

# Application Guide

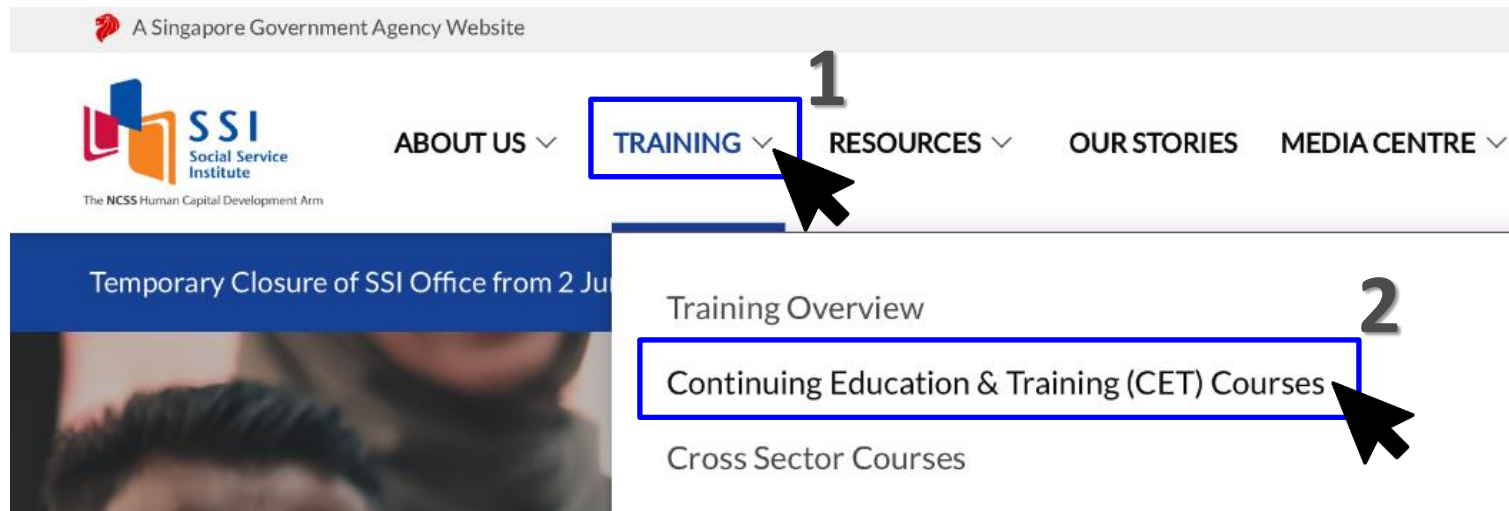
# Please take note of the following:

- Download the **Application Form** from SSI website.
- Registration to be submitted online. The estimated time to complete the **Online Registration** is 15-20 minutes.
- Please complete all sections of the online registration form before submitting it online.
- Do make sure you have sufficient time to complete and digital sign the Application Form, register online, upload all relevant supporting documents and make the registration fee payment online by the application closing date.
- ONLY **one submission per applicant**. Duplicate submissions will not be allowed.

# Application Procedures

## 1. How to apply?

- Go to [www.ssi.gov.sg](http://www.ssi.gov.sg).
- Click on **Training** from top menu, select **CET Courses**.



# Application Procedures (continued)

- Click on the programme name link.

