

## CLASS @SHATEC

(College for Lifelong Aspirations and Skills)

### PROFESSIONAL DEVELOPMENT PROGRAMME CALENDAR

(Information is updated as of 19 November 2024 and subjected to changes)

Courses	Content	Duration	Training Schedule	Course Fee Per Pax																				
<b>HYGIENE &amp; SAFETY</b>																								
<p><a href="#">Food Safety Course Level 1</a></p> <p><b>Who should attend the course:</b> All food handlers</p> <p><b>Course Reference Number:</b> TGS-2020505506</p> <p><b>TSC Code:</b> FSS-FRC-1004-1.1</p>	<ul style="list-style-type: none"> <li>Practice Good Personal Hygiene</li> <li>Use Safe Ingredients</li> <li>Handle Food Safely</li> <li>Store Food Safely</li> <li>Maintain Cleanliness of Equipment and Premises</li> <li>Legislation and case studies; workplace safety</li> </ul>	7.5 Hours	<p><b>Session:</b> 1 Day (9am – 5.30pm)</p> <table border="1"> <thead> <tr> <th>Intake</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>07 Jan 2025</td> </tr> <tr> <td>2</td> <td>14 Jan 2025</td> </tr> <tr> <td>3</td> <td>21 Jan 2025</td> </tr> <tr> <td>4</td> <td>04 Feb 2025</td> </tr> <tr> <td>6</td> <td>11 Feb 2025</td> </tr> <tr> <td>7</td> <td>18 Feb 2025</td> </tr> <tr> <td>8</td> <td>04 Mar 2025</td> </tr> <tr> <td>9</td> <td>11 Mar 2025</td> </tr> <tr> <td>10</td> <td>18 Mar 2025</td> </tr> </tbody> </table> <p><i>Registration closes 1 week before course commencement.</i></p> <p><b>Venue:</b> CLASS@SHATEC Orchard 1 Orchard Spring Ln, Level 5, Tourism Court, Singapore 247729</p>	Intake	Date	1	07 Jan 2025	2	14 Jan 2025	3	21 Jan 2025	4	04 Feb 2025	6	11 Feb 2025	7	18 Feb 2025	8	04 Mar 2025	9	11 Mar 2025	10	18 Mar 2025	<p>Full Course Fee incl. GST: S\$ 176.58</p> <p><sup>1a, 2, 4, 5, 7</sup> Nett Course Fee Payable after SSG Subsidy, incl. GST (Singaporeans/PRs/Long Term Visit Pass Plus Holders ≥ 21 years old): S\$ 95.58</p> <p><sup>3, 4, 7</sup> Nett Course Fee Payable after MES Subsidy, incl. GST (Singaporeans ≥ 40 years old): S\$ 63.18</p> <p><sup>6, 7</sup> Nett Course Fee Payable for SMEs, incl. GST: S\$ 63.18</p> <p><sup>6</sup> <b>Absentee Payroll</b> Absentee Payroll rate at S\$ 4.50 per hour, capped at S\$ 100,000 per enterprise per calendar year</p>
Intake	Date																							
1	07 Jan 2025																							
2	14 Jan 2025																							
3	21 Jan 2025																							
4	04 Feb 2025																							
6	11 Feb 2025																							
7	18 Feb 2025																							
8	04 Mar 2025																							
9	11 Mar 2025																							
10	18 Mar 2025																							

For the latest course updates and online registration, please visit <https://class.shatec.sg> or contact us at [cet@shatec.sg](mailto:cet@shatec.sg)

## CLASS @SHATEC

(College for Lifelong Aspirations and Skills)

### PROFESSIONAL DEVELOPMENT PROGRAMME CALENDAR

(Information is updated as of 19 November 2024 and subjected to changes)

HYGIENE & SAFETY										
Courses	Content	Duration	Training Schedule	Course Fee Per Pax						
<p><a href="#">Food Safety Course Level 1 (Chinese)</a> 食品安全课程 1 级 (中文)</p> <p>谁应该出席: 从事销售或准备销售食品的任何人士</p> <p><b>Course Reference Number:</b> TGS-2022010669</p> <p><b>TSC Code:</b> FSS-FRC-1004-1.1</p>	<ul style="list-style-type: none"> <li>养成良好的个人卫生</li> <li>使用安全的食材</li> <li>安全地处理食物</li> <li>安全地储存食物</li> <li>保持设备及工作场所的清洁</li> <li>立法和案例研究; 工作场所安全</li> </ul>	7.5 小时	<p><b>Session:</b> 1 天 (上午 9 点至下午 5 点 30 分)</p> <table border="1"> <thead> <tr> <th>Intake</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>25 Feb 2025</td> </tr> <tr> <td>2</td> <td>25 Mar 2025</td> </tr> </tbody> </table> <p><i>报名在开课前 1 周截止。</i></p> <p><b>Venue:</b> CLASS@SHATEC Orchard 乌节泉路 1 号, 新加坡 247729</p>	Intake	Date	1	25 Feb 2025	2	25 Mar 2025	<p>课程费 (含消费税): S\$ 176.58</p> <p><i>1a, 2, 4, 5, 7</i> 课程费 (新加坡人/永久居民/长期访问准+持有者, 21 岁以上) : S\$ 95.58</p> <p><i>3, 4, 7</i> 课程费 (MES 补贴后支付, 含消费税) (新加坡人 40 岁以上) : S\$ 63.18</p> <p><i>6, 7</i> 中小企业补贴后支付 (含消费税) : S\$ 63.18</p> <p><i>6</i> 缺勤薪资 缺勤工资费率为每小时 4.50 新元, 每个企业每个日历年的上限为 S\$ 100,000</p>
Intake	Date									
1	25 Feb 2025									
2	25 Mar 2025									

For the latest course updates and online registration, please visit <https://class.shatec.sg> or contact us at [cet@shatec.sg](mailto:cet@shatec.sg)

## CLASS @SHATEC

(College for Lifelong Aspirations and Skills)

### PROFESSIONAL DEVELOPMENT PROGRAMME CALENDAR

(Information is updated as of 19 November 2024 and subjected to changes)

HYGIENE & SAFETY												
Courses	Content	Duration	Training Schedule	Course Fee Per Pax								
<p><a href="#">Food Safety Course Level 1 (Refresher)</a></p> <p><b>Who should attend the course:</b> All food handlers who attended the Basic Food Hygiene course 5 years ago or last attended the Refresher Food Hygiene course 10 years ago</p> <p><b>Course Reference Number:</b> TGS-2020505507</p> <p><b>TSC Code:</b> FSS-FRC-1004-1.1</p>	<ul style="list-style-type: none"> <li>Practice Good Personal Hygiene</li> <li>Use Safe Ingredients</li> <li>Handle Food Safely</li> <li>Store Food Safely</li> <li>Maintain Cleanliness of Equipment and Premises</li> <li>Legislation and case studies; workplace safety</li> </ul>	4.5 Hours	<p><b>Session:</b> Half-Day (9am - 1.30pm)</p> <table border="1"> <thead> <tr> <th>Intake</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>09 Jan 2025</td> </tr> <tr> <td>2</td> <td>13 Feb 2025</td> </tr> <tr> <td>3</td> <td>13 Mar 2025</td> </tr> </tbody> </table> <p><i>Registration closes 1 week before course commencement.</i></p> <p><b>Venue:</b> CLASS@SHATEC Orchard 1 Orchard Spring Ln, Level 5, Tourism Court, Singapore 247729</p>	Intake	Date	1	09 Jan 2025	2	13 Feb 2025	3	13 Mar 2025	<p>Full Course Fee incl. GST: S\$ 87.20</p> <p><sup>1a, 2, 4, 5, 7</sup> Nett Course Fee Payable after SSG Subsidy, incl. GST (Singaporeans/PRs/Long Term Visit Pass Plus Holders ≥ 21 years old): S\$ 47.20</p> <p><sup>3, 4, 7</sup> Nett Course Fee Payable after MES Subsidy, incl. GST (Singaporeans ≥ 40 years old): S\$ 31.20</p> <p><sup>6, 7</sup> Nett Course Fee Payable for SMEs, incl. GST: S\$ 31.20</p> <p><sup>6</sup> <b>Absentee Payroll</b> Absentee Payroll rate at S\$ 4.50 per hour, capped at S\$ 100,000 per enterprise per calendar year</p>
Intake	Date											
1	09 Jan 2025											
2	13 Feb 2025											
3	13 Mar 2025											

For the latest course updates and online registration, please visit <https://class.shatec.sg> or contact us at [cet@shatec.sg](mailto:cet@shatec.sg)

## CLASS @SHATEC

(College for Lifelong Aspirations and Skills)

### PROFESSIONAL DEVELOPMENT PROGRAMME CALENDAR

(Information is updated as of 19 November 2024 and subjected to changes)

HYGIENE & SAFETY								
Courses	Content	Duration	Training Schedule	Course Fee Per Pax				
<p><a href="#">Food Safety Course Level 1 (Refresher) (Chinese)</a>  <b>食品安全课程 1 级 (复习) (中文)</b></p> <p><b>谁应该出席:</b>                      所有 5 年前参加过基本食品卫生课程或 10 年前最后一次参加食品卫生复习课程的食物处理人员</p> <p><b>Course Reference Number:</b>                      TGS-2022010668</p> <p><b>TSC Code:</b>                      FSS-FRC-1004-1.1</p>	<ul style="list-style-type: none"> <li>养成良好的个人卫生</li> <li>使用安全的食材</li> <li>安全地处理食物</li> <li>安全地储存食物</li> <li>保持设备及工作场所的清洁</li> <li>立法和案例研究; 工作场所安全</li> </ul>	4.5 小时	<p><b>Session:</b>                      半天 (上午 9 点至下午 1 点 30 分)</p> <table border="1"> <thead> <tr> <th>Intake</th> <th>日期</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>12 Feb 2025</td> </tr> </tbody> </table> <p><i>报名在开课前 1 周截止。</i></p> <p><b>Venue:</b>                      CLASS@SHATEC Orchard                      乌节泉路 1 号, 新加坡 247729</p>	Intake	日期	1	12 Feb 2025	<p>课程费 (含消费税): S\$ 87.20</p> <p><sup>1a, 2, 4, 5, 7</sup> 课程费 (新加坡人/永久居民/长期访问准+持有者, 21 岁以上) : S\$ 47.20</p> <p><sup>3, 4, 7</sup> 课程费 (MES 补贴后支付, 含消费税) (新加坡人 40 岁以上) : S\$ 31.20</p> <p><sup>6, 7</sup> 中小型企业补贴后支付 (含消费税) : S\$ 31.20</p> <p><sup>6</sup> 缺勤薪资                      缺勤工资费率为每小时 4.50 新元, 每个企业每个日历年的上限为 S\$ 100,000</p>
Intake	日期							
1	12 Feb 2025							

For the latest course updates and online registration, please visit <https://class.shatec.sg> or contact us at [cet@shatec.sg](mailto:cet@shatec.sg)

## CLASS @SHATEC

(College for Lifelong Aspirations and Skills)

### PROFESSIONAL DEVELOPMENT PROGRAMME CALENDAR

(Information is updated as of 19 November 2024 and subjected to changes)

#### HYGIENE & SAFETY

Courses	Content	Duration	Training Schedule	Course Fee Per Pax														
<p><a href="#">Food Safety Course Level 3</a></p> <p><b>Who should attend the course:</b> Supervisors and managers working in retail and non-retail food establishments who needs to ensure food safety &amp; hygiene at the retail and/or non-retail food establishments</p> <p><b>Course Reference Number:</b> TGS-2022013816</p> <p><b>TSC Code:</b> FSS-FRC-3004-1.1</p>	<ul style="list-style-type: none"> <li>Food safety practices and regulatory requirements</li> <li>Types of pre-requisite programmes implemented in food establishments</li> <li>Methods used to conduct food safety and hygiene inspections/checks</li> <li>Food safety and hygiene lapses and corrective actions</li> <li>Hazard Analysis and Critical Control Point (HACCP) principles and Food Safety Management System (FSMS)</li> </ul>	21 Hours	<p><b>Sessions:</b> 3 Days (Day 1 - 2: 9am – 6pm, Day 3: 9am – 3pm)</p> <table border="1"> <thead> <tr> <th>Intake</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>06, 07, 08 Jan 2025</td> </tr> <tr> <td>2</td> <td>22, 23, 24 Jan 2025</td> </tr> <tr> <td>3</td> <td>05, 06, 07 Feb 2025</td> </tr> <tr> <td>4</td> <td>19, 20, 21 Feb 2025</td> </tr> <tr> <td>5</td> <td>05, 06, 07 Mar 2025</td> </tr> <tr> <td>6</td> <td>19, 20, 21 Mar 2025</td> </tr> </tbody> </table> <p><i>Registration closes 2 weeks before course commencement.</i></p> <p><b>Venue:</b> CLASS@SHATEC, Orchard 1 Orchard Spring Ln, Level 5, Tourism Court, Singapore 247729</p>	Intake	Date	1	06, 07, 08 Jan 2025	2	22, 23, 24 Jan 2025	3	05, 06, 07 Feb 2025	4	19, 20, 21 Feb 2025	5	05, 06, 07 Mar 2025	6	19, 20, 21 Mar 2025	<p>Full Course Fee incl. GST: S\$ 457.80</p> <p><sup>1b, 2, 4, 5, 7</sup> Nett Course Fee Payable after SSG Grant, incl. GST (Singaporeans/PRs/Long Term Visit Pass Plus Holders ≥ 21 years old): S\$ 137.34</p> <p><sup>3, 4, 7</sup> Nett Course Fee Payable after MES Grant, incl. GST (Singaporeans ≥ 40 years old): S\$ 53.34</p> <p><sup>6, 7</sup> Nett Course Fee Payable for SMEs, incl. GST: S\$ 53.34</p> <p><sup>6</sup> <b>Absentee Payroll</b> Absentee Payroll rate at S\$ 4.50 per hour, capped at S\$ 100,000 per enterprise per calendar year</p>
Intake	Date																	
1	06, 07, 08 Jan 2025																	
2	22, 23, 24 Jan 2025																	
3	05, 06, 07 Feb 2025																	
4	19, 20, 21 Feb 2025																	
5	05, 06, 07 Mar 2025																	
6	19, 20, 21 Mar 2025																	

For the latest course updates and online registration, please visit <https://class.shatec.sg> or contact us at [cet@shatec.sg](mailto:cet@shatec.sg)

## CLASS @SHATEC

(College for Lifelong Aspirations and Skills)

### PROFESSIONAL DEVELOPMENT PROGRAMME CALENDAR

(Information is updated as of 19 November 2024 and subjected to changes)

