



Majlis Ugama Islam Singapura
(Islamic Religious Council of Singapore)



CPE GUIDEBOOK 2021

CONTINUING PROFESSIONAL EDUCATION

ASATIZAH RECOGNITION SCHEME

RELEASE V1.0 (MAY 2021)

In This Guide

- 03 **About the Continuing Professional Education (CPE)**
- 04 **About CPE Review**
- 06 **About Asatizah Training Credits**
- 07 **Course Directory**
- 08 **Content Courses**
- 10 **Skill Courses**
- 20 **Contact Us**



Asatizah – Community's Beacon of Hope

Ustaz Dr Nazirudin Mohd Nasir

Mufti of Singapore

Religious leaders play an important role in our society. Today's challenges, from the persistent threat of extremist ideologies and exclusivist beliefs and practices, to the global pandemic and fake news through social media, require religious leaders and asatizah to be more resilient, nimble, multidisciplinary, and resourceful, so that we can continue to provide the appropriate leadership in guiding the Muslim community navigate these challenges.

We want our asatizah to be supported in performing this complex role. To realise this, Muis has taken extra measures to provide necessary training for all asatizah in Singapore. The refreshed Continuing Professional Education (CPE) aims to meet the learning needs of our asatizah, cognisant of their various roles, as well as strengthening their knowledge and skills development. The revised CPE will ensure Integration, Quality, Relevance, and Accessibility (IQRA). This will be implemented in phases and will be evaluated from time to time to ensure that our trainings are up-to-date and relevant.

I call upon our asatizah to be part of a community of lifelong learners. We must live up to our mission of love and passion for learning and upgrading. You are instrumental in shaping the next generation of Muslims – you our beacon of hope for the future. My colleagues and I will continue to support you in this journey in leading our community towards a nation of excellence and a community of success.

ABOUT THE CONTINUING PROFESSIONAL EDUCATION (CPE)

Background

The Continuing Professional Education (CPE) is a training programme started in 2012 by the Asatizah Recognition Board (ARB) to enhance the professionalism and to inculcate a culture of continuous learning and development of asatizah under the Asatizah Recognition Scheme (ARS). An asatizah is required to undergo courses under the CPE programme as a pre-requisite for renewal of ARS accreditation. Muis works closely with partners such as Pergas to offer a wide range of courses covering topics such as religious sciences and other disciplines including courses on contemporary issues as well as skills courses to enable asatizah to confidently play their role in building an inclusive nation.



Continuously enhance Asatizah's knowledge and skills



Keep Asatizah abreast of emerging trends and developments both regionally and internationally as well as part of their impact on the community's socio-religious life



Enable Asatizah to deliver and provide religious guidance relevant and suited for Singapore's context

CPE Panel

A CPE Review was initiated in 2020 to review and refresh the programme. The CPE Panel consisting of ARB members and Muis senior officers was appointed to oversee the development of CPE which includes:

- i. Providing overall direction for the CPE framework including the CPE Review
- ii. Ensuring consistency across all training programs and pathways vis-a-vis the training framework and curriculum
- iii. Reviewing and approving training programmes provided in-house or by external providers

	NAME	ORGANISATIONS
1	Ustaz Dr Mohammad Hannan Hassan	Deputy Mufti (Muis); Chairperson
2	Ustaz Mohd Kamal Mokhtar	ARB Representative
3	Ustaz Dr Mohamed Qusairy Taha	ARB Representative
4	Ustaz Ziyaudeen Ahmad Sirajuddeen	ARB Representative
5	Ustaz Mahmoud Mathlub Sidek	Deputy Director, ARS Office (Muis)
6	Mr Yazid Mohd Ali	Deputy Director, Asatizah Development (Muis)
7	Mdm Azlina Manas	Senior Assistant Director, Sector Workforce Development (Muis)
8	Ustaz Izal Mustafa Kamar	Assistant Director, Religious Policy (Muis)

Requirements

The CPE requirements vary according to the two tiers:



Islamic Teacher

30 CPE credit hours
in three years



Quranic Teacher

15 CPE credit hours
in three years

Exemptions

The following may be exempted from the CPE requirements:

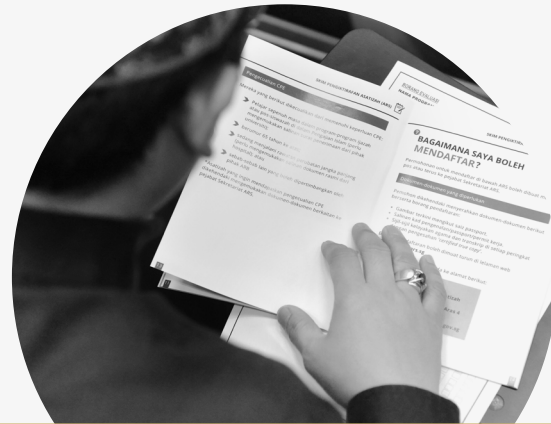
- Full-time students in undergraduate or post-graduate Islamic Studies programmes (required to produce letter of acceptance from university);
- Those aged 65 years and above;
- Those with long-term medical treatment (with official hospital documentation); or
- Any other reason deemed fit by the ARB

Asatizah who wish to seek CPE exemption are required to submit the relevant documents to ARS@muiss.gov.sg. For more information on ARS policies, please click [here](#).

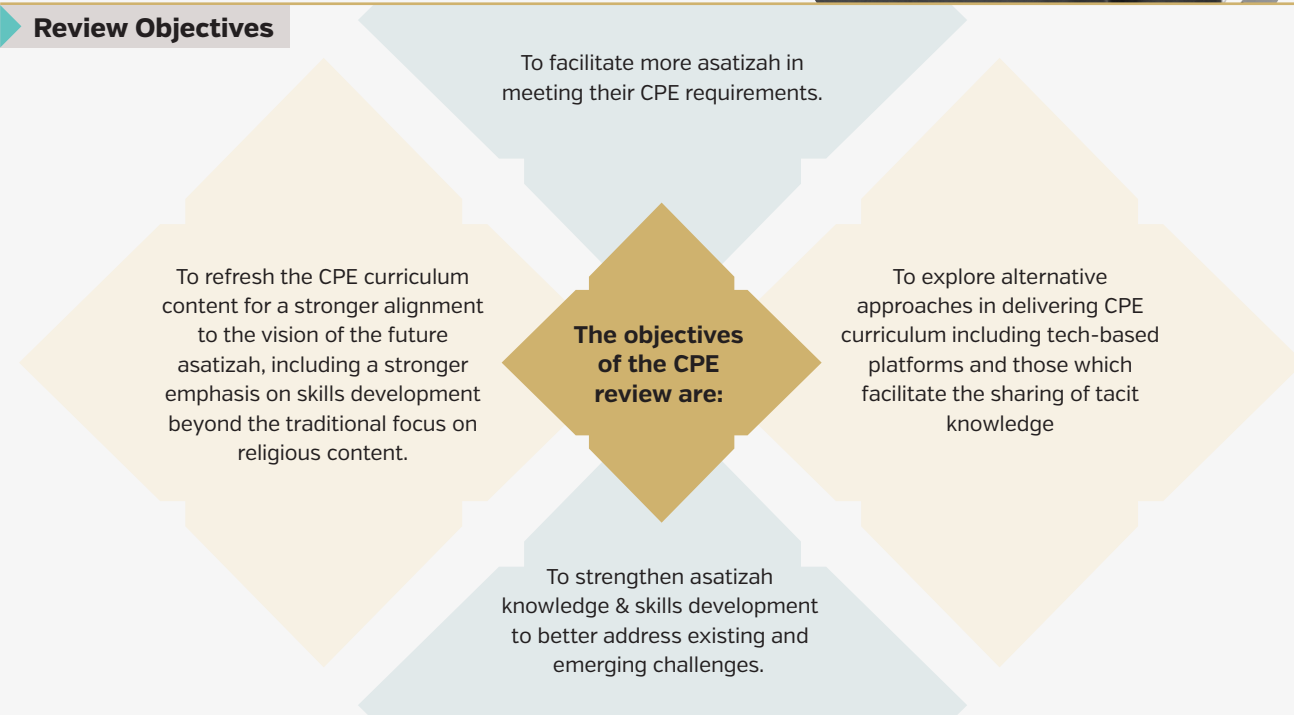
ABOUT CPE REVIEW

Background

Arising from the Committee of Future Asatizah [COFA] recommendations in February 2020, Muis in partnership with the Asatizah Recognition Board initiated a review of the ARS-CPE programme in August 2020 to strengthen asatizah development with a greater emphasis on skills development aligned to the vision of the future asatizah. The review also incorporates the Skills Upgrading Plan as part of the second phase of the Asatizah Workforce Development Plan [AWDP].

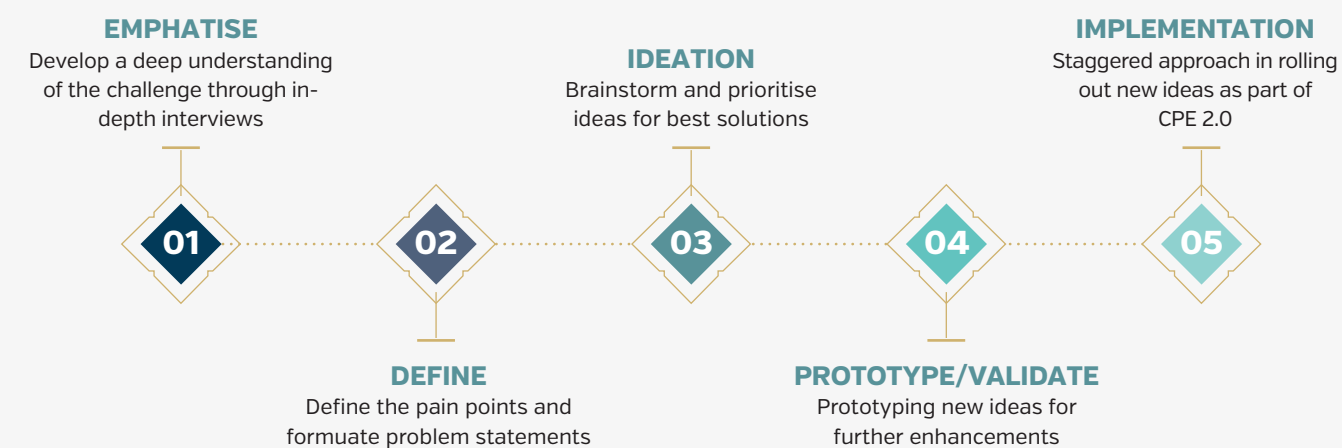


Review Objectives



Review Process

The CPE Panel used a Design Thinking approach to better understand asatizah's perspectives on CPE, generate ideas and co-create solutions. Various stakeholder groups ranging from asatizah doing full-time, part-time and freelance work, employers as well as professionals were engaged for inputs and guidance.



