



MATERIAL HANDLING COURSE

Course Date: _____ Batch No: _____

Company Name: _____

Contact Person: _____ H/P: _____

Tel: _____ Fax: _____ Email: _____

Address: _____

No.	NRIC/FIN/WP No:	Full Name	Nationality	DOB	Mobile No	Email ID
1.						
2.						
3.						
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10.						



Terms and conditions

- Trainees are reminded to be dressed in proper attire. E.g. Long pants, shirts, covered shoes or safety shoes for classes etc. No shorts and slippers are allowed.
- Participants are reminded to be in class on time. Latecomers are STRICTLY NOT ALLOWED into the class.
- Results will not be uploaded to MOM website, if the trainee is registered for the course with the passport number.
- Personal information collected is for the use ONLY for course registration, account servicing of course-related activities, course survey and / or for application of course-related funding (only if applicable)
- Course surveys shall be conducted by SSG for selected courses through the trainees' emails or contact given
- Registration forms shall be submitted 3 days before the course commencement date
- **The company reserves the right to revise the course fee without prior notice, to cancel or postpone the course due to unforeseen circumstances.**

Refund and Withdrawal Policy

- Payment is required upon receipt of confirmation.
- A **100% refund** will be provided if a written notice of withdrawal is received by EFG at least **three (3) working days before** the course commencement date.
- No refund will be given if EFG receives the notice of withdrawal **within three (3) working days** before the course commencement date.
- No refund will be issued if the participant **fails to attend the course** on the commencement date or **discontinues mid-way** through the course.
- Participant replacement is allowed, provided that the request is made **prior to course commencement**.
- If EFG cancels the course **within three (3) working days** before the course commencement date, the refund or alternative arrangement will be **reviewed and decided by Management on a case-by-case basis**.
- EFG reserves the right to review and decide on any exceptional cases at Management's discretion.

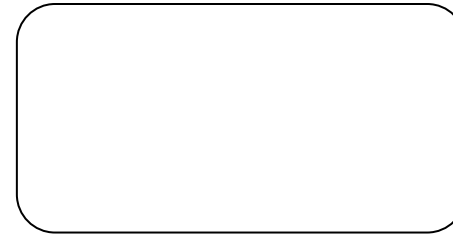


- I confirm I have received and understood pre-course information and all pages of this document.

By checking the boxes above and signing below, I confirm my consent for the disclosure of the selected information.

Name:

Signature/Date



Company Stamp

Course Fees: \$120/-per participant (Excluding 9% GST)

Total course fee: \$_____

Payment Mode: Cash Cheque Cheque No. _____ Pay Now Bank Transfer

(payable to EFG Training Services Private Ltd)

For Office Use Only

Verify By:

Signature:

Date:





MATERIAL HANDLING COURSE

Course Outlines

- Introduction to Materials Handling
- Importance of Material Handling Safety
- Identify the Methods of Material Handling
- This course has been developed to introduce you to the basic elements of material handling. Material handling is one of the leading causes of work-related injuries. Each year thousands of back injuries, hand injuries and arm strains are attributed to improper lifting and carrying of heavy objects. An understanding of how to prevent injury to yourself and others is necessary when your task involves material handling.

Who should attend this course?

All employers and employees, who are involved in manual handling tasks in their daily operations.

Trainer to Trainee Ratio

1: 20

Attendance requirements

100% classroom session

Assessment

Written / Oral Assessment (W/OA)
Practical Performance (PP)

Training Methodology

Slides presentation, sharing of best practice and incident. Hands on practical session.

Assessment Principles

Learner shall be assessed before being Competent

Certifications

Upon successful completion of the course a certificate will be awarded by EFG Training Services Pte Ltd

Course Fees

\$120+GST



MATERIAL HANDLING COURSE



Ways to register

EFG TRAINING SERVICES PRIVATE LTD

WSQ Approved Training Organization (SSG), Learning Service Provider by GIC

No: 3 Soon Lee Street, # 01-16 Pioneer Junction, Singapore 627606

TEL: 6334-7872, FAX: 6334-7891

E-mail: admin@efg.com.sg

Website: www.efg.com.sg