#### HYGIENE & SAFETY

Courses	Content	Duration	Training Schedule	Course Fee Per Pax				
<p><a href="#">Food Safety Course Level 3 (Chinese)</a>  <b>食品安全课程 3 级 (中文)</b></p> <p><b>谁应该出席:</b>                      从事销售或准备销售食品的任何人士</p> <p><b>Course Reference Number:</b>                      TGS-2024041500</p> <p><b>TSC Code:</b>                      FSS-FRC-3004-1.1</p>	<ul style="list-style-type: none"> <li>食品安全实践</li> <li>食品机构实施的先决条件计划类型</li> <li>进行食品安全和卫生检查的方法</li> <li>食品安全和卫生疏漏及纠正措施 w 施</li> <li>危害分析与关键控制点 (HACCP) 原则和食品安全管理体系 (FSMS)</li> </ul>	21 小时	<p><b>Session:</b>                      3 天 (第 1 - 2 天: 上午 9 点至下午 6 点, 第 3 天: 上午 9 点至下午 3 点)</p> <table border="1"> <thead> <tr> <th>Intake</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>26, 27, 28 Feb 2025</td> </tr> </tbody> </table> <p><i>报名在开课前 1 周截止。</i></p> <p><b>Venue:</b>                      CLASS@SHATEC, Orchard                      乌节泉路 1 号, 新加坡 247729</p>	Intake	Date	1	26, 27, 28 Feb 2025	<p>课程费 (含消费税): S\$ 654.00</p> <p><sup>1b, 2, 5, 7</sup> 课程费 (新加坡人/永久居民/长期访问准+持有者, 21 岁以上) : S\$ 196.20</p> <p><sup>3, 7</sup> 课程费 (MES 补贴后支付, 含消费税) (新加坡人 40 岁以上) : S\$ 76.20</p> <p><sup>6, 7</sup> 中小型企业补贴后支付 (含消费税) : S\$ 76.20</p> <p><sup>6</sup> 缺勤薪资                      缺勤工资费率为每小时 4.50 新元, 每个企业每个日历年的上限为 S\$ 100,000</p>
Intake	Date							
1	26, 27, 28 Feb 2025							

For the latest course updates and online registration, please visit <https://class.shatec.sg> or contact us at [cet@shatec.sg](mailto:cet@shatec.sg)

## CLASS @SHATEC

(College for Lifelong Aspirations and Skills)

### PROFESSIONAL DEVELOPMENT PROGRAMME CALENDAR

(Information is updated as of 19 November 2024 and subjected to changes)

HYGIENE & SAFETY								
Courses	Content	Duration	Training Schedule	Course Fee Per Pax				
<p><a href="#">Fundamental Workplace Safety and Health for F&amp;B Operations</a></p> <p><b>Who should attend the course:</b> This course is suitable for owners of food businesses, professional chefs, homebased chefs, restaurant managers.</p> <p><b>Course Reference Number:</b> TGS-2022015373</p> <p><b>TSC Code:</b> FSS-WSH-2092-1.1</p>	<ul style="list-style-type: none"> <li>Apply WSH legal and other requirements relevant to food services industry</li> <li>Understand the types of WSH compliance inspection processes</li> <li>Perform incident investigation and reporting</li> <li>Identify gaps in the existing control measures and actual practice</li> <li>Adopt the importance of assessing and reviewing workplace risk management activities in accordance with the guidelines provided by the Workplace Safety and Health Act</li> <li>Assess safety considerations when using automated equipment</li> </ul>	22 Hours	<p><b>Sessions:</b> 3 Days (Day 1 – 2: 9am – 6pm, Day 3: 9am – 4pm)</p> <table border="1"> <thead> <tr> <th>Intake</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>15, 16 &amp; 17 Jan 2025</td> </tr> </tbody> </table> <p><i>Registration closes 2 weeks before course commencement.</i></p> <p><b>Venue:</b> CLASS@SHATEC, Orchard 1 Orchard Spring Ln, Level 5, Tourism Court, Singapore 247729</p>	Intake	Date	1	15, 16 & 17 Jan 2025	<p>Full Course Fee incl. GST: S\$ 431.64</p> <p><sup>1b, 2, 4, 5, 7</sup>Nett Course Fee Payable after SSG Grant, incl. GST (Singaporeans/PRs/Long Term Visit Pass Plus Holders ≥ 21 years old): S\$ 129.49</p> <p><sup>3, 4, 7</sup>Nett Course Fee Payable after MES Grant, incl. GST (Singaporeans ≥ 40 years old): S\$ 50.29</p> <p><sup>6, 7</sup>Nett Course Fee Payable for SMES, incl. GST: S\$ 50.29</p> <p><sup>6</sup><b>Absentee Payroll</b> Absentee Payroll rate at S\$ 4.50 per hour, capped at S\$ 100,000 per enterprise per calendar year</p>
Intake	Date							
1	15, 16 & 17 Jan 2025							

For the latest course updates and online registration, please visit <https://class.shatec.sg> or contact us at [cet@shatec.sg](mailto:cet@shatec.sg)

## CLASS @SHATEC

(College for Lifelong Aspirations and Skills)

### PROFESSIONAL DEVELOPMENT PROGRAMME CALENDAR

(Information is updated as of 19 November 2024 and subjected to changes)

#### MULTIMEDIA & TECHNOLOGY

Courses	Content	Duration	Training Schedule	Course Fee Per Pax								
<p><a href="#">Basic Food Photography Workshop</a></p> <p><b>Who should attend the course:</b> This course is suitable for owners of food businesses, professional chefs, homebased chefs, restaurant managers, or anyone who is interested in food photography, without having to invest in expensive cameras.</p> <p>Participants should have basic English literacy and a smartphone.</p> <p><b>Course Reference Number:</b> TGS-2022011699</p>	<ul style="list-style-type: none"> <li>Understanding your Gear</li> <li>What's Your Story?</li> <li>Lighting and Composition</li> <li>Food &amp; Prop Styling</li> <li>Editing and Hands-on Practice</li> </ul>	7 Hours	<p>Session: 1day (9.00am – 5.00pm)</p> <table border="1"> <thead> <tr> <th>Intake</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>08 Jan 2025</td> </tr> <tr> <td>2</td> <td>05 Feb 2025</td> </tr> <tr> <td>3</td> <td>05 Mar 2025</td> </tr> </tbody> </table> <p><i>Registration closes 2 weeks before course commencement.</i></p> <p>Venue: CLASS@SHATEC, Orchard 1 Orchard Spring Ln, Level 5, Tourism Court, Singapore 247729</p>	Intake	Date	1	08 Jan 2025	2	05 Feb 2025	3	05 Mar 2025	<p>Full Course Fee incl. GST: S\$ 305.20</p> <p><sup>1b, 2, 4, 5, 7</sup> Nett Course Fee Payable after SSG Grant, incl. GST (Singaporeans/PRs/Long Term Visit Pass Plus Holders ≥ 21 years old): S\$ 91.56</p> <p><sup>3, 4, 7</sup> Nett Course Fee Payable after MES Grant, incl. GST (Singaporeans ≥ 40 years old): S\$ 35.56</p> <p><sup>6, 7</sup> Nett Course Fee Payable for SMEs, incl. GST: S\$ 35.56</p> <p><sup>6</sup> <u>Absentee Payroll</u> Absentee Payroll rate at S\$ 4.50 per hour, capped at S\$ 100,000 per enterprise per calendar year</p>
Intake	Date											
1	08 Jan 2025											
2	05 Feb 2025											
3	05 Mar 2025											

For the latest course updates and online registration, please visit <https://class.shatec.sg> or contact us at [cet@shatec.sg](mailto:cet@shatec.sg)



## CLASS @SHATEC

(College for Lifelong Aspirations and Skills)

### PROFESSIONAL DEVELOPMENT PROGRAMME CALENDAR

(Information is updated as of 19 November 2024 and subjected to changes)

MULTIMEDIA & TECHNOLOGY												
Courses	Content	Duration	Training Schedule	Course Fee Per Pax								
<p><a href="#">Advanced Food Photography Workshop</a></p> <p><b>Who should attend the course:</b> This course is suitable for owners of food businesses, professional chefs, homebased chefs, restaurant managers, or anyone who is interested in food photography, without having to invest in expensive cameras.</p> <p>Participants should have basic English literacy and a smartphone &amp; have completed the SHATEC Basic Food Photography Workshop.</p> <p><b>Course Reference Number:</b> TGS-2022011700</p>	<ul style="list-style-type: none"> <li>Mastering your Gear</li> <li>Planning Your Shoot</li> <li>Advanced Lighting and Composition</li> <li>Advanced Food &amp; Prop Styling</li> <li>Advanced Editing and Hands-on Practice</li> </ul>	14 Hours	<p>Sessions: 2 Days (9.00am – 5.00pm)</p> <table border="1"> <thead> <tr> <th>Intake</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>15, 16 Jan 2025</td> </tr> <tr> <td>2</td> <td>12, 13 Feb 2025</td> </tr> <tr> <td>3</td> <td>12, 13 Mar 2025</td> </tr> </tbody> </table> <p><i>Registration closes 2 weeks before course commencement.</i></p> <p><b>Venue:</b> CLASS@SHATEC, Orchard 1 Orchard Spring Ln, Level 5, Tourism Court, Singapore 247729</p>	Intake	Date	1	15, 16 Jan 2025	2	12, 13 Feb 2025	3	12, 13 Mar 2025	<p>Full Course Fee incl. GST: S\$ 534.10</p> <p><sup>1b, 2, 4, 5, 7</sup> Nett Course Fee Payable after SSG Grant, incl. GST (Singaporeans/PRs/Long Term Visit Pass Plus Holders ≥ 21 years old): S\$ 160.23</p> <p><sup>3, 4, 7</sup> Nett Course Fee Payable after MES Grant, incl. GST (Singaporeans ≥ 40 years old): S\$ 62.23</p> <p><sup>6, 7</sup> Nett Course Fee Payable for SMEs, incl. GST: S\$ 62.23</p> <p><sup>6</sup> <u>Absentee Payroll</u> Absentee Payroll rate at S\$ 4.50 per hour, capped at S\$ 100,000 per enterprise per calendar year</p>
Intake	Date											
1	15, 16 Jan 2025											
2	12, 13 Feb 2025											
3	12, 13 Mar 2025											

For the latest course updates and online registration, please visit <https://class.shatec.sg> or contact us at [cet@shatec.sg](mailto:cet@shatec.sg)

## CLASS @SHATEC

(College for Lifelong Aspirations and Skills)

### PROFESSIONAL DEVELOPMENT PROGRAMME CALENDAR

(Information is updated as of 19 November 2024 and subjected to changes)

#### MULTIMEDIA & TECHNOLOGY

Courses	Content	Duration	Training Schedule	Course Fee Per Pax				
<p><a href="#">Exploring Generative AI in Hospitality – ChatGPT (New!)</a></p> <p><b>Who should attend the course:</b> Managers, Executives, and support staff involved in hospitality operations, Marketing and Customer Experience Professionals and Guest Relations staff involved in guest interactions, IT and Technology Specialists focuses on implementing AI solutions, Hospitality Entrepreneurs and Start-up Founders, Ethics and Compliance Officers ensuring ethical and regulatory compliance.</p> <p>In collaboration with:</p> <p><b>Deloitte.</b></p>	<ul style="list-style-type: none"> <li>Discover what is generative AI and the AIML concepts behind the technology</li> <li>Apply common use cases of generative AI technologies</li> <li>Illustrate the value brought by generative AI use cases and implementations</li> <li>Relate the implications of a new era of risks brought by generative AI</li> <li>Demonstrate some practical steps that can be adopted to manage risks</li> </ul>	7 Hours	<p><u>Session:</u> 1 Day (9.00am – 5.00pm)</p> <table border="1"> <thead> <tr> <th>Intake</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>17 Feb 2025</td> </tr> </tbody> </table> <p><i>Registration closes 2 weeks before course commencement.</i></p> <p><u>Venue:</u> CLASS@SHATEC, Orchard 1 Orchard Spring Ln, Level 5, Tourism Court, Singapore 247729</p>	Intake	Date	1	17 Feb 2025	S\$ 419.65 (incl. GST)
Intake	Date							
1	17 Feb 2025							


For the latest course updates and online registration, please visit <https://class.shatec.sg> or contact us at [cet@shatec.sg](mailto:cet@shatec.sg)

## CLASS @SHATEC

(College for Lifelong Aspirations and Skills)

### PROFESSIONAL DEVELOPMENT PROGRAMME CALENDAR

(Information is updated as of 19 November 2024 and subjected to changes)

MULTIMEDIA & TECHNOLOGY												
Courses	Content	Duration	Training Schedule	Course Fee Per Pax								
<p><a href="#">Harness The Power of Data Analytics: Use Data to Boost Overall Business Performance</a> <i>(New!)</i></p> <p><b>Who should attend the course:</b> Professionals within the hospitality sector, encompassing individuals in sales, marketing, restaurant managers and event planning positions.</p> <p>In collaboration with:</p> 	<ul style="list-style-type: none"> <li>• In-Depth Industry Insight: Develop a profound understanding of the unique data challenges and opportunities within the dynamic realm of hospitality and F&amp;B.</li> <li>• Problem Solving Proficiency: Acquire the skills and techniques necessary to identify, analyze, and solve complex data-related challenges commonly encountered in hospitality and F&amp;B operations.</li> <li>• Data-Driven Decision Making: Master the art of making informed, data-driven decisions that positively impact various facets of the industry, such as operations, guest experiences, and revenue management.</li> <li>• Practical Application: Gain hands-on experience by working with real-world datasets in samples from the hospitality and F&amp;B sector, applying analytics tools and methodologies to derive actionable insights.</li> <li>• Solution-Oriented Approach: Develop the ability to not only recognize industry-specific challenges but also propose and implement data-driven solutions to optimize processes, enhance customer satisfaction, and increase profitability.</li> <li>• Use Case Expertise: Explore a diverse range of industry-specific use cases, such as inventory demand forecasting and pricing strategies to guest sentiment analysis and menu optimization, ensuring participants are well-versed in practical applications.</li> </ul>	7 Hours	<p><u>Session:</u> 1 Day (9.00am – 5.00pm)</p> <table border="1"> <thead> <tr> <th>Intake</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>14 Jan 2025</td> </tr> <tr> <td>2</td> <td>27 Feb 2025</td> </tr> <tr> <td>3</td> <td>11 Mar 2025</td> </tr> </tbody> </table> <p><i>Registration closes 2 weeks before course commencement.</i></p> <p><u>Venue:</u> CLASS@SHATEC, Orchard 1 Orchard Spring Ln, Level 5, Tourism Court, Singapore 247729</p>	Intake	Date	1	14 Jan 2025	2	27 Feb 2025	3	11 Mar 2025	S\$ 436.00 (incl. GST)
Intake	Date											
1	14 Jan 2025											
2	27 Feb 2025											
3	11 Mar 2025											


For the latest course updates and online registration, please visit <https://class.shatec.sg> or contact us at [cet@shatec.sg](mailto:cet@shatec.sg)

## CLASS @SHATEC

(College for Lifelong Aspirations and Skills)

### PROFESSIONAL DEVELOPMENT PROGRAMME CALENDAR

(Information is updated as of 19 November 2024 and subjected to changes)

BUSINESS EXCELLENCE								
Courses	Content	Duration	Training Schedule	Course Fee Per Pax				
<p><a href="#">Coaching for Workplace Success</a> <i>(New!)</i></p> <p><b>Who should attend the course:</b> Supervisors and managers within the hospitality, food services sector, and/or those who lead a service team.</p> <p><b>TSC Code:</b> HAS-CEX-3009-1.1-1</p> <p>In collaboration with:</p> 	<ul style="list-style-type: none"> <li>Define the characteristics of an effective coach</li> <li>Explore the various roles a coach plays in the workplace</li> <li>Create a coaching plan to address service performance issues</li> <li>Explore various methods to identify areas of improvement</li> <li>Apply effective coaching techniques</li> <li>Identify common barriers to effective coaching and learning</li> <li>Handle specific barriers in coaching</li> <li>Apply methods to provide feedback in challenging situations</li> <li>Obtain and provide feedback for improvement</li> </ul>	16 Hours	<p>Sessions: 2 Days (9am – 6pm)</p> <table border="1"> <thead> <tr> <th>Intake</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>20, 21 Jan 2025</td> </tr> </tbody> </table> <p><i>Registration closes 2 weeks before course commencement.</i></p> <p><b>Venue:</b> CLASS@SHATEC, Orchard 1 Orchard Spring Ln, Level 5, Tourism Court, Singapore 247729</p>	Intake	Date	1	20, 21 Jan 2025	<p>Full Course Fee incl. GST: S\$ 686.70</p> <p><sup>1b, 2, 5, 7</sup> Nett Course Fee Payable after SSG Grant, incl. GST (Singaporeans/PRs/Long Term Visit Pass Plus Holders ≥ 21 years old): S\$ 371.70</p> <p><sup>3, 7</sup> Nett Course Fee Payable after MES Grant, incl. GST (Singaporeans ≥ 40 years old): S\$ 245.70</p> <p><sup>6, 7</sup> Nett Course Fee Payable for SMEs, incl. GST: S\$ 245.70</p> <p><sup>6</sup> <u>Absentee Payroll</u> Absentee Payroll rate at S\$ 4.50 per hour, capped at S\$ 100,000 per enterprise per calendar year</p>
Intake	Date							
1	20, 21 Jan 2025							

