

GUIDELINES FOR APPLICATION OF CPD ACCREDITATION FOR SDU SUBMISSION WITH EFFECT FROM 1st January 2023

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DEFINITIONS AND ABBREVIATIONS

ACLP	WSQ Advanced Certificate in Learning and Performance (This replaces ACTA.)
Board	Workplace Safety and Health Continuing Professional Development Board. The board is tasked with policy making and procedure developments relating to the CPD Programme.
Code of Ethics	Code of Ethics for WSH Trainers
Contact hour	Attendance or involvement lasting one clock hour of not fewer than 50 minutes;
CPD	Continuing Professional Development
Formal training	Organized training with training objectives, syllabus, training materials, attendance records and trainer endorsement;
IHL	Institutes of Higher Learning like universities, polytechnics and institutes of technical education (ITE)
LSP	Learning Service Provider certified under the ISO 29993:2017 Learning services outside formal education — Service requirements
MOM	Ministry of Manpower, Singapore
Organiser	Organisation that organises and holds activities like conferences, seminars, symposium, forums, conventions, focus discussions, or webinars

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Renewal qualifying period	A 24-month period immediately prior to an application for renewal of the certification. For example, if the registration of a WSHO is due for renewal for a certification that commenced on 1 Jun 2023, the renewal qualifying period will be from 1 Jun 2021 to 31 May 2023;
SDU	Self-Development Unit is the unit of measure for effort in continuing professional development
SISO	Singapore Institution of Safety Officers
SSG	SkillsFuture Singapore
TP	Training provider registered with SSG
Training Providers	Organisations that provide training courses like TP, LSP, IHL and others
WSH	Workplace Safety and Health
WSHC	Workplace Safety and Health Council
WSHO	Workplace Safety and Health Officer
WSQ	Workforce Skill Qualifications

PREAMBLE

- 2.1 Learning is a lifelong process. Workplaces and technologies will continue to evolve. It is therefore imperative that WSHOs continue to improve and enhance their knowledge and skills to keep pace with these developments. Helping WSHOs stay competent and relevant to the environment in which WSHOs operate is a core goal of this CPD programme.
- 2.2 This application process is to enable Organisers or Training Providers to have its WSH training/activity accredited by the Board so that WSHO who have participated or successfully completed the said training/activity can then submit the SDU accorded to them for renewal.

ELIGIBILITY

- 3.1 Only Accredited Training/Activities listed under Category 2 of Appendix A SDU Categories will be accepted for evaluation under this guideline.
- 3.2 Application for Accredited Training/Activities shall be submitted in the standard form (Appendix C). For the purpose of clarity, the application form must be neatly type-written, typically with Arial font size 12.
- 3.3 The proposed training/activities must contain elements that enable WSHOs to:
- Maintain, improve, or expand their WSH knowledge;
 - Keep abreast of changing WSH procedures and standards;
 - Understand and apply the latest knowledge and skills in WSH;

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- Better serve the safety profession, the community and the environment;
 - Develop communication, management skills, and professional ethics
 - Broaden essential skills and knowledge to function more effectively as WSHOs. These may include, and not limited to, fields such as management, technology, environmental management, and legal.
- 3.4 Training providers are required to provide the profile of each trainer in standard template (Appendix D) to enable the CPD Administrator to verify if the trainer possesses the qualifications or knowledge acceptable to the Board. For example:
- a) Is a WSHO holding a valid and current registration certificate issued by MOM and also has more than 5 years of practical experience in the field of WSH
 - b) Has attended relevant courses like
 - i. ACLP (or previously ACTA) for trainer who conducts WSQ courses, and
 - ii. Code of Ethics for WSH Trainers if Training Provider is a TP or an ISO 29993 certified LSP
 - c) In the case of a non-WSHO, the trainer has to possess certificates from IHL or professional certificates or relevant qualifications and experience in their field of practice.

Training Providers have to submit copies of certificates or documentary testimonial to support the credentials of their trainer.

- 3.5 Training Provider may apply for CPD accreditation for single run or multiple run activities/courses. In the case of multiple run courses, Training Providers are required to provide more than one trainer for each specific course as back up training resources.