HOME / TRAINING / CONTINUING EDUCATION & TRAINING (CET) COURSES

## Continuing Education & Training (CET) Courses

Training Overview

Featured Courses for Registration

**Continuing Education & Training (CET) Courses**

Cross Sector Courses

Children, Youth and Family Courses

Disability Courses

Mental Health Courses

Eldercare Courses

Board Development Courses

Management and Organisation Development Courses

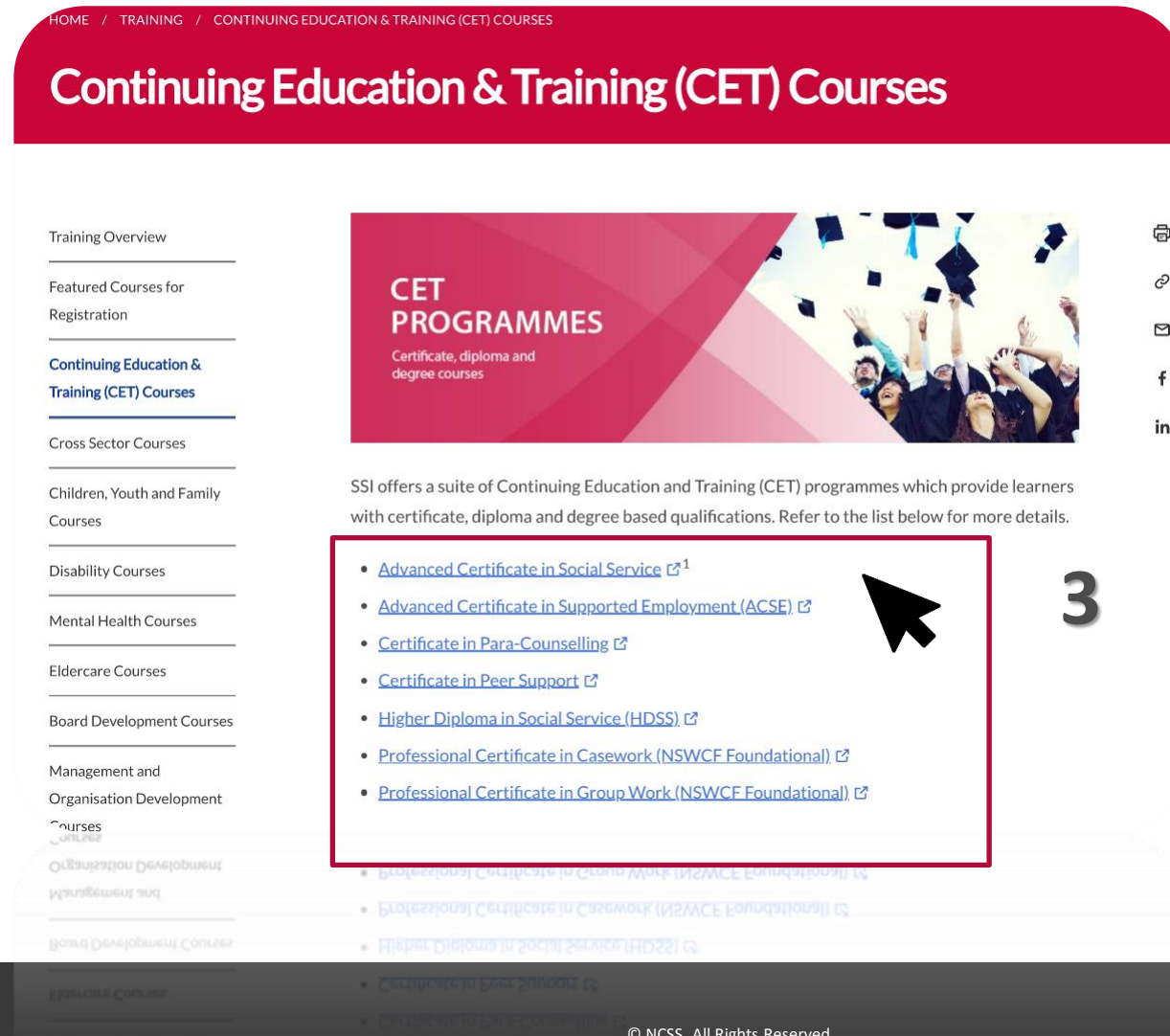
**CET PROGRAMMES**  
Certificate, diploma and degree courses

SSI offers a suite of Continuing Education and Training (CET) programmes which provide learners with certificate, diploma and degree based qualifications. Refer to the list below for more details.

- [Advanced Certificate in Social Service](#) <sup>1</sup>
- [Advanced Certificate in Supported Employment \(ACSE\)](#)
- [Certificate in Para-Counselling](#)
- [Certificate in Peer Support](#)
- [Higher Diploma in Social Service \(HDSS\)](#)
- [Professional Certificate in Casework \(NSWCF Foundational\)](#)
- [Professional Certificate in Group Work \(NSWCF Foundational\)](#)

3

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# Application Procedures (continued)

- Scroll to the Application Guidelines Section of the page
- Download the **Application Form (PDF)**.

The image shows two side-by-side screenshots of application pages. The left page is for the 'Advanced Certificate in Social Service' and the right page is for the 'Higher Diploma in Social Service'. Both pages have a red header with the program name. Below the header is an 'Overview' section. A black box is overlaid on the 'Application Guidelines' section of the left page. Inside this box, the text reads: 'Applicants to download and upload the completed [Application Form](#) with all relevant supporting documents via the [Registration Portal](#) between 1 - 29 April 2022.' The 'Application Form' link is highlighted with a blue box. An arrow points to this link with the number 4.