For the latest course updates and online registration, please visit <https://class.shatec.sg> or contact us at [cet@shatec.sg](mailto:cet@shatec.sg)

## CLASS @SHATEC

(College for Lifelong Aspirations and Skills)

### PROFESSIONAL DEVELOPMENT PROGRAMME CALENDAR

(Information is updated as of 19 November 2024 and subjected to changes)

BUSINESS EXCELLENCE								
Courses	Content	Duration	Training Schedule	Course Fee Per Pax				
<p><a href="#">E-Commerce Strategies for Hotels &amp; F&amp;B Establishments</a> <i>(New!)</i></p> <p><b>Who should attend the course:</b> Marketing and sales executives and managers, as well as business owners who are keen to explore the possibilities of e-commerce.</p>	<ul style="list-style-type: none"> <li>Explain the growth of e-commerce and social commerce on various media platforms</li> <li>Explain the means of gathering data to find right products and consumer profiles for e-commerce</li> <li>Define the various marketing strategies and media option in e-commerce marketing</li> <li>Create shortform video as part of e-commerce strategies, sales, and marketing strategies</li> <li>Implement an e-commerce advertisement using TikTok</li> <li>Analyze Customer Feedback</li> <li>Monitor and evaluate effectiveness of social media marketing</li> <li>Implement and review e-commerce marketing campaign</li> </ul>	20 Hours	<p><u>Session:</u> 3 Days (Day 1 – 2: 9am – 6pm, Day 3: 9am – 1pm)</p> <table border="1"> <thead> <tr> <th>Intake</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>TBA</td> </tr> </tbody> </table> <p><i>Registration closes 2 weeks before course commencement.</i></p> <p><u>Venue:</u> CLASS@SHATEC, Orchard 1 Orchard Spring Ln, Level 5, Tourism Court, Singapore 247729</p>	Intake	Date	1	TBA	Full Course Fee incl. GST: S\$ 1,199.00
Intake	Date							
1	TBA							

For the latest course updates and online registration, please visit <https://class.shatec.sg> or contact us at [cet@shatec.sg](mailto:cet@shatec.sg)

## CLASS @SHATEC

(College for Lifelong Aspirations and Skills)

### PROFESSIONAL DEVELOPMENT PROGRAMME CALENDAR

(Information is updated as of 19 November 2024 and subjected to changes)

BUSINESS EXCELLENCE								
Courses	Content	Duration	Training Schedule	Course Fee Per Pax				
<p><b><u>Financial Fluency: Budgeting and Forecasting Demystified (New!)</u></b></p> <p><b>Who should attend the course:</b> Mid-level managers such as F&amp;B Managers, Executive housekeepers, Front Office Managers</p>	<ul style="list-style-type: none"> <li>Financial Reporting</li> <li>Analyzing Financial Statements</li> <li>Managing Working Capital and Controlling Cash</li> <li>Budgeting and Budgetary Control</li> </ul>	16 Hours	<p>Sessions: 2 Days (9am – 6pm)</p> <table border="1"> <thead> <tr> <th>Intake</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>12, 13 Feb 2025</td> </tr> </tbody> </table> <p><i>Registration closes 2 weeks before course commencement.</i></p> <p>Venue: CLASS@SHATEC, Orchard 1 Orchard Spring Ln, Level 5, Tourism Court, Singapore 247729</p>	Intake	Date	1	12, 13 Feb 2025	S\$ 610.40 (incl. GST)
Intake	Date							
1	12, 13 Feb 2025							

For the latest course updates and online registration, please visit <https://class.shatec.sg> or contact us at [cet@shatec.sg](mailto:cet@shatec.sg)

## CLASS @SHATEC

(College for Lifelong Aspirations and Skills)

### PROFESSIONAL DEVELOPMENT PROGRAMME CALENDAR

(Information is updated as of 19 November 2024 and subjected to changes)

SUSTAINABILITY												
Courses	Content	Duration	Training Schedule	Course Fee Per Pax								
<p><a href="#">Carbon Management in Hospitality: Strategies for Sustainable Operations &amp; Responsible Business Practices</a> <i>(New!)</i></p> <p><b>Who should attend the course:</b> Managers, professionals, executives, and support staff involved in sustainability management.</p> <p>In collaboration with:</p> <p><b>Deloitte.</b></p>	<ul style="list-style-type: none"> <li>• Demonstrate an understanding of the environmental, social, and economic aspects of sustainability in the hospitality industry</li> <li>• Understand the impact of carbon emissions on the environment and how to manage them effectively in the hospitality sector</li> <li>• Conduct a carbon footprint analysis and measure the environmental impact of hospitality operations</li> <li>• Develop and implement sustainability strategies to reduce carbon emissions and improve the environmental performance of hospitality operations</li> <li>• Apply carbon management tools and techniques to identify areas for improvement and track progress towards sustainability goals</li> <li>• Identify sustainable sourcing options for hospitality products and services</li> </ul>	14 Hours	<p>Sessions: 2 Days (9am – 5pm)</p> <table border="1"> <thead> <tr> <th>Intake</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>19 &amp; 20 Feb 2025</td> </tr> <tr> <td>2</td> <td>14 &amp; 15 May 2025</td> </tr> <tr> <td>3</td> <td>5 &amp; 6 Nov 2025</td> </tr> </tbody> </table> <p><i>Registration closes 2 weeks before course commencement.</i></p> <p><u>Venue:</u> CLASS@SHATEC, Orchard 1 Orchard Spring Ln, Level 5, Tourism Court, Singapore 247729</p>	Intake	Date	1	19 & 20 Feb 2025	2	14 & 15 May 2025	3	5 & 6 Nov 2025	S\$ 839.30 (incl. GST)
Intake	Date											
1	19 & 20 Feb 2025											
2	14 & 15 May 2025											
3	5 & 6 Nov 2025											

For the latest course updates and online registration, please visit <https://class.shatec.sg> or contact us at [cet@shatec.sg](mailto:cet@shatec.sg)

## CLASS @SHATEC

(College for Lifelong Aspirations and Skills)

### PROFESSIONAL DEVELOPMENT PROGRAMME CALENDAR

(Information is updated as of 19 November 2024 and subjected to changes)

SUSTAINABILITY								
Courses	Content	Duration	Training Schedule	Course Fee Per Pax				
<p><a href="#">Sustainable Food Production and Design (New!)</a></p> <p><b>Who should attend the course:</b> This workshop is targeted at supervisors and/or managers of a service-related team</p> <p><b>TSC Code:</b> NA</p>	<ul style="list-style-type: none"> <li>Recommend areas of improvement in sustainable food production initiatives</li> <li>Identify sustainable sources for food ingredients, alternative sources of packaging materials and processes for greater sustainability</li> <li>Formulate interventions to reduce waste and emissions</li> <li>Follow the development of food production processes that reduce waste and environmental impact, or conserve energy.</li> </ul>	32 Hours	<p>Sessions: 4 Days (9am – 6pm)</p> <table border="1"> <thead> <tr> <th>Intake</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>3, 4, 5, 6 Feb 2025</td> </tr> </tbody> </table> <p>Registration closes 1 week before course commencement.</p> <p>Venue: CLASS@SHATEC, Orchard 1 Orchard Spring Ln, Level 5, Tourism Court, Singapore 247729</p>	Intake	Date	1	3, 4, 5, 6 Feb 2025	<p>Full Course Fee incl. GST: S\$ 697.60</p> <p><sup>1b, 2, 5, 7</sup> Nett Course Fee Payable after SSG Grant, incl. GST (Singaporeans/PRs/Long Term Visit Pass Plus Holders ≥ 21 years old): S\$ 209.28</p> <p><sup>3, 7</sup> Nett Course Fee Payable after MES Grant, incl. GST (Singaporeans ≥ 40 years old): S\$ 81.28</p> <p><sup>6, 7</sup> Nett Course Fee Payable for SMEs, incl. GST: S\$ 81.28</p> <p><sup>6</sup> Absentee Payroll Absentee Payroll rate at S\$ 4.50 per hour, capped at S\$ 100,000 per enterprise per calendar year</p>
Intake	Date							
1	3, 4, 5, 6 Feb 2025							

For the latest course updates and online registration, please visit <https://class.shatec.sg> or contact us at [cet@shatec.sg](mailto:cet@shatec.sg)



## CLASS @SHATEC

(College for Lifelong Aspirations and Skills)

### PROFESSIONAL DEVELOPMENT PROGRAMME CALENDAR

(Information is updated as of 19 November 2024 and subjected to changes)

#### COSTS AND OPERATIONS MANAGEMENT

Courses	Content	Duration	Training Schedule	Course Fee Per Pax				
<p><a href="#">Basic F&amp;B Inventory Management</a></p> <p><b>Who should attend the course:</b> New entrants to the industry and/or existing staff in the F&amp;B industry</p> <p><b>Course Reference Number:</b> TGS-2022015347</p> <p><b>TSC Code:</b> FSS-SCL-1006-1.1</p>	<ul style="list-style-type: none"> <li>Recognize different types of inventories</li> <li>Perform organizational procedures available for receiving, checking, handling, ordering and returning of products</li> <li>Perform organizational procedures available for handling stock discrepancies and stock transfers</li> <li>Apply legal requirements relating to receiving and storing of products</li> <li>Support organizational quality standards for products</li> <li>Handle types of documents when receiving and storing products</li> <li>Perform organizational procedures for labelling, tagging and signage for products</li> <li>Uphold organizational standards for display of products</li> <li>Outline the types and purposes of storage tools and refrigeration equipment</li> </ul>	22 Hours	<p>Sessions: 3 Days (Day 1 – 2: 9am to 6pm, Day 3: 9am to 4pm)</p> <table border="1"> <thead> <tr> <th>Intake</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>11, 18, 25 Feb 2025</td> </tr> </tbody> </table> <p><i>Registration closes 2 weeks before course commencement.</i></p> <p><b>Venue:</b> CLASS@SHATEC, Orchard 1 Orchard Spring Ln, Level 5, Tourism Court, Singapore 247729</p>	Intake	Date	1	11, 18, 25 Feb 2025	<p>Full Course Fee incl. GST: S\$ 517.97</p> <p><sup>1b, 2, 4, 5, 7</sup> Nett Course Fee Payable after SSG Grant, incl. GST (Singaporeans/PRs/Long Term Visit Pass Plus Holders ≥ 21 years old): S\$ 155.39</p> <p><sup>3, 4, 7</sup> Nett Course Fee Payable after MES Grant, incl. GST (Singaporeans ≥ 40 years old): S\$ 60.35</p> <p><sup>6, 7</sup> Nett Course Fee Payable for SMEs, incl. GST: S\$ 60.35</p> <p><sup>6</sup> Absentee Payroll Absentee Payroll rate at S\$ 4.50 per hour, capped at S\$ 100,000 per enterprise per calendar year</p>
Intake	Date							
1	11, 18, 25 Feb 2025							

For the latest course updates and online registration, please visit <https://class.shatec.sg> or contact us at [cet@shatec.sg](mailto:cet@shatec.sg)

## CLASS @SHATEC

(College for Lifelong Aspirations and Skills)

### PROFESSIONAL DEVELOPMENT PROGRAMME CALENDAR

(Information is updated as of 19 November 2024 and subjected to changes)

#### COSTS AND OPERATIONS MANAGEMENT

Courses	Content	Duration	Training Schedule	Course Fee Per Pax				
<p><a href="#">Restaurant Service Skills</a></p> <p><b>Who should attend the course:</b> New entrants to the industry and/or existing staff in the F&amp;B industry</p> <p><b>Course Reference Number:</b> TGS-2022015341</p> <p><b>TSC Code:</b> FSS-FBS-2024-1.1</p>	<ul style="list-style-type: none"> <li>Display positive attitude and good posture when interacting with guests</li> <li>Welcome and seat guests</li> <li>Recommend menu items and take food and beverage orders from guests in accordance with guest's dietary requirements and preferences</li> <li>Set cutlery, crockery and glassware based on guest's orders</li> <li>Serve food and beverages</li> <li>Monitor guests' needs during meals</li> <li>Handle guest's feedback and/or complaints</li> <li>Present bills to guests and assist with their departure in accordance with organizational procedures</li> </ul>	42 Hours	<p>Sessions: 6 Days (9am to 5pm)</p> <table border="1"> <thead> <tr> <th>Intake</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>5, 6, 12, 13, 19, 20 Feb 2025</td> </tr> </tbody> </table> <p><i>Registration closes 2 weeks before course commencement.</i></p> <p><b>Venue:</b> CLASS@SHATEC, Orchard 1 Orchard Spring Ln, Level 5, Tourism Court, Singapore 247729</p>	Intake	Date	1	5, 6, 12, 13, 19, 20 Feb 2025	<p>Full Course Fee incl. GST: S\$ 988.85</p> <p><sup>1b, 2, 4, 5, 7</sup> Nett Course Fee Payable after SSG Grant, incl. GST (Singaporeans/PRs/Long Term Visit Pass Plus Holders ≥ 21 years old): S\$ 296.65</p> <p><sup>3, 4, 7</sup> Nett Course Fee Payable after MES Grant, incl. GST (Singaporeans ≥ 40 years old): S\$ 115.21</p> <p><sup>6, 7</sup> Nett Course Fee Payable for SMEs, incl. GST: S\$ 115.21</p> <p><sup>6</sup> <u>Absentee Payroll</u> Absentee Payroll rate at S\$ 4.50 per hour, capped at S\$ 100,000 per enterprise per calendar year</p>
Intake	Date							
1	5, 6, 12, 13, 19, 20 Feb 2025							

For the latest course updates and online registration, please visit <https://class.shatec.sg> or contact us at [cet@shatec.sg](mailto:cet@shatec.sg)

## CLASS @SHATEC

(College for Lifelong Aspirations and Skills)

### PROFESSIONAL DEVELOPMENT PROGRAMME CALENDAR

(Information is updated as of 19 November 2024 and subjected to changes)