APPLICATION PROCESS

(See Appendix B “CPD Accreditation Work Flow”)

- 4.1 Organisers/Training Providers are to complete the “Application for Continuing Professional Development (CPD) Programme Accreditation” form (Appendix C) and submit it to the Board, via CPD Administrator c/o SISO cpd@siso.org.sg **four weeks** before the start of the training/activity. Late submission will be rejected. Appendix C can be obtained from the SISO website (<http://siso.org.sg>).
- 4.2 Organisers/Training Providers have to clearly indicate in the above-mentioned form whether the proposed training/activities is scheduled as single run or multiple runs. In the case of single run training/activity, they have to provide the date of the start and end of the training/activity. While in the case of multiple run courses, Training Provider has to provide the date of the first class and the potential number of runs and the end date.

In the case of multiple run courses, Training Provider also has to indicate the frequency of runs per calendar year, for example: monthly or bi-monthly or quarterly.

- 4.3 The Board will then evaluate the training/activity against the eligibility requirements specified in this document. The application will be rejected if the documents submitted are incomplete and/or erroneous.

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- 4.4 The Board will inform applicants of the outcome of their application within 14 working days of receipt of the application.
- 4.5 Upon completion of the training/activity, Organisers/Training Providers are to submit a copy of the record of WSHOs' attendance to the Board within 2 weeks from the conclusion of the course.
- 4.6 The Board will then update the MOM/OSHD Licensing Branch monthly on the new programmes that were accredited in the preceding month.

APPEAL PROCESS

- 5.1 Should the applicant be unsatisfied with the outcome of the application; the applicant may lodge an appeal to the Board. The appeal may be submitted by mail or email stating specifically the reasons why the application should be reconsidered. The Board shall review the appeal.
- 5.2 Depending on the complexity of the appeal, a typical appeal is expected to conclude within one month. Upon reaching the decision, the Board will inform the applicant of its decision by email. The decision of the Board shall be final.

CONFIDENTIALITY OF INFORMATION

- 6.1 Except for the purpose of official reporting, the Board and its handling agents shall not disclose any information relating to the Board or CPD accreditation applications obtained by them while carrying out their duties. The Board and its handling agents shall treat all documents as confidential information.

MONTHLY UPDATE TO MOM/OSHD LICENSING BRANCH

- 7.1 Monthly updated list (those that were accredited in the preceding month) will be sent to MOM/OSHD Licensing Branch for WSHO renewal process.

NON LOCALLY HELD TRAINING/ACTIVITIES

- 8.1 Overseas WSH related courses and seminars which are not accredited by the Board will be deemed unaccredited training/activities WSHO who have attended or successfully completed the above-mentioned training may however submit these training under Category 3 listed in Appendix A.

TRAINING PROVIDERS / ORGANISERS TO COMPLY WITH FOLLOWING CONDITIONS.

- 9.1 The SDU is granted to the Training Providers / Organisations with the following conditions
- The approved SDU points is approved for the stated date and training/activities only.
 - Attendees must attain at least 75% of the attendance to be eligible for the approved SDU points and SDU points will not be earned for participating in re-run of the same course.
 - Provide each eligible participant a letter or a certificate with:
 - The Course Title printed same as what has been approved in the application form

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- The approved CPD code and SDU points as approved by the Board.
- Participants' names as in their NRIC/Work Permit and only the last three digits and the alphabet of the participants' NRIC (e.g. 123X).
- Please send a copy of the attendance file (refer to the template attached below) to the CPD Administrator within a month upon completion of the event.
- To clearly mark names of WSHO attendees only. Please indicate "NIL" for non-WSHO attending for the event.
- Failure to comply with the requirements may result in suspension or termination of your account as a course organizer with CPD board.
- For Occupational First Aid Course (OFAC), WSHO can only claim SDU points once, repeat or refresher is not allowed. Training Provider is to inform and check the participants before the course and before issuing the certificate with SDU points (Training Provider is advised to indicate this in their brochure).
- Any other conditions that may impose by the Board on the application.

