

# Standards Development Training – 2<sup>nd</sup> Run (3-Day Course)

\*\*Supported by UTAP Credit /

SkillsFuture SG(SSG) / SkillsFuture Credit (SFC)\*\*

Enterprise  
Singapore



## Introduction

The Standards Development Training course is designed to equip participants with the knowledge and skills necessary to contribute effectively to the development of industry standards.

It covers the fundamentals of standardization, the roles and responsibilities of standards developers, the consensus-building process, and the key stages of standards development. Attendees will learn best practices for drafting and reviewing standards documents, understand the importance of stakeholder engagement, and gain insights into the global impact of standards.

This course is ideal for professionals involved in technical committees, standards bodies, or any organization interested in shaping industry standards.

## Objectives

The learning objectives of this training programme is learners will be able to effectively engage in the standards development process, draft and review standards documents, build consensus among stakeholders, and understand the global implications of standardization.

## Target Audiences

- Standard partners
- Secretariats
- Committee chairs
- Convenors
- Quality assurance experts
- Technical writers
- Standards development professionals

## DETAILS

**Date** : 4,7,8 Dec 2023

**Time** : 9.00am – 6.00pm

**Duration:** 24 hours

**Delivery Mode:** Physical Classroom

**Venue:** IES Academy@Jurong East

80 Jurong East Street 21, #04-10

Devan Nair Institute for Employment and Employability. Singapore 609607

**CPD Points:** 18 PDU (CEng) (To be confirmed)

**Course Fee (Include 8% GST):**

-Full Course Fee : \$1296.00

Refer to Below Table for breakdown.

\*Subjected to SSG grant assessment Course code: **TGS-2023039334**

**\*SSG Fund and eligibility criteria**

1. *Payment type:* - Nett Fee

2. *Training organization name:* - IES ACADEMY PTE LTD

3. *Course Fee and Absentee Payroll Funding and eligibility please click [here](#).*

4. *Trainee must have achieved at least 75% attendance.*

5. *The trainee must have sat for and passes all the assessments, or the trainee will have to pay back the funded amount to the training provider if the assessment result is "Not Yet Competent".*

6. *For participants under self-sponsor please approach the course coordinator for more information on Skillsfuture SG (SSG) Fund and SkillsFuture Credit (SFC) Fund.*

7. *Training provider will submit the grant application via SSG Training Provider Gateway.*

8. *You may click [here](#) for Terms and Conditions for funding.*

E - Certificate of Competent will be awarded to Fully Paid participants who have passed all assessments and attained at least 75% attendance.

**Contact Person:**

Jerine Peh (Ms)

DID: 6460 4237 | Main Line: 6463 9211

Email: [jerine.peh@iesnet.org.sg](mailto:jerine.peh@iesnet.org.sg)

## Profiles of Trainers

**Mr Peter Leong**, a Practising Professional Engineer, has more than 35 years experience in Standardisation and Conformity Assessment work. He was member of several standards working groups, chaired the Electrical AND Electronics Standards Committee for 6 years and is currently President of Singapore National Committee of International Electrotechnical Commission (IEC). On conformity assessment, he was instrumental in setting up the environmental, fire, electromagnetic compatibility, acoustic and electronics test laboratories in Singapore. Under his leadership Singapore was first ASEAN country to join the IECEE- CB scheme in the early 1990s.

**Mr Koh Lian Chong** has over 40 years of extensive experience in software development, project management and operations management in the information technology and media industry. In the past 8 years, he was heavily involved in local and international ICT standards development in different capacities where he had performed various roles such as member, convenor and secretariat of different working groups. Additionally, he is also an ACTA-certified adult educator.

**Mr. Lin Yih** is Director of Digital Applied Research and Technology Pte Ltd. The company was founded by his wife and himself in 1985. It is essentially a system integrator, software and hardware development company with track record in a wide range of computer technology. This includes smart cards OS, computer security and encryption, airport simulation, database systems, and other industrial control applications.

He is also very active in local and international standards committees. He is a member of Singapore IT Standards Committee since 1996, and currently Chairman of Identification Technology Technical Committee. From 2005, he has been international Convenor for ISO/IEC JTC1/SC17/WG11 – “application of biometrics on cards”. Since 2015, he is also Chairman, IMDA’s TSAC WG7 “Comms Security” and attends ITU-T SG17 annually.

