

Apply Quality Systems (Blended) SFw ELE-QUA-2007-1.1

Code: QS

Duration: 16 Hours

Synopsis:

This module is developed to enable learners to acquire knowledge and skills to plan, carry out, maintain and improve work quality in daily work to meet quality system requirements.

Course Objective:

On completion of this module, learners will be able to practice the skills and knowledge in the quality system and apply them in their daily workplace.

Course Outline:

The knowledge and skills covered in this module include:

Skills:

- Plan daily work to meet quality system requirements
- Carry out daily work to meet quality system requirements
- Maintain work quality
- Improve work quality

Knowledge:

- Organisational quality systems, procedures and policies
- Interpretation of work instructions
- Applicable product, process and quality specifications
- Types and usage of quality system tools and equipment
- Types and interpretation of quality records
- Legislative and industrial framework for quality
- Organisational procedures for detecting and reporting non conformities
- Organisational procedures for detecting, reporting and resolving non compliances
- Organisational procedures for providing feedback for quality improvement

For Whom:

Suitable for operational level.

Entry Requirements:

Participants are assumed to:

- Be able to listen and speak English at a proficiency level equivalent to the Employability Skills System (ESS) level 3 and above;
- Be able to read and write English at a proficiency level equivalent to ESS level 3 and above;
- Be able to manipulate numbers at a proficiency level equivalent to ESS level 3 and above.

Training Medium:

This module can be conducted in either English or Mandarin.

Training Methodology:

This module is delivered through e-learning, lectures, group activities and demonstration.

Assessment Methodology:

Practical and oral/written assessments are conducted at the end of the training module.

Certification:

An individual who completes a module will be awarded a Statement of Attainment (SOA).