



The **NCSS** Sector Capability and Transformation Arm

Application Guide

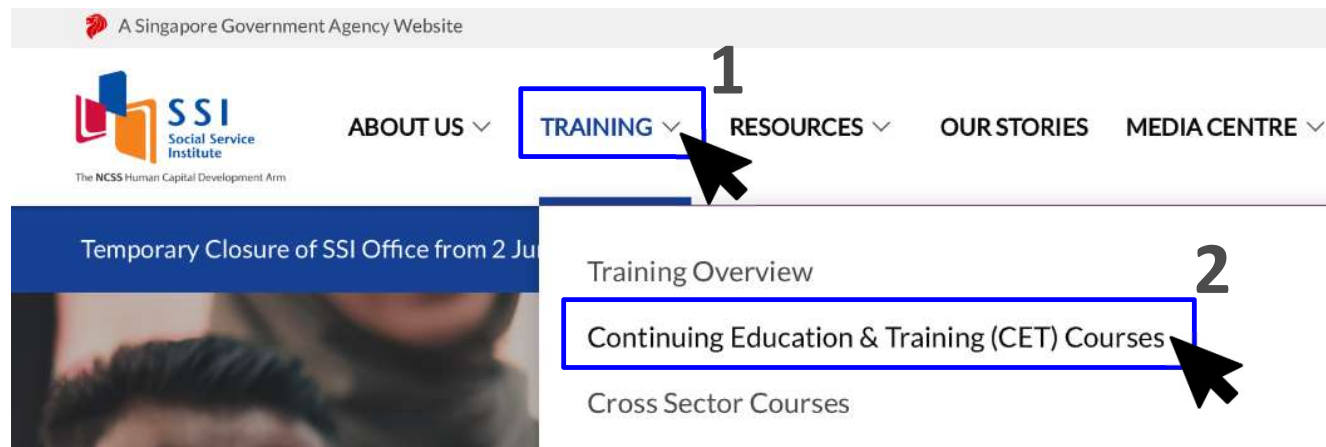
Please take note of the following:

- 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 \(NSWCF Foundational\)](#)

3

Application Procedures (continued)

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



Overview

The Advanced Certificate in Social Service is a foundational programme that aims to equip

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Application Guidelines

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

Overview

SSI's Higher Diploma in Social Service (HDSS) is a programme for new entrants and existing Social

The programme aims to equip
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and stakeholders.

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Application Form

4

Application Procedures (continued)

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


The image displays two side-by-side screenshots of application portals. The left screenshot is for the 'Advanced Certificate in Social Service' and the right is for the 'Higher Diploma in Social Service'. Both pages feature a red header with the program name and a navigation menu with 'Overview' selected. The main content area on the left mentions '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.' The right page mentions '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 Service Professionals with the necessary knowledge and skills to be collaborative, client-centric, strategic and effective in working with vulnerable clients, and stakeholders. The programme focuses on human behaviour, family life, and working with vulnerable clients, including writing and presentation skills, usage of technology, and works to help the vulnerable. The programme also includes a Public Integrity Workshop and encourages them for the programme and participation.' Both pages have a large black box overlaid on the content. Inside this box, the text 'Application Guidelines' is on the left, and '5 Registration Portal' is on the right in a large blue font. A black arrow points from the '5 Registration Portal' text down to a blue box containing the text 'Registration Portal' with an external link icon. Below this, 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.'

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.

STEP 1: COURSE **STEP 2: SCHEDULE** STEP 3: REGISTRATION STEP 4: SUMMARY

SCET21-1: Admission: SSI Advanced Certificate in Social Service (ACSS)
Registration Period:
The registration period for SSI Advanced Certificate in Social Service (ACSS) intake in Aug 2022 opens from **1 Apr 2022 to 19 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)	\$50.00	\$53.50

Eligibility Criteria:

1. A minimum grade of C6 for GCE 'O' level English (or its equivalent).
2. Completed the Singapore's Social Compact e-Learning Course.
3. Should have any one of the academic qualifications / requirements listed below
 - 3 GCE 'O' Level credits with 2 years of working experience or
 - NITEC in Community Care and Social Services with at least 1.5 years of full-time working experience (including industry attachment).

*List of current qualifications equivalent to the GCE 'O' Level English

- A minimum score of 5.5 for IELTS or
- A minimum score of 79 for TOEFL Internet-based test; or
- A minimum score of 213 for TOEFL Computer-based test; or
- A minimum score of 550 for TOEFL Paper-based test; or
- At least a Statement of Attainment at Level 5 in Workplace Literacy (WPL) – (Comprehensive covering Listening, Reading, Speaking and Writing under Employability Skills WSQ) (Prior to 31 Dec 2019); or
- At least a Statement of Attainment at Level 5 in Workplace Literacy and Numeracy (WPLN) – (covering Listening, Reading, Speaking and Writing)

Instruction:

1. Download
2. The application form
3. Register
4. Register

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

Back To Course Search **I want to register for this Course** **7 To Register**

Eligibility Criteria:

1. A minimum grade of C6 for GCE 'O' level English (or its equivalent).
2. Completed the Singapore's Social Compact e-Learning Course.
3. Should have any one of the academic qualifications / requirements listed below
 - 3 GCE 'O' Level credits with 2 years of working experience or

2. Registration Fee Payment

This e-learning course provides an overview of the development of Singapore's social services over the years and introduces you to the principles behind its provision. It also covers the 6 areas of social service provision in Singapore. Upon completion of the course, you will be issued an e-certificate which must be provided to SSI at the point of registration. Applicant may register and complete this e-course [here](#) (click to enroll).

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

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

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[Need Help?](#)
If you are experiencing any issues with the website

9 **Check declaration**

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

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**:

