

SISO members only event

Update on CPD for WSHOs on SDUs for Category 2

16 February 2024



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SISO representatives to the CPD Board with MOM & WSHC

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Requirement for WSHO License Renewal

- ▶ To renew your certification as a WSHO a minimum of 40 SDUs over the renewal-qualifying period (2 years)
- ▶ To submit for renewal at least 60 days prior to the expiry date of their current certificates of registration.
- ▶ (Please refer to MOM website for the renewal process at: <http://www.mom.gov.sg/workplace-safety-health/applications-registrations/competent-person/renew-certificate/Pages/workplace-sho-renewal.aspx#criteria>)

Note: SDUs obtained under previous SDU framework will still be accepted for your current renewal cycle if the SDUs are obtained within 2 years from registration expiry date.



SDU Categories under Revised SDU Framework

Category	Max SDUs per renewal cycle	Description of activities/participation for WSHOs' renewal	Administrate by Who
Cat 1 - WSH practice	Up to 20 SDUs	WSHO in employment or with WSH roles in the past 2 years, including WSHOs in practice overseas	MOM
Cat 2 - Attended accredited training/activities such as workshops, seminars, conferences, and formal studies	No cap in maximum SDUs	Training accredited by CPD Board include : <ul style="list-style-type: none"> • Conference/events organised by MOM, WSHC and relevant agencies • Non-WSH courses that support Continuous Professional Development eg. Soft skills 	SISO CPD Board with support from MOM and WSHC
Cat 3 - Other WSH contributions/Attending unaccredited WSH training	Up to 10 SDUs	<ul style="list-style-type: none"> • Contributions • Accredited WSH Training • Membership • Etc. 	MOM

Any Enquiries for MOM :

<https://service2.mom.gov.sg/efeedback/Forms/eFeedbackWithReferrer.aspx?option=25>



Category 1 – WSH Practice

- You **MUST** be directly involved in the workplace WSH activities as part of your appointed/employment role stated in your employment letter/contract agreement.
- You **MUST** be carrying out on-the-ground/on-site WSH role at the workplace.
- Appointment to an in-house WSH related committee or team without actual appointment as a WSH Officer will NOT be accepted.
- Appointment as a Full-time/Part-Time WSH Trainer conducting only classroom training will NOT be accepted.

SDU Category SDU type Supporting document Approval criteria/condition

- Employment Letter
- Appointment Letter
- Testimonial Letter Must have employment within last 2 years in WSH role on site

Maximum SDUs allowed for Cat 1 is 20.

Category 1 has increased to 20 SDUs to include WSHO duties that including conducting Inhouse courses/trainings and organize safety meetings, WSH events, and inspections etc. No need to submit these evidences.

Category 3 – Other WSH contributions/Attending unaccredited WSH training

Category 3 is managed by MOM and evidences are required for all renewal applications.

SDU Category	Description of activities
Category 3 Other WSH contributions/Attending unaccredited WSH training Up to 10 SDUs	Participation in professional boards, committees & societies
	Professional Membership
	Conducting accredited courses
	Writing and/or editing papers
	Registering patents
	Attending selected unaccredited WSH training recognised internationally
	WSH contributions at National/Industry level

1. As SISO Professional member, you can claim 2 SDUs (valid membership card)
1. You can only claim SDUs under Category 3 as a trainer if it falls under the WSQ framework; CPD Accredited and WSH related. All other courses and trainings will NOT be accepted. You MUST provide the trainer appointment letter AND latest course timetable from the training provider to claim SDUs.
1. Attending Unaccredited Internationally recognized WSH Courses & Training that is acceptable to CPD Board.

Category 2 – Attending Accredited training/event

SDU Category	Description of activities
<p>Category 2 Attending Accredited training</p> <p>No cap in max SDU</p>	<p>CPD board will award SDUs for accredited training based on two tiers.</p> <p>Tier 1.1 Selected postgraduate, degree studies or leadership programmes assessed to enhance professionalism of WSHOs. (40 SDU)</p> <p>Tier 1.2 Max 20 SDUs (1 SDU per 1 contact hour)</p> <ul style="list-style-type: none"> • Soft skill courses that contribute to WSHO professionalism • Managerial level WSH courses • Supportive WSH Training <ul style="list-style-type: none"> — Relevant to role carried out by WSHO (e.g., (e.g. Manage Work At Heights) — Support WSHOs to manage WSH at a systemic level (e.g. Design for Safety, Auditing) — Support adoption of WSH technology — Broaden WSHOs technical WSH knowledge to better manage workplace risks (e.g. combustible dust hazard) <p>Tier 2.0 Max 10 SDUs (1 SDU per 2 contact hours)</p> <ul style="list-style-type: none"> • Selected supervisory and technical training assessed to support WSHO's functions by building their operational knowledge; excludes refresher courses.

Category 2 – Attending Accredited

<p>Category 2 - Attend Accredited Training by CPD Board No Cap on SDUs</p> <p>For details : log in to https://www.mom.gov.sg/workplace-safety-and-health/wsh-professionals/workplace-safety-and-health-officer/renew-a-registration</p>	<ul style="list-style-type: none">• Only SDUs approved by the CPD Board with a valid CPD approval code will be accepted.• For 2023 & 2024 courses, Check SISO website for training/activities accredited by CPD Board• Check or submit SDUs<ul style="list-style-type: none">• You can log in to check your current SDUs or submit new SDUs.• MOM will update their website monthly on Approved courses provided by the CPD Board.• Any Accredited courses claimed by Training Provider not found in MOM's SDUs portal, please check with the training provider.• Any issue not resolved by the training provider, submit the feedback to MOM. https://service2.mom.gov.sg/efeedback/Forms/eFeedbackWithReferrer.aspx?option=25• CPD Board only liaise with training providers and MOM to ensure efficient running of the CPD system.
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Courses Accredited with SDUs must have **CPD Code and SDUs indicated on the certificate.** If not, then the course/training is NOT accredited for SDUs.

Check these on the Brochure and Certificate

Brochure



Organiser : Singapore Institution of Safety Officers (CDP/003/.....)

Certificate



CPD Code

21st SISO Annual WSHO Conference 2023 20 October 2023

CONFERENCE FEE

Conference Fee (Nett)	
SISO Members <small>For active SISO individual members and corporate members.</small>	\$180
Non-SISO Members <small>For any individual or corporate.</small>	\$230
SISO Member inclusive of renewal 2024 membership <small>For active SISO individual members only.</small>	\$240
Non-SISO Member inclusive of 2024 membership <small>Conference ticket with individual Membership.</small>	\$300

10% Group Discount for group registrations of 5 or more attendees from the same organization who is not SISO corporate member only. Please note that this discount applies to Non-SISO Members' Rate Ticket Category. For assistance with group registrations, please contact our Conference Manager at event@siso.org.sg.

WSHO SDU Points (CPD/003/T1.2/2023001)	7 pts
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Certificates of Attendance will be issued to participants who had fully attended the 21st SISO Annual WSHO Conference 2023

REGISTRATION

WSHO SDU Points (CPD/003/T1.2/2023001)	7 pts
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If you have attended this SISO conference and did not receive your certificate, please email admin@siso.org.sg (subject : SISO Conference 2023 Certificate)

Each time, you receive your certificate, please log in MOM portal

MENU > Workplace safety an... > Renew a registration

Renew a registration for workplace safety and health officer

You should renew your workplace safety and health (WSH) officer certificate at least 60 days before it expires.

At a glance

When to renew	At least 60 days before expiry. You'll receive an email renewal notice. Tip Update your contact details to receive the notice on time.
Who can renew	Registered WSH officer
How much it costs	\$60. Fees are non-refundable, regardless of the status of your application.
How long it takes	Up to 4 weeks.
Related eServices	Registration for WSH Professionals and Competent Persons Submit Safety Development Units (SDUs)



MINISTRY OF MANPOWER

MENU > eServices > Search

Submit Safety Development Units (SDUs)

Workplace Safety and Health Officer (WSHOs) can submit your SDUs.

[Submit SDUs](#)

Service is online
Availability: 24 hours

Not available due to maintenance

- Every day between 3am - 4am
- Every Tuesday and Thursday between 10pm - 11pm

[Who can use this eService?](#)

[What do I need to log in?](#)

[Get help](#)



Safety Development Unit (SDU)

To qualify for WSHO renewal, you must have at least 40 SDUs.

You do not qualify for the renewal. Please submit at least 40 SDUs to qualify for renewal.