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Appendix A SDU Categories

Category	Description of activities/participation for WSHOs' renewal	Max SDUs per renewal cycle
1 - WSH practice	<p>a) If the individual is employed as a Full-time/Part-time WSHO or WSH Personnel <u>within the last 2 years</u>, he can claim <u>maximum</u> 20 SDUs under this category.</p> <p>b) If the individual is employed as a Full-time/Part-time <u>TRAINER</u> for <u>accredited</u> WSH courses <u>WITH</u> on-site WSH role/job, he <u>can</u> claim SDUs under this category.</p> <p>c) If the individual is employed as a Full-time/Part-time <u>TRAINER</u> for <u>accredited</u> WSH courses <u>WITHOUT</u> on-site WSH role/job, he <u>cannot</u> claim SDUs under this category.</p>	Up to 20 SDU
2 - Attended accredited training/activities such as workshops, seminars, conferences, and formal studies	<p>Courses/trainings/conferences accredited by CPD Board will be accorded SDUs based on two tiers. These include:</p> <p>Tier 1.1: (SDU will be accorded based on 1 SDU per 1 contact hour up to 40 max per course)</p> <ul style="list-style-type: none"> ● Selected postgraduate, degree studies, or leadership programmes assessed to enhance professionalism of WSHOs, including special courses designed to support WSHO Career Progression Pathway <p>Tier 1.2: (SDU will be accorded based on 1 SDU per 1 contact hour up to 20 max per activity / course)</p> <ul style="list-style-type: none"> ● WSH conferences/activities organized by MOM, WSHC, and relevant agencies ● Non-WSH courses that support Continuous Professional Development, e.g. soft skills, IT skills, managerial training ● Supportive WSH Training: <ul style="list-style-type: none"> ○ Relevant to role carried out by WSHO (e.g. Confined Space Assessor, Workshop on Management of Hazardous Chemicals Programme) 	No cap in SDUs

