Social Service Institute
298 Tiong Bahru Road
#18-01, Central Plaza
Singapore 168730

APPLICATION NO.
(FOR OFFICIAL USE ONLY)

For Enquiries:
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SSI Advanced Certificate in Social Service
APPLICATION FORM

CHECKLIST FOR APPLICANTS:

☐ Completed Application Form
☐ Endorsement by Head of Agency
  (for organisation-sponsored applicants)
☐ Copies of academic certificates and transcripts
☐ Certificate for Singapore's Social Compact e-Learning course
☐ Payment of registration fee

IMPORTANT INSTRUCTIONS:

1. Please complete all sections of the application form, and digital sign the completed application form in PDF format. Alternatively, you may print out and complete all sections of the application form, sign and scan the completed application form in PDF format.

2. The completed PDF application form (together with PDF copies of academic certificates and transcripts) must be uploaded and submitted at Social Service Institute (SSI) Online Registration Portal at this registration link here (https://iltms.ssi.gov.sg/registration/#/Course?coursecode=SCET21-1) **by 29 March 2023**. Applications are not accepted via post or email.

3. Online registration submission for SSI ACSS without all the necessary supporting documents and registration fee payment will be deemed as incomplete. Such applications will not be processed.

4. **All applications received are subjected to screening by SSI and SSI reserves the right in its absolute discretion to reject any applications.**

A. APPLICANT DETAILS

Personal Particulars

Salutation	Mr / Ms / Mrs / Mdm / Dr (*Please delete accordingly*)
Full Name (as in NRIC)	
NRIC / FIN No.	*last 3 digit + alphabet*

Please specify if programme fees will be paid by applicant or by the sponsoring organisation.

☐　　Self-paying　　　　　　　　　☐　　Organisation-sponsored

B. EMPLOYMENT HISTORY

List all work experience starting from the current or most recent.					
Job Title	**Organisation**	**From** (mm / yyyy)	**To** (mm/ yyyy)	**Duration of Employment**	
				Years	Months
		/	/		
		/	/		
		/	/		
		/	/		
		/	/		

Please attach a separate sheet if necessary.

C. FORMAL ACADEMIC QUALIFICATIONS

List all qualifications starting from the MOST RECENT achievements *(Including GCE 'N'/ 'O'/'A' Levels, ITE Certification, Diplomas/Degrees and above)*					
Qualification Attained	**Institution / School**	**Country**	**Programme Duration**		**Full-time/ Part-time**
			Year(s)	Month(s)	

D. ADDITIONAL INFORMATION

All information will be kept confidential and only be used <u>for admission purposes</u>.

Q1. Why are you interested to take up the SSI Advanced Certificate in Social Service programme?

☐　　　Intend to pursue a career in social service *(please proceed to Q2)*

☐　　　Personal development / interest

☐　　　Others (Please specify: _____)

Q2. What job position are you looking for?

☐　　　Social Worker

☐　　　Counsellor

☐　　　Special Education Teacher

☐　　　Social Work Associate

☐　　　Social Service Assistant

☐　　　Programme Coordinator

☐　　　Corporate Support (e.g. HR, Finance, Marketing)

☐　　　Others (please specify) _____

Q3. When do you plan to start working in the social service sector?

☐　　　After completion of SSI Advanced Certificate in Social Service

☐　　　After completion of SSI Higher Diploma in Social Service

☐　　　After further studies (Please specify course: _____)

☐　　　Others (Please specify: _____)

☐　　　Not Applicable i.e. Currently employed in the social service sector

If you are currently <u>not</u> working in the social service sector, please visit https://www.ncss.gov.sg/Social-Service-Tribe to find out more about the sector and careers.

Marketing & Publicity

Q4. How did you get to know about the SSI Advanced Certificate in Social Service?
(* Please delete accordingly.)

☐　　　SSI Email Publicity

☐　　　*SSI / NCSS / SSG** Website

☐　　　*SSI / NCSS** Facebook

☐　　　Newspapers: The Straits Times / *TODAY** etc.

☐　　　ITE

☐　　　Your organisation's HR department

☐　　　Career talks

☐　　　Word-of-mouth e.g. family, friends etc.

Q5. Did you attend the SSI Course Preview?

☐   Yes

☐   No

Q6. Please list your volunteering experiences, if applicable.
   - *State the organisation(s) and number of years of volunteering experience*
   - *Indicate the frequency of your volunteering experience (e.g. weekly, monthly, ad-hoc etc)*
   - *Describe the work involved during volunteering*

E. LEARNING OBJECTIVES

Q7. Why did you apply for this programme?
   - *What do you hope to learn from the programme?*
   - *If you are considering a career in the Social Service sector, how would this programme help you achieve your career aspirations?*
 	
You are required to write between 250 to 300 words.

Attach a separate piece if necessary

Number of Words: _____

F. TERMS AND CONDITIONS

1. Programme Fee Payment
Payment can be made online via credit/debit card, internet banking or PayNow. Cash payment is <u>not</u> accepted. Course fee payable must be paid by the stipulated deadline, upon acceptance of offer.

For more information and details about payment options to SSI, please visit https://www.ssi.gov.sg/files/FAQ.pdf*.*

2. Head of Organisation's Approval for Organisation-sponsored Applicant
Applications sponsored by organisations are to be supported and approved by the Head of Organisation prior to the submission. In the situation where support and approval from the Head of Organisation is found to be inauthentic, learners will be required to pay the programme fees.

3. SSG Funding Principle
(a) SSG funding is available for Singapore Citizens and Permanent Residents only.
(b) Learners eligible for SSG funding must achieve at least 75% attendance per module and pass all assessment components. Individuals / Organisations will be liable to pay the full programme fees (including GST) in the event that learners fail to meet the attendance and/or assessment requirements and other terms and conditions for SSG funding eligibility.
(c) Learners and their supervisors are to give consent to SSI, SSG or its appointed agent to call or send emails/SMS for the purpose of sending information and getting feedback on the effectiveness of training and its application to the workplace, as well as the status of employment.

4. Withdrawal and Refund Conditions

Written notice given to SSI	Refund Amount
At least 4 working days before course commencement	100% of nett fee minus administration fee of S$100 (before GST)
Between 2 to 4 working days before course commencement	50% of nett fee
Less than 2 working days before course commencement	No refund will be made

5. Changes and Cancellation
SSI reserves the right in its absolute discretion to make changes to a course/programme. Every reasonable effort, however, will be made to inform applicants/learners as soon as possible of the changes. For cancellation of courses/programme by SSI, fees received will be refunded in full.

G. ENDORSEMENT BY HEAD OF AGENCY
(Only for organisation-sponsored applicant)

Please indicate your reasons for supporting this employee for the programme.

Signature of Head of Agency	Company Stamp
Name & Designation	Date

H. DECLARATION

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

I understand the above conditions and I am prepared to accept them in full.

Signature of Applicant	Date

Please indicate with a tick if you consent to the following:

☐ You agree that SSI may collect, use and disclose your personal data, which you have provided in this form, for providing marketing and communications material that you have agreed to receive, in accordance with the Personal Data Protection Act 2012.