Key Recommendations

Insights gained from these sessions, together with a study of current industry best practices and ideas generated from further engagements with asatizah, form the basis upon which the following recommendations were derived:

- 1 Develop CPE 2.0 Framework Document**
This includes the CPE educational philosophy, learning outcomes, curriculum design, learning modalities and evaluation methods.
- 2 Customise and Enhance CPE Content**
Learning pathways and experiential curriculum will be customised to meet the various needs of asatizah
- 3 Pilot Alternative Learning Methodologies**
Self-paced learning will be introduced and complemented by other methods of teaching and learning, such as On-the-Job Training [OJT] and Communities of Practice [COP]
- 4 Deploy a Structured Evaluation Framework**
Structured evaluation approach to maintain overall programme quality as well as alignment between curriculum, related systems and process with the overall outcomes of CPE.
- 5 Strengthen CPE Administration and Knowledge Management**
This includes the development of an Integrated Learning Management [ILM] system to support the new learning modalities and to improve the learning experience
- 6 Develop Effective CPE Trainers and partners**
This includes the development of trainers and co-development of the customized learning pathways with training partners

These recommendations will be deployed in phases over the next five years beginning in Q4 2021.

CPE 2.0 will be a significant enhancement over the existing CPE Framework in four key areas – Integration, Quality, Relevance and Accessibility [IQRA].

- 1 It offers better **integration** between religious content and skills development.
- 2 The introduction of structured evaluation and the development of trainers and partners will lead to higher **quality**.
- 3 The introduction of customised learning pathways for key asatizah roles will enhance the **relevance** of the CPE programme.
- 4 Lastly the ILM portal and the inclusion of new learning approaches such as blended and self-paced learning increase the overall **accessibility** of the CPE programme.



ABOUT ASATIZAH TRAINING CREDITS [ATC]

Background

The Asatizah Training Credits [ATC] was launched in 2020 to encourage further development among asatizah and complement the national push for upskilling among Singaporeans.

Each ARS asatizah is allocated \$200 worth of credits to offset the cost of CPE courses after the SkillsFuture subsidy. Asatizah can use these credits to enroll in courses under the five recommended skill categories: - Digital Literacy, Digital Marketing, Technology-Enabled Learning & Delivery, Grit & Resilience and Personal Development and Life-long learning. These skills are also found in the Career & Competency Framework [CCF].

The credits expire on 31 December 2021 and the list of courses and dates will be updated quarterly.

List of Eligible Courses

SN	Course Title	Training Provider	Competency
1	Computer Essentials	Mendaki SENSE	Digital Literacy
2	Online Essentials	Mendaki SENSE	Digital Literacy
3	Online Collaboration	Mendaki SENSE	Digital Literacy
4	SkillsFuture for Digital Workplace: Virtual Training (Educator Edition)	Mendaki SENSE	Tech-Enabled Learning De-livery
5	Essentials of Online Facilitation	Republic Polytechnic	Tech-Enabled Learning De-livery
6	Create Graphics Like A Pro for Social Media	Republic Polytechnic	Digital Marketing
7	Basic Video Creation and Editing	Republic Polytechnic	Digital Marketing
8	Social Media Marketing	Ngee Ann Polytechnic	Digital Marketing
9	Foster Team Adaptability	Mendaki SENSE	Grit & Resilience
10	Develop Personal Effectiveness	Mendaki SENSE	Personal Development & Lifelong Learning
11	Project Management - Made Fun & Easy	Republic Polytechnic	Personal Development & Lifelong Learning
12	Design Thinking for Successful Problem Solving	Republic Polytechnic	Personal Development & Lifelong Learning
13	Creativity and Innovation Workshop	Republic Polytechnic	Personal Development & Lifelong Learning
14	Apply Emotional Competence to Manage Self at the Workplace	NTUC LearningHub	Personal Development & Lifelong Learning
15	Communicate and Relate Effectively at the Workplace	NTUC LearningHub	Teamwork & Collaboration
16	Work in a Team	NTUC LearningHub	Teamwork & Collaboration

For more information on Asatizah Training Credits, visit our website at <https://go.gov.sg/atc>.