Category	Activity	SDU	Date	Status
Accredited Courses & Trainings Approved by CPD Board	21st SISO Annual WSHO Conference 2023	7	22/11/2023	New
Accredited Courses & Trainings Approved by CPD Board	BSG WSH OCT 2023	7	23/10/2023	New
Accredited Courses & Trainings Approved by CPD Board	NATIONAL SAFETY CONFERENCE 2023	7	10/07/2023	New
Accredited Courses & Trainings Approved by CPD Board	WSH Conference 2023	7	11/12/2023	New
Total SDUs : 28				

[Add/Edit SDU Activity](#)

<https://www.mom.gov.sg/workplace-safety-and-health/wsh-professionals/workplace-safety-and-health-officer/renew-a-registration>

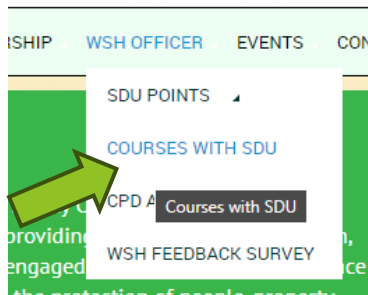


Category 2 – Check for Accredited courses

- ▶ Check SDUs Courses from SISO website.
 - ▶ [Singapore Institution of Safety Officers - Home \(siso.org.sg\)](https://www.siso.org.sg)



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2023 & 2024 Training Courses/Events accredited by the CPD Board

Below are the 2023 & 2024 courses and events that are accredited by the CPD Board to date, it will be updated on a monthly basis. WSHO, please take note of the following points:

1. Check the Program Code - For 2023, it will be in this format CPD/XXX/T1.1 or 1.2 or 2.0/2023XXX
2. Check the Program Code - For 2024, it will be in this format CPD/XXX/T1.1 or 1.2 or 2.0/2024XX
3. Check the start date and the end date of the approved course. The same course with a different approved date will have a different Program Code.
4. Training Provider is to include this Program Code and the SDU points awarded in your certificate or official letter.
5. Check for course brochure, it should indicate the Approved Program Code and Awarded SDU points.

List of 2023 & 2024 Training Courses/Events Accredited

[Click here for the accredited 2024 courses/events.](#)

[Click here for the accredited 2023 courses/events.](#)



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2024 Courses and Events approved by CPD Board as of 1st Feb 2024

Courses are arranged according to the alphabetical order of the Program Name. (Numerals (top of page) - Z (bottom of page))

Program Code	Organiser	Name of Program	Start Date	End Date	Hours	SDU
CPD/005/T1.2/242406	IES Academy Pte Ltd	1 Day Design for Safety (DFS Guideline 2022) Training Course	1 January 2024	30 June 2024	4	4
CPD/076/T2.0/242402	CCIS Singapore Pte Ltd	2 Days ConsASS Audit Practical Learning Workshop	1 January 2024	30 June 2024	14	7
CPD/076/T2.0/242401	CCIS Singapore Pte Ltd	2 Days Internal Auditor Training for ISO 14001:2015 (Environmental)	1 January 2024	30 June 2024	16	8

To Look for 2024 Approved Courses with SDUs , log into this website to check (ensure course is within the Valid Dates)

Key information on the CPD Code

Program Code	Name of Program	Start Date	End Date	ContactSDU hours	award	
CPD/003/T1.2/2023001	Singapore Institution of Safety Officers	21st SISO Annual WSHO Conference 2023	20 October 2023	20 October 2023	7	7
CPD/252/T2.0/242403	TUV SUD PSB PTE LTD	ISO 22301:2019 Business Continuity Management Systems Internal Auditor	1 January 2024	30 June 2024	16	8

T1.2 - Category 2 - Tier 1 course - 1 SDU for every 1 hour, each course capped at 20 SDUs

T2.0 - Category 2 - Tier 2 course - 1 SDU for every 2 hours, each course capped at 10 SDUs

242403 - Refer to course starts in 2024 and end in 2024 and 003 refers to running number on the courses by this TP in 2024

Name of Program - ISO 22301:2019 Business Continuity Management Systems Internal Auditor - Please check the certificate must match this title and also CPD Code - CPD/252/T2.0/242403



<https://www.siso.edu.sg/courses>

Your Certificate must have the following information

- **Name** of the learner or event participant (for example: Tan Ah Biao)
- **NRIC or FIN** (for example: Sxxxx123A)
- **Course or Event title** (as indicated on brochure / Training provider's application)
- **Course or Event date(s)** (within the granted accreditation window eg. Jan to Jun 2023)
 - 18th June 2023 (one-day course)
 - 1st March 2023 to 30th May 2023 (for a course with 3 months duration)
- **Identity of training provider or event organiser** (for example: ABC Training Pte Ltd)
- **CPD code** (as granted by CPD Board) eg. **CPD Code - CPD/241/T1.2/2023008**
- **SDU statement** (for example: **This course is accredited by WSH CPD Board with 14 SDUs**)

In the case of **SOA which are issued by SSG**, which may not have the highlighted CPD accreditation information printed on the statement of achievement, TP are required to issue a Letter of Certification complete with the highlighted CPD accreditation information clearly printed on the letter as a supporting document to enable MOM to authenticate the CPD code and SDU points granted to the course/event accredited by CPD Board.

