESIS Academy, I will be held responsible to pay ESIS Academy the amount subsidised by WDA or an amount totalling to the total course fees.

Individual Applicant Signature

Company Stamp (For Company's Application)

WITHDRAWAL

- Written request received 2 weeks before the commencement of course, 100% refund
 - Written request received 1 week before the commencement of course, 50% refund
 - Written request received less than 1 week before the commencement of course, 0% refund
- * LATE FEE POLICY: Please note that late fees are subject to 1.5% charge compounded per month.*

ESIS Academy has the right to cancel / postpone the course before commencement due to unforeseen circumstances.

CONTACTS:

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