COURSE DIRECTORY

	Page	Theme/ Competency	Suitability	Duration	CPE hours	Format
CONTENT COURSES						
Social Media & Society	8	Contemporary Issues	All	3 hrs	4	Webinar
Inter-Religious Relations: History, Development and Context	8	Diversity and Plurality	All	2 hrs	2	Webinar
Fatwa in Context	9	Contextual Studies	T1	3 hrs	4	Webinar
Social Needs of a Post Covid Society	9	Social Issues	All	3 hrs	4	Webinar
SKILL COURSES						
Computer Essentials	10	Digital Literacy	All	16 hrs	7	Classroom
Online Essentials	11	Digital Literacy	All	16 hrs	7	Classroom
Online Collaboration	11	Digital Literacy	All	16 hrs	7	Classroom
SkillsFuture for Digital Workplace: Virtual Training (Educator Edition)	12	Tech Enabled Learning Delivery	All	16 hrs	7	Webinar
Essentials of Online Facilitation	13	Tech Enabled Learning Delivery	All	16 hrs	7	Webinar
Create Graphics Like A Pro for Social Media	14	Digital Marketing	All	16 hrs	7	Webinar
Basic Video Creation and Editing	14	Digital Marketing	All	16 hrs	7	Webinar
Social Media Marketing	15	Digital Marketing	All	16 hrs	7	Webinar
Foster Team Adaptability	15	Grit & Resilience	All	16 hrs	7	Classroom
Develop Personal Effectiveness at Supervisory Level	16	Personal Development	All	16 hrs	7	Webinar
Project Management - Made Fun & Easy	16	Personal Development	All	16 hrs	7	Workshop
Design Thinking for Successful Problem Solving	17	Personal Development	All	16 hrs	7	Webinar
Creativity and Innovation Workshop	17	Personal Development	All	16 hrs	7	Webinar
Apply Emotional Competence to Manage Self at the Workplace	18	Personal Development	All	16 hrs	7	Webinar
Communicate and Relate Effectively at the Workplace	18	Teamwork & Collaboration	All	16 hrs	7	Webinar
Work in a Team	19	Teamwork & Collaboration	All	16 hrs	7	Webinar

CONTENT COURSES

Social Media and Society

By Ustaz Muhammad Tarmizi Abdul Wahid

Suitability

Tier 1 & 2

Course Schedule	Time	Medium of Instruction	Suitability
25th May 2021	2.00pm to 5.00pm	English, Malay	Tier 1
9th Jun 2021	2.00pm to 5.00pm	English, Malay	Tier 2
15th Jul 2021	10.00am to 1.00pm	English, Malay	Tier 1
14th Aug 2021	10.00am to 1.00pm	English, Malay	Tier 2

Synopsis

This course aims to provide participants an overview of social media – the opportunities as well as threats that comes with it. We also hope to inspire participants to develop a social media strategy and build their personal brand that can assist them in their community engagement efforts.

THEME
Contemporary Issues

FORMAT
Webinar

DURATION
3 hours

TIMING
2.00pm to 5.00pm

CPE HOURS
4

TO REGISTER
<https://go.gov.sg/cpe-socmed>



Inter-Religious Relations: History, Development and Context

By Harmony Centre

Suitability

Tier 1 & 2

Course Schedule	Medium of Instruction
25th May 2021	English
9th June 2021	English

Synopsis

This session will discuss why inter-religious relations has become an important agenda in an increasingly diverse world. Two main aspects will be addressed:

- History factors that continue to evolve according to social change, and how they impacted thoughts on inter-faith; and
- Context for the development of inter-religious relations in Singapore.

THEME
Diversity and Plurality

FORMAT
Webinar

DURATION
2 hours

TIMING
10.00am to 12.00pm

CPE HOURS
2

TO REGISTER
<https://go.gov.sg/cpe-interreligious>



Fatwa in Context

By Ustaz Fathurrahman Mohd Dawoed

Suitability

Tier 1

Course Schedule	Medium of Instruction
3rd June 2021	Malay
12th June 2021	Malay
3rd July 2021	English

Synopsis

Throughout Islamic history, the ulama have devoted their attention to the preservation and development of the fatwa institution. They have produced countless research work and writings, through which they lay the foundations and guidelines to ensure that fatwa institutions remain credible.

However, with the passing of time, new issues and questions which have not been specifically addressed in Muslim jurisprudence arise. In addition, there are specific questions and issues which individuals and families may encounter. In all these, appropriate solutions and guidance should be sought and offered so as to ensure that Muslims can confidently lead their religious lives. Therein lies the importance of the fatwa institution in guiding the community in overcoming life's difficulties and challenges.

This course will elaborate more on the Fatwa institution in Singapore, the process of issuing Fatwas as well as its role in guiding the Muslim community.

THEME
Contextual Studies

FORMAT
Webinar

DURATION
3 hours

TIMING
10.00am to 1.00pm

CPE HOURS
4

TO REGISTER
<https://go.gov.sg/cpe-fatwa>



Social Needs of a Post Covid Society

By Dr Bibi Jan Ayoob

Suitability

Tier 1 & 2

Course Schedule	Time	Medium of Instruction
10th June 2021	2.00pm to 5.00pm	English, Malay
17th June 2021	10.00am to 1.00pm	English, Malay

Synopsis

This module aims to provide an expert view on the various challenges affecting the community due to the COVID-19 pandemic. It will provide the overview, relevant resources and knowledge as to how asatizah, being the front -liners for spiritual guidance, can play their part in ensuring that they can play their part in current and future pandemics.

