

Letter of Undertaking (LOU) Specialist Diploma in Workplace Safety and Health (SDWSH)

1. Course Requirement

Trainee is required to meet and submit the following entry requirements before registration;

Track 1

- A recognised¹ Technology/Science-related diploma / Engineering degree
- At least 2 years of WSH relevant working experience

Track 2

- Grade C6 in GCE 'O' Level English or ES Workplace Literacy Level 6
- Grade C6 in GCE 'O' Level Mathematics or ES Workplace Numeracy Level 6 or Mathematics Bridging Course
- GCE 'O' Level Science (Physics) grade C6 or Physics Bridging Course
- WSH skills and knowledge equivalent to that of Advanced Certificate in WSH
- At least 2 years of post- qualification working experience as WSH Supervisor, Coordinator or similar role **OR** at least 5 years of WSH related working experience, in which 2 years should be recent.

Have you been assessed by NTUC Learning hub and given Acceptance Letter for this course? Yes No

*If No, please submit your documents to wsh-admission@ntuclearinghub.com for assessment.

ANNEX A

For participants who have attended the modules with other institutions, please provide a copy of your certificate(s) and / or Letter of Completion during registration.

* Please TICK accordingly and indicate the ATO where you took the course

Group	Modules	Training Organisation
Core	Establish WSH Policy and Advise on WSH Legal Compliance Issues	
	Identify WSH Hazards and Assess WSH Risks	
	Recommend WSH Control Measures	
	Manage WSH Risks	
	Establish and Review Emergency Preparedness and Response Plan	
	Compose Technical Report	
	Establish and Manage WSH Incident Investigation and Analysis Process	
	Establish Measurement and Monitoring of WSH Performance	
	Manage Internal WSH Audit System	
	Develop a WSH Culture	
	Design and Implement Behavioral Safety Programme	
	Develop a WSH Management System	
Lead Workplace Communication and Engagement		

Group	Modules	Training Organisation
Elective Group 1	Manage WSH in Construction Industry	
	Manage WSH in Manufacturing Industry	
	Manage WSH in Process Plant	
Elective Group 2	Solve Problems and Make Decisions at Managerial Level	
	Support the Establishment of a Framework for Initiative and Enterprise	

Note:

- i) Trainees must produce a copy of the certification / qualifications they have attained during registration.

2. Candidature Period

Any make up lessons for any modules must be completed within 4 months from the course end. Trainees who do not complete the course within the stipulated candidature period will be considered Not Yet Competent (NYC) and will not be awarded a Statement of Attainment (SOA).

3. Other Terms and Conditions

- a. Funding is applicable only once per trainee per programme.
- b. Trainee does not receive additional funding from any government sources related to course fees.
- c. Trainee must meet the minimum set of entry requirements of the above selected programme(s).
- d. Trainee must:
 - i. achieve at least 75% attendance for each module;
 - ii. pass all prescribed examinations / assessments
- e. Trainee must declare their highest qualification and designation in this LOU.
- f. Trainees are required to participate in course evaluations upon completion of the selected programme(s).
- g. In the event that the trainee fails to meet any of the above requirements, entitlement to the course fee funding will lapse, and NTUC LearningHub Pte Ltd reserves the right to claim the funding amount directly from the participant or the sponsoring company.
- h. NTUC LearningHub Pte Ltd reserves the right to refuse further training and benefits to rejected trainees who do not complete the course without reasonable grounds.
- i. NTUC LearningHub Pte Ltd reserves the right to amend the terms and conditions of this agreement from time to time without prior notice.

I, _____ (Trainee Name), NRIC No. _____

agree to abide terms and conditions of this LOU and hereby declare that all information and documents attached hereto are true and correct to the best of my knowledge. If any information given by me in this document is any way false or incorrect, actions can be taken against me when necessary.

Signature: _____

Date: _____