

Course Objective

The Certificate of Employment Intermediaries (CEI) aims to equip employment agency (EA) personnel with knowledge of employment laws and regulations to ensure that EA personnel understand their obligations under the law and are able to advise their clients of their rights and responsibilities.

Who Needs to be Certified?

The CEI requirement applies to Employment Agencies with any of the following licences:

- Comprehensive Licence (All)
- Comprehensive Licence (Local)
- Comprehensive Licence (non-Foreign Domestic Worker)

It is required for:

- All Key Appointment Holders, regardless whether they perform Employment Agency work
- All Employment Agency Personnel doing Employment Agency work
- Other personnel who may be partners, owners or Managing Directors

Types of Courses

There are two main types of CEI courses:

- **CEI (KAH)** for Key Appointment Holders (KAH) covers key legislation such as the Employment Act, Employment of Foreign Manpower Act (EFMA), and Companies Act.
- **CEI (Basic)** for other EA personnel covers only the key legislation relevant to their work.

The CEI course is a modular system administered through four modules:

Modules	Topics
General	<ul style="list-style-type: none">• Employment Agencies Regulatory Framework• Employment Act• Work Injury Compensation Act• Contract Law• Tripartite Guidelines for Fair Employment Practices (TGFEF) & Fair Consideration Framework• Personal Data Protection Act• Prevention of Human Trafficking Act• Central Provident Fund Act
Foreign Workers (FW)	<ul style="list-style-type: none">• Employment Agencies Regulatory Framework (FW)• Employment of Foreign Manpower Act (EFMA) - (FW)• Immigration Act
Foreign Domestic Workers (FDW)	<ul style="list-style-type: none">• Employment Agencies Regulatory Framework (FDW)• Employment of Foreign Manpower Act (EFMA) - (FDW)
Key Appointment Holders (KAH)	<ul style="list-style-type: none">• Business Organisations• Competition Act• Employment Agencies Regulatory Framework

If you are an employee and your employment agency **does not** place foreign employees, you should attend the CEI KAH/Basic without EFMA course.
 If you are an employee and your employment agency **does not** place foreign domestic workers, you should attend the CEI KAH/Basic non-FDW course

CEI Programme

Course Title	Skills Future Course ID	Modules	License Type	Certificate Awarded	Day Course Duration (Hours / Days)	Night Course Duration (Hours/Nights)	Revised Nett Fees (Wef 1 Nov 2018)
CEI (Basic)	CRS-N-0023611	General + FW + FDW	Comprehensive Licence (All)	Certificate of Attendance CEI (Basic)	36 hours 4.5 Full Days Mon (PM) - 1.45pm to 6pm, Tues to Fri - 9am to 6pm	36 hours 9 Nights Mon to Fri 6.30pm to 10.30pm	\$475
CEI(KAH)	CRS-N-0023609	General + FW + FDW + KAH		Certificate of Attendance CEI (KAH)	40 hours 5 Full Days Mon to Fri – 9am to 6pm	40 hours 10 Nights Mon to Fri 6.30pm to 10.30pm	\$585
CEI (Basic) - non FDW	CRS-N-0034878	General + FW	Comprehensive Licence (non - FDW)	Certificate of Attendance CEI (Basic) – Non FDW	28 hours 3.5 Full Days Mon (PM) - 1.45pm to 6pm, Tues to Thurs - 9am to 6pm	28 hours 7 Nights Mon to Fri 6.30pm to 10.30pm	\$380
CEI (KAH) - non FDW	CRS-N-0034877	General + FW + KAH		Certificate of Attendance CEI (KAH) – Non FDW	32 hours 4 Full Days Mon to Thurs – 9am to 6pm	32 hours 8 Nights Mon to Fri 6.30pm to 10.30pm	\$490
CEI (Basic) - without EFMA	CRS-N-0043956	General	Comprehensive Licence (Local)	Certificate of Attendance CEI (Basic) - excluding EFMA	20 hours 2.5 Full Days Mon (PM) - 1.45pm to 6pm, Tues to Wed - 9 am to 6pm	20 hours 5 Nights Mon to Fri 6.30pm to 10.30pm	\$265
CEI (KAH) - without EFMA	CRS-N-0043983	General + KAH		Certificate of Attendance CEI (KAH) - excluding EFMA	24 hours 3 Full Days Mon to Wed – 9 am to 6pm	24 hours 6 Nights Mon to Fri 6.30pm to 10.30pm	\$375

Course Date	Please approach to CEI Admin for our latest course date. Tel: 6296 4333 Email Address: cei@gmcs.com.sg
Course Venue	198 Geylang Road #04-01 Singapore 389263 (Lorong 6 Geylang). Link to [GMC Directions]
Course Subsidy	Corporate Subsidy (For Singaporeans & PR Citizens) <ul style="list-style-type: none"> To be eligible for subsidy, payment has to be made in full amount by Corporate Cheque. If you wish to know how to claim SDF subsidy on your own, please contact WSG Hotline → 6883 5885. Link to [Skills Connect Portal - https://www.skillsconnect.gov.sg/sop/portal/index.jsp]

	<p>Individual Subsidy (SkillsFuture Credit)</p> <ul style="list-style-type: none"> All Singaporeans aged 25 and above can use their \$500 SkillsFuture Credit from the government to pay for a wide range of approved skills-related courses. Visit the SkillsFuture Credit website [SkillsFuture Portal - http://www.skillsfuture.sg/credit] to choose from the courses available on the SkillsFuture Credit course directory. If you wish to utilize your SkillsFuture Credit, Please approach to our CEI Admin for more details.
Where I need to book my exam date?	<ul style="list-style-type: none"> \$171.20 per person per attempt Please book your exam slot with NTUC Learning Hub at 73 Bras Basah Road #02-01 Singapore 189556. Link to [NTUC Website - https://www.ntuclearninghub.com/examinations/certificate-of-employment-intermediaries/] NTUC Hotline → 6336 5482
How to register course?	You may apply for the courses at our official website, https://app.gmcs.com.sg . Link to [CEI Online Registration]
How to make payment?	<p>Please be informed that in order to confirm your reservation, full payment must be made after online registration within 3 working days.</p> <ol style="list-style-type: none"> Login with existing account to process online payment by Visa/ Mastercard (eNets), Cheque made payable to "Grace Management & Consultancy Services Pte Ltd", or Cash or Nets at our office
<ul style="list-style-type: none"> All lessons will be conducted throughout the above schedules. To receive the Certificate of Attendance you would need to attain at least 75% attendance rate. For more information on the CEI, please refer to MOM website and also read the CEI Frequently Asked Questions. 	