THEME
Social Issues

FORMAT
Webinar

DURATION
3 hours

CPE HOURS
4

TO REGISTER
<https://go.gov.sg/cpe-socialneeds>



SKILL COURSES

Computer Essentials

By Mendaki SENSE

Suitability

- Tier 1 and 2
- For beginners to ICT tools

Course Fee

Full Course Fee [Others]	\$380.00
Singapore Citizens or PR aged 39 and below	\$108.00
Singapore Citizens or PR aged 40 and above	\$60.40

Course Schedule	Registration Closing Date
15th & 16th June 2021	8th June 2021

Course Overview

The Computer Essentials module covers the main concepts and skills needed for using devices, computers, ICT, and software effectively.

Using computers in the workplace is now a common occurrence. Knowing how to manage computers, devices, and data securely and effectively is a valuable skill for workers.

This module is suitable for a wide range of candidates who want to be able to take advantage of technology. It covers a range of main skills on computers, such as changing settings, creating and managing files, connecting to a network, and securing data.

Eligible for Asatizah Training Credits

COMPETENCY

Digital Literacy

FORMAT

Classroom

VENUE

WIS@Changi
116 Changi Road
#05-01 Singapore 419718

DURATION

16 hours

TIMING

9.00am to 6.00pm

CPE HOURS

7

TO REGISTER

<https://form.jotform.com/203488333491459>



I learnt how to use the computer and its application to my profession. I also gained knowledge on various applications and software to be used in online meetings and teaching. The course is useful for me as an Ustazah as it helped me better understand the fundamental and foundation uses of a computer.

I also met a few Asatizah during the 2-day course whom I could discuss with and present ideas on how the knowledge gained may benefit the Muslim society in Singapore.

Ustazah Zainab Jalil

Freelancer



Online Essentials

By Mendaki SENSE

Suitability

- Tier 1 and 2
- For beginners to ICT tools

Course Fee

Full Course Fee [Others]	\$380.00
Singapore Citizens or PR aged 39 and below	\$108.00
Singapore Citizens or PR aged 40 and above	\$60.40

Course Schedule	Registration Closing Date
20th & 21st May 2021	13th May 2021
14th & 15th June 2021	7th June 2021

Course Overview

The Online Essentials module covers the main concepts and skills needed to use the internet and email – including web browsing, effective information search, and online communication.

Using online tools and services to find and share information is an important part of working life. This module develops the skills and knowledge that support these activities, focusing on browsing, searching, and communicating.

This module is suitable for a wide range of candidates who want to access and use the internet effectively and securely.

Eligible for Asatizah Training Credits

COMPETENCY

Digital Literacy

FORMAT

Classroom

VENUE

WIS@Changi
116 Changi Road
#05-01 Singapore 419718

DURATION

16 hours

TIMING

9.00am to 6.00pm

CPE HOURS

7

TO REGISTER

<https://form.jotform.com/203488333491459>

Online Collaboration

By Mendaki SENSE

Suitability

- Tier 1 and 2
- For beginners to ICT tools

Course Fee

Full Course Fee [Others]	\$390.00
Singapore Citizens or PR aged 39 and below	\$118.00
Singapore Citizens or PR aged 40 and above	\$62.00

Course Schedule	Registration Closing Date
8th & 9th June 2021	1st June 2021

Course Overview

The Online Collaboration module covers the main concepts and skills needed to collaborate online using web-based tools and services.

With distributed teams, remote working, and outsourcing now common practice in organisations, workers are often interacting with people who are elsewhere in the world. Technology is helping to remove geographical and organisational boundaries at work, but this also means that new skills are needed to collaborate effectively with colleagues.

This module is suitable for a wide range of candidates in all types of job role. Online collaboration does not only apply when colleagues work long distances from each other. Collaboration tools and services bring many productivity gains that will also benefit workers in the same location.

Eligible for Asatizah Training Credits

COMPETENCY

Digital Literacy

FORMAT

Classroom

VENUE

WIS@Changi
116 Changi Road
#05-01 Singapore 419718

DURATION

16 hours

TIMING

9.00am to 6.00pm

CPE HOURS

7

TO REGISTER

<https://form.jotform.com/203488333491459>

SkillsFuture for Digital Workplace: Virtual Training (Educator Edition)

By Mendaki SENSE

Suitability

- Tier 1 and 2
- For beginners to ICT tools

Course Fee

Full Course Fee (Others)	\$500.00
Singapore Citizens or PR aged 39 and below	\$50.00
Singapore Citizens or PR aged 40 and above	\$50.00

Course Schedule	Registration Closing Date
20th & 21st May 2021	13th May 2021
14th & 15th June 2021	7th June 2021

Course Overview

SkillsFuture for Digital Workplace: Virtual Training aims to equip educators with skills to organise and conduct virtual training-classrooms effectively. Participants will acquire best practises to develop plans and use technology to create engaging online learning experiences.

Eligible for Asatizah Training Credits

COMPETENCY

Tech-enabled learning
Delivery

FORMAT

Webinar

DURATION

16 hours

TIMING

9.00am to 6.00pm

CPE HOURS

7

TO REGISTER

<https://form.jotform.com/203488333491459>

Essentials of Online Facilitation

By Republic Polytechnic

Suitability

- Tier 1 and 2
- For educators and online facilitators

Course Fee

Full Course Fee (Others)	\$203.30
Singapore Citizens or PR aged 39 and below	\$60.99
Singapore Citizens or PR aged 40 and above	\$20.33
SME-sponsored Singapore Citizens or Singapore PR	\$22.99

*Including GST

Proposed Self-paced e-Learning* (4hrs)	Proposed Consultation (4hrs)	Registration Closing Date
14th to 18th June 2021	21st June 2021	24th May 2021

*Note: The 4-hour self-paced e-learning is to be completed within the specified period.

