

# Programme Listing FY2019

Programme information is accurate as of 15 March 2019

## CET Programmes

Programme Title	Duration	Schedule
<b>Bachelor Degree</b>		
Bachelor of Education (Special Education) <sup>Δ</sup>	2 years	TBA
<b>Diploma &amp; Advanced Certificate</b>		
Diploma of Community Services <sup>†</sup>	1 year	Sep 2019 to July 2020
WSQ Diploma in Social Service	18 months	Aug 2019 to Feb 2021 Feb 2020 to Aug 2021
WSQ Advanced Certificate in Social Service	15 months	Aug 2019 to Oct 2020 Feb 2020 to Apr 2021
Advanced Certificate in Supported Employment	5 months	Apr to Aug 2019
<b>Certificate</b>		
Certificate in Education Studies (Special Education) <sup>Δ</sup>	1 year	May 2019 to May 2020
Certificate in Para-counselling	60 hours	Jul to Sep 2019 Jan to Mar 2020
Certificate in Peer Support <sup>*</sup>	180 hours	Jan to Mar 2020
Professional Certificate in Casework (NSWCF Foundational) <sup>◦</sup>	3 months	Aug to Nov 2019
Professional Certificate in Group Work (NSWCF Foundational) <sup>◦</sup>	2 months	Sep to Oct 2019

<sup>Δ</sup> Offered by Flinders University, in partnership with SSI

<sup>†</sup> Offered by the Centre for Disability Studies, affiliated to The University of Sydney, Australia, in partnership with SSI

<sup>\*</sup> Please find other related Peer Support Specialist Programmes under the Mental Health section in the Course Listing

<sup>◦</sup> National Social Work Competency Framework (NSWCF) is jointly developed with the Ministry of Social and Family Development and Ministry of Health

### \*Definition of Audience

Level 1: Support Level	Social Service Assistants, Social Work Associates, Teacher Aides, Therapy Aides, House Parents, Welfare Officers, Healthcare Attendants, Nursing Aides, Homecare Workers, Para-counsellors, Program Coordinators
Level 2: Executive Level	Social Workers, Counsellors, Case Workers, Therapists, Psychologists, Teachers, Job Coaches, Training Officers, Program Executives, Admin Executives (HR, Fund-raising, Finance etc)
Level 3: Supervisory/Managerial Level	Principal Social Workers, Senior Social Workers, Centre Managers, HODs, Senior Teachers, Programme Heads, Superintendents
Level 4: Leadership Level	Principal Social Workers, Executive Directors, Chief Executive Officers, General Managers, Directors
For Social Workers	Courses qualify for CPE credits for the renewal of accreditation at 1 credit per 1 training hour. For enquiries, please contact SASW Accreditation Secretariat at <b>Tel: 6778 7922</b> or <b>accreditation@sasw.org.sg</b>