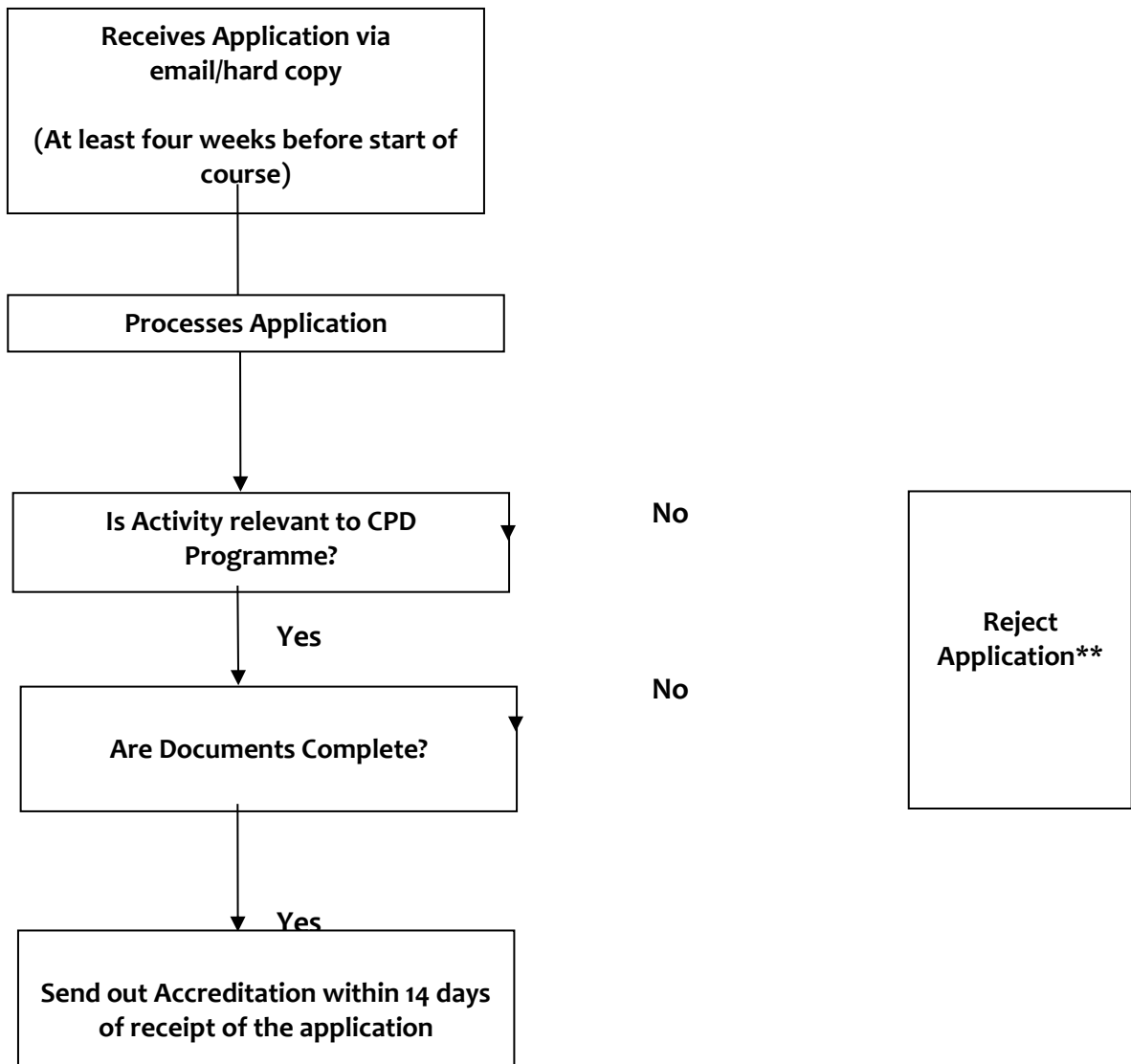
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Category	Description of activities/participation for WSHOs' renewal	Max SDUs per renewal cycle
	<ul style="list-style-type: none"> ○ Support WSHOs to manage WSH at a systemic level (e.g., Process Safety, Lead Auditor) ○ Support adoption of WSH technology ○ Broaden WSHOs technical WSH knowledge to manage workplace risks (e.g. combustible dust hazard, HAZMAT) <p>Tier 2: SDU will be accorded based on 1 SDU per 2 contact hours up to 10 max per course)</p> <ul style="list-style-type: none"> ● Selected supervisory and technical training assessed to support WSHO's functions by building their operational knowledge, excluding refresher courses ● WSHO is entitled to claim SDU for Occupational First Aid Course (OFAC) only once. Repeat or refresher will be rejected. <p>In general, only courses that are more than three hours will be considered.</p>	
3 - Other WSH contributions/Attending unaccredited WSH training	<p>WSHOs who contributed to WSH in other areas:</p> <ul style="list-style-type: none"> ● Participation in professional boards, committees or societies - 4 SDUs per appointment (max 10 SDUs) ● Professional membership - 2 SDUs per organization (max 10 SDUs) ● Trainer conducted WSQ accredited courses - 2 SDUs per lecture hour (max 10 SDUs) ● Writing and/or editing papers - 5 SDUs per paper (max 10 SDUs) ● Awarded patents - 10 SDUs per patent (max 10 SDUs) ● Attended selected unaccredited WSH training, including internationally recognized courses/conferences (e.g., World Congress, ASSE Conference) - 1 SDU per 2 contact hour (max 10 SDUs) ● Contributed to WSH at national/industry level - 1 SDU per 2 contact hour (max 10 SDUs) 	Up to 10 SDUs

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Appendix B CPD Accreditation Work Flow

Continuing Professional Development (CPD) Accreditation Work Flow



****Unsuccessful applicants will be informed accordingly.**

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Appendix C

Application for Continuing Professional Development (CPD) Programme Accreditation

To: WSH Continuing Professional Development (CPD) Board
CPD Administrator
c/o Singapore Institution of Safety Officers
Block 167 Jalan Bukit Merah, #02-16
Connection One, Tower 4
Singapore 150167
Email: cpd@siso.org.sg

I wish to apply for the training/activity as described in Sections A and B below to be Accredited Training/Activity under Category 2 of the Registered Workplace Safety and Health Officer's Continuing Professional Development programme.

