Thank you for signing up for this course. To ensure that you have a pleasant and fruitful learning experience in City Campus and Civil Defence Academy, we have prepared this Course Joining Information to help you prepare for the course. Please take a few moments to read the information below.

1 Course Location : Auditorium, Civil Defence Academy, 101 Jalan Bahar, Singapore 649734

2 Duration : Approx. 2 weeks

3 Time : 0900 hrs to 1800 hrs (Monday to Friday)
Aim
This course is designed to train participants in various fire safety requirements and measures to enable them to undertake the role of a Senior Fire Safety Manager. The aim of this course is to enhance competency of FSMs operating in more complex premises.

Learning Objectives
At the end of the course, participants should be able to:
  a. Understand the various Performance Based solutions and the need to maintain the intent of the fire protection features.
  b. Appreciate the intricacy of evacuating complex premises with high occupant load.
  c. Conduct Fire Risk Assessment for their respective premises.

Getting to CDA
For participants who are taking public transport, Bus No. 172 services from Boon Lay Bus Terminal (next to Boon Lay MRT Station) to the Academy.

Attire
All participants are required to wear smart casual attire throughout the course.

Reporting
The course will begin at 0900hrs sharp. You are expected to be present at MPH, Civil Defence Academy 10 minutes before the program commences.

Parking
For participants who are driving, please ensure the car is parked at the designated parking areas as directed. Participants are encouraged to car-pool due to the limited parking space in the Academy.

Course Attendance
All participants are encouraged to attend all training sessions as stipulated in the training programme. No participant is allowed to take leave and/or off in lieu during the course. However, any urgent leave application due to unforeseen circumstances should be directed to the Course Administrator. In order for you to qualify for taking the exam you are to achieve at least 80% of attendance.

Course Pass
Camp Pass will be issued on the first day of registration. You are advised to put on whenever you are in CDA or HQ SCDF. If you had lost or misplaced the pass, you are to inform the Course Administrator immediately and police report is required from you as soon as possible.

Safety Precautions
Participants are to observe and comply strictly with all the safety regulations and safety pledge.

Time Off / Leave
Time off / leave will not be allowed during the course.

Use of Hand Phones & Pagers
Participants are requested to put their hand phone and pager to silent mode and respond to calls only during breaks so as not to disrupt the class.

Cleanliness
Please help to maintain the cleanliness of the various training areas and amenities during the course, for participants own comfort as well as those of other users/participants.
16 No Smoking

Smoking is strictly prohibited within the compound of the Academy. Offenders are liable to departmental disciplinary action or be fined up to a maximum of $500.00.

17 Loss / Damage

Please note that CDA will not be responsible for any loss or damage to personal belongings at the Academy. Participants are recommended to bring as little cash or valuables as possible.

18 Course Material

CDA will provide participants with a set of course material on the first day of the training. No portion of any material/documents is allowed to be reproduced by the participants and/or accessed to by any unauthorised person.

19 Resource Library

Participants may use the Resource Library located at NSTI to do research. The operating hours are:

- Monday & Wednesday – 0800hrs to 1730hrs
- Tuesday – 0800hrs to 1900hrs
- Thursday – 0800hrs to 2000hrs
- Friday – 0800hrs to 1700hrs

20 Course Assessment

Participants will have to sit for an examination paper at the end of the course. Participants must achieve a minimum attendance rate of at least 80% in order to be eligible to sit for the examination. The participant is deemed to have passed the course if he scores at least 50% in the paper examined and fire risk assessment.

21 Notification of Examination Result

The examination result slip will be send to the participant via email 4 weeks after the last day of the examination. Please contact or write to the Course Administrator at Tel: 6794 5660 or Fax: 6794 5522 or e-mail to cheong_yew_dong@scdf.gov.sg (and cc: to scdf_cda_fsitc@scdf.gov.sg) if participants have any enquiries.

22 Enquiry and Appeals

Any enquiry and appeal pertaining to the Examination Regulations or decision(s) made by the Examination Committees in relation to the Examination Regulations can be directed to the Examination Committees through the respective Examiner.

It shall be made on the standard form obtainable from the Course Administrator within 7 days of the date of release of the results.

23 Course Certificate

Participants who have successfully completed the course and passed the examination will be awarded the Senior Fire Safety Manager Certificate. Participants who did not pass the examination will not receive any certificate.

24 Course Feedback

A debrief will be held at the end of this course to gather feedback for future improvements. Alternatively, Participants can offer your observations to us via the following channels:

a. E-mail to our Corporate Affairs Centre at scdf_cda@scdf.gov.sg, or
Clarification

Please direct your queries to the Course Administrator, MAJ Cheong Yew Dong, at Tel: 6794 5660. He is assisted by the Course Coordinator, WO Zahini at Tel: 6794 5674.

MAJ AZMI ADAM
Head Fire Safety and Investigation Branch
Civil Defence Academy