

Application Guide

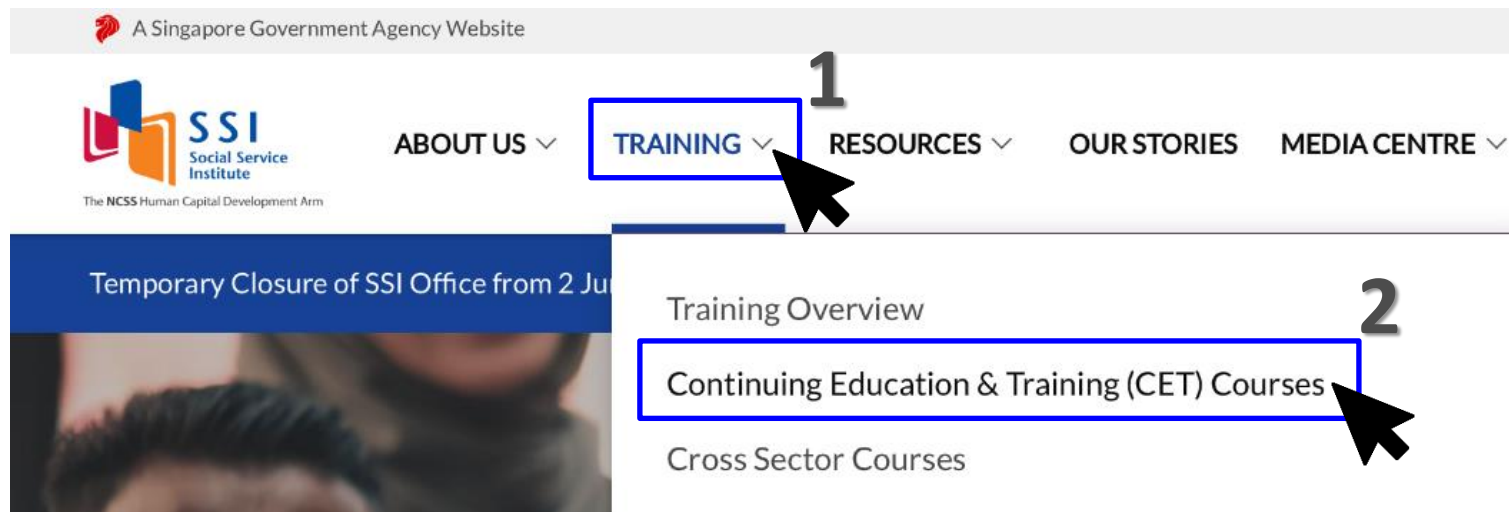
Please take note of the following:

- 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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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 'Applicants to download and upload the completed' is followed by a blue link 'Application Form' with a PDF icon. An arrow points to this link with the number '4'. Below the link, the text continues: 'with all relevant supporting documents via the [Registration Portal](#) between 1 - 29 April 2022.'

Application Procedures (continued)

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

HOME / ADVANCED CERTIFICATE IN SOCIAL SERVICE

Advanced Certificate in Social Service

Overview

The Advanced Certificate in Social Service is a foundational programme that aims to equip learners with the necessary knowledge and skills to be collaborative, client-centric, and effective in their work. The programme focuses on developing core competencies such as communication, problem-solving, and teamwork. It also covers topics related to human behaviour, family life, and working with vulnerable clients. The programme aims to equip learners with the necessary knowledge and skills to be collaborative, client-centric, and effective in their work. The programme focuses on developing core competencies such as communication, problem-solving, and teamwork. It also covers topics related to human behaviour, family life, and working with vulnerable clients. The programme aims to equip learners with the necessary knowledge and skills to be collaborative, client-centric, and effective in their work.

HOME / HIGHER DIPLOMA IN SOCIAL SERVICE

Higher Diploma in Social Service

Overview

SSI's Higher Diploma in Social Service (HDSS) is a programme for new entrants and existing Social Service Professionals who aspire to be Social Work Associates. The programme aims to equip learners with the necessary knowledge and skills to be collaborative, client-centric, and effective in their work. The programme focuses on developing core competencies such as communication, problem-solving, and teamwork. It also covers topics related to human behaviour, family life, and working with vulnerable clients. The programme aims to equip learners with the necessary knowledge and skills to be collaborative, client-centric, and effective in their work.

Application Guidelines

5 Registration Portal

Applicants to download and upload the completed [Application Form](#), with all relevant supporting documents via the [Registration Portal](#) between 1 - 29 April 2022.

Application Procedures (continued)


- At Course Search Page, Search for “Admission for SSI HDSS”. 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 | \$251.40 |

Instruction:

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

Registration submission with

3. Registration submission with

4. Registration submissions are

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

Programme Fee:

Enquiry:
Jermin Chua / Jermin_CHUA@ncss.gov.sg / 6589 5562

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

7 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.

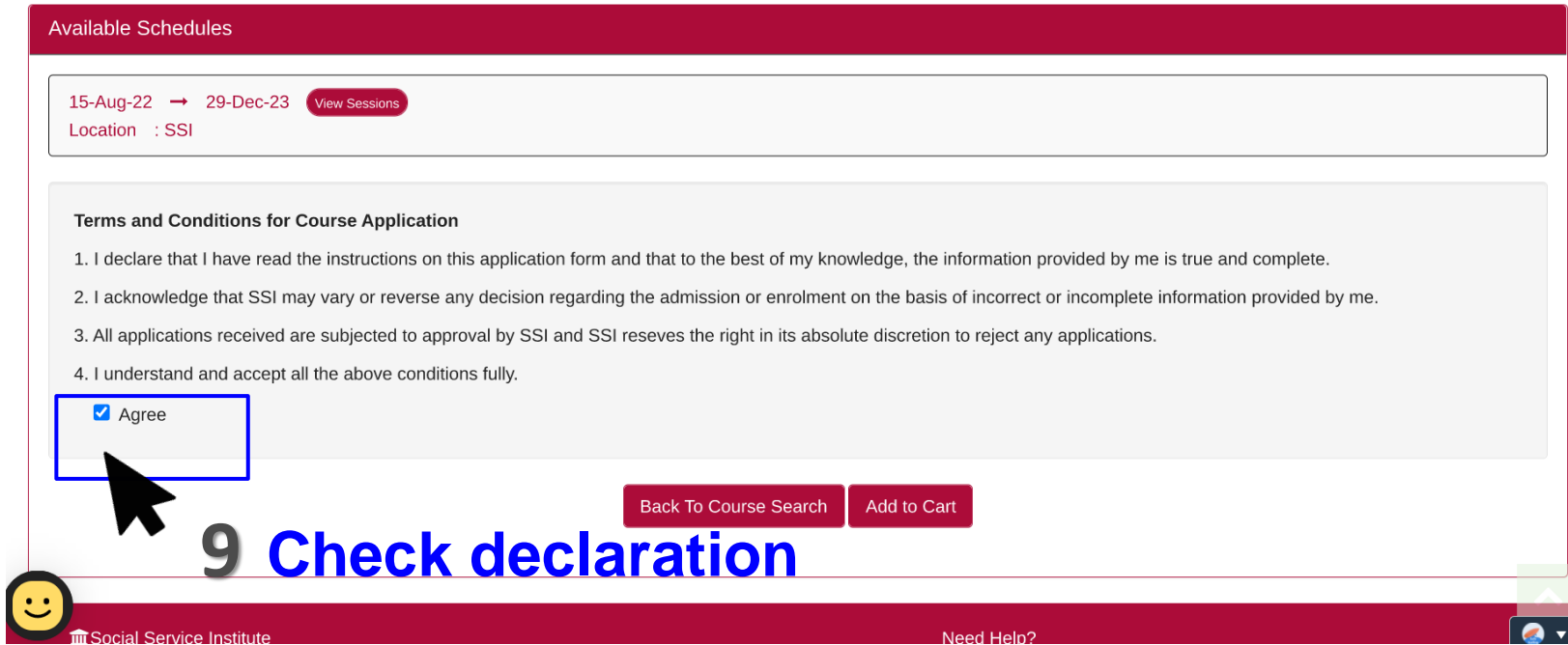
☒ Agree

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

 Social Service Institute [Need Help?](#) 

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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4. I understand and accept all the above conditions fully.

☒ 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

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**:

