

Circular No.: SCA/683/0218/WX  
*SCAL Academy Seminar*

## **Key Features of the Employment Act**

**Organised by**



**SCAL ACADEMY**

**28 February 2018 (Wednesday) 1.00pm to 5.00pm**

### **INTRODUCTION**

The Employment Act is the key legislature governing employment contracts in Singapore. It stipulates the basic terms and conditions of employment that organisations must abide by. It is essential for any anyone who have to operate the Employment Act in the workplace to have an understanding of its key features and application.

### **OBJECTIVE**

In this half-day seminar, on the key salients features of the Employment Act. Participants will be able to have understanding of the key provisions of the Employment Act that companies and businesses have to follow. At the end of the seminar, participants will be able to answer some typical questions such as:

This half-day course will cover:

- ❖ Who does the Employment Act covers
- ❖ Terms in the Contract of Service
- ❖ Matters Regarding Salary
- ❖ Benefits accrued under the Employment Act

Upon finishing the course, participants should be able to understand:

- ❖ the coverage of the Employment Act
- ❖ the legality of clauses in employment contracts,
- ❖ the benefits that are obligatory and those that are discretionary,

### **COURSE OUTLINE**

Session 1-1 : The definition of “Managers”, “Workmen” and “Non Workmen”

Session 1-2 : Salaries, payment period and Benefits,

### **WHO SHOULD ATTEND**

Managers, non- HR practitioners such as executives, line managers and supervisors with staff responsibility, and other operational / administrative staff who wish to know the application of the regulatory requirements.

## ABOUT THE TRAINER

### **Richard Thai**

*MBA(NUS), B.Sc.(hons), PGDE, MSCS*

Richard Thai is a Principal Consultant from Allegro Consulting Pte Ltd. He has worked on projects with companies like Fudo Construction Co. Ltd, Kusan Construction Co. Ltd, Samsung Engineering and Construction Co. Ltd, McConnell Dowell South East Asia Pte Ltd. Projects experience include ground improvements to MRT projects to building projects.

Richard Thai had over 24 years of experience regarding HR matters. He has run companies in the Construction, Manpower service industries. He has been consulted over HR matters with companies from the Construction, M&E, Oil and Gas, Marine, Manufacturing and Hospitality industries He has conducted many seminars and workshops on labour laws and practices for institutes like the Republic Polytechnic, SUSS and companies. He has been described by many as a motivating and entertaining speaker with the unique ability to engage a wide audience.

He graduated from the National University of Singapore with BSc (Hons) and Master in Business Administration and has Post Graduate Diploma in Education from the Institute of Education (NIE). Currently he is teaching in the institutions like the Republic Polytechnic, SUSS and various business schools. He has designed many courses in areas like Human Resource, IT, operations process, costing, marketing, sales, service management, phonics, team management.

### Seminar Details

Date: **28 February 2018, Wednesday**

Time: **1.00pm – 5.00pm**

Venue: The Singapore Contractors Association Ltd  
Construction House, 1 Bukit Merah Lane 2  
Singapore 159760

Fee: \$150 SCAL / SLOTS Members  
\$160 CIJC Members  
\$180 Non-Members  
(\*inclusive of 7% GST)

# Registration Form

Please fill in print or type clearly on form below, & return your completed form details with payment to  
(Form may be copied for additional participants)



SCAL Academy  
150 Neil Road  
Singapore 088879



Fax: 6793 4401



Tel: 6793 9020



[weixuan@scal.com.sg](mailto:weixuan@scal.com.sg) /  
[elene@scal.com.sg](mailto:elene@scal.com.sg)

☞ Attn: Ms Tan Wei Xuan / Ms Elene Yeo

## “Key Features of the Employment Act”

Date: **Wednesday, 28 February 2018**

Time: **1.00pm– 5.00pm**

Venue: **The Singapore Contractors Association Ltd @ Construction House, 1 Bukit Merah Lane 2, Singapore 159760**

Please register the following person(s) for the above preview:

Name: \_\_\_\_\_ NRIC/FIN No: \_\_\_\_\_ Designation: \_\_\_\_\_

Name: \_\_\_\_\_ NRIC/FIN No: \_\_\_\_\_ Designation: \_\_\_\_\_

Name of Company: \_\_\_\_\_ Company Reg No (ROC No): \_\_\_\_\_

Address of Company: \_\_\_\_\_ (S) \_\_\_\_\_

Contact Person: \_\_\_\_\_ Tel: (Office) \_\_\_\_\_ (HP) \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Enclosed is a crossed cheque no: \_\_\_\_\_ for S\$ \_\_\_\_\_ (Cheque should be crossed, marked “account payee only”,

made payable to **SCAL Academy Pte Ltd** being registration fee for \_\_\_\_\_ person(s).

Fees per participant (please tick  accordingly):

- |                          |   |               |
|--------------------------|---|---------------|
| <input type="checkbox"/> | SCAL Associate/Ordinary/SLOTS Member                                  | <b>\$ 150</b> |
| <input type="checkbox"/> | CIJC Member: Please circle – (ACES, IES, REDAS, SIA, SIBL, SISV, SPM) | <b>\$ 160</b> |
| <input type="checkbox"/> | None of the Above   | <b>\$ 180</b> |

\*Inclusive of: GST, refreshment & materials

### Agreement & Disclaimers:

By registering for the above preview, I hereby affirm that I understand & abide to the following:

- Seats are limited, registration is on a first-come-first served basis, upon receipt of registration form, unless notified otherwise.
- Walk-in participants will only admitted on the basis of availability & full payment before attending the preview.
- A **Confirmation Letter** will be sent to me via either fax or e-mail. If I do not hear from SCAL Academy 03 days before commencement of preview, I will contact SCAL Academy on Tel: **6793 9020**.
- The full registration fee is payable before **23 February 2018**.
- A notice of replacement / postponement together with the full particulars of the new participant (for replacement) must be given to us at least 3 working days before workshop commencement. A charge of S\$50 (replacement) or S\$100 (postponement) will be imposed on such changes.
- A notice of cancellation must be given at least 3 working days before commencement of the workshop and 50% of workshop fee will be charged / returned. If notice is given less than 3 working days before the first day of the workshop, full fees will be charged and there will be no refund.
- “No-show” will not be given a refund nor credit towards a later program (unless there is a documented medical emergency).
- Trainer, topic & venue are correct at the time of printing. SCAL Academy Pte Ltd reserves the right to substitute speaker, cancel or change the content, venue & timing of the preview for reasons beyond its control.

\_\_\_\_\_  
Name/Authorized Signature/Designation

\_\_\_\_\_  
Company Stamp (if applicable)

\_\_\_\_\_  
Date