

Standards Development Training

(3-Day Course)

Enterprise
Singapore



Introduction

Standardisation is a pillar of the technical infrastructure necessary in any technology-driven economy. A well-conceived standardisation programme serves as the foundation for growth of emerging areas and export-oriented industries and provides a mechanism to improve productivity and quality. It also provides the basis for ensuring safety and health as well as for protecting the environment. Standards development projects are undertaken on a need basis and for the purpose of promoting innovation, security, safety, productivity, quality and efficiency of products, services, systems and processes.

The Singapore Standards Council (SSC) facilitates the development, and promotion of Singapore Standards, Technical References and Workshop Agreements in Singapore. This work is done through partnerships with the industry, academia and government organisations, under the Council overseen by Enterprise Singapore.

IES Academy, in collaboration with EnterpriseSG, has developed this 3-day training programme on standards development to equip Standards Partners, Secretariats, Committee Chairs, Convenors and key stakeholders with the necessary knowledge and skillsets so as to support and administer the development of national and international standards.

Objectives

- Gain insight into the Quality & Standards Ecosystem
- Learn about the Singapore Standardisation Programme
- Understand the standards development process
- Learn how to manage standards development projects
- Acquire knowledge and skills on the publication of standards

Profiles of Trainers

Mr Cheong Tak Leong is the Director of the Standards Division at Enterprise Singapore (EnterpriseSG) for over 10 years. He oversees the national standardisation activities administered by EnterpriseSG and works closely with industry players, academia and government agencies in the identification, development and promotion of national and international standards to support national and industry initiatives. He also takes on the role as the Secretary of the industry-led Singapore Standards Council and supports the Council in the development and implementation of its 5-year strategic plan.

Mr Cheong is also the Secretary of the Singapore National Committee of the International Electrotechnical Commission (IEC), to coordinate Singapore's participation and involvement in IEC standardisation activities in policy and governance matters, as well as technical areas such as electric vehicles, smart manufacturing, solar PV systems, etc.

DETAILS

Date : 16, 18, 23 August 2022

Time : 9.00am – 5.30pm

Duration: 21 hours

Delivery Mode: Physical

Venue:

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

CPD Points: PDU to be confirmed

Course Fee (Inclusive of GST): \$941.60

Certificate of Attendance will be awarded to Fully Paid participants who have passed all assessments and attained 100% attendance

Target Audience:

Standards Partners, Secretariats,
Committee Chairs, Convenors and Key
Stakeholders

Contact Person:

Jerine Peh (Ms)
DID: 6460 4237 | Main Line: 6463 9211
Email: jerine.peh@iesnet.org.sg

Mr Kok Yixiong is the Deputy Director in the Standards Division at EnterpriseSG. He oversees standardisation work in the areas of IT, Electrical and Infrastructure, and horizontal topics of national interest such as smart nation and cybersecurity as well as engages other stakeholders regularly in standards development initiatives. He guides standards development organisations such as IES-SDO and NTU-SDO for the operation of standards development under their charge.

Ms Davina Wong is the Deputy Director of Services, Trade and Connectivity in the Standards Division at EnterpriseSG. She oversees standardisation work in the areas of hospitality, retail, consumer services, silver industry, logistics and trade. Her work includes driving development of standards, engaging stakeholders to explore new areas of standardisation with the aim of helping enterprises innovate and to improve business processes by introducing best practices for adoption.

Mrs Kay Chua has over 40 years of experience managing the publication of standards under the Singapore Standardisation Programme. Her work includes ensuring that Singapore Standards are drafted according to guidelines provided by EnterpriseSG, handling copyright matters for the publication of Singapore Standards and conducting training sessions to build capabilities of Secretaries and Standards Partners.

Course Outline

DAY ONE

Overview of Quality & Standards (Q&S) Ecosystem

- Stakeholders in the Q&S value chain
- Benefits of Q&S
- Quiz

Overview of Standards and Standardisation in Singapore

- Introduction to standards
- Overview of Singapore Standardisation Programme
- National standardisation work
- International standardisation work
- Quiz

DAY TWO

Introduction to Standards Development

- Types of standards
- Standards development process
- Basics of project management
- Case study / Quiz

Management of Standardisation Projects

- New work item proposals
- Managing committees
- Drafting and approval of standards
- Public consultation
- Outreach and publicity
- Exercises / Quiz

DAY THREE

Drafting and Publication of Standards

- Drafting of standards
- Adoption and reproduction of standards
- Tips on writing standards
- Copyright considerations
- Exercises / Quiz

REGISTRATION FORM

Standards Development Training

Date: 16, 18, 23 August 2022

Time: 9.00am to 5.30pm (21 hours)

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

CPD Programme: PDU to be confirmed

Fees (Inclusive of GST): \$941.60

Registration Closing Date: 8 August 2022 (Monday) / Till Class is full (whichever comes first)

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

Participant's Details					
Name (as per NRIC in BLOCK Letters):		NRIC / FIN:		Gender:	M / F
<input type="checkbox"/> Singapore Pink Identification Card <input type="checkbox"/> Singapore Blue Identification Card <input type="checkbox"/> FIN/Work Permit/SAF 11B				Date of Birth:	
Address (For invoice):					
				Postal:	
Mobile:		Contact:		Fax:	
Email (For sending confirmation email):					
Company Name:		UEN No:		Designation:	
Please indicate:	<input type="checkbox"/> IES Member Membership No:	<input type="checkbox"/> Non-Member	<input type="checkbox"/> PE/RE/RTO/Safety Officer No:		
	<input type="checkbox"/> <i>Tick here if sponsored by company</i>		<input type="checkbox"/> <i>Tick here if Self-Sponsor</i>		
Contact Person (for Company Sponsor only)					
Name:		Designation:			
Mailing Address (For invoice):		Tel:		Fax:	
Email:					
Payment:	Bank / Cheque No:			Amount: \$	
<ul style="list-style-type: none">Cheques should be crossed 'A/C payee only' and made payable to 'IES Academy Pte Ltd', with the Title of the Event indicated clearly written on the back of the cheque, and submitted with the duly completed registration form to: Attention: Jerine Peh (Ms) IES Academy@Jurong East Devan Nair Institute for Employment and Employability 80 Jurong East Street 21, #04-10, Singapore 609607Certificate of Attendance will be awarded to Fully Paid participants who have passed all assessments and attained 100% attendance.					
Acceptance of Terms & Conditions for Registration of IES Academy Courses / Events I have read, deemed understood and accept the Terms & Conditions of IES Academy courses and events.					
Name:					
Signature:				Date:	

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) to choose from the courses available on the SkillsFuture Credit course directory.

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

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.

ENQUIRIES

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