



STUDIO MANAGEMENT PROCESSES

Course Code: WSQ-M3-SMP

What will you learn?

- Preparation of design briefs.
- Preparation of various project proposals and contracts in accordance with organisational fees and service guidelines.
- Codes of professional conduct.
- Key elements of design brief.
- Interpreting Intellectual Property Rights principles and their applications within a design context.
- Types of characteristics of IPR and processes of registering IP.

Course Schedule

Contact Hours: 16 hours

Course Frequency : Once per week

Course Time: 7pm - 10pm

Course Duration : 5 weeks

Course Materials

- Copyright Infosheet, Copyright @ Work (by Intellectual Property Office of Singapore)

About the Workshop

Understanding design studio processes is essential for designers to ensure efficiency in the workplace. This programme will guide participants through the various stages of a design project, from design brief, conceptualisation and final project work.

At the end of the programme, participants will be issued a Statement of Attainment (SOA) from Workforce Singapore.

Course Fees

SME Sponsored	MNC Sponsored	Self-Sponsored	Mid Career Enhanced Subsidy	Workfare Training Scheme	Full Course Fee
90% Subsidy	\$15 Per Hour Subsidy	70% Subsidy	90% Subsidy	95% Subsidy	-
\$95.20	\$359.20	\$359.20	\$95.20	\$67.20	\$599.20
Absentee Payroll: \$7.50 Per Hour	Absentee Payroll: \$4.50 Per Hour	-	Training Allowance: \$4.50 Per Hour	-	-
\$66.34 Registration and Course Material Fee					

All prices inclusive of 7% GST.

WSQ subsidies are eligible for Singapore's and PRs above the age of 21.

Please check with our education consultants regarding funding eligibility.

Course Outline

Day 1	<ul style="list-style-type: none">• Course introduction• Finding the right designer
Day 2	<ul style="list-style-type: none">• The design brief• Budgeting and managing processes
Day 3	<ul style="list-style-type: none">• AIGA standards of professional practice• Business expectations for the professional designer
Day 4	<ul style="list-style-type: none">• Implementations of fonts, illustrations, photography and software.• Registering a design
Day 5	<ul style="list-style-type: none">• Standard form of agreement for design services• Conduct of assessment