# Course Outline

## DAY ONE

### LU1: Ensuring Technical Completeness and Clarity for Standards Development

- ✓ Understanding the elements of the Quality & Standards (Q&S) Ecosystem
- ✓ Stakeholders in the Q&S value chain
- ✓ Benefits of Q&S
- ✓ Introduction to standards
- ✓ Types of standards
- ✓ Overview of Singapore Standardisation Programme
- ✓ Industry partnership
- ✓ Standards Council's Strategic Plan 2025
- ✓ Roles and responsibilities of Council and its Committees
- ✓ National standardisation work
- ✓ International standardisation work

### LU2: Identifying and Reviewing Documentation Requirements for Standards Development

- ✓ Basics of project management
- ✓ Changes in project plan
- ✓ Applying project management to standards development
- ✓ New proposals and evaluation of work items

## DAY TWO

### LU3: Document Update Verification and Audit Participation

- ✓ Project classification
- ✓ Project Timeline
- ✓ Standards development process
- ✓ Managing standards development in 6 stages
- ✓ Public notification and consultation
- ✓ Outreach and publicity

### LU4: Data Verification and Dossier Compilation

- ✓ Specifics in drafting standards
- ✓ Non-adoption of standards
  - Elements of a standard
  - Rules for noting.
  - Tips on writing standards
  - Checklist for submission
- ✓ Copyright, confidential information and patents considerations for non-adopted standards
- ✓ Public Comment for Non-adopted standards

## **DAY THREE**

### **LU5: Verification of Updated Documents and Participation in Document Audits**

- ✓ Specifics in drafting standards
- ✓ Non-adoption of standards
  - Elements of a standard
  - Rules for noting.
  - Tips on writing standards
  - Checklist for submission
- ✓ Copyright, confidential information and patents considerations for non-adopted standards
- ✓ Public Comment for Non-adopted standards

### **Assessment**

- ✓ Written Assessment (WA – SAQ)
- ✓ Written Assessment – Case Study (CS)

# REGISTRATION FORM

## Standards Development Training – 2<sup>nd</sup> Run

Supported by UTAP Credit / SkillsFuture SG(SSG) / SkillsFuture Credit (SFC) - **TGS - 2023039334**

**Date:** 4,7,8 December 2023

**Time:** 9.00am to 6.00pm (24 hours)

**Venue:** IES Academy @ Jurong East, Devan Nair Institute for Employment and Employability, 80 Jurong East Street 21, #04-10 Singapore 609607

**CPD Programme:** 18 PDU (CEng) (TO BE CONFIRMED)

**Registration Closing Date:** 24 November 2023 (Friday) / Till Class is full (whichever comes first)

**Course Coordinator:** Ms Jerine Peh | Direct: 6460 4247 | jerine.peh@iesnet.org.sg

**Fees (Include GST):**

Standards Development Training Course Reference Number: <b>TGS - 2023039334</b>	Full Course Fee -Foreigners	50% SSG Grant Self Sponsered	70% SSG Grant Self Sponsered
		- Singapore Citizen < 40 Yrs Old - Permanent Resident <b>Company Sponsered</b> - Non-SME age < 40 Yrs Old	- Singapore Citizen ≥ 40 Yrs Old <b>Company Sponsered</b> - Non-SME age ≥ 40 Yrs Old - SME Sponsered
Full Course Fee	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00
Funding	N/A	\$ 600.00	\$ 840.00
Total Nett Fee	\$ 1,200.00	\$ 600.00	\$ 360.00
GST (8% Full Course Fee)	\$ 96.00	\$ 96.00	\$ 96.00
<b>Total Payable Fee</b>	<b>\$ 1,296.00</b>	<b>\$ 696.00</b>	<b>\$ 456.00</b>