Failure to furnish any of the above course/event details particularly the highlighted CPD accreditation statement may hinder the successful submission of SDUs to MOM by WSHO in renewing their license.

What you may want to do

Before Attending courses

1. For SDUs, attend courses that the TP has indicated on their brochure the Approved CPD Code.
2. You can verify if it is valid via SISO website. (it is updated monthly on the 1st week of the following month)
3. Check that the CPD Code is still valid for the period issued (1Jan 2024 to 30 Jun 2024) for your course.
4. If it not listed, check with the Training Provider or choose another Training Provider or another course.

After Attending courses

1. Check that your certificate has all the required information as required by CPD Board & MOM.
2. Submit your SDUs into MOM's portal asap (don't wait until last minute)
3. If any issue, check with the Training Provider to resolve.
4. If Training Provider unable to resolve your problem, submit feedback to MOM as below.

<https://service2.mom.gov.sg/efeedback/Forms/eFeedbackWithReferrer.aspx?option=25>

Note that MOM will check the certificate submitted by you to authenticate the CPD code and SDU points granted to the course/event accredited by CPD Board to verify that it is valid. It is WSHO responsibility to ensure correct certificate submitted.



Q&A

Q1 - Regarding WSHO renewal, is the 20 SDU points to claim as an employed WSHO be just certified with an employer letter or need an employment letter.

Ans : Yes.

Q2 - What are some ways to ensure that safety officers are supported in renewing their certificates? There are only so many courses for safety officers to take.

Suggested Ans : There are Category 1, 2,3 to clock your SDUs.

Please refer to the website to see the available courses with accredited SDUs.

Q3 - What should I do if my course/module certificate does not indicate the CPD Code and SDUs awarded?

Ans :Please contact the training provider to reissue the certificate with the CPD Code and SDUs awarded. Only CPD Approved courses will be given CPD Code and SDUs.

Q&A

Q4 - Why some of the SDUs or courses I submitted have disappeared from my eService screen?

Ans :Only Accepted SDUs after processing will be displayed on your eService screen. Rejected SDUs will be removed. SDUs will be rejected when:

- Wrong supporting documents are submitted for SDUs.
- Duplicate SDUs are submitted for the same item.
- SDUs are submitted under wrong category.
- Course title and training provider name stated on the final certificate DO NOT match the selected SDU item.
- Accredited courses/events not conducted within accreditation window will not be awarded SDU

If you are unable to find the course in the SDUs list, please contact your training provider for assistance

How are the SDUs calculated, evaluated and accepted for renewal?

SDUs will only be accepted based on the below criteria even if they were not submitted during last renewal.
(SDU supporting document must be dated within 2 years as shown below)

- (i) If the renewal application is submitted before the WSHO registration expires, SDUs obtained within 2 years period prior to the current expiry date of WSHO registration will be accepted.

Example: Current registration expires on 20/02/2023

Renewal application submitted on **15/01/2023** (**before** expiry date)

SDUs submitted at time of renewal which are obtained between 20/02/2021 till 15/01/2023 will be accepted. (Within 2 years from registration expiry date)

SDUs/Courses dated before 20/02/2021 will NOT be accepted.

- (ii) If the renewal is submitted after WSHO registration has expired, SDUs obtained within 2 years period prior to the date of renewal application will be accepted.

Example: Current registration expired on 20/11/2021

Submitted the renewal application on **07/03/2023** (**after** expiry date)

SDUs obtained between 07/03/2021 till 07/03/2023 will be accepted. (Within 2 years from renewal application date)

SDUs/Courses dated before 07/03/2021 will NOT be accepted.

If you have not submitted some courses for SDUs during your last renewal, you cannot submit for this renewal if they do not fulfil the above the acceptance window,

*Thank
You*

Email : cpd@siso.org.sg

Updated 26 March 2024