## Application Procedures (continued)


- Click on [Registration Portal](#) to submit a registration online.

# Application Procedures (continued)

- At Course Search Page, Search for “Admission for SSI ACSS”. Click on “Select Schedule”.

## Course Selection

All Course Type ▾ All Course Category ▾ HDSS



Course Code: SCET21-2

Course Title: Admission: SSI Higher Diploma in Social Service (HDSS)

Select Schedule

Detail



**6 Select Schedule**

# Application Procedures (continued)

- Please read the details carefully before proceeding with your online registration.

STEP 1 - COURSE STEP 2 - SCHEDULE STEP 3 - REGISTRATION STEP 4 - SUMMARY

**SCET21-2: Admission: SSI Higher Diploma in Social Service (HDSS)**

**Registration Period:**  
The registration period for SSI Higher Diploma in Social Service (HDSS) Intake in Aug 2022 opens from **1 Apr 2022 to 29 Apr 2022**.

**Overview:**  
Please read the below instructions, eligibility criteria, and Terms & Conditions before proceeding with the programme registration.

**Registration Fee:**  
Please note that any registration submission without the registration fee payment will be considered incomplete and void.

Name	Fee (Excludes GST)	Fee (Includes GST)
Registration Fee (non-refundable)	\$200.00	\$217.40

**Instruction:**

- Download and complete the
- The sections of the e-registration form are as follows:
  - (a) Personal Particulars
  - (b) Academic Qualifications
  - (c) Current Employment Details
  - (d) Information Requested
  - (e) Declaration
  - (f) Upload Attachment
- Completed and signed by the applicant
- Singapore's Social Compact e-Learning Course
- NRIC (showing the photo)
- Academic Certificate

Registration submission with the above documents is required.

4. Registration submissions are accepted on a first-come, first-served basis.

**Eligibility Criteria:**

- A minimum grade of C6 for GCE 'O' level English (or its equivalent\*).
- At least 2 years of full-time working experience.
- Completed the Singapore's Social Compact e-Learning Course.
- Any one of the academic qualifications / requirements listed below:
  - SSI Advanced Certificate in Social Service
  - WSQ Advanced Certificate in Social Service
  - SGUS Social Service Assistant Programme
  - SSI Diploma in Social Service
  - SSI Diploma in Disability Studies

**Enquiry:**  
Jermin Chua / Jermin\_CHUA@ncss.gov.sg / 6589 5562

**Back To Course Search** **I want to register for this Course**

**7 To Register**

**Programme Fee:**



# Application Procedures (continued)

- Select the available **Schedule** for the programme you are registering.

Available Schedules

15-Aug-22 → 29-Dec-23 [View Sessions](#)

Location : SSI



**8 Schedule Dates**

**Terms and Conditions for Course Application**

1. I declare that I have read the instructions on this application form and that to the best of my knowledge, the information provided by me is true and complete.
2. I acknowledge that SSI may vary or reverse any decision regarding the admission or enrolment on the basis of incorrect or incomplete information provided by me.
3. All applications received are subjected to approval by SSI and SSI reserves the right in its absolute discretion to reject any applications.
4. I understand and accept all the above conditions fully.