Participant's Details					
<b>Name</b> (as per NRIC in BLOCK Letters):		<b>FULL NRIC / FIN:</b>		<b>Gender:</b>	<b>M / F</b>
<input type="checkbox"/> Singapore Pink Identification Card <input type="checkbox"/> Singapore Blue Identification Card <input type="checkbox"/> FIN/Work Permit/SAF 11B				<b>Date of Birth:</b>	
<b>Address</b> (For invoice):					
<b>Mobile:</b>		<b>Contact:</b>		<b>Fax:</b>	
<b>Email</b> (For sending confirmation email):					
<b>Company Name:</b>		<b>UEN No:</b>		<b>Designation:</b>	
<b>Please indicate:</b>	<input type="checkbox"/> <b>Company Sponsor</b>	<input type="checkbox"/> <b>Self-Sponsor</b>	<input type="checkbox"/> <b>PE/Safety Officer No:</b>		
<b>Contact Person</b> (for Company Sponsor only)					
<b>Name:</b>		<b>Designation:</b>			
<b>Mailing Address</b> (For invoice):		<b>Tel:</b>		<b>Fax:</b>	
<b>Email:</b>					
<b>Payment:</b>					<b>Amount: \$</b>
<ul style="list-style-type: none"> <li>E-Certificate of Competent will be awarded to Fully Paid participants who have passed all assessments and attained at least 75% attendance.</li> <li><b>WITH IMMEDIATE EFFECT, WE ARE NO LONGER ACCEPTING PAYMENT VIA CHEQUE. PLEASE ADOPT BANK TRANSFER/PAYNOW/AXS INSTEAD.</b></li> </ul>					
<b>Acceptance of Terms &amp; Conditions for Registration of IES Academy Courses / Events</b>					
I have read, deemed understood and accept the Terms & Conditions of IES Academy courses and events.					
<b>Name:</b>					
<b>Signature:</b>			<b>Date:</b>		

# TERMS & CONDITIONS OF COURSE REGISTRATION

## REGISTRATION

Any registration, whether online or fax will be on a ***first-come-first-served basis*** and will only be confirmed upon receipt of full payment by IES Academy Pte Ltd unless otherwise invoice to company.

All registrations must be submitted with duly completed registration form.

## CLOSING DATE & PAYMENT

The closing date of the event will be 1 week prior to event commencement date or earlier.

## CONFIRMATION OF REGISTRATION

Confirmation of registration will be given at least 1 week before the commencement date via email. ***If you do not receive the said confirmation email, you are required to contact IESA at 6463 9211 during office hours.***

IESA reserves the right to allow only confirmed registrants to attend the event.

## WITHDRAWALS/REFUNDS OF FEES

Written notice ***at least 1 week in advance*** before the commencement of the event.

Full course fee shall be refunded subjected to **4.5% transaction charge**.

➤ **NO** refund otherwise.

No show of participant would not be accepted as a valid reason for withdrawal/refund.

One-time replacement is allowed only if written notice is received by us at least 1 week before the commencement of the event. However, when an IES member is replaced by a non-member, the participant has to pay the difference in the relevant fees.

## CANCELLATION/POSTPONEMENT

Changes in Venue, Dates, Time and Speakers for the Events can occur due to unforeseen circumstances. IESA reserves the full rights to cancel or postpone the Event under such circumstances without prior reasons. Every effort, however, will be made to inform the participants or contact person of any cancellation or postponement.

Fees will be refunded in FULL if any Event is cancelled by IESA.

**UTAP (Union Training Assistance Programme)** is an individual skill upgrading account especially for NTUC members. As a member, you enjoy UTAP funding at 50% of the unfunded course fee capped at \$250 every year.

Please visit [here](#) for more information on UTAP claim.

**SkillsFuture Credit (SFC)** All Singaporeans aged 25 and above can use their \$500 SkillsFuture Credit from the government to pay for a wide range of approved skills-related courses. Visit the SkillsFuture Credit website ([www.skillsfuture.sg/credit](http://www.skillsfuture.sg/credit)) to choose from the courses available on the SkillsFuture Credit course directory.

Please click [here](#) for more information on SFC & UTAP claim.

**SSG Funding (SkillsfutureSG)** Singapore citizens or permanent residents (PR) are eligible for SSG funding and subject to terms and conditions. The trainee has attained a minimum of seventy-five percent (75%) attendance for the Funded Course. The trainee must have sat for and passes all the assessments or the trainee will have to pay back the funded amount to the training provider if the assessment result is "Not Yet Competent".

The training provider will submit the grant application via SSG Training Provider Gateway (TPG).

You may click [here](#) for the Terms and Conditions for funding.

## PERSONAL DATA PROTECTION ACT

I consent to the processing by Institution of Engineers, Singapore of personal data, including sensitive personal data as defined in the Data Protection Act 2014, about me for the proper purposes of Institution of Engineers, Singapore (IES). I undertake to observe the provisions of the Data Protection Act 2014 in relation to any personal data I may myself hold and process as a Members of Institution of Engineers, Singapore, and I agree to indemnify Institution of Engineers, Singapore from liability for any claims or damages that may arise from the processing of this data. For more information kindly refer to: [www.ies.org.sg/PDPA](http://www.ies.org.sg/PDPA).

## ENQUIRIES

For further enquiries, please contact IESA General Office at Tel: 6463 9211.