## DISABILITY

Course Title	Audience*				Duration Hours	2019						2020					
	1	2	3	4		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Care Planning & Evaluation																	
Assessment, Evaluation and Programming System for Infants and Children: Introduction		.	.		14hrs	Course schedule to be released in second half of 2019											
Assessment, Evaluation and Programming System for Infants and Children: Intermediate <sup>A</sup>		.	.		21hrs												
Assessment, Evaluation and Programming System for Infants and Children: Advanced <sup>A</sup>		.	.		21hrs												
Classroom Behaviour Management: Prevention and Development Approach	.	.	.		14hrs										6-7		
Creative Therapy for Working with Persons with Special Needs: Art Therapy	.	.	.		17.5hrs					21-22 Aug & 27 Sep					22-23 Jan & 20 Feb		
Facilitating GOOD LIFE Transition Planning for Clients <b>[New]</b>	.	.	.		21hrs	TBA											
Fundamentals of Learning Disability	.	.	.		8hrs		16						26				
Independent Travel Training for Professionals Supporting Persons with Disabilities	.	.	.		21hrs	TBA											
Language Development for Children with Special Needs	.	.	.		14hrs							3-4					
Managing Sexuality Issues of Adults with Intellectual Disabilities	.	.	.		14hrs		21-22						26-27				
Positive Behaviour Support for Persons with Disability (Enhanced)	.	.	.		21hrs					26-28					24-26		
Positive Behaviour Support for Persons with Disability: Supervisor Extension (Enhanced) <sup>A</sup>	.	.	.		8hrs					29					27		
Promoting Protective Behaviours and Sexuality Education for Children and Persons with Disabilities	.	.	.		14hrs								18-19				
Signposts for Building Better Behaviour Facilitator Training Unit 1 - Understanding the Signposts Programme	.	.	.		14hrs	11-12			11-12			3-4					
Signposts for Building Better Behaviour Facilitator Training Unit 2 - Delivery of the Signposts Programme in a Group Setting <sup>A</sup>	.	.	.		14.5hrs	Apr - Sep 2019											
												Jul 2019 - Jan 2020					
True Communication: Using Intensive Interaction to Connect with Learners with Profound Intellectual Disabilities	.	.	.		14hrs							7-8					
Understanding Adolescents with Special Needs	.	.	.		8hrs	15			5								
Understanding Children with Special Needs	.	.	.		8hrs	12				16							
Understanding, Communicating and Working Effectively with Individuals with Autism	.	.	.		14hrs				18-19								
Understanding Creative Play and Development for Early Intervention	.	.	.		21hrs							2-3 Oct & 1 Nov			5-6 Feb & 6 Mar		
Understanding Persons with Disabilities	.	.	.	.	14hrs	29-30								20-21			
Understanding Special Needs Across the Lifespan	.	.	.		10.5hrs					2-3						4-5	
Using Art and Creativity to Build Social and Emotional Skills	.	.	.		14hrs			13-14				21-22				4-5	
Working with Adolescents and Adults with Special Needs: Engagement and Teaching Strategies	.	.	.		17.5hrs		8-10			21-23							
Working with Children with Special Needs: Introduction to Attention Deficit Hyperactivity Disorder	.	.	.		8hrs		28						28				
Working with Children with Special Needs: Overview of Intellectual Disability, Multiple Disabilities and Developmental Delay	.	.	.		10.5hrs		13-14						20-21				
Working with Children with Special Needs: Working Collaboratively with Families	.	.	.		8hrs		15					23			12		
Working with People with Intellectual Disabilities and Mental Illness	.	.	.		14hrs				16-17								

<sup>A</sup>There are pre-requisites for these courses.

## DISABILITY

Course Title	Audience*				Duration	2019							2020			
	1	2	3	4		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
<b>Intervention &amp; Treatment</b>	1	2	3	4	Hours											
A Holistic Approach to Early Intervention for Children with Special Needs	•	•			14hrs				16-17							26-27
Activity Therapy for Persons with Special Needs	•	•			8hrs		16			5				15		
Strategies for Development of Hand Function, Pre-writing and Handwriting Skills for Children		•	•		8hrs		22				16					
Assisting Persons with Disability <b>[New]</b>	•				8hrs	Course schedule to be released in May 2019										
Fundamentals of Assistive Technology (AT) <b>[New]</b>		•			8hrs											
Introduction to Augmentative and Alternative Communication (AAC) <b>[New]</b>		•			8hrs											

## ELDERCARE

Course Title	Audience*				Duration	2019							2020			
	1	2	3	4		Hours	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
<b>Engagement</b>	1	2	3	4	Hours											
Case Management for Seniors in Using Action Learning Approach		•	•		14hrs						5-6					
Communicate Effectively with Seniors	•	•			14hrs			27-28				24-25				27-28
Communicate Effectively with Seniors (Mandarin)	•	•			14hrs											9-10
Counselling for Seniors	•	•			14hrs							7-8				
Essential Skills for SAC Practitioners	•	•	•		14hrs			27-28								
Introduction to Art Therapy for Seniors (Mandarin) 老年人艺术治疗：初级	•	•			14hrs						19-20					
WSQ Organise and Implement Group Activities and Recreation Programmes	•	•			16hrs			10-11, 24-25								5-6, 19-20
WSQ Support Seniors to Meet their Physical, Emotional, Psychological, Cognitive and Spiritual Needs	•	•			16hrs							3-4, 17-18				
Empowering Volunteers: Skills to Handle Seniors Effectively in Elder Care Settings <b>[New]</b>	•				8hrs	Course schedule to be released in May 2019										
<b>Intervention &amp; Treatment</b>	1	2	3	4	Hours											
Practising Person-Centred Care Approach		•	•		14hrs				11-12							
Person-Centred Care Approach to Dementia	•	•			21hrs		6-8			21-23						
Using Activities in Therapy with Seniors	•	•	•		8hrs						4					
Using Creative Arts in Therapy: Understanding and Programme Planning for Work with Seniors	•	•	•		17.5hrs				19-20 Jun & 7 Aug						16-17 Jan & 21 Feb	
Using Reminiscence in Therapy for Seniors	•	•			8hrs	18				16						19
Seniors' Life Review through the Arts		•			8hrs	TBA										
The Conduct of Therapeutic Exercises for Seniors in Home Therapy <b>[New]</b>	•				8hrs	Course schedule to be released in May 2019										