Course Overview

In this course, participants will learn about the various stages in Gilly Salmon's 5-stage model in online learning environment. Participants will explore strategies to effectively facilitate online and how to craft effective discussion forum topics to enhance trainees' learning. Participants will experience easy-to-use online tools and be adept at choosing appropriate ones for online training.

Eligible for Asatizah Training Credits

COMPETENCY

Tech-enabled learning
Delivery

FORMAT

Webinar

DURATION

8 hours

TIMING

9.00am to 1.00pm

CPE HOURS

7

TO REGISTER

<https://go.gov.sg/atc-rp-eof>



I attended SkillsFuture For Digital Workplace: Virtual Training (Educator Edition) organised by Mendaki SENSE using the Asatizah Training Credits (ATC). I gained beneficial knowledge after attending the course, namely online learning tools and platforms as well as ways to protect myself from cyber threats.

Ustazah Halimah Abdul Aziz

Education Executive,
Maarof Mosque



At Essentials of Online Facilitation module conducted by Republic Polytechnic, I learnt how to apply appropriate pedagogical strategies for online learning and discussion, and communicate effectively with learners while paying attention to their diverse needs and background during online activities.

The module has helped me better understand the role of an effective facilitator within the context of online conversations. I have learnt a lot from the course because it is related to the field of teaching.

Ustaz Mohd Nor Mustaqim Abdullah

Pupil Coordinator, Madrasah Irsyad Zuhri Al-Islamiah



Create Graphics Like A Pro for Social Media

By Republic Polytechnic

Suitability

- Tier 1 and 2

Course Fee

Full Course Fee [Others]	\$545.70
Singapore Citizens or PR aged 39 and below	\$163.71
Singapore Citizens or PR aged 40 and above	\$54.57
SME-sponsored Singapore Citizens or Singapore PR	\$61.71

*Including GST

Course Schedule

There is no available date for this course. Please register your interest via email to atc@mmwss.sg.

Synopsis

Create digital magic!

Learn to enhance visual content for your Facebook, YouTube or Instagram. Get hands-on experience, tips and techniques in designing publicity materials such as electronic direct mailers, banners, ad posters and brochures to reach out to your business partners and target audience.

Embark on this course to unlock your creative skills, wow your audience, and take things beyond your imagination!

Eligible for Asatizah Training Credits

COMPETENCY
Digital Marketing

FORMAT
Webinar

DURATION
16 hours

TIMING
9.00am to 6.00pm

CPE HOURS
7

TO REGISTER
<https://go.gov.sg/atc-rp-graphic>



Social Media Marketing

By Ngee Ann Polytechnic

Suitability

- Tier 1 and 2

Course Fee

Full Course Fee [Others]	\$449.40
Singapore Citizens or PR aged 39 and below	\$134.82
Singapore Citizens or PR aged 40 and above	\$50.82
SME-sponsored Singapore Citizens or Singapore PR	\$50.82

Course Schedule	Registration Closing Date
10th & 11th June 2021	17th May 2021

Course Information

With the number of social media users reaching billions, it makes sense for any company to leverage on the power of this platform to reach their audience.

Social media marketing can help to grow businesses by building the brand, connecting with the right audience and driving sales through creative and meaningful content.

Equipment Requirements

Laptop and Wi-Fi (for online classes delivered via zoom or Microsoft Teams)

Eligible for Asatizah Training Credits

COMPETENCY
Digital Marketing

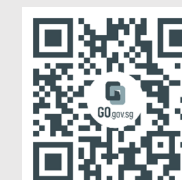
FORMAT
Webinar

DURATION
16 hours

TIMING
9.00am to 6.00pm

CPE HOURS
7

TO REGISTER
<https://go.gov.sg/atc-np>



Basic Video Creation and Editing

By Republic Polytechnic

Suitability

- Tier 1 and 2

Course Fee

Full Course Fee [Others]	\$288.90
Singapore Citizens or PR aged 39 and below	\$86.67
Singapore Citizens or PR aged 40 and above	\$28.89
SME-sponsored Singapore Citizens or Singapore PR	\$32.67

*Including GST

Course Schedule

There is no available date for this course. Please register your interest via email to atc@mmwss.sg.

Synopsis

Have you ever tried creating your own video for Facebook or YouTube? Are you keen on understanding and developing the skills needed to create and edit your own professional-looking videos?

This entry-level course will introduce you to the main principles of digital video production. This course will teach you to apply basic videography and editing techniques to video production. Using the Plan-Do-Edit concept, you will be able to plan, execute and edit your own video production.

This course is suitable for those taking their first steps into basic video production.

You will learn to understand your audience and recognise the elements of a good video. Furthermore, you will be exposed to various techniques of script writing, storyboarding, video compositions, and audio and video editing through hands-on practice and activities. You will also cover the technological aspect of video production such as the use of mobile devices, video editing tools and online animation applications for beginners.

