

Terms and Conditions for Applying for Certification Courses in Retail Operations, Retail Management and Events Planning

The following terms and conditions are applicable to applicants for the study of the following certification courses:

- A. Certificate in Retail Operations
- B. Certificate in Retail Management
- C. Certificate in Events Planning

These terms and conditions are supplemental to, and shall be read together with, the “Guidelines for Application for Certificate/ Graduate Certificate” set out in this website:

https://www.suss.edu.sg/docs/default-source/contentdoc/ccpe/application-for-certificate_ccpe_cert01_jan18.pdf?sfvrsn=a1d1b872_2

1. These certification courses are only offered to prospective Continuing Education and Training (CET) students who had been, or are, working in the retail and meetings, incentives, conferencing and exhibitions (MICE) sectors, and wish to achieve the relevant certification to strengthen their employability.
2. Each certification course is made up of three modular courses which bear 5 credit units each. The modular courses under the respective certification courses are listed in the table below.

No	Certification	SUSS Courses
1	Certificate in Retail Operations (15cu)	LOG201 Supply Chain Management (5cu)
		LOG202 Managing Operations (5cu)
		LOG203 Inventory Management (5cu)
		Reflective Assessment
2	Certificate in Retail Management (15cu)	HRM201 Human Resource Management (5cu)
		ANL201 Data Visualisation for Business (5cu)
		MKT353 Retail Management (5cu)
		Reflective Assessment
3	Certificate in Events Planning (15cu)	BUS201 Contract and Agency Law (5cu)
		MKT360 Internet and Social Media Marketing (5cu)
		EMT101 Events Planning and Management (5cu)
		Reflective Assessment

3. An applicant must fulfil all SUSS admission criteria for certification courses.
4. Only individuals who were previously, or are currently, employed full-time in the retail and/or MICE sectors are eligible to apply for admission to any of these certification courses. An applicant is required to make a declaration, providing proof and details of previous or current employment in the retail and/or MICE sectors, when submitting his/her application for admission to these certification courses.
5. An applicant will need to apply for seats in the respective modules according to the schools' enrolment time tables.
6. Successful applicants are given a maximum of 24 months from January 2021 to complete the three modules stipulated under each certification course.
7. Given that there is a time limit for the completion of all three modules under each certification course, applicants are advised to enrol for courses with the objective of completing one certification course at a time.
8. A Certificate for the relevant certification course will only be issued upon the successful completion of all three modules for the certification course, adherence to the requirements set out for the certification course, in addition to the completion of a reflective assessment of the application of the modular outcomes to the retail and/or MICE sectors.
9. Upon successful completion of all three modules and a reflective assessment under each certification course, participants can write in to cet@suss.edu.sg to request for the issuance of a Certificate for such certification course.
10. The issuance of a Certificate is only applicable to CET students who have registered for any of the three courses under each Certificates course from January 2021 semester onwards.
11. The certification courses are not open to full time undergraduates of SUSS or any other universities.
12. Funding for each certification course is as stipulated in the individual course page and subject to the funding criteria and requirements of SkillsFuture Singapore (SSG).
13. SUSS reserves the right to amend, change or remove any admission criteria or any of these terms and conditions at any time and without prior notice.