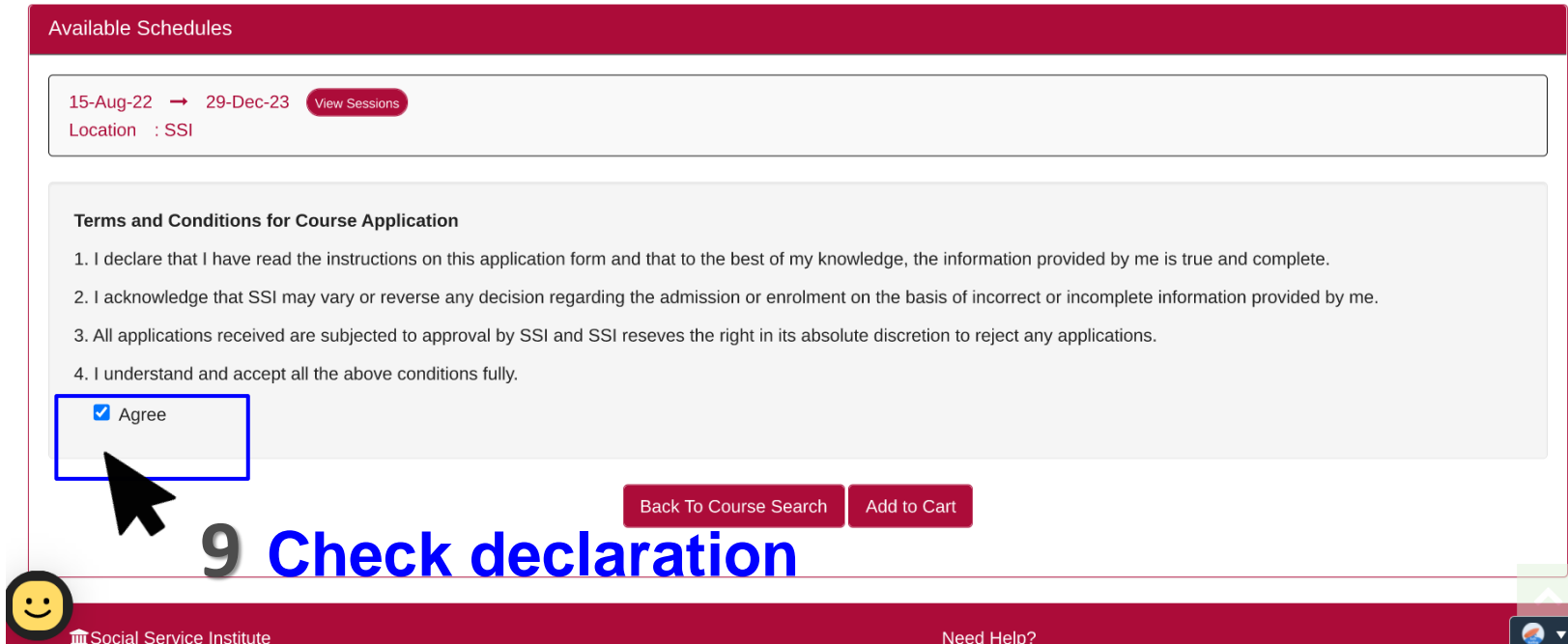
☒ Agree

[Back To Course Search](#) [Add to Cart](#)

 Social Service Institute [Need Help?](#) 

# Application Procedures (continued)

- **Check** the declaration box.



Available Schedules

15-Aug-22 → 29-Dec-23 [View Sessions](#)

Location : SSI


**Terms and Conditions for Course Application**

1. I declare that I have read the instructions on this application form and that to the best of my knowledge, the information provided by me is true and complete.
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☒ Agree

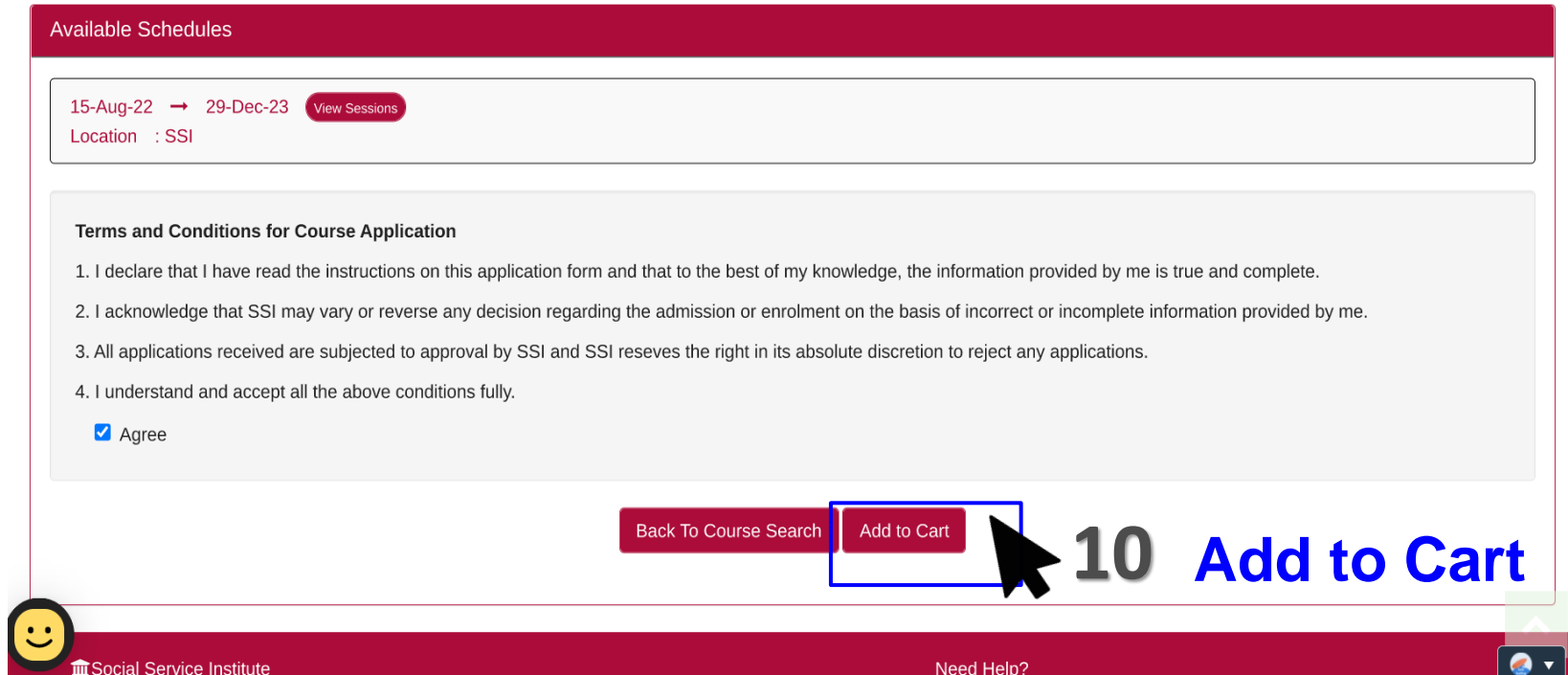
[Back To Course Search](#) [Add to Cart](#)

**9 Check declaration**

 Social Service Institute [Need Help?](#)

# Application Procedures (continued)

- Click “Add to Cart” to go to the login page



Available Schedules

15-Aug-22 → 29-Dec-23 [View Sessions](#)

Location : SSI



**Terms and Conditions for Course Application**

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☒ Agree

[Back To Course Search](#) [Add to Cart](#)

10 Add to Cart

 Social Service Institute [Need Help?](#) 

# Application Procedures (continued)

- Proceed with **Sign-in** either as Individual or Company with username and password or via SingPass (if you have already linked to SingPass)



## WELCOME TO SSI ONLINE REGISTRATION PORTAL!

SSI Online Registration Portal is an online portal to submit registration for SSI courses.

### Login

- Organisation sponsored - Select '**Company**' and login in via the organisation login credentials or CorpPass account.
- Self sponsored - Select '**Individual**' and login in via the organisation login credentials or SingPass account.

### New Account Request

- Organisation sponsored - Select '**Company**' and click 'Register for an account'. Once complete, we will review your request and update you within 5 working days. Approved account request may access the online registration portal.
- Self sponsored - Select '**Individual**' and click 'Register for an account'. Once complete, you will be redirected to this page. Login and register for your course.

To access information relating to enrolments, payments, e-certificates etc please login to the [SSI Student Portal](#) or [SSI Client Portal](#).

If you are having difficulties in logging in, please email to [socialserviceinstitute@ncss.gov.sg](mailto:socialserviceinstitute@ncss.gov.sg)

## User Guide



FAQ (PDF) 274.5KB



User Manual (PDF) 2.62MB

Please Sign In

☒ Individual ☐ Company

Username

Password

Or **singpass**

☐ Remember Me

[Register for an account](#) [Reset/Forget Password](#) [Forgot your username](#) [Sign In](#) [Sign In via SingPass](#)

