

Training Directory 2019/2020

Programme information is accurate as of 17 September 2019

CET Programmes

Programme Title	Duration	Schedule
Bachelor's Degree		
Bachelor of Education (Special Education) ¹	2 years	Apr 2020 to Apr 2022
Diploma & Advanced Certificate		
Diploma of Community Services ²	1 year	Oct 2019 to July 2020
WSQ Diploma in Social Service (WSQ DSS)	18 months	Feb 2020 to Aug 2021
WSQ Advanced Certificate in Social Service (WSQ ACSS)	15 months	Feb 2020 to Apr 2021
Advanced Certificate in Supported Employment	5 months	Apr to Sep 2019
Certificate		
Certificate in Education Studies (Special Education) ¹	9 months	Sep 2019 to Jun 2020
Certificate in Para-counselling	60 hours	Jul to Sep 2019 Jan to Mar 2020
Certificate in Peer Support ³	180 hours	Jan to Mar 2020
Professional Certificate in Casework (NSWCF Foundational) ⁴	3 months	Aug to Nov 2019
Professional Certificate in Group Work (NSWCF Foundational) ⁴	2 months	Sep to Oct 2019

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 Tel: 6778 7922 or accreditation@sasw.org.sg

¹ Offered by Flinders University, in partnership with SSI.

² Offered by the Centre for Disability Studies, affiliated to The University of Sydney, Australia, in partnership with SSI.

³ Please find other related Peer Support Specialist Programmes under the Mental Health section in the Training Directory.

⁴ The National Social Work Competency Framework (NSWCF) is jointly developed with the Ministry of Social and Family Development (MSF) and Ministry of Health (MOH).

CROSS SECTOR

Course Title	Audience				Duration	2019						2020					
	1	2	3	4		Hours	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
Ethics, Values & Legislation					Hours	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Family Law for Social Service Professionals	•	•	•		8hrs					5						17	
Family Legislation and Ethical Challenges	•	•	•		14hrs	For Group Booking only											
Juvenile Law for Social Service Professionals	•	•	•		3.5hrs						20						2
Syariah Family Law for Social Service Professionals	•	•	•		8hrs							15			6		
Environmental Systems & Social Policies					Hours	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Boleh Saya Bantu Anda? May I Help You? (Conversational Malay for Social Service Practitioners)	•	•	•	•	21hrs	15-17					23-25			4-6			
Cultural Competency: Engaging with and Bridging across Differences	•	•	•		14hrs	For Group Booking only											
Singapore's Social Compact ⁵ [New]	•	•	•	•	1hr	Enrol @ www.learningcloud.sg											
The Starting Point: An On-Boarding Programme for Social Workers		•	•		40hrs	24-30			31 Jul - 6 Aug							TBA	
Understanding and Working with the Malay-Muslim Clients	•	•	•		14hrs			20-21		1-2			27-28				
Understanding the Social Service Sector ⁵	•	•	•		7hrs	23	21	12	10	14	17	16	14	9	14	13	10
Research and Programme Evaluation					Hours	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Enhancing Programme Effectiveness through Client Outcomes and Services Standards			•	•	19.5hrs	22-23 & 30						7-8 & 18				24-25 Feb & 6 Mar	
Qualitative Research Methods and Analysis	•	•	•		14hrs								20-21				
Survey Research and Quantitative Analysis	•	•	•		14hrs							24-25					
Generic Intervention Techniques					Hours	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
2D Arts Expression Toolkit Training Workshop		•	•		10.5hrs	TBA											
Building Emotional Resilience in Caregiving	•	•	•	•	14hrs										16-17		
Case Management in Practice: Introduction		•	•	•	14hrs					29-30			11-12				
Cognitive Behaviour Therapy: Introduction	•	•	•		14hrs			6-7			5-6			5-6			TBA
Cognitive Behaviour Therapy: Intermediate	•	•	•		21hrs					14-16					TBA		
Counselling Skills and Practice: Introduction	•	•	•		14hrs		23-24		17-18		11-12	16-17	13-14		15-16	25-26	
Counselling Skills and Practice: Intermediate		•	•		14hrs					14-15				11-12			
Develop an Individualised Care Plan		•	•		14hrs				29-30							10-11	
Financial Planning for Low-Income Clients	•	•	•		8hrs							10					
Fundamentals in Developing Community Work Programme (NSWCF Foundational)		•	•		14hrs			3-4								3-4	
Motivational Interviewing: An Introduction for Social Service Practitioners		•	•		14hrs		16-17		15-16		5-6		14-15			20-21	
Overcoming Compassion Fatigue and Burnout	•	•	•	•	14hrs							22-23					
Recycled Arts Toolkit Training Workshop	•	•	•		10.5hrs	TBA											
Relate Happiness to Self Care at Work for Performance	•	•	•		14hrs		28-29								9-10		
Solution Focused Brief Therapy: Introduction		•	•		21hrs		29-31						2-4			TBA	
Solution Focused Brief Therapy: Intermediate	•	•	•		14hrs								14-15				
Systemic Perspective Approach in Case Conceptualisation	•	•	•		14hrs	23-24		10-11						2-3			
Understanding and Supporting People in Journey of Loss and Grief	•	•	•		14hrs			3-4		22-23			18-19			5-6	
Reflecting Ethical Challenges: A Social Worker's Perspective	•	•	•		14hrs	For Group Booking only											
Systems Linkage, Analysis and Development					Hours	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Rules of Engagement: Collaborating for Greater Productivity			•	•	3.5hrs					28						18	
Social Policy and System Linkage (NSWCF Foundational)		•	•		14hrs					13-14							10-11
Supervision					Hours	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Supervise Effectively with Fieldwork Education Concepts and Tools			•		14hrs	11-12				1-2							