Section A

Type of activity (Please tick the appropriate box)

- Category 2 Tier 1.1 Formal study course (Max. ≤ 40 SDU)
- Category 2 Tier 1.2 Lecture, short course, conference, workshop or seminar (Max. ≤ 20 SDU)
- Category 2 Tier 2.0 Supervisory or technical training (Max ≤10 SDU)

A1: Title of Training/Activity: _____

Indicate if the activity is: a WSQ Course not a WSQ Course

A2: URL to link to web site: _____

A3:

1. Target Audience: (tick whichever is appropriate)

- WSH Officers
- WSH Auditors
- WSH Executives/Managers
- WSH Co-ordinators
- Others (please specify) _____

2. Any Minimum qualifications to participate in course: Yes No.

(Tick whichever is appropriate)

If yes, what is the minimum qualification _____

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A4: Please provide synopsis of the training/activity to support the application
(in less than 100 words, and if necessary attach brochure)

Section B

B1 Name of Organiser / Training Provider

(Company Name):

Indicate if Training Provider is:

whichever is appropriate

- TP
- LSP certified under ISO 29993:2017
- Others

Tick

B2 Company UEN number:

B3 Trainer(s)

Name of Trainer(s)

Please enclose CV of each trainer (Appendix D).

Complete Trainer's Profile

For each trainer.

- 1)
- 2)
- 3)
- 4)
- 5)

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B4 Programme Details

Is the training/activity a Single Run or Multiple Run

Is the training/activity a One-off or Repetitive

(Tick the boxes whichever is appropriate)

Venue / Platform		Course fee	
Minimum Class size		Maximum Class size	

Duration of activity: Start Date _____ End Date _____

Indicate the total contact hours below: (Contact hours exclude registration time, meal breaks and transportation, etc.)

Apply for number of SDU, complete the correct box

	Total Contact Hours	Number of SDU apply. Note: the maximum SDU point for each Category
Category 2 Tier 1.1		
Category 2 Tier 1.2		
Category 2 Tier 2.0		

In case of multiple runs, indicate the frequency of runs in the calendar year.

Tick the appropriate box

Monthly		Bi-monthly		Quarterly	

Total number of runs: _____ Start date _____ End Date _____

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Programme Description:

(in less than 100 words, and if necessary attach programme)

Programme Objectives:

(in less than 100 words)

Describe Describe how Course Objective/s is aligned to Continuing Professional
Development:

(in less than 100 words)

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Contact Person (s):

1) Name _____ Tel: _____ Email _____

2) Name _____ Tel: _____ Email _____

Name of applicant Signature of applicant Date:

Applicant to comply with conditions stated in Section 9.1 : **“TRAINING PROVIDERS / ORGANISATIONS TO COMPLY WITH FOLLOWING CONDITIONS.”**

Section C (To be completed by CPD Administrator)

Date:

The above application for accreditation under the CPD Programme is:

Accredited.

CPD Code: _____

SDUs accorded for the activity/training course: _____

(Please forward to CPD Administrator a copy of the WSHOs' attendance after completion of the Programme)

.

Not Accredited.

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Appendix D: TRAINER's PROFILE:	
Part 1: This section has to be completed by all trainers	
Full Name (as in NRIC / Passport):	Photo
Academic Qualifications 1. 2.	
Professional Certifications 1. 2.	
Professional Working Experience indicating details of previous work experience which includes the years of service for each job (e.g., worked at ABC Company from 2017 – 2022) 1. 2.	
Professional Training Experience 1. 2.	
Professional Membership 1. 2.	
Professional paper(s) on the subject in distinguished publications, conference proceedings, professional journals or books 1. 2.	

<p>Part 2: This section is to be completed <u>only</u> by Trainers who conduct WSQ courses at Training Provider which:</p> <ul style="list-style-type: none"> ● Is a LSP certified under ISO 29993 or ● Is a TP
<p>1. I <input type="checkbox"/> am or <input type="checkbox"/> am not a WSHO authorized under the WSH (Workplace Safety and Health Officers) Regulations. The photo copy (Front and back) of my WSHO Registration Certificate is attached</p>
<p>2. I <input type="checkbox"/> have / <input type="checkbox"/> have not completed ACTA or ACLP. The photo copy of my ACTA or ACLP certificate is attached</p>
<p>3. I have <input type="checkbox"/> attended or <input type="checkbox"/> not attended the Code of Ethics Course for WSH Trainers The photo copy of my Code of Ethics for WSH Trainers certificate is attached</p>

Footnote: kindly ✓ the above boxes whichever is most applicable