

Application Guide

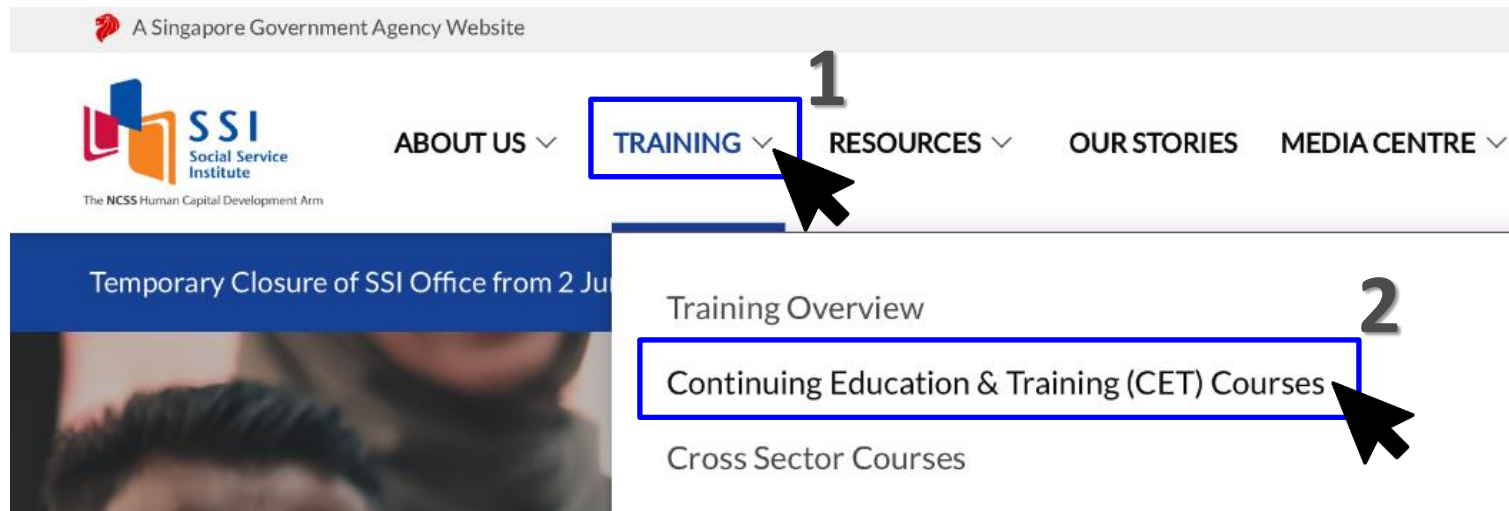
Please take note of the following:

- 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.
- 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](#) ¹
- [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 \(NSWCF Foundational\)](#)

