[SSG CIRCULAR/QMD/2024/1]: Continuation with Class Size Guidelines

22 February 2024

[This circular applies to all Registered Training Providers]

Circular (For Compliance)

Dear Registered Training Providers,

This circular is to inform all Registered Training Providers (RTPs) that SSG's guideline for a maximum class size of 40 persons – excluding the trainer(s) – for SSG funded/supported CET programmes will continue to apply for course quality reasons. The last update on class size was stated in SSG's circular dated 14 Feb 2023. Please see [SSG CIRCULAR/PPD/2023/1] for more details.

2.	The class size guideline of 40 persons – excluding the trainer(s) – will apply to all course runs effective from the date of this circular for both Workforce Skills Qualifications (WSQ)-accredited and non-WSQ approved courses, **except courses where there are other prevailing class size guidelines mandated by the regulatory agencies (e.g. Singapore Food Agency, Workplace Safety & Health Council)**. This approval will also extend to course runs for SSG funded/supported CET programmes which have already been approved by SSG prior to this circular.

3.	RTPs need not submit course edits if you intend to deviate from trainer-to-learner ratios approved previously for the WSQ accredited courses, as long as the class size guideline is observed. Notwithstanding, RTPs are encouraged to consider the nature of the course, availability of resources and learners' profiles to decide on an appropriate ratio for optimal learner engagement.

4.	SSG will continue to review the class size guidelines, supported with learners' feedback via the Training Quality Outcome Measurement (TRAQOM) initiative. RTPs are strongly encouraged to adopt the Quick-Response (QR) Code approach introduced since 4 September 2023 to administer TRAQOM Quality Surveys as it is a more effective mechanism to capture survey responses.

5.	Should you require further clarification, please contact SSG at 6785 5785 or submit your enquiries via SSG's feedback portal at https://portal.ssg-wsg.gov.sg/feedback. Thank you.