## MENTAL HEALTH

Course Title	Audience*				Duration	2019							2020			
	1	2	3	4		Hours	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
<b>Intervention &amp; Treatment</b>	1	2	3	4	Hours											
Applied Suicide Intervention Skills Training (ASIST)		•	•	•	14hrs	25-26			25-26		19-20		7-8		9-10	27-28
Management of Depression in Seniors	•	•			14hrs		30-31				30 Sep-1 Oct					
Supporting Clients in their Trauma Recovery	•	•			14hrs	22-23				29-30						5-6
Mental Illness and Family		•			14hrs	25-26						14-15				
Mental Illness and Recovery		•	•		14hrs				26-27						13-14	
Peer Specialist Training: Preparatory Training for Potential Peer Support Specialist	•	•	•	•	14hrs	TBA										
Peer Specialist Training: Recovery Training for Organisation	•	•	•	•	14hrs											

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Course Title	Audience*				Duration Hours	2019						2020				
	1	2	3	4		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
<b>Intervention &amp; Treatment</b>																
Peer Specialist Training: Train-the-Trainers for Recovery Training for Organisation	.	.	.	.	7hrs	TBA										
Peer Specialist Training: Train-the-Trainers for Peer Support Modules	.	.	.	.	14hrs											
Suicide Prevention and Management for Seniors	.	.	.	.	10.5hrs				15-16				7-8			
Tools and Skills for Supporting Youths with Mental Health Distress	.	.	.	.	14hrs		13-14						4-5			
Psychiatric Rehabilitation in Welfare Homes	.	.	.	.	21hrs	15, 22 & 29				16, 23 & 30						

## VOLUNTEER DEVELOPMENT & MANAGEMENT

Course Title	Audience*				Duration Hours	2019						2020				
	1	2	3	4		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
<b>Volunteer Development</b>																
Befriending Skills and Practice (For Volunteers)	.	.	.	.	8hrs			19			18		20			
Be An Effective Volunteer <b>[New]</b>	.	.	.	.	8hrs	Course schedule to be released in May 2019										
Building Meaningful Befriending Relationships <b>[New]</b>	.	.	.	.	8hrs											
Befriending Seniors	.	.	.	.	1hr	Enrol @ <a href="http://www.learningspace.sg">www.learningspace.sg</a>										
Overview to Disabilities	.	.	.	.	1hr											
Understanding Persons with Developmental Disabilities	.	.	.	.	1hr											
Understanding Persons with Physical Disabilities	.	.	.	.	1hr											
Understanding Persons with Sensory Disabilities	.	.	.	.	1hr											
Working Effectively with Youths	.	.	.	.	1hr											
<b>Volunteer Management</b>																
Design and Develop an Effective Volunteer Work Programme	.	.	.	.	8hrs			20		22				30		
Plan and Strategise for an Effective Volunteer Engagement Programme	.	.	.	.	8hrs		16				31				20	
Volunteer Management System: Engaging Volunteers Systematically	.	.	.	.	8hrs				26		4					6

## BOARD DEVELOPMENT

Course Title	Audience*				Duration Hours	2019						2020				
	1	2	3	4		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
<b>NonProfit Directors Programme (SID)</b>																
Essentials of Non-Profit Board Leadership <b>[New]</b>				.	5hrs	Course schedule to be released in May 2019										
Board Dynamics <b>[New]</b>				.	5hrs											
Board and Management Dynamics <b>[New]</b>				.	5hrs											
Talent and Volunteer Management <b>[New]</b>				.	5hrs											
Strategy and Board Performance <b>[New]</b>				.	5hrs											
Financial Management and Accountability <b>[New]</b>				.	5hrs											
Fundraising and Outreach <b>[New]</b>				.	5hrs											
Social Trends <b>[New]</b>				.	5hrs											