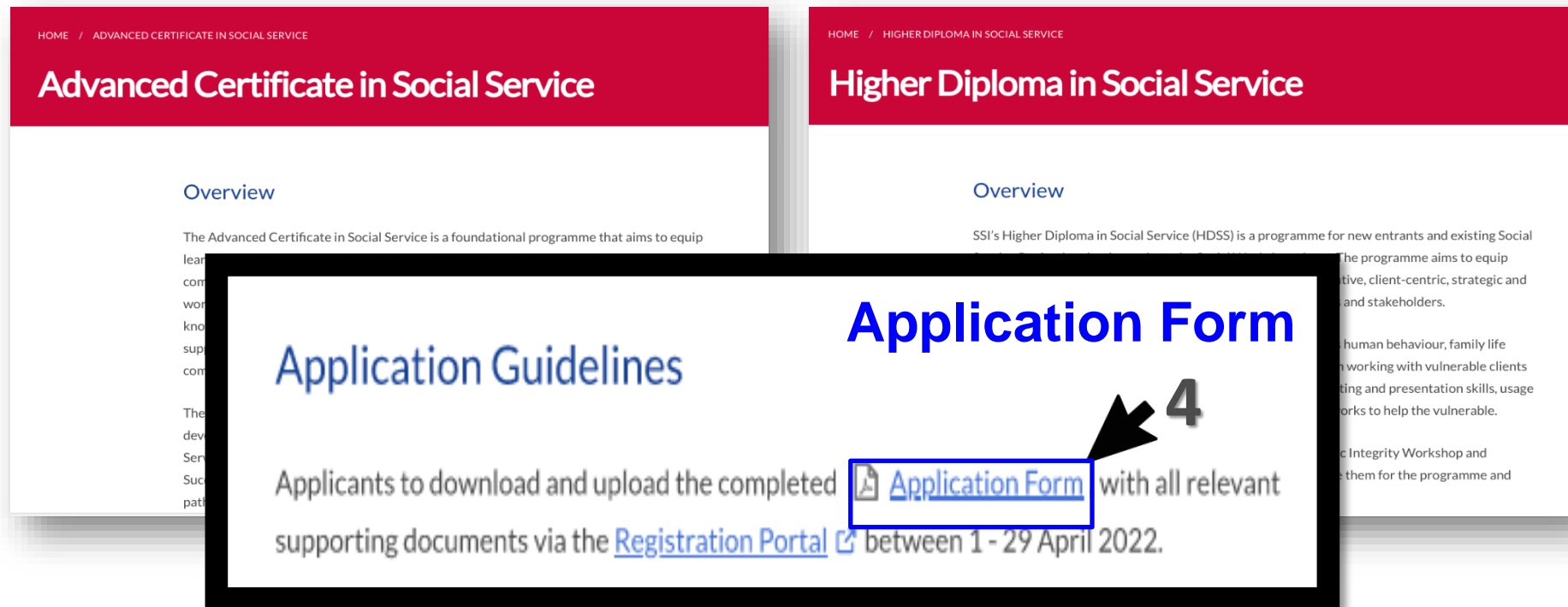
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SSI

Application Procedures (continued)

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



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 ▾

ACSS



Course Code: SCET21-1

Course Title: Admission: SSI Advanced Certificate in Social Service (ACSS)

Select Schedule

Detail

6 **Select Schedule**

Application Procedures (continued)

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

The screenshot displays the registration page for the SCET21-1 Admission: SSI Advanced Certificate in Social Service (ACSS). The page includes a progress bar at the top with steps: STEP 1 - COURSE, STEP 2 - SCHEDULE, STEP 3 - REGISTRATION, and STEP 4 - SUMMARY. The main content area provides details about the course, registration period (1 Apr 2022 to 29 Apr 2022), overview, and registration fee. A table lists the fees: \$50.00 (excluding GST) and \$53.50 (including GST). An 'Enquiry:' section provides contact information for Chua Jasmine. A blue box highlights the 'I want to register for this Course' button, with a large black arrow pointing to it and the text 'To Register' in blue. The page also includes eligibility criteria and a list of current qualifications equivalent to the GCE 'O' Level English.

Enquiry:
Chua Jasmine / Jasmine_CHUA@ncss.gov.sg / 6589 5561

To Register

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?