#### CRITICAL CORE SKILLS

Courses	Content	Duration	Training Schedule	Course Fee Per Pax				
<p><a href="#">Digital Fluency at the Workplace</a> <i>(New!)</i></p> <p><b>Who should attend the course:</b></p> <ul style="list-style-type: none"> <li>Adults learners who are preparing for career transition, job change, job role change or re-entry to the workforce.</li> <li>Junior executive staff who would like to upgrade/refresh their existing knowledge and skills in this area</li> <li>Supervisory staff from various industries, who needs to acquire the relevant knowledge and skills in this area to quickly fill up the performance gap and/or provide support to their respective organisations in the relevant areas;</li> <li>Managerial level in the industry, supporting their respective organisations in managing change and ensuring resilience.</li> </ul> <p><b>Course Reference Number:</b> TGS-2023048920</p> <p><b>CCS Skills Code:</b> GSC-DGF-B001-1</p>	<ul style="list-style-type: none"> <li>Introduction to Digital Fluency</li> <li>Navigate your Devices and Cloud</li> <li>Online Searches and Information Collection Tools</li> <li>Online Productivity and Collaboration Tools</li> <li>Digital Communication Etiquette</li> <li>Internet Safety and Privacy</li> <li>Digital terminologies and application</li> </ul>	12 Hours	<p><u>Sessions:</u> 1.5 Days (Day 1: 9am – 6pm) (Day 2: 9am – 1pm)</p> <table border="1"> <thead> <tr> <th>Intake</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>13, 14 Feb 2025</td> </tr> </tbody> </table> <p><i>Registration closes 2 weeks before course commencement.</i></p> <p><u>Venue:</u> CLASS@SHATEC, Orchard 1 Orchard Spring Ln, Level 5, Tourism Court, Singapore 247729</p>	Intake	Date	1	13, 14 Feb 2025	<p>Full Course Fee incl. GST: S\$ 235.44</p> <p><sup>1a, 2, 4, 5, 7</sup> Nett Course Fee Payable after SSG Subsidy, incl. GST (Singaporeans/PRs/Long Term Visit Pass Plus Holders ≥ 21 years old): S\$ 127.44</p> <p><sup>3, 4, 7</sup> Nett Course Fee Payable after MES Subsidy, incl. GST (Singaporeans ≥ 40 years old): S\$ 84.24</p> <p><sup>6, 7</sup> Nett Course Fee Payable for SMEs, incl. GST: S\$ 84.24</p> <p><sup>6</sup> <u>Absentee Payroll</u> Absentee Payroll rate at S\$ 4.50 per hour, capped at S\$ 100,000 per enterprise per calendar year</p>
Intake	Date							
1	13, 14 Feb 2025							

For the latest course updates and online registration, please visit <https://class.shatec.sg> or contact us at [cet@shatec.sg](mailto:cet@shatec.sg)

## CLASS @SHATEC

(College for Lifelong Aspirations and Skills)

### PROFESSIONAL DEVELOPMENT PROGRAMME CALENDAR

(Information is updated as of 19 November 2024 and subjected to changes)

#### CRITICAL CORE SKILLS

Courses	Content	Duration	Training Schedule	Course Fee Per Pax				
<p><a href="#">Fostering Diversity and Inclusion in the Workplace (New!)</a></p> <p><b>Who should attend the course:</b></p> <ul style="list-style-type: none"> <li>Adults learners who are preparing for career transition, job change, job change, job role change or re-entry to the workforce.</li> <li>Junior executive staff who would like to upgrade/refresh their existing knowledge and skills in this area</li> <li>Supervisory staff from various industries, who need to acquire the relevant knowledge and skills in this area to quickly fill up the performance gap and/or provide support to their respective organisations in the relevant areas;</li> <li>Managerial level in the industry, supporting their respective organisations in managing change and ensuring resilience.</li> </ul> <p><b>Course Reference Number:</b> TGS-2023036459</p> <p><b>CCS Skills Code:</b> CCS-BDI-I001-1</p>	<ul style="list-style-type: none"> <li>Introduction to Building Inclusivity</li> <li>The Importance of Workplace Diversity and Inclusion</li> <li>Differing Values, Beliefs, and Behaviours at Workplace</li> <li>Group Dynamics</li> <li>The Influence of Unconscious Biases</li> </ul>	12 Hours	<p><b>Sessions:</b> 1.5 Days (Day 1: 9am – 6pm) (Day 2: 9am – 1pm)</p> <table border="1"> <thead> <tr> <th>Intake</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>16, 17 Jan 2025</td> </tr> </tbody> </table> <p><i>Registration closes 2 weeks before course commencement.</i></p> <p><b>Venue:</b> CLASS@SHATEC, Orchard 1 Orchard Spring Ln, Level 5, Tourism Court, Singapore 247729</p>	Intake	Date	1	16, 17 Jan 2025	<p>Full Course Fee incl. GST: S\$ 235.44</p> <p><sup>1a, 2, 4, 5, 7</sup>Nett Course Fee Payable after SSG Subsidy, incl. GST (Singaporeans/PRs/Long Term Visit Pass Plus Holders ≥ 21 years old): S\$ 127.44</p> <p><sup>3, 4, 7</sup>Nett Course Fee Payable after MES Subsidy, incl. GST (Singaporeans ≥ 40 years old): S\$ 84.24</p> <p><sup>6, 7</sup>Nett Course Fee Payable for SMEs, incl. GST: S\$ 84.24</p> <p><sup>6</sup><b>Absentee Payroll</b> Absentee Payroll rate at S\$ 4.50 per hour, capped at S\$ 100,000 per enterprise per calendar year</p>
Intake	Date							
1	16, 17 Jan 2025							

For the latest course updates and online registration, please visit <https://class.shatec.sg> or contact us at [cet@shatec.sg](mailto:cet@shatec.sg)

## CLASS @SHATEC

(College for Lifelong Aspirations and Skills)

### PROFESSIONAL DEVELOPMENT PROGRAMME CALENDAR

(Information is updated as of 19 November 2024 and subjected to changes)

#### CRITICAL CORE SKILLS

Courses	Content	Duration	Training Schedule	Course Fee Per Pax				
<p><a href="#">Communication Skills for the Effective Team Leader</a> <i>(New!)</i></p> <p><b>Who should attend the course:</b></p> <ul style="list-style-type: none"> <li>Adult learners who are preparing for career transition, job change, job change, job role change or re-entry to the workforce.</li> <li>Junior executive staff who would like to upgrade/refresh their existing knowledge and skills in this area</li> <li>Supervisory staff from various industries, who need to acquire the relevant knowledge and skills in this area to quickly fill up the performance gap and/or provide support to their respective organisations in the relevant areas;</li> <li>Managerial level in the industry, supporting their respective organisations in managing change and ensuring resilience.</li> </ul> <p><b>Course Reference Number:</b> TGS-2024047018</p> <p><b>CCS Skills Code:</b> CCS-CMC-I002-1</p>	<ul style="list-style-type: none"> <li>Introduction: Communication in Today's Dynamic Workplace</li> <li>Types of Communication</li> <li>Process of Communication</li> <li>Various types of stakeholders</li> <li>Communication objectives, styles verbal and non-verbal signals to adapt communication approaches and channels</li> <li>Process of Effective Communication</li> <li>Organisational and Professional Standards to communication</li> <li>Communication Gaps</li> <li>Structured Flow and Format to Present Your Information</li> <li>Case Study/Role-play</li> <li>Written Project Discussion and Planning</li> </ul>	12 Hours	<p><b>Sessions:</b> 1.5 Days (Day 1: 9am – 6pm) (Day 2: 9am – 1pm)</p> <table border="1"> <thead> <tr> <th>Intake</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>16, 17 Jan 2025</td> </tr> </tbody> </table> <p><i>Registration closes 2 weeks before course commencement.</i></p> <p><b>Venue:</b> CLASS@SHATEC, Orchard 1 Orchard Spring Ln, Level 5, Tourism Court, Singapore 247729</p>	Intake	Date	1	16, 17 Jan 2025	<p>Full Course Fee incl. GST: S\$ 235.44</p> <p><sup>1a, 2, 4, 5, 7</sup> Nett Course Fee Payable after SSG Subsidy, incl. GST (Singaporeans/PRs/Long Term Visit Pass Plus Holders ≥ 21 years old): S\$ 127.44</p> <p><sup>3, 4, 7</sup> Nett Course Fee Payable after MES Subsidy, incl. GST (Singaporeans ≥ 40 years old): S\$ 84.24</p> <p><sup>6, 7</sup> Nett Course Fee Payable for SMEs, incl. GST: S\$ 84.24</p> <p><sup>6</sup> <u>Absentee Payroll</u> Absentee Payroll rate at S\$ 4.50 per hour, capped at S\$ 100,000 per enterprise per calendar year</p>
Intake	Date							
1	16, 17 Jan 2025							

For the latest course updates and online registration, please visit <https://class.shatec.sg> or contact us at [cet@shatec.sg](mailto:cet@shatec.sg)

## CLASS @SHATEC

(College for Lifelong Aspirations and Skills)

### PROFESSIONAL DEVELOPMENT PROGRAMME CALENDAR

(Information is updated as of 19 November 2024 and subjected to changes)

#### CRITICAL CORE SKILLS

Courses	Content	Duration	Training Schedule	Course Fee Per Pax				
<p><b>Customer Orientation for Effective Guest Engagement (New!)</b></p> <p><b>Who should attend the course:</b></p> <ul style="list-style-type: none"> <li>• Adult learners who are preparing for career transition, job change, job role change or re-entry to the workforce.</li> <li>• Junior executive staff who would like to upgrade/refresh their existing knowledge and skills in this area</li> <li>• Supervisory staff from various industries, who needs to acquire the relevant knowledge and skills in this area to quickly fill up the performance gap and/or provide support to their respective organisations in the relevant areas;</li> <li>• Managerial level in the industry, supporting their respective organisations in managing change and ensuring resilience.</li> </ul> <p><b>Course Reference Number:</b> TBA</p> <p><b>CCS Skills Code:</b> GSC-CUO-I001-1</p>	<ul style="list-style-type: none"> <li>• Introduction: Communication with Customer in Today's Dynamic Workplace</li> <li>• Customer Needs Analysis</li> <li>• Customer Behavioural Patterns</li> <li>• Customer Experience Metrics</li> <li>• Customer Feedback Management System</li> <li>• Analyse and Evaluate Customer Needs</li> <li>• Responding to Customers</li> <li>• Suggest Potential Methods to Improve Customer Experience</li> <li>• Customer Feedback System Framework</li> <li>• Strategies to Customer Relationship Management</li> <li>• Customer Royalty Programme</li> </ul>	12 Hours	<p><b>Sessions:</b> 1.5 Days (Day 1: 9am – 6pm) (Day 2: 9am – 1pm)</p> <table border="1"> <thead> <tr> <th>Intake</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>19, 20 Feb 2025</td> </tr> </tbody> </table> <p><i>Registration closes 2 weeks before course commencement.</i></p> <p><b>Venue:</b> CLASS@SHATEC, Orchard 1 Orchard Spring Ln, Level 5, Tourism Court, Singapore 247729</p>	Intake	Date	1	19, 20 Feb 2025	Full Course Fee incl. GST: S\$ 235.44
Intake	Date							
1	19, 20 Feb 2025							

For the latest course updates and online registration, please visit <https://class.shatec.sg> or contact us at [cet@shatec.sg](mailto:cet@shatec.sg)

## CLASS @SHATEC

(College for Lifelong Aspirations and Skills)

### PROFESSIONAL DEVELOPMENT PROGRAMME CALENDAR

(Information is updated as of 19 November 2024 and subjected to changes)

CRITICAL CORE SKILLS								
Courses	Content	Duration	Training Schedule	Course Fee Per Pax				
<p><b>Professional Decision Making Made Easy</b> <i>(New!)</i></p> <p><b>Who should attend the course:</b></p> <ul style="list-style-type: none"> <li>• Adult learners who are preparing for career transition, job change, job role change or re-entry to the workforce.</li> <li>• Rank and file staff who would like to upgrade/refresh their existing knowledge and skills in this area</li> <li>• Fresh entrants from various industries, who needs to acquire the relevant knowledge and skills in this area to quickly fill up the performance gap and/or provide support to their respective organisations in the relevant areas;</li> <li>• Junior executive level in the industry, supporting their respective organisations in managing change and ensuring resilience.</li> </ul> <p><b>Course Reference Number:</b> TBA</p> <p><b>CCS Skills Code:</b> GSC-DCM-B002-1</p>	<ul style="list-style-type: none"> <li>• Introduction to Decision Making Skills</li> <li>• Identify Decision to be Made</li> <li>• Gather Information</li> <li>• Identify Alternative Solutions</li> <li>• Weigh the Evidence</li> <li>• Choose among the Alternatives</li> <li>• Take Action</li> <li>• Review Decision and Suggest Improvement</li> </ul>	12 Hours	<p><u>Sessions:</u> 1.5 Days (Day 1: 9am – 6pm) (Day 2: 9am – 1pm)</p> <table border="1"> <thead> <tr> <th>Intake</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>18, 19 Mar 2025</td> </tr> </tbody> </table> <p><i>Registration closes 2 weeks before course commencement.</i></p> <p><u>Venue:</u> CLASS@SHATEC, Orchard 1 Orchard Spring Ln, Level 5, Tourism Court, Singapore 247729</p>	Intake	Date	1	18, 19 Mar 2025	Full Course Fee incl. GST: S\$ 235.44
Intake	Date							
1	18, 19 Mar 2025							

For the latest course updates and online registration, please visit <https://class.shatec.sg> or contact us at [cet@shatec.sg](mailto:cet@shatec.sg)

## CLASS @SHATEC

(College for Lifelong Aspirations and Skills)

### PROFESSIONAL DEVELOPMENT PROGRAMME CALENDAR

(Information is updated as of 19 November 2024 and subjected to changes)

CRITICAL CORE SKILLS								
Courses	Content	Duration	Training Schedule	Course Fee Per Pax				
<p><b>Self-Management Strategies for the Effective Team Player (New!)</b></p> <p><b>Who should attend the course:</b></p> <ul style="list-style-type: none"> <li>• Adult learners who are preparing for career transition, job change, job role change or re-entry to the workforce.</li> <li>• Rank and file staff who would like to upgrade/refresh their existing knowledge and skills in this area</li> <li>• Fresh entrants from various industries, who needs to acquire the relevant knowledge and skills in this area to quickly fill up the performance gap and/or provide support to their respective organisations in the relevant areas;</li> <li>• Junior executive level in the industry, supporting their respective organisations in managing change and ensuring resilience.</li> </ul> <p><b>Course Reference Number:</b> TBA</p> <p><b>CCS Skills Code:</b> GSC-SMT-B001-1</p>	<ul style="list-style-type: none"> <li>• Introduction to Self-Awareness and Self-Management</li> <li>• Essential Characteristics of a Powerful Personal Branding</li> <li>• Emotional Intelligence</li> <li>• Time Management Techniques</li> <li>• Prioritisation Techniques</li> <li>• Feedback Channels</li> <li>• Workplace and Social Etiquettes</li> </ul>	12 Hours	<p><u>Sessions:</u> 1.5 Days (Day 1: 9am – 6pm) (Day 2: 9am – 1pm)</p> <table border="1"> <thead> <tr> <th>Intake</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>18, 19 Mar 2025</td> </tr> </tbody> </table> <p><i>Registration closes 2 weeks before course commencement.</i></p> <p><u>Venue:</u> CLASS@SHATEC, Orchard 1 Orchard Spring Ln, Level 5, Tourism Court, Singapore 247729</p>	Intake	Date	1	18, 19 Mar 2025	Full Course Fee incl. GST: S\$ 235.44
Intake	Date							
1	18, 19 Mar 2025							

For the latest course updates and online registration, please visit <https://class.shatec.sg> or contact us at [cet@shatec.sg](mailto:cet@shatec.sg)



## CLASS @SHATEC

(College for Lifelong Aspirations and Skills)

### PROFESSIONAL DEVELOPMENT PROGRAMME CALENDAR

(Information is updated as of 19 November 2024 and subjected to changes)

#### CRITICAL CORE SKILLS

Courses	Content	Duration	Training Schedule	Course Fee Per Pax				
<p><b>Developing People for Organisational Excellence (New!)</b></p> <p><b>Who should attend the course:</b></p> <ul style="list-style-type: none"> <li>Adult learners who are preparing for career transition, job change, job role change or re-entry to the workforce.</li> <li>Junior executive staff who would like to upgrade/refresh their existing knowledge and skills in this area</li> <li>Supervisory staff from various industries, who needs to acquire the relevant knowledge and skills in this area to quickly fill up the performance gap and/or provide support to their respective organisations in the relevant areas;</li> <li>Managerial level in the industry, supporting their respective organisations in managing change and ensuring resilience.</li> </ul> <p><b>Course Reference Number:</b> TBA</p> <p><b>CCS Skills Code:</b> GSC-DVP-I001-1</p>	<ul style="list-style-type: none"> <li>Introduction: Coaching and Mentoring in Today's Dynamic Workplace</li> <li>Roles of a Coach</li> <li>The Coaching Process</li> <li>Coaching Plan and Techniques</li> <li>Coaching Styles</li> <li>Motivation and Reinforcement Concepts</li> <li>Effective Listening Techniques</li> <li>Effective Questioning Techniques for Coach Team Members</li> <li>Self-reflection Techniques</li> <li>Measurements of Coaching Effectiveness</li> <li>7 - habits of Highly Effective People</li> <li>Career Development Plans</li> <li>Case Study/Group Project</li> </ul>	12 Hours	<p><u>Sessions:</u> 1.5 Days (Day 1: 9am – 6pm) (Day 2: 9am – 1pm)</p> <table border="1"> <thead> <tr> <th>Intake</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>20, 21 Feb 2025</td> </tr> </tbody> </table> <p><i>Registration closes 2 weeks before course commencement.</i></p> <p><u>Venue:</u> CLASS@SHATEC, Orchard 1 Orchard Spring Ln, Level 5, Tourism Court, Singapore 247729</p>	Intake	Date	1	20, 21 Feb 2025	Full Course Fee incl. GST: S\$ 235.44
Intake	Date							
1	20, 21 Feb 2025							

For the latest course updates and online registration, please visit <https://class.shatec.sg> or contact us at [cet@shatec.sg](mailto:cet@shatec.sg)

## CLASS @SHATEC

(College for Lifelong Aspirations and Skills)

### PROFESSIONAL DEVELOPMENT PROGRAMME CALENDAR

(Information is updated as of 19 November 2024 and subjected to changes)

#### CRITICAL CORE SKILLS

Courses	Content	Duration	Training Schedule	Course Fee Per Pax				
<p><b>Professional Problem Solving Made Easy</b> <i>(New!)</i></p> <p><b>Who should attend the course:</b></p> <ul style="list-style-type: none"> <li>Adult learners who are preparing for career transition, job change, job role change or re-entry to the workforce.</li> <li>Rank and file staff who would like to upgrade/refresh their existing knowledge and skills in this area</li> <li>Fresh entrants from various industries, who needs to acquire the relevant knowledge and skills in this area to quickly fill up the performance gap and/or provide support to their respective organisations in the relevant areas;</li> <li>Junior executive level in the industry, supporting their respective organisations in managing change and ensuring resilience.</li> </ul> <p><b>Course Reference Number:</b> TBA</p> <p><b>CCS Skills Code:</b> GSC-PRS-B002-1</p>	<ul style="list-style-type: none"> <li>Introduction to Problem Solving Skills</li> <li>Overview of the 7 Steps of Problem-Solving Process</li> <li>Define the Problem</li> <li>Gather Information</li> <li>Develop Course of Action</li> <li>Analyse and Compare Courses of Action</li> <li>Make Decision</li> <li>Make a Plan</li> <li>Implement and Monitor the Plan</li> </ul>	12 Hours	<p><u>Sessions:</u> 1.5 Days (Day 1: 9am – 6pm) (Day 2: 9am – 1pm)</p> <table border="1"> <thead> <tr> <th>Intake</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>19, 20 Feb 2025</td> </tr> </tbody> </table> <p><i>Registration closes 2 weeks before course commencement.</i></p> <p><u>Venue:</u> CLASS@SHATEC, Orchard 1 Orchard Spring Ln, Level 5, Tourism Court, Singapore 247729</p>	Intake	Date	1	19, 20 Feb 2025	Full Course Fee incl. GST: S\$ 235.44
Intake	Date							
1	19, 20 Feb 2025							

For the latest course updates and online registration, please visit <https://class.shatec.sg> or contact us at [cet@shatec.sg](mailto:cet@shatec.sg)

## CLASS @SHATEC

(College for Lifelong Aspirations and Skills)

### PROFESSIONAL DEVELOPMENT PROGRAMME CALENDAR

(Information is updated as of 19 November 2024 and subjected to changes)

SERVICE EXCELLENCE								
Courses	Content	Duration	Training Schedule	Course Fee Per Pax				
<p><a href="#">Curating Customer Experiences</a></p> <p><b>Who should attend the course:</b> New entrants to the industry or existing customer service crew who wish to improve their customer service skills.</p> <p><b>Course Reference Number:</b> TGS-2022015346</p> <p><b>TSC Code:</b> FSS-CEX-1040-1.1</p>	<ul style="list-style-type: none"> <li>Identify types of customers and triggers in the service environment</li> <li>Understand customer needs and expectations</li> <li>Describe qualities and characteristics of a service professional</li> <li>Understand the importance of go-the-extra-mile for service to oneself and the organization</li> <li>Apply methods to exceed customer expectations and effective communication</li> <li>Apply methods to escalate areas of improvement and service challenges through proper escalation channels</li> <li>Apply methods to project a professional image and persona</li> </ul>	32 Hours	<p><b>Sessions:</b> 4 Days (9am – 6pm)</p> <table border="1"> <thead> <tr> <th>Intake</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>6, 7, 8, 9 Jan 2025</td> </tr> </tbody> </table> <p><i>Registration closes 2 weeks before course commencement.</i></p> <p><b>Venue:</b> CLASS@SHATEC, Orchard 1 Orchard Spring Ln, Level 5, Tourism Court, Singapore 247729</p>	Intake	Date	1	6, 7, 8, 9 Jan 2025	<p>Full Course Fee incl. GST: S\$ 627.84</p> <p><sup>1b, 2, 4, 5, 7</sup> Nett Course Fee Payable after SSG Grant, incl. GST (Singaporeans/PRs/Long Term Visit Pass Plus Holders ≥ 21 years old): S\$ 188.35</p> <p><sup>3, 4, 7</sup> Nett Course Fee Payable after MES Grant, incl. GST (Singaporeans ≥ 40 years old): S\$ 73.15</p> <p><sup>6, 7</sup> Nett Course Fee Payable for SMES, incl. GST: S\$ 73.15</p> <p><sup>6</sup> <b>Absentee Payroll</b> Absentee Payroll rate at S\$ 4.50 per hour, capped at S\$ 100,000 per enterprise per calendar year</p>
Intake	Date							
1	6, 7, 8, 9 Jan 2025							

For the latest course updates and online registration, please visit <https://class.shatec.sg> or contact us at [cet@shatec.sg](mailto:cet@shatec.sg)

## CLASS @SHATEC

(College for Lifelong Aspirations and Skills)

### PROFESSIONAL DEVELOPMENT PROGRAMME CALENDAR

(Information is updated as of 19 November 2024 and subjected to changes)

SERVICE EXCELLENCE										
Courses	Content	Duration	Training Schedule	Course Fee Per Pax						
<p><a href="#">Handle And Respond to Guests' Feedback</a></p> <p><b>Who should attend the course:</b> Mid-level and full F&amp;B managers</p>	<ul style="list-style-type: none"> <li>Identify different types of guest feedback</li> <li>Explain the importance of guest feedback</li> <li>Examine reasons why guest gives negative feedback or complaints</li> <li>Identify emotions and/or behaviors displayed by difficult or unhappy guests</li> <li>Manage emotions when dealing with difficult and/or unhappy guests</li> <li>Respond to negative feedback or complaints using verbal and written approaches, e.g., face-to-face, phone, emails, and online</li> <li>Respond to positive feedback using verbal and written approaches, e.g., face-to-face, emails, and online</li> <li>Document and use guest feedback for continuous improvement</li> </ul>	8 Hours	<p><u>Session:</u> 1 Day (9am – 6pm)</p> <table border="1"> <thead> <tr> <th>Intake</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>21 Feb 2025</td> </tr> <tr> <td>2</td> <td>07 Mar 2025</td> </tr> </tbody> </table> <p><i>Registration closes 2 weeks before course commencement.</i></p> <p><u>Venue:</u> CLASS@SHATEC, Orchard 1 Orchard Spring Ln, Level 5, Tourism Court, Singapore 247729</p>	Intake	Date	1	21 Feb 2025	2	07 Mar 2025	Full Course Fee incl. GST: S\$ 218.00
Intake	Date									
1	21 Feb 2025									
2	07 Mar 2025									

For the latest course updates and online registration, please visit <https://class.shatec.sg> or contact us at [cet@shatec.sg](mailto:cet@shatec.sg)

## CLASS @SHATEC

(College for Lifelong Aspirations and Skills)

### PROFESSIONAL DEVELOPMENT PROGRAMME CALENDAR

(Information is updated as of 19 November 2024 and subjected to changes)

SERVICE EXCELLENCE										
Courses	Content	Duration	Training Schedule	Course Fee Per Pax						
<p><b><u>Service Mastery – Elevating Guest Satisfaction (New!)</u></b></p> <p><b>Who should attend the course:</b> F&amp;B practitioners</p>	<ul style="list-style-type: none"> <li>• Display positive attitude and good posture</li> <li>• Welcome and seat guests</li> <li>• Apply sales techniques to sell food and beverage products</li> <li>• Take food and beverage orders according to guests’ dietary requirements and preferences</li> <li>• Monitor guests’ needs throughout the meal</li> <li>• Handle guest feedback and/or complaints</li> <li>• Present bills</li> <li>• Assist guest with departure</li> </ul>	16 Hours	<p>Sessions: 2 Full Days (9am – 6pm)</p> <table border="1"> <thead> <tr> <th>Intake</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>11, 12 Feb 2025</td> </tr> <tr> <td>2</td> <td>11, 12 Mar 2025</td> </tr> </tbody> </table> <p><i>Registration closes 2 weeks before course commencement.</i></p> <p><b>Venue:</b> CLASS@SHATEC, Orchard 1 Orchard Spring Ln, Level 5, Tourism Court, Singapore 247729</p>	Intake	Date	1	11, 12 Feb 2025	2	11, 12 Mar 2025	Full Course Fee incl. GST: S\$ 545.00
Intake	Date									
1	11, 12 Feb 2025									
2	11, 12 Mar 2025									

For the latest course updates and online registration, please visit <https://class.shatec.sg> or contact us at [cet@shatec.sg](mailto:cet@shatec.sg)

## CLASS @SHATEC

(College for Lifelong Aspirations and Skills)

### PROFESSIONAL DEVELOPMENT PROGRAMME CALENDAR

(Information is updated as of 19 November 2024 and subjected to changes)

SERVICE EXCELLENCE								
Courses	Content	Duration	Training Schedule	Course Fee Per Pax				
<p><a href="#">Excellence in Hospitality: Showing the WARMTH in Service!</a> <i>(New!)</i></p> <p><b>Who should attend the course:</b> Customer-facing employees such as customer service officers, guest relations officers, receptionists etc.</p>	<ul style="list-style-type: none"> <li>Project a professional image</li> <li>Describe qualities and characteristics of a service professional</li> <li>Understand the importance of go-the-extra-mile for service to oneself and the organization</li> <li>Apply methods to exceed customer expectations and effective communication</li> <li>Apply methods to escalate areas of improvement and service challenges through proper escalation channels</li> <li>Apply methods to project a professional image and persona</li> </ul>	8 Hours	<p>Session: 9am – 6pm</p> <table border="1"> <thead> <tr> <th>Intake</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>15 Jan 2025</td> </tr> </tbody> </table> <p><i>Registration closes 2 weeks before course commencement.</i></p> <p>Venue: CLASS@SHATEC, Orchard 1 Orchard Spring Ln, Level 5, Tourism Court, Singapore 247729</p>	Intake	Date	1	15 Jan 2025	Full Course Fee incl. GST: S\$ 381.50
Intake	Date							
1	15 Jan 2025							

For the latest course updates and online registration, please visit <https://class.shatec.sg> or contact us at [cet@shatec.sg](mailto:cet@shatec.sg)

## CLASS @SHATEC

(College for Lifelong Aspirations and Skills)

### PROFESSIONAL DEVELOPMENT PROGRAMME CALENDAR

(Information is updated as of 19 November 2024 and subjected to changes)

SKILLS MASTERY								
Courses	Content	Duration	Training Schedule	Course Fee Per Pax				
<p><a href="#">The Art of Chocolate &amp; Confectionery: Mastering Chocolate Techniques &amp; Pastries</a></p> <p><b>Who should attend the course:</b> This masterclass provides a unique opportunity for F&amp;B professionals from Hotels, Chocolate and Pastry shops, and Restaurants to strengthen their skills in chocolate and confectionery.</p>	<p>This masterclass focuses on working with cocoa to create a wide range of pastries, chocolates, and confectionery, with an emphasis on end-of-year celebration themes. Learners will be able to master chocolate techniques, including pralines, dessert, and pastries.</p> <p>The learners will be able to:</p> <ul style="list-style-type: none"> <li>• appreciate and preserve the quality of raw materials</li> <li>• be exposed to the stages of transformation of the products</li> <li>• realize and shape the masses</li> <li>• make coatings.</li> <li>• carry out specialties</li> </ul>	21 Hours	<p><u>Session:</u> 8.30am – 4.30pm</p> <table border="1"> <thead> <tr> <th>Intake</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>24 – 26 Feb 2025</td> </tr> </tbody> </table> <p><i>Registration closes 1 week before course commencement.</i></p> <p><u>Venue:</u> To be advised</p>	Intake	Date	1	24 – 26 Feb 2025	<p>Full Fee: S\$ 2,594.20 incl. GST</p> <p>Early Bird Fee: S\$ 2,205.07 incl. GST (Early bird till 15 Jan 2025)</p>
Intake	Date							
1	24 – 26 Feb 2025							

For the latest course updates and online registration, please visit <https://class.shatec.sg> or contact us at [cet@shatec.sg](mailto:cet@shatec.sg)

## CLASS @SHATEC

(College for Lifelong Aspirations and Skills)

### PROFESSIONAL DEVELOPMENT PROGRAMME CALENDAR

(Information is updated as of 19 November 2024 and subjected to changes)

SKILLS MASTERY								
Courses	Content	Duration	Training Schedule	Course Fee Per Pax				
<p><a href="#">The Art of Bakery - Mastering Baking Techniques for Bread and Viennoiseries</a></p> <p><b>Who should attend the course:</b> F&amp;B professionals from Hotels, Bakery and Pastry shops, and Restaurants</p>	<p>This masterclass provides participants with a unique opportunity to learn about the craft of Baker with Chef Jean-Marie LANIO. Having worked alongside Meilleurs Ouvriers de France (France’s Best Craftsmen) Baker Thomas MARIE and Olivier MAGNE; Jean-Marie will share with participants the secret techniques behind the finest bakery creations.</p> <p>Participants will discover and deepen the different stages of the work process in bakery and pastry. More particularly the crucial stages of kneading, fermentation, turning and shaping. We will discuss together theoretical explanations directly related to these work steps.</p> <ul style="list-style-type: none"> <li>• Choose the right flour according to the product and the work process.</li> <li>• Kneading the dough and making the fillings</li> <li>• Control of the fermentation of pastes and products</li> <li>• Choosing and making your turn to optimize the visual and result of the pastries</li> <li>• Shaping and Pushing Products</li> <li>• Cooking with a focus on maximizing crispiness and/or softness</li> </ul>	21 Hours	<p>Session: 8.30am – 4.30pm</p> <table border="1"> <thead> <tr> <th>Intake</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>TBA</td> </tr> </tbody> </table> <p><i>Registration closes 1 week before course commencement.</i></p> <p>Venue: TBA</p>	Intake	Date	1	TBA	<p>Full Fee: S\$ 2,267.20 incl. GST</p> <p>Early Bird Fee: S\$ 2,049.20 incl. GST (<i>Early bird till 31 Oct 2024</i>)</p>
Intake	Date							
1	TBA							

