SkillsFuture Career Transition Programme (SCTP) Premise Operations Management

There are a total of 4 certificates under the (SCTP) Premise Operations Management:

S/N	Name of Certificate	Duration (hours)
1	Certificate in Fire Safety Management	52
2	Certificate in Fundamentals of Finance and Procurement Management	35
3	Certificate in Mindset Transformation and Interpersonal Relations	28
4	Certificate in Fundamentals of Facilities Management	20
	Total Duration	135

1. **Certificate in Fire Safety Management**

- **Duration:** 52 hours
- **Synopsis:** This module aims to provide participants with updated information on the provisions of the fire safety legislations in Singapore, fundamentals and principles of fire safety design, roles and responsibilities of appointment holders and the operations of fire protection system and firefighting facilities. The module will also cover the safety, health and welfare of workmen when carrying out renovation, refurbishment and facilities management work. It will help participants acquire knowledge and supervisory skills for good housekeeping, risk management and maintenance of safe working environments, and understand procedures under the Workplace Safety and Health Act and other related legislation.

2. **Certificate in Fundamentals of Finance and Procurement Management**

- **Duration:** 35 hours
- **Synopsis:** This module introduces basic financial concepts to participants to enable them to appreciate the usefulness of financial statements and the process of budgeting. Participants will also learn the procurement process including sourcing strategies, supplier selection and management strategies and digital transformation in procurement. Participants will gain insights to risk management, a key aspect in procurement, which aims to systematically analyse, assess and mitigate risk.

3. **Certificate in Mindset Transformation and Interpersonal Relations**

- **Duration:** 28 hours
- **Synopsis:** Conflict in the workplace occurs when there are different expectations between parties. Conflicting parties can avoid serious altercation or litigation, if they apply mediation strategies early to resolve the conflict. In many instances, a mediated resolution would serve to restore trust and improve business and working relationships. This module aims to equip participants with conflict management and mediation skills to effectively manage conflict and disputes within the organization or with external stakeholders. In addition, participants will also learn the strategies to manage stakeholders and reap long-term benefits for their organisation in today's fast-changing workplaces and complex communication barriers. Participants will also be equipped with the tools to adopt a mindset that is open to manage change and innovation in order to remain relevant in the modern economy.

4. **Certificate in Fundamentals of Facilities Management**

- **Duration:** 20 hours

- **Synopsis:** This module provides participants with an understanding of the operation of the diverse and dynamic facilities management industry. It covers the scope of work and ethics under the facilities manager's purview, job role of the facilities manager in different types of assets, the key players, stakeholders and regulatory bodies in this industry and their inter-relationship.