PREREQUISITES

Participants should meet one of the following:

- GCE 'O' Level or equivalent, ⩾ 21 years old
- NITEC/Higher NITEC, ⩾ 21 years old
- ⩾ 30 years old with 2+ years of professional experience
- Other qualifications (case-by-case basis)

Recommended

- Basic digital literacy (MS Word, online research tools)
- Strong written English for clear technical writing and summarising

DURATION

🕐 **16-hour training course including a 2-hour assessment**

- Oral Questioning: 30 minutes
- Written Examination: 90 minutes

COURSE DATES

https://asktraining.com.sg/personal-development-courses/wsq-business-report-technical-writing/#course-schedule

Course Code: **TGS-2025055530**

Up to 70% SkillsFuture Funding*

Balance Fee SkillsFuture Credit, PSEA, Claimable

Full Course Fee:
S$926.50
(inclusive of 9% GST)

WSQ Business Report and Technical Writing Skills

Course Description

The WSQ Business Report Technical Writing course is tailored for ICT professionals seeking to enhance their written communication skills in documenting technical information, business requirements, and IT solutions. Whether you are involved in systems analysis, project coordination, technical support, or infrastructure management, this course equips you with the tools to produce clear, concise, and professional business reports that support decision-making and align with stakeholder needs.

Through hands-on practice, participants will learn foundational and advanced techniques in technical writing, covering audience analysis, report structuring, executive summary drafting, data presentation using visuals, and proofreading.

By the end of the course, participants will be able to bridge communication gaps between technical and non-technical stakeholders, drive alignment across departments, and contribute more effectively to organisational efficiency and compliance

Course Objectives

- ✓ Describe the key characteristics of effective technical documentation and apply these principles to document business requirements from operational management or other stakeholders.

- ✓ Develop a business report that includes recommended standard industry IT solutions for addressing business needs and requirements.

Course Outline

Learning Unit 1 – Foundational Skills in Business and Technical Writing

Topics:
- Foundations of Business and Technical Writing: Audience, Planning, Research, and Writing Style
- Crafting and Refining Reports: Structure, Executive Summaries, Visuals, and Proofreading

Learning Unit 2 – Advanced Techniques in Business and Technical Writing

Topics:
- Understanding IT Solutions, Stakeholder Requirements, and Business Needs
- Techniques for information gathering and exploratory research

Course Fees & Subsidies

Eligible for Singaporean Citizens, Permanent Residents, and Long-Term Visit Pass Plus Holders

Up to 70% SkillsFuture Funding*

Balance Fee SkillsFuture Credit, PSEA, Claimable

Full Course Fee: S$926.50
(inclusive of 9% GST)
Full Course Fee After Eligible SSG Subsidies: From S$331.50
(inclusive of 9% GST) after 70% SSG Subsidies

*Trainees are entitled to the training grant when they meet 75% of the training attendance and pass the requisite assessment.

Self-Sponsored	Course Fee before Subsidy and GST	Eligible Funding		Nett Fees Payable incl. 9% GST
Singapore Citizens ≥ **40 years old**	S$850	**70%**	SkillsFuture Funding	S$331.50
Singapore Citizens, PRs or LTVP+ Holders ≥ **21 years old**		**50%**	SkillsFuture Funding	S$501.50

SkillsFuture Credits can be used on top of existing subsidies

Company-Sponsored	Course Fee before Subsidy and GST	Eligible Funding		Nett Fees Payable incl. 9% GST
Small-to-Medium Enterprise (SME) Singaporean Citizens, PRs or LTVP+ Holders ≥ 21 years old	S$850	**70%**	SkillsFuture Funding	S$331.50
Non-SME Singaporean Citizens, PRs or LTVP+ Holders ≥ 21 years old		**50%**	SkillsFuture Funding	S$501.50
Non-SME Singaporean Citizens ≥ 40 years old		**70%**	SkillsFuture Funding	S$331.50

All prices are inclusive of 9% GST. | Absentee Payroll applicable for both SMEs & Non-SMEs

You may use SkillFuture Credit and PSEA to defray 50% of the unfunded course fee.

Important Reminder: Your PSEA claim needs to be submitted **at least 1 month before** the course's commencement date. Should you miss this deadline, an alternative payment method must be used to secure your spot in the course. After the disbursement of your PSEA funds to us, we will reach out to initiate the refund process.