For the latest course updates and online registration, please visit <https://class.shatec.sg> or contact us at [cet@shatec.sg](mailto:cet@shatec.sg)



## CLASS @SHATEC

(College for Lifelong Aspirations and Skills)

### PROFESSIONAL DEVELOPMENT PROGRAMME CALENDAR

(Information is updated as of 19 November 2024 and subjected to changes)

SKILLS MASTERY								
Courses	Content	Duration	Training Schedule	Course Fee Per Pax				
<p><a href="#">The Art of Butcher and Meats - Mastering Professional Techniques from Butchery to Plate (NEW!)</a></p> <p><b>Who should attend the course:</b> F&amp;B professionals from Hotels, Restaurants, Catering companies and Butcher / Meat shops.</p>	<p>During this masterclass focused on meat, participants will be able to discover basic butchering techniques: boning, cutting, trimming, peeling, tying, etc. in order to prepare cuts that will be used to make classic gastronomic recipes.</p> <p>Côte de boeuf (Op Rib), beef bourguignon, crown of lamb ribs, truffled poultry, and more... The recipes will be explained step-by-step by the Meilleur Ouvrier de France Romain Leboeuf, then prepared and tasted by the participants.</p> <p>During the three days of training, three species will be covered: beef, lamb and poultry. Each day will be an opportunity to discover three recipes with varied cooking techniques (braised, sautéed, roasted, low temperatures, etc.) as well as the best cuts and technical gestures to prepare them.</p> <p>At the end of the training, the participants will return to their restaurants and shops, enriched with the chef's tips for making these classic recipes, in order to offer new tasty products to their customers.</p> <p>The aim of this masterclass is to discover and deepen together the different stages of the work process in butchery and preparing meat for cooking in a restaurant. More particularly the crucial stages of cutting, boning, trimming etc. and the different cooking techniques.</p>	21 Hours	<p>Session: 8.30am – 4.30pm</p> <table border="1"> <thead> <tr> <th>Intake</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>10 – 12 February 2025</td> </tr> </tbody> </table> <p><i>Registration closes 1 week before course commencement.</i></p> <p>Venue: The TasteLab 7A Chin Bee Drive Singapore 619858</p>	Intake	Date	1	10 – 12 February 2025	<p>Full Fee: S\$ 2,267.20 incl. GST</p> <p>Early Bird Fee: S\$ 2,049.20 incl. GST (<i>Early bird till 31 Oct 2024</i>)</p>
Intake	Date							
1	10 – 12 February 2025							

For the latest course updates and online registration, please visit <https://class.shatec.sg> or contact us at [cet@shatec.sg](mailto:cet@shatec.sg)

## CLASS @SHATEC

(College for Lifelong Aspirations and Skills)

### PROFESSIONAL DEVELOPMENT PROGRAMME CALENDAR

(Information is updated as of 19 November 2024 and subjected to changes)

#### SIP & SAVOUR

Courses	Content	Duration	Training Schedule	Course Fee Per Pax																		
<p><a href="#">WSET Level 1 Award in Wines</a></p> <p><b>Who should attend the course:</b> New entrants to the industry and/or wine enthusiasts</p>	<ul style="list-style-type: none"> <li>The main types and styles of wines</li> <li>Common wine grapes and their characteristics</li> <li>How to store and serve wine</li> <li>The principles of food and wine pairing</li> <li>How to describe wine using the WSET Level 1 Systematic Approach to Tasting Wine® (SAT)</li> </ul>	7 Hours	<p><u>Sessions:</u> 1 Full Day (9am – 4.15pm) + Closed-book Exam (4.15pm – 5pm)</p> <table border="1"> <thead> <tr> <th>Intake</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>16 Jan 2025</td> </tr> <tr> <td>2</td> <td>25 Jan 2025</td> </tr> <tr> <td>3</td> <td>15 Feb 2025</td> </tr> <tr> <td>4</td> <td>25 Feb 2025</td> </tr> <tr> <td>5</td> <td>03 Mar 2025</td> </tr> <tr> <td>6</td> <td>15 Mar 2025</td> </tr> <tr> <td>7</td> <td>18 Mar 2025</td> </tr> <tr> <td>8</td> <td>29 Mar 2025</td> </tr> </tbody> </table> <p><i>Registration closes 3 weeks before course commencement.</i></p> <p><u>Venue:</u> CLASS@SHATEC, Orchard 1 Orchard Spring Ln, Level 5, Tourism Court, Singapore 247729</p>	Intake	Date	1	16 Jan 2025	2	25 Jan 2025	3	15 Feb 2025	4	25 Feb 2025	5	03 Mar 2025	6	15 Mar 2025	7	18 Mar 2025	8	29 Mar 2025	S\$ \$490.50 incl. GST
Intake	Date																					
1	16 Jan 2025																					
2	25 Jan 2025																					
3	15 Feb 2025																					
4	25 Feb 2025																					
5	03 Mar 2025																					
6	15 Mar 2025																					
7	18 Mar 2025																					
8	29 Mar 2025																					

For the latest course updates and online registration, please visit <https://class.shatec.sg> or contact us at [cet@shatec.sg](mailto:cet@shatec.sg)

## CLASS @SHATEC

(College for Lifelong Aspirations and Skills)

### PROFESSIONAL DEVELOPMENT PROGRAMME CALENDAR

(Information is updated as of 19 November 2024 and subjected to changes)

SIP & SAVOUR																						
Courses	Content	Duration	Training Schedule	Course Fee Per Pax																		
<p><a href="#">WSET Level 2 Award in Wines</a></p> <p><b>Who should attend the course:</b> Industry professionals and/or wine enthusiasts</p> <p><b>Display course code:</b> TMS-CRS-0000174</p>	<ul style="list-style-type: none"> <li>How to taste and describe wine using the WSET Level 2 Systematic Approach to Tasting Wines® (SAT)</li> <li>How environmental factors, grape-growing, winemaking and maturation options influence the style and quality of wines made from eight principal grape varieties</li> <li>The style and quality of wines made from 22 regionally important grape varieties and produced in over 70 geographical indications (GIs) around the world</li> <li>How grape varieties and winemaking processes influence key styles of Sparkling wines &amp; Fortified wines</li> <li>Key labelling terms used to indicate origin, style and quality</li> <li>Principles and processes involved in the storage and service of wine</li> <li>Principles of food and wine pairing</li> </ul>	17 Hours	<p><b>Sessions:</b> 2 Full Days (9am – 6pm) + Closed-book Exam (11am – 12pm)</p> <table border="1"> <thead> <tr> <th>Intake</th> <th>Course Date</th> <th>Exam Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>07, 14 Jan 2025</td> <td>21 Jan 2025</td> </tr> <tr> <td>2</td> <td>04, 05 Feb 2025</td> <td>18 Feb 2025</td> </tr> <tr> <td>3</td> <td>08, 09 Feb 2025</td> <td>22 Feb 2025</td> </tr> <tr> <td>4</td> <td>11, 12 Mar 2025</td> <td>25 Mar 2025</td> </tr> <tr> <td>5</td> <td>15, 16 Mar 2025</td> <td>29 Mar 2025</td> </tr> </tbody> </table> <p><i>Registration closes 3 weeks before course commencement.</i></p> <p><b>Venue:</b> CLASS@SHATEC, Orchard 1 Orchard Spring Ln, Level 5, Tourism Court, Singapore 247729</p>	Intake	Course Date	Exam Date	1	07, 14 Jan 2025	21 Jan 2025	2	04, 05 Feb 2025	18 Feb 2025	3	08, 09 Feb 2025	22 Feb 2025	4	11, 12 Mar 2025	25 Mar 2025	5	15, 16 Mar 2025	29 Mar 2025	S\$ 959.20 incl. GST
Intake	Course Date	Exam Date																				
1	07, 14 Jan 2025	21 Jan 2025																				
2	04, 05 Feb 2025	18 Feb 2025																				
3	08, 09 Feb 2025	22 Feb 2025																				
4	11, 12 Mar 2025	25 Mar 2025																				
5	15, 16 Mar 2025	29 Mar 2025																				

For the latest course updates and online registration, please visit <https://class.shatec.sg> or contact us at [cet@shatec.sg](mailto:cet@shatec.sg)

## CLASS @SHATEC

(College for Lifelong Aspirations and Skills)

### PROFESSIONAL DEVELOPMENT PROGRAMME CALENDAR

(Information is updated as of 19 November 2024 and subjected to changes)

SIP & SAVOUR													
Courses	Content	Duration	Training Schedule	Course Fee Per Pax									
<p><a href="#">WSET Level 3 Award in Wines</a></p> <p><b>Who should attend the course:</b> Industry professionals and/or wine enthusiasts</p>	<ul style="list-style-type: none"> <li>The key factors in the production of wine: location, grape growing, winemaking, maturation and bottling</li> <li>How these key factors influence the key characteristics of the principal – still wines of the world – sparkling wines of the world – fortified wines of the world</li> <li>How to apply your understanding to explain wine style and quality</li> <li>How to taste wines, describe their characteristics and evaluate their quality, using the WSET Level 3 Systematic Approach to Tasting Wine® (SAT)</li> </ul>	37.5 Hours	<p><u>Sessions:</u> 5 full days (9am – 5pm) + Closed-book exam (9.30am – 12.30pm)</p> <table border="1"> <thead> <tr> <th>Intake</th> <th>Course Date</th> <th>Exam Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>11, 12, 19, 25, 26 Feb 2025</td> <td>25 Mar 2025</td> </tr> <tr> <td>2</td> <td>01, 08, 15, 22, 29 Mar 2025</td> <td>26 Apr 2025</td> </tr> </tbody> </table> <p><i>Registration closes 3 weeks before course commencement.</i></p> <p><u>Venue:</u> CLASS@SHATEC, Orchard 1 Orchard Spring Ln, Level 5, Tourism Court, Singapore 247729</p>	Intake	Course Date	Exam Date	1	11, 12, 19, 25, 26 Feb 2025	25 Mar 2025	2	01, 08, 15, 22, 29 Mar 2025	26 Apr 2025	S\$ 2,158.20 incl. GST
Intake	Course Date	Exam Date											
1	11, 12, 19, 25, 26 Feb 2025	25 Mar 2025											
2	01, 08, 15, 22, 29 Mar 2025	26 Apr 2025											

For the latest course updates and online registration, please visit <https://class.shatec.sg> or contact us at [cet@shatec.sg](mailto:cet@shatec.sg)

## CLASS @SHATEC

(College for Lifelong Aspirations and Skills)

### PROFESSIONAL DEVELOPMENT PROGRAMME CALENDAR

(Information is updated as of 19 November 2024 and subjected to changes)

SIP & SAVOUR																		
Courses	Content	Duration	Training Schedule	Course Fee Per Pax														
<p><a href="#">WSET Level 1 Award in Spirits</a></p> <p><b>Who should attend the course:</b></p> <p>New entrants to the industry and/or spirits enthusiasts</p>	<ul style="list-style-type: none"> <li>The basic principles of spirit production</li> <li>The main types and styles of spirits</li> <li>How to serve spirits</li> <li>Factors affecting the flavour of spirits</li> <li>How to describe spirits using the WSET Level Systematic Approach to Tasting Spirits®(SAT)</li> </ul>	7 Hours	<p><u>Session:</u></p> <p>1 full day (9am – 4.15pm) + Closed-book exam (4.15pm – 5pm)</p> <table border="1"> <thead> <tr> <th>Intake</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>17 Jan 2025</td> </tr> <tr> <td>2</td> <td>25 Jan 2025</td> </tr> <tr> <td>3</td> <td>12 Feb 2025</td> </tr> <tr> <td>4</td> <td>22 Feb 2025</td> </tr> <tr> <td>5</td> <td>06 Mar 2025</td> </tr> <tr> <td>6</td> <td>22 Mar 2025</td> </tr> </tbody> </table> <p><i>Registration closes 3 weeks before course commencement.</i></p> <p><u>Venue:</u> CLASS@SHATEC, Orchard 1 Orchard Spring Ln, Level 5, Tourism Court, Singapore 247729</p>	Intake	Date	1	17 Jan 2025	2	25 Jan 2025	3	12 Feb 2025	4	22 Feb 2025	5	06 Mar 2025	6	22 Mar 2025	S\$ \$490.50 incl. GST
Intake	Date																	
1	17 Jan 2025																	
2	25 Jan 2025																	
3	12 Feb 2025																	
4	22 Feb 2025																	
5	06 Mar 2025																	
6	22 Mar 2025																	

For the latest course updates and online registration, please visit <https://class.shatec.sg> or contact us at [cet@shatec.sg](mailto:cet@shatec.sg)

## CLASS @SHATEC

(College for Lifelong Aspirations and Skills)

### PROFESSIONAL DEVELOPMENT PROGRAMME CALENDAR

(Information is updated as of 19 November 2024 and subjected to changes)

SIP & SAVOUR										
Courses	Content	Duration	Training Schedule	Course Fee Per Pax						
<p><a href="#">WSET Level 2 Award in Spirits</a></p> <p><b>Who should attend the course:</b></p> <p>Industry professionals and/or spirits enthusiasts</p>	<ul style="list-style-type: none"> <li>How to taste and describe spirits using the WSET Level 2 Systematic Approach to Tasting Spirits® (SAT)</li> <li>The techniques used during the four stages of spirits production: processing the raw material, alcoholic fermentation; distillation; and post-distillation operations</li> <li>How techniques used during the four stages of production determine the style of a spirit</li> <li>How aromatised wines are made</li> <li>How a balanced cocktail is made and examples in four notable cocktail families (the spirit-forward, the short sour, the highball, and the long sour)</li> <li>How local production traditions, coupled with local laws, are used to create different styles of spirits in the following categories:                             <ul style="list-style-type: none"> <li>Fruit Spirits</li> <li>Whisky/Whiskey</li> <li>Sugar Cane Spirits</li> <li>Tequila and Mezcal</li> <li>Vodka</li> </ul> </li> <li>Flavoured spirits (spiced rum, flavoured vodka, gin, aniseed spirits, bitter spirits/amaro, cocktail bitters, liqueurs)</li> </ul>	17 Hours	<p>Sessions: 2 full days (9am – 6pm) + Closed-book exam (11am – 12pm)</p> <table border="1"> <thead> <tr> <th>Intake</th> <th>Course Date</th> <th>Exam Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>07, 08 Jan 2025</td> <td>21 Jan 2025</td> </tr> </tbody> </table> <p><i>Registration closes 3 weeks before course commencement.</i></p> <p><b>Venue:</b> CLASS@SHATEC, Orchard 1 Orchard Spring Ln, Level 5, Tourism Court, Singapore 247729</p>	Intake	Course Date	Exam Date	1	07, 08 Jan 2025	21 Jan 2025	S\$ 959.20 incl. GST
Intake	Course Date	Exam Date								
1	07, 08 Jan 2025	21 Jan 2025								

For the latest course updates and online registration, please visit <https://class.shatec.sg> or contact us at [cet@shatec.sg](mailto:cet@shatec.sg)

## CLASS @SHATEC

(College for Lifelong Aspirations and Skills)

### PROFESSIONAL DEVELOPMENT PROGRAMME CALENDAR

(Information is updated as of 19 November 2024 and subjected to changes)

