

Circular No.: SCA/663/1217/WX

SCAL Academy Workshop

Employment Act (includes recent updates)

Organised by**SCAL ACADEMY****20 December 2017 (Wednesday) 9.00am 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 HR practitioners and anyone who have to operate the Employment Act in the workplace to have an in-depth understanding of its interpretation and application. An up to date knowledge of the law will keep your organisation from infringements. In addition, it will help you make timely advice and quality decision for management.

OBJECTIVE

In this one-day seminar, participants will be able to have good understanding of the various provisions of the Employment Act and its applications in day-to-day dealings at the workplace.

At the end of the seminar, participants will be able to answer some typical questions such as:

This one-day course will cover:

- ❖ Who does the Employment Act covers
- ❖ Key Feature of Employment Act
- ❖ Terms in the Contract of Service
- ❖ Matters Regarding Salary
- ❖ Rest Day, Hours of Works, Holidays & Other Condition of Service
- ❖ Maternity Protection & Benefits

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

- ❖ the coverage of the Employment Act
- ❖ the legality of clauses in employment contracts,
- ❖ the type of leave entitlements that is obligatory and those that is discretionary,
- ❖ the accepted way to calculate salary, and,
- ❖ the obligations and benefits of the employers and employees under the Employment Act.

COURSE OUTLINE

- Session 1-1 : The definition of "Employees" and key features of the Employment Act
- Session 1-2 : Terms to consider in the Contract of Service
- Session 1-3 : Salaries, deductions, limits, payment period, NWC recommendations
- Session 1-4 : Benefits accrued under the Employment Act

WHO SHOULD ATTEND

Managers, HR practitioners and 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 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, SIM University 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.

WORKSHOP DETAILS

Date: **20 December 2017, Wednesday**

Time: **9.00am – 5.00pm**

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

Fee: \$250 SCAL / SLOTS Members
\$270 CIJC Members
\$300 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 /
elene@scal.com.sg

☞ Attn: Ms Tan Wei Xuan / Ms Elene Yeo

“Employment Act (includes recent updates)”

Date: **Wednesday, 20 December 2017**

Time: **9.00am– 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 | \$ 250 |
| <input type="checkbox"/> | CIJC Member: Please circle – (ACES, IES, REDAS, SIA, SIBL, SISV, SPM) | \$ 270 |
| <input type="checkbox"/> | None of the Above | \$ 300 |

**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 **14 December 2017**.
- 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