Eligible for Asatizah Training Credits

COMPETENCY
Digital Marketing

FORMAT
Webinar

DURATION
8 hours

TIMING
9.00am to 6.00pm

CPE HOURS
7

TO REGISTER
<https://go.gov.sg/atc-rp-video>



Foster Team Adaptability

By Mendaki SENSE

Suitability

- Tier 1 and 2
- For supervisory level personnel

Pre-requisite

- WPLN Level 5
- GCE 'O' Level with C6 in English
- Higher Nitec in any field
- Direct entry for WSQ Operations level trainees
- At least 2 years working experiences
- Able to prepare reports and analyse budget
- Able to communicate effectively and confidently

Course Fee

Full Course Fee [Others]	\$353.10
Singapore Citizens or PR aged 39 and below	\$89.10
Singapore Citizens or PR aged 40 and above	\$56.40

Course Schedule	Registration Closing Date
22nd & 23rd May 2021	14th May 2021
19th & 20th June 2021	11th June 2021

Course Overview

The Foster Team Adaptability course will equip learners with the skills and knowledge to analyse employability issues in the global context, promote personal and professional growth in a team and use strategies to adapt team members to the changing conditions and diversity at the workplace for greater productivity and effectiveness.

Eligible for Asatizah Training Credits

COMPETENCY
Grit & Resilience

FORMAT
Classroom

VENUE
WIS@Changi
116 Changi Road
#05-01 Singapore 419718

DURATION
16 hours

TIMING
9.00am to 6.00pm

CPE HOURS
7

TO REGISTER
<https://form.jotform.com/203488333491459>

Develop Personal Effectiveness at Supervisory Level

By Mendaki SENSE

Suitability

- Tier 1 and 2
- For supervisory level personnel

Pre-requisite

- WPLN Level 5
- GCE 'O' Level with C6 in English
- Higher Nitec in any field
- Direct entry for WSQ Operations level trainees
- At least 2 years working experiences
- Able to prepare reports and analyse budget
- Able to communicate effectively and confidently

Course Fee

Full Course Fee [Others]	\$353.10
Singapore Citizens or PR aged 39 and below	\$89.10
Singapore Citizens or PR aged 40 and above	\$56.40

Course Schedule	Registration Closing Date
15th & 16th June 2021	8th June 2021

Synopsis

The Develop Personal Effectiveness course will equip learners with knowledge and skills to be effective at the workplace as a team leader or supervisor.

Learners will learn about establishing personal goals and analysing them to relate to roles and responsibilities in the achievement of departmental goals, managing time effectively, maintaining work-life balance, as well as managing stress and personal finances.

Eligible for Asatizah Training Credits

COMPETENCY

Personal Development & Lifelong Learning

FORMAT

Webinar

DURATION

16 hours

TIMING

9.00am to 6.00pm

CPE HOURS

7

TO REGISTER

<https://form.jotform.com/203488333491459>

Design Thinking for Successful Problem Solving

By Republic Polytechnic

Suitability

- Tier 1 and 2

Course Fee

Full Course Fee [Others]	\$288.90
Singapore Citizens or PR aged 39 and below	\$86.67
Singapore Citizens or PR aged 40 and above	\$28.89
SME-sponsored Singapore Citizens or Singapore PR	\$32.67

**Including GST*

Proposed Course Schedule	Registration Closing Date
10th June 2021	20th May 2021

Synopsis

Design touches all aspects; and impacts the human experience.

The new age requires change-makers, inspirers of new ideas, implementers and solution finders. Be it the individual, the community, or the organisation, design allows for a human-centric approach to creative thinking and problem-solving.

To be competitive, organisations today need to create new strategies, new brands and new applications. They must find new ways to connect with users and customers.

So, learn and use design thinking tools to lead innovative ideas, and increase the probability of success and breakthrough.

Eligible for Asatizah Training Credits

COMPETENCY

Personal Development & Lifelong Learning

FORMAT

Webinar

DURATION

8 hours

TIMING

9.00am to 6.00pm

CPE HOURS

7

TO REGISTER

<https://go.gov.sg/atc-rp-dt>



Project Management - Made Fun & Easy

By Republic Polytechnic

Suitability

- Tier 1 and 2

Course Fee

Full Course Fee [Others]	\$545.70
Singapore Citizens or PR aged 39 and below	\$163.71
Singapore Citizens or PR aged 40 and above	\$54.57
SME-sponsored Singapore Citizens or Singapore PR	\$61.71

**Including GST*

Proposed Course Schedule	Registration Closing Date
17th & 18th June 2021	27th May 2021

Synopsis

Always wanted to manage a project but felt that it could only be done by professionals?

In this interactive Project Management course, you will learn practical skills and knowledge that you can apply to any project – Corporate Events, Product Launches, Sports Events and even Weddings!

Through the use of hands-on activities, our trainer will guide you through a powerful yet easy-to-remember Project Management framework that will enable you to manage any project – big or small.

This course will also introduce the various components of managing a project effectively and successfully, as well as equip participants with a clear understanding of the role played by a skilled project manager.