SIP & SAVOUR										
Courses	Content	Duration	Training Schedule	Course Fee Per Pax						
<a href="#">WSET Level 1 Award in Sake</a>  <b>Who should attend the course:</b> New entrants to the industry and/or sake enthusiasts	<ul style="list-style-type: none"> <li>The basic principles of sake production</li> <li>The main types and styles of sake</li> <li>How to serve sake</li> <li>Factors affecting the flavour of sake</li> <li>How to describe sake using the WSET Level 1 Systematic Approach to Tasting Sake® (SAT)</li> </ul>	8 Hours	Session: 1 full day (9am – 5pm) + Closed-book exam (5.15pm – 6pm) <table border="1" data-bbox="1317 544 1693 655"> <thead> <tr> <th>Intake</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>15 Feb 2025</td> </tr> <tr> <td>2</td> <td>08 Mar 2025</td> </tr> </tbody> </table> <i>Registration closes 3 weeks before course commencement.</i>  Venue: CLASS@SHATEC, Orchard 1 Orchard Spring Ln, Level 5, Tourism Court, Singapore 247729	Intake	Date	1	15 Feb 2025	2	08 Mar 2025	S\$ 545.00 incl. GST
Intake	Date									
1	15 Feb 2025									
2	08 Mar 2025									

For the latest course updates and online registration, please visit <https://class.shatec.sg> or contact us at [cet@shatec.sg](mailto:cet@shatec.sg)

## CLASS @SHATEC

(College for Lifelong Aspirations and Skills)

### PROFESSIONAL DEVELOPMENT PROGRAMME CALENDAR

(Information is updated as of 19 November 2024 and subjected to changes)

SIP & SAVOUR											
Courses	Content	Duration	Training Schedule		Course Fee Per Pax						
<p><a href="#">WSET Level 3 Award in Sake</a></p> <p><b>Who should attend the course:</b> Industry professionals and/or sake enthusiasts</p>	<ul style="list-style-type: none"> <li>The main techniques that are used in the production of sake and how they influence style and quality</li> <li>The principal and specialty categories of sake</li> <li>The sake industry and the commercial importance of sake in the Japanese and export markets</li> <li>The principles behind the storage, selection and service of sake</li> <li>How to taste sake, and evaluate quality, identify and price, using the WSET Level 3 Systematic Approach to Tasting Sake (SAT)</li> </ul>	35 Hours	<p><u>Sessions:</u> 5 full days (Day 1 to 4: 9am – 6pm Closed-book exam (9.30am – 12.30pm)</p> <table border="1"> <thead> <tr> <th>Intake</th> <th>Course Date</th> <th>Exam Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>15, 22, 29 Mar &amp; 5 Apr 2025</td> <td>12 Apr 2025</td> </tr> </tbody> </table> <p><i>Registration closes 3 weeks before course commencement.</i></p> <p><u>Venue:</u> CLASS@SHATEC, Orchard 1 Orchard Spring Ln, Level 5, Tourism Court, Singapore 247729</p>		Intake	Course Date	Exam Date	1	15, 22, 29 Mar & 5 Apr 2025	12 Apr 2025	S\$ 2,158.20 incl. GST
Intake	Course Date	Exam Date									
1	15, 22, 29 Mar & 5 Apr 2025	12 Apr 2025									

For the latest course updates and online registration, please visit <https://class.shatec.sg> or contact us at [cet@shatec.sg](mailto:cet@shatec.sg)



## CLASS @SHATEC

(College for Lifelong Aspirations and Skills)

### PROFESSIONAL DEVELOPMENT PROGRAMME CALENDAR

(Information is updated as of 19 November 2024 and subjected to changes)

Part-Time Certification (Hotel & Accommodation)								
Courses	Content	Duration	Training Schedule	Course Fee Per Pax				
<a href="#">WSQ Certificate in Hotel and Accommodation Services</a> <a href="#">(Part-time)</a>	<p>This course covers the theoretical foundation of the Rooms Division, Food and Beverage Operations and Management, and general management and supervisory functions. Participants who successfully complete the Certificate will be able to progress to the WSQ Higher Certificate in Hotel and Accommodation.</p> <p>Upon completion of the diploma course, learners who are new to the hotel industry will be equipped with the skills and knowledge to perform entry-level and junior supervisory job functions in the Rooms and F&amp;B division.</p> <p>Those with relevant industry experience will be trained to perform supervisory and entry-level managerial job functions in the Rooms and F&amp;B division.</p>	6 months	<p><u>Sessions:</u> TBA</p> <table border="1"> <thead> <tr> <th>Intake</th> <th>Course Start Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>TBA</td> </tr> </tbody> </table>	Intake	Course Start Date	1	TBA	<p>International Learners: S\$ 3,203.94 incl. GST</p> <p>Full Fee for Singaporeans: S\$ 2,625.01 incl. GST</p> <p><sup>1b, 2, 4, 5, 7</sup> Nett Course Fee Payable after SSG Grant, incl. GST (Singaporeans/PRs/Long Term Visit Pass Plus Holders ≥ 21 years old): S\$ 835.81</p> <p><sup>3, 7</sup> Nett Course Fee Payable after MES Grant, incl. GST (Singaporeans ≥ 40 years old): S\$ 324.61</p> <p><sup>6, 7</sup> Nett Course Fee Payable for SMEs, incl. GST: S\$ 324.61</p> <p><sup>6</sup> <u>Absentee Payroll</u> Absentee Payroll rate at S\$ 4.50 per hour, capped at S\$ 100,000 per enterprise per calendar year</p>
			Intake	Course Start Date				
1	TBA							
<p><u>Venue:</u> 21 Bukit Batok Street 22 Singapore 659589</p> <p>OR</p> <p>CLASS@SHATEC, Orchard 1 Orchard Spring Ln, Level 5, Tourism Court, Singapore 247729</p>								

For the latest course updates and online registration, please visit <https://class.shatec.sg> or contact us at [cet@shatec.sg](mailto:cet@shatec.sg)

## CLASS @SHATEC

(College for Lifelong Aspirations and Skills)

### PROFESSIONAL DEVELOPMENT PROGRAMME CALENDAR

(Information is updated as of 19 November 2024 and subjected to changes)

Part-Time Certification (Hotel & Accommodation)										
Courses	Content	Duration	Training Schedule	Course Fee Per Pax						
<a href="#">WSQ Higher Certificate in Hotel and Accommodation Services (Part-time)</a>	<p>This course covers the theoretical foundation of the Rooms Division, Food and Beverage Operations and Management, and general management and supervisory functions.</p> <p>Participants who successfully complete the Higher Certificate will be able to progress to the WSQ Advanced Certificate in Hotel and Accommodation.</p> <p>Upon completion of the diploma course, learners who are new to the hotel industry will be equipped with the skills and knowledge to perform entry-level and junior supervisory job functions in the Rooms and F&amp;B division.</p>	3 to 8 Months	<p>Sessions: Every Thursday 9am to 6pm</p> <table border="1"> <thead> <tr> <th>Intake</th> <th>Course Start Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>13 Mar 2025</td> </tr> <tr> <td>2</td> <td>7 Aug 2025</td> </tr> </tbody> </table> <p>Venue: 21 Bukit Batok Street 22 Singapore 659589</p> <p>OR</p> <p>CLASS@SHATEC, Orchard 1 Orchard Spring Ln, Level 5, Tourism Court, Singapore 247729</p>	Intake	Course Start Date	1	13 Mar 2025	2	7 Aug 2025	<p>International Learners: S\$ 4,972.80 incl. GST</p> <p>Full Fee for Singaporeans: S\$ 4047.32 incl. GST</p> <p><sup>1b, 2, 5, 7</sup> Nett Course Fee Payable after SSG Grant, incl. GST (Singaporeans/PRs/Long Term Visit Pass Plus Holders ≥ 21 years old): S\$ 1297.28</p> <p><sup>3, 7</sup> Nett Course Fee Payable after MES Grant, incl. GST (Singaporeans ≥ 40 years old): S\$ 503.84</p> <p><sup>6, 7</sup> Nett Course Fee Payable for SMEs, incl. GST: S\$ 503.84</p> <p><sup>6</sup> Absentee Payroll Absentee Payroll rate at S\$ 4.50 per hour, capped at S\$ 100,000 per enterprise per calendar year</p>
Intake	Course Start Date									
1	13 Mar 2025									
2	7 Aug 2025									

For the latest course updates and online registration, please visit <https://class.shatec.sg> or contact us at [cet@shatec.sg](mailto:cet@shatec.sg)

## CLASS @SHATEC

(College for Lifelong Aspirations and Skills)

### PROFESSIONAL DEVELOPMENT PROGRAMME CALENDAR

(Information is updated as of 19 November 2024 and subjected to changes)

Part-Time Certification (Hotel & Accommodation)												
Courses	Content	Duration	Training Schedule	Course Fee Per Pax								
<a href="#">WSQ Diploma in Hotel and Accommodation Services</a> <i>(Part-time)</i>	<p>This course covers the theoretical foundation of the Rooms Division, Food and Beverage Operations and Management, and general management and supervisory functions.</p> <p>Upon completion of the diploma course, learners who are new to the hotel industry will be equipped with the skills and knowledge to perform entry-level and junior supervisory job functions in the Rooms and F&amp;B division.</p> <p>Those with relevant industry experience will be trained to perform supervisory and entry-level managerial job functions in the Rooms and F&amp;B division</p>	11 Months	<p>Sessions: Every Wednesday 9am to 6pm</p> <table border="1"> <thead> <tr> <th>Intake</th> <th>Course Start Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>15 Jan 2025</td> </tr> <tr> <td>2</td> <td>7 May 2025</td> </tr> <tr> <td>3</td> <td>30 Jul 2025</td> </tr> </tbody> </table> <p>Venue: 21 Bukit Batok Street 22 Singapore 659589</p> <p>OR</p> <p>CLASS@SHATEC, Orchard 1 Orchard Spring Ln, Level 5, Tourism Court, Singapore 247729</p>	Intake	Course Start Date	1	15 Jan 2025	2	7 May 2025	3	30 Jul 2025	<p>International Learners: S\$ 8,373.38 incl. GST</p> <p>Full Fee for Singaporeans: S\$ 6,860.36 incl. GST</p> <p><sup>1b, 2, 5, 7</sup> Nett Course Fee Payable after SSG Grant, incl. GST (Singaporeans/PRs/Long Term Visit Pass Plus Holders ≥ 21 years old): S\$ 2,184.36</p> <p><sup>3, 7</sup> Nett Course Fee Payable after MES Grant, incl. GST (Singaporeans ≥ 40 years old): S\$ 848.36</p> <p><sup>6, 7</sup> Nett Course Fee Payable for SMEs, incl. GST: S\$ 848.36</p> <p><sup>6</sup> Absentee Payroll Absentee Payroll rate at S\$ 4.50 per hour, capped at S\$ 100,000 per enterprise per calendar year</p>
Intake	Course Start Date											
1	15 Jan 2025											
2	7 May 2025											
3	30 Jul 2025											

For the latest course updates and online registration, please visit <https://class.shatec.sg> or contact us at [cet@shatec.sg](mailto:cet@shatec.sg)

## CLASS @SHATEC

(College for Lifelong Aspirations and Skills)

### PROFESSIONAL DEVELOPMENT PROGRAMME CALENDAR

(Information is updated as of 19 November 2024 and subjected to changes)

Part-Time Certification (MICE)												
Courses	Content	Duration	Training Schedule	Course Fee Per Pax								
<a href="#">WSQ Diploma in Tourism (Event Management and Operation) (Part-time)</a>	<p>This comprehensive programme focuses on developing the strong fundamental knowledge and skills required of a MICE event planner.</p> <p>From planning event logistics to designing and setting up a hybrid or virtual events, learners will prove competent for the exciting and fast-paced environment of the MICE sector.</p>	8 to 10 Months	<p>Sessions: Every Wednesday 9am to 6pm</p> <table border="1"> <thead> <tr> <th>Intake</th> <th>Course Start Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>15 Jan 2025</td> </tr> <tr> <td>2</td> <td>2 Apr 2025</td> </tr> <tr> <td>3</td> <td>25 Jun 2025</td> </tr> </tbody> </table> <p>Venue: 21 Bukit Batok Street 22 Singapore 659589</p> <p>OR</p> <p>CLASS@SHATEC, Orchard 1 Orchard Spring Ln, Level 5, Tourism Court, Singapore 247729</p>	Intake	Course Start Date	1	15 Jan 2025	2	2 Apr 2025	3	25 Jun 2025	<p>International Learners: S\$ 7,245.23 incl. GST</p> <p>Full Fee for Singaporeans: S\$ 5396.06 incl. GST</p> <p><sup>1b, 2, 4, 5, 7</sup> Nett Course Fee Payable after SSG Grant, incl. GST (Singaporeans/PRs/Long Term Visit Pass Plus Holders ≥ 21 years old): S\$ 1890.06</p> <p><sup>3, 7</sup> Nett Course Fee Payable after MES Grant, incl. GST (Singaporeans ≥ 40 years old): S\$ 734.06</p> <p><sup>6, 7</sup> Nett Course Fee Payable for SMEs, incl. GST: S\$ 734.06</p> <p><sup>6</sup> Absentee Payroll Absentee Payroll rate at S\$ 4.50 per hour, capped at S\$ 100,000 per enterprise per calendar year</p>
Intake	Course Start Date											
1	15 Jan 2025											
2	2 Apr 2025											
3	25 Jun 2025											

For the latest course updates and online registration, please visit <https://class.shatec.sg> or contact us at [cet@shatec.sg](mailto:cet@shatec.sg)

## CLASS @SHATEC

(College for Lifelong Aspirations and Skills)

### PROFESSIONAL DEVELOPMENT PROGRAMME CALENDAR

(Information is updated as of 19 November 2024 and subjected to changes)

Part-Time Certification (Culinary)								
Courses	Content	Duration	Training Schedule	Course Fee Per Pax				
<a href="#">WSQ Certificate in Food Services (Culinary Arts) (Part-time)</a>	<p>The WSQ Certificate in Food Services (Culinary Arts) helps learners build capabilities in essential traditional culinary skills for a strong foundation to take on a variety of general job functions in Food Services at entry level.</p> <p>In addition to technical competencies, the course includes transferable soft skills which will help learners stay competitive and job-ready.</p>	6 Months	<p>Sessions: TBA</p> <table border="1"> <thead> <tr> <th>Intake</th> <th>Course Start Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>TBA</td> </tr> </tbody> </table> <p>Venue: 21 Bukit Batok Street 22 Singapore 659589</p> <p>OR</p> <p>CLASS@SHATEC, Orchard 1 Orchard Spring Ln, Level 5, Tourism Court, Singapore 247729</p>	Intake	Course Start Date	1	TBA	<p>International Learners: S\$ 4,607.36 incl. GST</p> <p>Full Fee for Singaporeans: S\$ 3,774.87 incl. GST</p> <p><sup>1b, 2, 4, 5, 7</sup> Nett Course Fee Payable after SSG Grant, incl. GST (Singaporeans/PRs/Long Term Visit Pass Plus Holders ≥ 21 years old): S\$ 1980.31</p> <p><sup>3, 7</sup> Nett Course Fee Payable after MES Grant, incl. GST (Singaporeans ≥ 40 years old): S\$ 466.80</p> <p><sup>6, 7</sup> Nett Course Fee Payable for SMEs, incl. GST: S\$ 466.80</p> <p><sup>6</sup> <u>Absentee Payroll</u> Absentee Payroll rate at S\$ 4.50 per hour, capped at S\$ 100,000 per enterprise per calendar year</p>
Intake	Course Start Date							
1	TBA							

For the latest course updates and online registration, please visit <https://class.shatec.sg> or contact us at [cet@shatec.sg](mailto:cet@shatec.sg)