If you are experiencing any issues with the website

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

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☒ Agree

9 **Check declaration**

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

 Social Service Institute

Need Help?
If you are experiencing any issues with the website

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

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

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

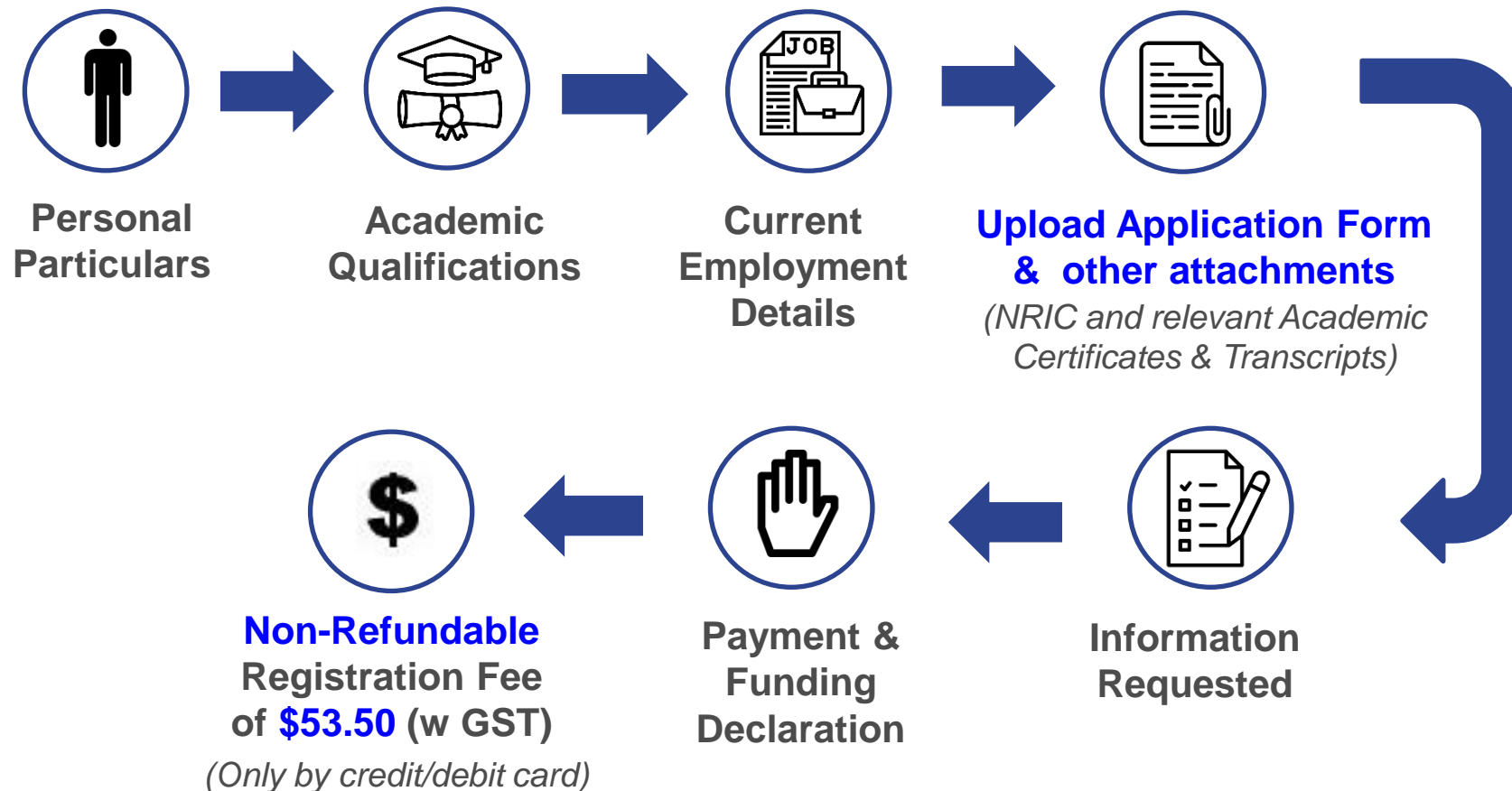


Enquiries?

system alerted that you have an account with the system. Please contact Jermin_Chua@ncss.gov.sg 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**:



ACSS Application Overview



**30 May 2022 (PM)
1,6 & 8 June 2022 (PM)**

SSI informs applicant to attend the interview session (if required) by week of 23 May 2022.

**By 24 June 2022
(before 6.00pm)**

Reply to your offer letter and pay the Programme Fee of **\$2,921.10 (w GST) by 24 June 2022.**

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

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

1

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

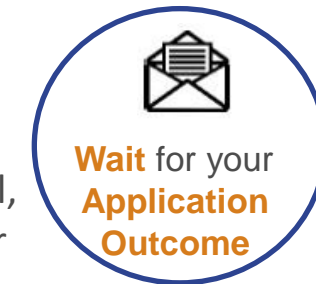
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By 10 June 2022

3

If your application is successful, you will receive the offer letter via your email address you've registered with SSI.

4



Questions and Enquiries?

Visit SSI ACSS programme webpage for more details. Alternatively, email your questions to jasmine_chua@ncss.gov.sg