Eligible for Asatizah Training Credits

COMPETENCY

Personal Development & Lifelong Learning

FORMAT

Workshop

VENUE

RP ACE @ Woodlands

DURATION

16 hours

TIMING

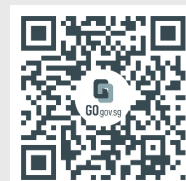
9.00am to 6.00pm

CPE HOURS

7

TO REGISTER

<https://go.gov.sg/atc-rp-project>



Creativity and Innovation Workshop

By Republic Polytechnic

Suitability

- Tier 1 and 2

Course Fee

Full Course Fee [Others]	\$288.90
Singapore Citizens or PR aged 39 and below	\$86.67
Singapore Citizens or PR aged 40 and above	\$28.89
SME-sponsored Singapore Citizens or Singapore PR	\$32.67

**Including GST*

Proposed Course Schedule	Registration Closing Date
15th June 2021	25th May 2021

Synopsis

While hard work is certainly commendable, creativity and innovation are critical success drivers as well, especially in today's competitive world. This course helps participants to acquire practical skills in creative and innovative thinking. Participants will learn to identify opportunities, generate ideas and overcome barriers to innovation. They will also be exposed to various thinking techniques for idea generation and creative problem-solving.

Eligible for Asatizah Training Credits

COMPETENCY

Personal Development & Lifelong Learning

FORMAT

Webinar

DURATION

8 hours

TIMING

9.00am to 6.00pm

CPE HOURS

7

TO REGISTER

<https://go.gov.sg/atc-rp-creative>



Apply Emotional Competence to Manage Self at the Workplace [Operations Level]

By NTUC LearningHub

Suitability

- Tier 1 and 2
- For operations level personnel

Course Fee

Full Course Fee [Others]	\$321.00
Singapore Citizens or PR aged 39 and below	\$81.00
Singapore Citizens or PR aged 40 and above	\$51.00
Enhanced Training Support for SMEs Companies [90%]	\$51.00

*Including GST

Course Schedule	Registration Closing Date
9th & 10th June 2021	31st May 2021

Course Overview

Understand Emotional Intelligence principles such as self-confidence, flexibility, conscientiousness, and initiative. Learn and apply self-awareness techniques to manage yourself at the workplace.

Eligible for Asatizah Training Credits

COMPETENCY

Personal Development & Lifelong Learning

FORMAT

Webinar

DURATION

16 hours

TIMING

9.00am to 6.00pm

CPE HOURS

7

TO REGISTER

<https://go.gov.sg/atc-ntuc>



Work in a Team

By NTUC LearningHub

Suitability

- Tier 1 & 2

Course Fee

Full Course Fee [Others]	\$321.00
Singapore Citizens or PR aged 39 and below	\$81.00
Singapore Citizens or PR aged 40 and above	\$51.00
Enhanced Training Support for SMEs Companies [90%]	\$51.00

Course Schedule	Registration Closing Date
14th & 15th June 2021	7th June 2021

Course Overview

Participants who attend this course will learn to develop abilities to work and communicate effectively in a diverse team environment and negotiate for mutually beneficial outcomes. Roles, rules, and relationships of members in a team and stages of team building will be discussed.

Eligible for Asatizah Training Credits

COMPETENCY

Teamwork & Collaboration

FORMAT

Webinar

DURATION

16 hours

TIMING

9.00am to 6.00pm

CPE HOURS

7

TO REGISTER

<https://go.gov.sg/atc-ntuc>



Communicate and Relate Effectively at the Workplace

By NTUC LearningHub

Suitability

- Tier 1 & 2
- For operations level personnel

Course Fee

Full Course Fee [Others]	\$321.00
Singapore Citizens or PR aged 39 and below	\$81.00
Singapore Citizens or PR aged 40 and above	\$51.00
Enhanced Training Support for SMEs Companies [90%]	\$51.00

Course Schedule	Registration Closing Date
7th & 8th June 2021	31st May 2021

Course Overview

Use effective communication techniques to interpret, clarify, analyse and respond to information received, and use effective negotiation skills to resolve conflicts for a win-win outcome, taking into consideration social and cultural differences

Eligible for Asatizah Training Credits

COMPETENCY

Teamwork & Collaboration

FORMAT

Webinar

DURATION

16 hours

TIMING

9.00am to 6.00pm

CPE HOURS

7

TO REGISTER

<https://go.gov.sg/atc-ntuc>



Contact Us

For more information or feedback on:

▶ Asatizah Recognition Scheme (ARS)

Email: ARS@muiss.gov.sg
Hotline: 6604 8568
Address: Asatizah Recognition Scheme (ARS) Secretariat
Al-Ansar Mosque, 155 Bedok North Avenue 1,
Level 4
Singapore 469751

▶ Continuing Professional Education (CPE)

Email: CPE_ARS@muiss.gov.sg

▶ Asatizah Training Credits (ATC)

Email: atc@mmwss.sg
Hotline: 6653 3749

We encourage you to visit our website at go.gov.sg/cpe-ars and browse through the FAQ to see if your enquiry has already been answered.

For general enquiries, we will reply within **5 working days**. For complex enquiries where we need time to conduct further checks and investigation, we ask for your patience and understanding if we take a longer time to respond.

▶ Telegram

Subscribe to our ARS-CPE Telegram channel for the latest CPE updates: t.me/ARS_CPE



▶ Credits

Coursebook Content Coordinators:

Ms Selasih Mohd Hassan
Ustaz Muhd Alyasa Sidek

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Islamic Religious Council of Singapore 273 Braddell Road
Singapore 579702