## CLASS @SHATEC

(College for Lifelong Aspirations and Skills)

### PROFESSIONAL DEVELOPMENT PROGRAMME CALENDAR

(Information is updated as of 19 November 2024 and subjected to changes)

Part-Time Certification (Culinary)														
Courses	Content	Duration	Training Schedule	Course Fee Per Pax										
<a href="#">WSQ Higher Certificate in Food Services (Culinary Arts)</a> <a href="#">(Part-time)</a>	<p>The WSQ Higher Certificate in Food Services (Culinary Arts) helps learners build capabilities in essential traditional culinary skills for a strong foundation to take on a variety of general job functions in Food Services at entry level. The course also included transferable soft skills which will help learners stay competitive and job-ready.</p> <p>The course structure offers flexibility to cater to different targeted profiles of learners where fresh entrants with limited knowledge and skills are able to develop foundational skills at Certificate level before progressing to more intermediate skills at Higher Certificate level.</p>	6 Months	<p>Sessions: Every Saturday 9am to 6pm</p> <table border="1"> <thead> <tr> <th>Intake</th> <th>Course Start Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>15 Feb 2025</td> </tr> <tr> <td>2</td> <td>19 Apr 2025</td> </tr> <tr> <td>3</td> <td>16 Aug 2025</td> </tr> <tr> <td>4</td> <td>25 Oct 2025</td> </tr> </tbody> </table> <p>Venue: 21 Bukit Batok Street 22 Singapore 659589</p> <p>OR</p> <p>CLASS@SHATEC, Orchard 1 Orchard Spring Ln, Level 5, Tourism Court, Singapore 247729</p>	Intake	Course Start Date	1	15 Feb 2025	2	19 Apr 2025	3	16 Aug 2025	4	25 Oct 2025	<p>International Learners: S\$ 4,341.12 incl. GST</p> <p>Full Fee for Singaporeans: S\$ 3556.71 incl. GST</p> <p><sup>1b, 2, 4, 5, 7</sup> Nett Course Fee Payable after SSG Grant, incl. GST (Singaporeans/PRs/Long Term Visit Pass Plus Holders ≥ 21 years old): S\$ 1132.47</p> <p><sup>3, 7</sup> Nett Course Fee Payable after MES Grant, incl. GST (Singaporeans ≥ 40 years old): S\$ 439.83</p> <p><sup>6, 7</sup> Nett Course Fee Payable for SMEs, incl. GST: S\$ 439.83</p> <p><sup>6</sup> <u>Absentee Payroll</u> Absentee Payroll rate at S\$ 4.50 per hour, capped at S\$ 100,000 per enterprise per calendar year</p>
Intake	Course Start Date													
1	15 Feb 2025													
2	19 Apr 2025													
3	16 Aug 2025													
4	25 Oct 2025													

For the latest course updates and online registration, please visit <https://class.shatec.sg> or contact us at [cet@shatec.sg](mailto:cet@shatec.sg)

## CLASS @SHATEC

(College for Lifelong Aspirations and Skills)

### PROFESSIONAL DEVELOPMENT PROGRAMME CALENDAR

(Information is updated as of 19 November 2024 and subjected to changes)

Part-Time Certification (Culinary)										
Courses	Content	Duration	Training Schedule	Course Fee Per Pax						
<a href="#">WSQ Diploma in Food Services (Culinary Arts)</a> <i>(Part-time)</i>	The WSQ Diploma in Food Services (Culinary Arts) addresses the needs and demands of employers to help Food Services companies improve manpower capabilities, in keeping pace with wider industry trends to stay competitive. It is aligned to the career progression pathway under the Culinary Arts functional track, preparing learners for job roles from Kitchen Assistant to Executive Chef.	9 Months	Sessions: Every Thursday 9am to 6pm  <table border="1"> <thead> <tr> <th>Intake</th> <th>Course Start Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>13 Mar 2025</td> </tr> <tr> <td>2</td> <td>21 Aug 2025</td> </tr> </tbody> </table> Venue: 21 Bukit Batok Street 22 Singapore 659589  OR  CLASS@SHATEC, Orchard 1 Orchard Spring Ln, Level 5, Tourism Court, Singapore 247729	Intake	Course Start Date	1	13 Mar 2025	2	21 Aug 2025	International Learners: S\$ 7,591.20 incl. GST  Full Fee for Singaporeans: S\$ 6,219.51 incl. GST  <sup>1b, 2, 4, 5, 7</sup> Nett Course Fee Payable after SSG Grant, incl. GST (Singaporeans/PRs/Long Term Visit Pass Plus Holders ≥ 21 years old): S\$ 1980.31  <sup>3, 7</sup> Nett Course Fee Payable after MES Grant, incl. GST (Singaporeans ≥ 40 years old): S\$ 769.11  <sup>6, 7</sup> Nett Course Fee Payable for SMEs, incl. GST: S\$ 769.11  <sup>6</sup> <u>Absentee Payroll</u> Absentee Payroll rate at S\$ 4.50 per hour, capped at S\$ 100,000 per enterprise per calendar year
Intake	Course Start Date									
1	13 Mar 2025									
2	21 Aug 2025									

For the latest course updates and online registration, please visit <https://class.shatec.sg> or contact us at [cet@shatec.sg](mailto:cet@shatec.sg)

## CLASS @SHATEC

(College for Lifelong Aspirations and Skills)

### PROFESSIONAL DEVELOPMENT PROGRAMME CALENDAR

(Information is updated as of 19 November 2024 and subjected to changes)

Part-Time Certification (Pastry & Baking)								
Courses	Content	Duration	Training Schedule	Course Fee Per Pax				
<a href="#">WSQ Certificate in Food Services (Pastry and Baking)</a> <a href="#">(Part-time)</a>	<p>The WSQ Certificate in Food Services (Pastry and Baking) helps learners build capabilities in essential traditional pastry and baking skills for a strong foundation to take on a variety of general job functions in Food Services at entry level. The transferable/soft skill in customer service excellence will help them stay competitive and job-ready.</p> <p>There is also option for fresh entrants in the Food Services sector to upgrade themselves in higher qualifications when their jobs call for higher level of responsibilities or when they seek further career aspirations.</p>	6 Months	<p>Sessions: TBA</p> <table border="1"> <thead> <tr> <th>Intake</th> <th>Course Start Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>TBA</td> </tr> </tbody> </table> <p>Venue: 21 Bukit Batok Street 22 Singapore 659589</p> <p>OR</p> <p>CLASS@SHATEC, Orchard 1 Orchard Spring Ln, Level 5, Tourism Court, Singapore 247729</p>	Intake	Course Start Date	1	TBA	<p>International Learners: S\$ 4,607.36 incl. GST</p> <p>Full Fee for Singaporeans: S\$ 3774.84 incl. GST</p> <p><sup>1b, 2, 4, 5, 7</sup> Nett Course Fee Payable after SSG Grant, incl. GST (Singaporeans/PRs/Long Term Visit Pass Plus Holders ≥ 21 years old): S\$ 1201.92</p> <p><sup>3, 7</sup> Nett Course Fee Payable after MES Grant, incl. GST (Singaporeans ≥ 40 years old): S\$ 466.80</p> <p><sup>6, 7</sup> Nett Course Fee Payable for SMEs, incl. GST: S\$ 466.80</p> <p><sup>6</sup> <u>Absentee Payroll</u> Absentee Payroll rate at S\$ 4.50 per hour, capped at S\$ 100,000 per enterprise per calendar year</p>
Intake	Course Start Date							
1	TBA							

For the latest course updates and online registration, please visit <https://class.shatec.sg> or contact us at [cet@shatec.sg](mailto:cet@shatec.sg)



## CLASS @SHATEC

(College for Lifelong Aspirations and Skills)

### PROFESSIONAL DEVELOPMENT PROGRAMME CALENDAR

(Information is updated as of 19 November 2024 and subjected to changes)

Part-Time Certification (Pastry & Baking)														
Courses	Content	Duration	Training Schedule	Course Fee Per Pax										
<a href="#">WSQ Higher Certificate in Food Services (Pastry Focus) (Part-Time)</a>	<p>The WSQ Higher Certificate in Food Services helps learners build capabilities in essential traditional pastry and baking skills for a strong foundation to take on a variety of general job functions in Food Services at entry level. The course also included transferable soft skills which will help learners stay competitive and job-ready.</p> <p>The course structure offers flexibility to cater to different targeted profiles of learners where fresh entrants with limited knowledge and skills are able to develop foundational skills at Certificate level before progressing to more intermediate skills at Higher Certificate level.</p>	6 Months	<p>Sessions: Every Saturday 9am to 6pm</p> <table border="1"> <thead> <tr> <th>Intake</th> <th>Course Start Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>15 Feb 2025</td> </tr> <tr> <td>2</td> <td>3 May 2025</td> </tr> <tr> <td>3</td> <td>2 Aug 2025</td> </tr> <tr> <td>4</td> <td>1 Nov 2025</td> </tr> </tbody> </table> <p>Venue: 21 Bukit Batok Street 22 Singapore 659589</p> <p>OR</p> <p>CLASS@SHATEC, Orchard 1 Orchard Spring Ln, Level 5, Tourism Court, Singapore 247729</p>	Intake	Course Start Date	1	15 Feb 2025	2	3 May 2025	3	2 Aug 2025	4	1 Nov 2025	<p>International Learners: S\$ 4,341.12 incl. GST</p> <p>Full Fee for Singaporeans: S\$ 3556.71 incl. GST</p> <p><sup>1b, 2, 4, 5, 7</sup> Nett Course Fee Payable after SSG Grant, incl. GST (Singaporeans/PRs/Long Term Visit Pass Plus Holders ≥ 21 years old): S\$ 1132.47</p> <p><sup>3, 7</sup> Nett Course Fee Payable after MES Grant, incl. GST (Singaporeans ≥ 40 years old): S\$ 439.83</p> <p><sup>6, 7</sup> Nett Course Fee Payable for SMEs, incl. GST: S\$ 439.83</p> <p><sup>6</sup> <u>Absentee Payroll</u> Absentee Payroll rate at S\$ 4.50 per hour, capped at S\$ 100,000 per enterprise per calendar year</p>
Intake	Course Start Date													
1	15 Feb 2025													
2	3 May 2025													
3	2 Aug 2025													
4	1 Nov 2025													

For the latest course updates and online registration, please visit <https://class.shatec.sg> or contact us at [cet@shatec.sg](mailto:cet@shatec.sg)

## CLASS @SHATEC

(College for Lifelong Aspirations and Skills)

### PROFESSIONAL DEVELOPMENT PROGRAMME CALENDAR

(Information is updated as of 19 November 2024 and subjected to changes)

Part-Time Certification (Pastry & Baking)								
Courses	Content	Duration	Training Schedule	Course Fee Per Pax				
<a href="#">WSQ Diploma in Food Services (Pastry and Baking)</a> <a href="#">(Part-time)</a>	The WSQ Diploma in Food Services (Pastry and Baking) addresses the needs and demands of employers to help Food Services companies improve manpower capabilities, in keeping pace with wider industry trends to stay competitive. As an integrated programme, it is a complete training pathway from the WSQ Certificate level to Diploma level, aligned to career progression pathway under the Culinary Arts functional track, preparing learners for job roles from Pastry Cook to Executive Pastry Chef.	9 Months	Sessions: Every Thursday 9am to 6pm  <table border="1"> <thead> <tr> <th>Intake</th> <th>Course Start Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>TBA</td> </tr> </tbody> </table> Venue: 21 Bukit Batok Street 22 Singapore 659589  OR  CLASS@SHATEC, Orchard 1 Orchard Spring Ln, Level 5, Tourism Court, Singapore 247729	Intake	Course Start Date	1	TBA	International Learners: S\$ 7,591.20 incl. GST  Full Fee for Singaporeans: S\$ 6219.51 incl. GST  <sup>1b, 2, 4, 5, 7</sup> Nett Course Fee Payable after SSG Grant, incl. GST (Singaporeans/PRs/Long Term Visit Pass Plus Holders ≥ 21 years old): S\$ 1980.31  <sup>3, 7</sup> Nett Course Fee Payable after MES Grant, incl. GST (Singaporeans ≥ 40 years old): S\$ 769.11  <sup>6, 7</sup> Nett Course Fee Payable for SMEs, incl. GST: S\$ 769.11  <sup>6</sup> <u>Absentee Payroll</u> Absentee Payroll rate at S\$ 4.50 per hour, capped at S\$ 100,000 per enterprise per calendar year
Intake	Course Start Date							
1	TBA							

For the latest course updates and online registration, please visit <https://class.shatec.sg> or contact us at [cet@shatec.sg](mailto:cet@shatec.sg)

## CLASS @SHATEC

(College for Lifelong Aspirations and Skills)

## PROFESSIONAL DEVELOPMENT PROGRAMME CALENDAR

(Information is updated as of 19 November 2024 and subjected to changes)

**Customised Training and Consultancy Services are available too!**

**Please contact our friendly course consultants for more information.**

### CONTACT US

#### CLASS@SHATEC

(College for Lifelong Aspirations and Skills)

WhatsApp: +65 8960 1380

Tel : +65 6415 3534 / 533

Email : [cet@shatec.sg](mailto:cet@shatec.sg)

### LOCATE US

#### SHATEC ORCHARD

1 Orchard Spring Ln, Level 5, Tourism Court,  
Singapore 247729

Office Hours: 9.00am to 5.30pm

Monday to Friday (excluding Public Holidays)

<sup>10</sup>Singaporeans and Singapore PRs, aged 21 and above, will be eligible for up to 50% SSG funding. Funding is subjected to SSG's prevailing corporate policies and final approval.

<sup>11</sup>Singaporeans and Singapore PRs, aged 21 and above, will be eligible for up to 70% SSG funding. Funding is subjected to SSG's prevailing corporate policies and final approval.

<sup>2</sup>Singaporeans may also utilize available funds within their Post-Secondary Education Account (PSEA) or SkillsFuture Credits (where applicable) to offset total net course fee payable. 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.

<sup>3</sup>The SkillsFuture MES is for Singaporeans aged 40 years old and above.

<sup>4</sup>NTUC members enjoy 50% unfunded course fee support for up to \$250 each year (or up to \$500 for NTUC members aged 40 years old and above) when you sign up for courses supported under UTAP (Union Training Assistance Programme). Please visit e2i's at <https://e2i.com.sg/individuals/employability/union-training-assistance-programme-utap/> to find out more.

<sup>5</sup>Training support will be extended to Long Term Visit Pass Plus (LTVP+) Holders with effect from 1 October 2021. The LTVP+ scheme applies to lawful foreign spouses of Singapore Citizens (SCs) with (i) at least one SC child or are expecting one from the marriage, or at least three years of marriage, and (ii) where the SC sponsor is able to support the family. LTVP+ holders will be identified with their green visit pass cards, with the word 'PLUS' on the back of the card.

<sup>6</sup>SME companies are required to log-in to Enterprise Portal for Jobs and Skills to update their SME status if they have not done so. All companies will be notified to log in to the portal to declare monthly salary and hours worked per week in order to receive Absentee Payroll.

<sup>7</sup>Companies and individuals are liable for the full course fee in the event that the SSG funding and subsidy are not approved.

<sup>8</sup>Class commencement is subjected to minimum class size met. Public holidays are excluded, where applicable

<sup>9</sup>Eligible companies can offset the additional out-of-pocket expenses with the SkillsFuture Enterprise Credit (SFEC). Please refer to <https://www.enterprisejobskills.gov.sg/content/upgrade-skills/sfec.html> for more information.

For the latest course updates and online registration, please visit <https://class.shatec.sg> or contact us at [cet@shatec.sg](mailto:cet@shatec.sg)