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Course Title	Audience*				Duration	2019						2020				
	1	2	3	4		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
<b>NonProfit Directors Programme (DPIA)</b>					Hours											
Vision & Mission - The Beginning of the Journey to Distinct Relevance <b>[New]</b>				•	8hrs	Course schedule to be released in May 2019										
Assessing your Strategy: Is it Working? Is it Future-ready? <b>[New]</b>				•	8hrs											
Decoding the Future, Today! <b>[New]</b>				•	8hrs											
Strategy Formulation to Achieve/ Enhance your Distinct Relevance in your Chosen Sector/ Sub-sector <b>[New]</b>				•	16hrs											
Strategy Translation/ Operationalisation: Understanding the Key Steps and Tracking Mechanisms <b>[New]</b>				•	8hrs											
Strategic Innovation <b>[New]</b>				•	8hrs											
Situation Management: A Key Underpinning of Good Strategy Implementation <b>[New]</b>				•	16hrs											

## MANAGEMENT & ORGANISATIONAL DEVELOPMENT

Course Title	Audience*				Duration	2019						2020				
	1	2	3	4		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
<b>Client Management</b>					Hours											
Manage Challenging Social Service and NPO Clients			•		8hrs			21					18			
<b>Facilities Management</b>					Hours											
Plan for Facilities Management	•	•	•		8hrs				5							
Plan New Facilities Development			•	•	8hrs						31					
<b>Financial Management</b>					Hours											
Budgeting for Charities		•	•		8hrs			18			19					
Charities Accounting Standard and Its Application		•	•		14hrs			25-26			22-23					
Internal Controls (I): An Introduction to its Guidelines and Applications		•	•		8hrs			20			15					
Internal Controls (II): Implementing Internal Controls for Revenue to Receivable Process, including Fund-raising		•	•		8hrs				26							
Internal Controls (III): Implementing Internal Controls for Procurement to Payable Process		•	•		8hrs									8		
Internal Controls (IV): General Accounting, Fixed Assets, Inventory and Human Resource Management		•	•		8hrs						4					
Internal Controls for Management (I): An Introduction to Internal Controls			•	•	8hrs				24							
Internal Controls for Management (II): Safeguarding the Revenue and Procurement Processes against Fraud			•	•	10.5hrs					11-12						
<b>Fund Raising &amp; Marketing</b>					Hours											
Donor Outreach Through Social Media		•	•		8hrs				21							
How to Turn a Non-Profit Organisation (NPO) into a Strong Brand		•	•		8hrs		29			25						
Making \$ense I: An Introduction to Fund Raising		•	•		8hrs				10			6				
Making \$ense II: Fund-Raising Strategy Development		•	•		8hrs					25					6	
<b>Leadership Development</b>					Hours											
Leadership Milestone Programme: Lead Self		•			64hrs	Run 1: Apr 19 - Jan 20										
											Run 2: Sep 19 - Jun 20					
Leadership Milestone Programme: Lead People			•		64hrs	Run 1: Apr 19 - Jan 20										
											Run 2: Aug 19 - May 20					
Leadership Milestone Programme: Lead Managers			•		64hrs	Aug 19 - May 20										

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Course Title	Audience*		Duration		2019									2020			
	1	2	3	4	Hours	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
<b>Leadership Development</b>																	
Developing Your Coaching and Mentoring Skills for NPO Managers	.	.	.	.	14hrs	22-23			18-19		18-19	30-31				6-7	
Effective Supervisory Skills for NPO Managers	.	.	.	.	14hrs		6-7			19-20		2-3			20-21		9-10
Evaluative Thinking for Successful Non-Profits	.	.	.	.	3.5hrs				19								
Strategic Thinking for Impactful Outcomes in Non-Profits	.	.	.	.	16hrs										20-21		
Teambuilding and Leadership Development for NPO Leaders	.	.	.	.	14hrs				4-5		26-27						
<b>People Development &amp; Management</b>																	
SSI-Franklin Covey Partnership: The 7 Habits of Highly Effective People	.	.	.	.	14hrs			27-28		TBA							



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