

# Topic Synopsis (SGUS Maritime Superintendency)

## 1. Certificate in Essential Skills to Enhance Employability

This certificate covers essential communication areas which include emotional intelligence (EQ), digital marketing and essential job search skills. It introduces key concepts in the areas of data and visual analytics using Power BI, statistics and cyber security. It introduces key concepts in the areas of data and visual analytics using Power BI, statistics and cyber security.

### **Topic 1: Emotional Intelligence (EQ) for Career Decision Making**

This 2 days' workshop is an enhanced training in which participants will acquire job-seeking related skills, capabilities and the ability to expand employment opportunities.

Emotional Intelligence (EQ) facilitates career decision-making process and leads to decisions that can achieve greater satisfy career-related interests, values, and aspirations. Emotions experienced during this process have implications for the perception of risk related to specific career options, the kind of self-exploration individuals will engage in, and how information related to career choice will be processed.

Through EQ, participants will be able to cope and learn to manage one's self-awareness which affect their overall well-being and decision making.

### **Topic 2: Getting ready for Your Next Job**

This course equips participants with the essential job search skills, knowledge and tools that will allow them to present themselves positively on paper, in person and on professional networking sites.

Participants will learn how to craft resumes that get the attention of prospective employers and recruiters and pivot their experiences to succeed and leave a good impression at job interviews (face-to-face or digital). This course also helps jobseekers to get started on using the popular professional networking site, LinkedIn, to create a professional brand for job search and networking.

### **Topic 3: Digital Marketing with Personal Branding**

This course introduces students to tools for establishing a personal brand online and importance of establishing digital marketing strategy to promote their own personal brand.

### **Topic 4: Visual Analytics using Power BI**

The course aims to equip the participant with the following:

**Knowledge and Understanding:** An understanding of how a dashboard works; its advantages and disadvantages and how it will be useful at workplaces.

**Intellectual skills:** How to apply the knowledge received during the course in developing the dashboard and using DAX functions, filters etc.

**Practical skills:** Participants will be developing their own dashboard. This exercise will enable them to show their creativity, skills obtained from the course and a satisfaction from attending the Power BI course.

Transferable skills and personal qualities: The knowledge and skills acquired from this course can be used at workplaces especially for those involved in KPI reporting, dashboard development or someone who have regular management meetings.

By the end of the course, learners will be able to:

- Upload data & and create data models
- Use DAX functions to enhance dashboards
- Associate links between variables for visual and descriptive analytics
- Find hindsight and insights from dashboard

### **Topic 5: Cyber Security for Non-IT Professionals**

The objectives of the course is to create awareness and understanding of common cyber threats, both at home and at work. Typical mitigation methods will be discussed to help participants make better use of the available cyber security tools to protect themselves against cyber adversaries.

Upon completion of this course participants will be able to:

- Relate what is Cyber Security what are at stake
- Examine common threats (e.g. Phishing, malware)
- Use common mitigation methods
- Use basic wireless and smartphone security
- Outline security related laws (e.g. PDPA, CMA)

## **2. Certificate in Maritime Superintendency 1**

This course syllabus is designed with the aim of skills deepening for those who have some prior experience in ship management operations. Having some prior knowledge of ship operation and management is an advantage. Professionals in other relevant fields who are keen to switch to a career in the maritime industry encouraged to apply.

### **Topic 1: Maritime Superintendent & Shipping Landscape**

This module aims to provide a sound understanding of the roles and responsibilities of the maritime superintendent in ensuring the safe, economic and efficient operation of ships and offshore vessels assigned to him. Particular emphasis will be placed on the importance of ensuring that the ships are managed and operated in accordance with organisational policies, operating procedures and management systems. Students will also learn the macro business environment and knowhow to work with various stakeholders (staff onboard, regulatory authorities and customers) to achieve the business objectives.

### **Topic 2: Dry Docking Management**

Dry docking of vessels is the most important part of ship management to ensure that vessel will remained under classed. It is also the biggest operational expenditure of ship management. In this module, students will learn how to prepare the dry docking specifications to ensure optimised utilisation of resources and time. Candidates will also acquire the knowledge of interpreting the quotations submitted by the shipyards during the yard selection. This include ensuring that the invoicing from the yard is correct.

### **Topic 3: Fleet & Technical Management**

Fleet management involved the skills of understanding how vessels are deployed so that they are gainfully employed. Technical management involves in the optimisation of the resource utilization to ensure vessels are maintained properly. Through this module, the students will be equipped with the skills and knowledge to utilise the tools and processes to manage the fleet effectively to ensure that the vessels maintained their seaworthiness. It also provide the students with an understanding of the principle of the various planned maintenance systems that are available in the industry (Time based, Condition Monitoring).

### **3. Certificate in Maritime Superintendency 2**

At the end of the course, candidates will acquire a sound understanding of the roles and responsibilities of maritime superintendent to ensure safe, economic and efficient operation of the ships and offshore vessels. They will also be able to manage and operate vessels in accordance with organisation policies, operating procedures and management systems.

#### **Topic 1: Maritime Legal & Financial Management**

The aim of this module is to provide the students with the knowledge and understanding of the legal framework, which covers the commercial aspect of ship operations and management. This include marine insurance, charter party, bills of lading, claims and dispute. Students will also be provided with an understanding and knowledge on financial management that involves the calculation of cash flow, costing, financial resource management and optimization. Cases of claims that have impact on ship management practices will also be incorporated in this module.

#### **Topic 2: Health, Safety, Security, Environmental & Quality Management**

This module aims to provide students with a thorough knowledge and understanding of the shipping business of Health, Safety, Security and Environment (HSE). The students will learn to interpret the various maritime codes and conventions that affect ship operations and management. This module will also help the students to develop an understanding of the Quality and Environmental Management Systems that form an integral part of the workflow in vessels management and operations. The students will learn how to use the tools and techniques in handling incidents that will provide them with the knowhow in dealing with problems effectively in fleet management

#### **Topic 3: Maritime Regulations & Conventions**

IMO conventions and Port States Regulations formed the fundamental frameworks to ensure seaworthiness of the vessels and protect the environment. This module aims to provide students with the knowledge in ensuring that the team members on board the vessel are properly trained and monitored in accordance to the STCW (The International Convention on Standards of Training, Certification and Watchkeeping for Seafarers). It will also provide the students with an overview on the various IMO conventions, Flag states and Port state regulations to ensure that vessels are managed to achieve the objectives of 'Safe Ships and Clean Seas'