

Employability Skills System (ESS)

What is it?

Employability skills are foundation skills and generic qualities that are transferable and important for workers to effectively learn new skills and be adaptable, competitive and current at the workplace.

The ESS is an initiative developed by the Singapore Workforce Development Agency (WDA) to raise the overall skills standards of the workforce in three levels: operational, supervisory & managerial. An important component of WDA's Continuing Education & Training efforts, the ESS is developed in consultation with employers, industry associations & subject matter experts.

By examining the competencies based on the details above, WDA has identified 15 ESS training modules as follows:

1. Workplace Literacy (8 modules)
2. Information Communication Technologies (2 modules)
3. Personal Effectiveness (1 module)
4. Initiative and Enterprise (1 module)
5. Communication and Relationship Management (1 module)
6. Problem-Solving and Decision Making (1 module)
7. Health and Workplace Safety (1 module)

NTUC LearningHub is pleased to offer all of the above modules.

Certificates

You will receive a Statement of Attainment after successfully completing a module. You will receive a Readiness-for-Work Certificate after successfully completing all modules.

Appraisal

All interested participants MUST undergo an Appraisal Test and attain the required level of competency. This applies to every module. The Appraisal Test will be conducted by WDA and is held at the Bukit Merah Skills Development Centre (Block B Level 1, 141 Redhill Road, Singapore 158828).

Who can take this up?

All levels of workers.

Depending on the current competencies of the individual, specific training modules will be recommended to equip them with the necessary skills to attain employment and remain employable.

How much?

\$20 per hour + 5% GST

Funding:

- Below 40 yrs old - 80% of full course fee
- 40 yrs old & Above - 90% of full course fee

**PILOT PHASE

During the pilot phase till 31st March 2005, 100% subsidies are given to all ESS training modules, subject to a cap of \$20 per hour. These subsidies will cease after 31st March 2005. A new rate of subsidy will be implemented subsequently.

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ESS Module Contents

Information Communication Technologies Modules (ICT)

(i) Basic ICT Skills : 16 hrs

Identifying common ICT tools, equipments, machines & materials / Understanding basic computer skills & common software / Identifying & Utilising appropriate information sources / Identifying common misuses & security issues

(ii) Workplace ICT Applications : 24 hrs

Identifying & Understanding ways to resolve problems using ICT / Identifying common misuses & security issues / Understanding ethical & responsible use of ICT / Using ICT tools to identify, secure, evaluate, process and store information needed to perform tasks or keep records

Problem-Solving and Decision-Making (16 hrs)

Identifying a problem & generating facts / Understanding problem-solving tools / Developing solutions & interpreting Information / Developing an Implementation Plan

Personal Effectiveness (16hrs)

Establish & articulate personal goals & relate them to organisational goals / Demonstrate skills to gain & maintain employment / Adjust personal goals according to changing external circumstances / Demonstrate effective management of work priorities & time at the workplace

Initiative & Enterprise (16hrs)

Manage workplace resources effectively / Set & prioritise goals & develop an action plan / Implement a plan to achieve a goal & manage associated risks / Monitor & evaluate progress of a plan & make adjustments as circumstances change / Observe new trends & opportunities & formulate new initiatives / Advocate & secure buy-in for a plan

Communication & Relationship Management (16hrs)

Interact effectively with others in the workplace / Demonstrate excellent customer service to delight the customer / Negotiate to resolve a conflict / Demonstrate leadership skills in the workplace

Health & Workplace Safety (16hrs)

Identify potential health risks & maintain a healthy lifestyle / Recognise & practise safety procedures in order to maintain a safe working environment

Contact Us at:
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Or Visit Us at:
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5 mins from Tanjong Pagar MRT

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