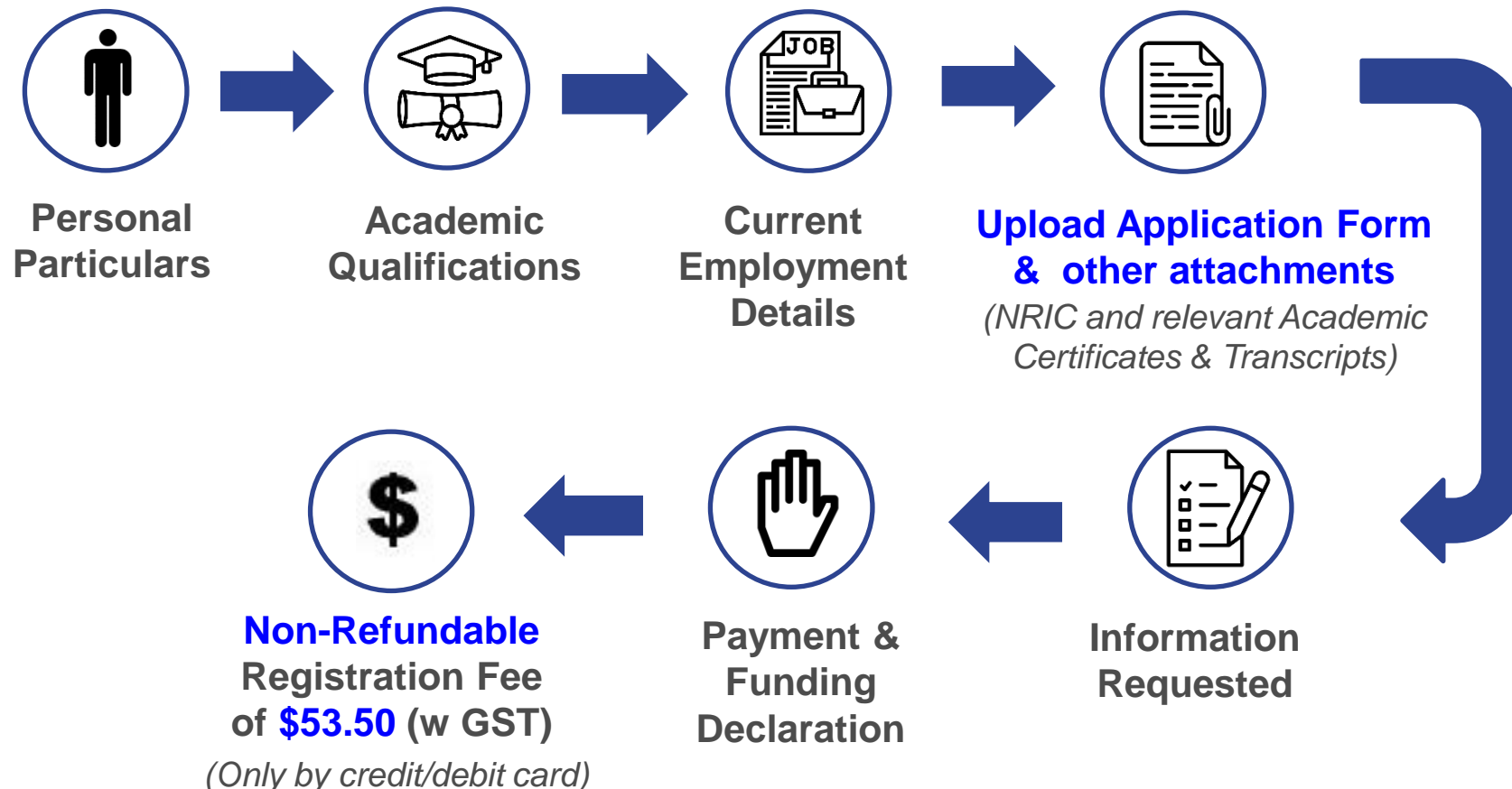
12 Sign in



**Enquiries?**  
system alerted that you have an account with the system. Please contact [Jermin\\_Chua@ncss.gov.sg](mailto:Jermin_Chua@ncss.gov.sg) to re-activate your account.

# Application Procedures (continued)

- The estimated time to complete the **Online Registration Form** is 15-20 minutes.
- Summary of the Sections you need to **COMPLETE**:



# HDSS Application Overview



**Written  
Aptitude  
Test**

**26 May 2022 (AM)  
27 May 2022 (PM)**

SSI notifies eligible applicants for the **Written Aptitude Test** by week of 23 May 2022.



**Wait for your  
Application  
Outcome**

**30 June 2022**

Successful applicants will receive SSI **Offer Letter** via their email address that is registered with SSI.

**\*Organisation sponsored applicant to inform the HR of the payment deadline.**



## Questions and Enquiries?

Visit SSI HDSS programme webpage for more details. Alternatively, email your questions to [Jermin\\_Chua@ncss.gov.sg](mailto:Jermin_Chua@ncss.gov.sg)

1

**29 April 2022  
(before 11.59pm)**

Complete all sections of the application form, including a non-refundable online payment of \$53.50, before submitting online **by 29 April 2022**

2

**14, 16 June 2022 (PM)  
20, 21 June 2022 (PM)**

SSI informs applicant to attend the **Interview Session** (if required) by week of 7 June 2021.

3

4

**By 14 July 2022  
(before 6.00pm)**

**Reply to your offer letter and pay the Programme Fee of \$3,466.80 (w GST) by 14 July 2022.**

5



**Keep to the  
Timeline**



**Admission  
Interview  
(Virtual)**



**Accept Offer  
and make  
Payment**