⁵ Recommended for all sector practitioners, particularly important for all new entrants to the sector.

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																	
Adapting Programmes for Persons with Disabilities [New]	•	•			8hrs	TBA											
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							
Facilitating Communication, Language and Social Skills Development using a Multi-modal Approach [New]	•	•			8hrs	TBA											
Facilitating GOOD LIFE Transition Planning for Clients [New]	•	•			21hrs	TBA											
Independent Travel Training for Professionals Supporting Persons with Disabilities		•			21hrs	TBA											
Interacting and Working with Persons with Disabilities [New]	•	•			8hrs	TBA											
Language Development for Children with Special Needs	•	•	•		14hrs							3-4					
Managing Sexuality Issues of Adults with Intellectual Disabilities		•			14hrs		21-22							26-27			
Nurturing Healthy Sexual Development in Persons with Development Disabilities [New]	•	•			8hrs	TBA											
Positive Behaviour Support for Persons with Disability (Enhanced) ⁶	•	•	•		21hrs					26-28							24-26
Positive Behaviour Support for Persons with Disability: Supervisor Extension (Enhanced) ⁶		•			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 ⁷	•	•	•		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 ⁷	•	•	•		14.5hrs	Apr - Sep 2019						Jul 2019 - Jan 2020			Oct 2019 - Mar 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				22			25
Understanding Children with Special Needs	•	•	•		8hrs	12				16				21			24
Understanding, Communicating and Working Effectively with Individuals with Autism		•	•		14hrs					18-19							
Understanding Creative Play and Development for Early Intervention	•	•			21hrs	TBA											
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	TBA											
Working with Adolescents and Adults with Special Needs: Engagement and Teaching Strategies		•	•		17.5hrs		8-10			21-23			14-16				
Working Collaboratively with Families: Understanding the Needs of Families of Persons with Disabilities	•	•	•		8hrs		15							23			12
Working Collaboratively with Families: Communicate with Families of Persons with Disabilities [New]	•	•	•		8hrs	TBA											
Working with People with Intellectual Disabilities and Mental Illness		•	•		14hrs					16-17							
Intervention & Treatment																	
A Holistic Approach to Early Intervention for Children with Special Needs	•	•			14hrs							9-10					26-27
Activity Therapy for Persons with Special Needs	•	•			8hrs	TBA											
Conducting Communication and Language Assessments and Planning Intervention [New]	•	•			8hrs	TBA											
Developing Readiness and Positive Toileting Behaviour in Children with Special Needs [New]	•	•			8hrs	TBA											
Strategies for Development of Hand Function, Pre-writing and Handwriting Skills for Children		•	•		8hrs		22							16			
Assisting Persons with Disabilities [New]	•	•			8hrs							26		14			23
Fundamentals of Assistive Technology (AT) [New]		•			8hrs							25		6			16
Introduction to Augmentative and Alternative Communication (AAC) [New]		•			8hrs							19		15			17

⁶Positive Behaviour Support for Persons with Disability (Enhanced) is a **pre-requisite** for Positive Behaviour Support for Persons with Disability: Supervisor Extension (Enhanced);

⁷Signposts for Building Better Behaviour Facilitator Training Unit 1 - Understanding the Signposts Programme is a **pre-requisite** for Signposts for Building Better Behaviour Facilitator Training Unit 2 - Delivery of the Signposts Programme in a Group Setting.

ELDERCARE

ELDERCARE																	
Course Title	Audience				Duration	2019									2020		
	1	2	3	4		Hours	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
Engagement					Hours	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Case Management for Seniors in Using Action Learning Approach	14hrs						5-6						
Communicate Effectively with Seniors	14hrs							24-25				27-28	
Communicate Effectively with Seniors (Mandarin)	14hrs												9-10
Counselling for Seniors	14hrs							7-8					
Conversation Starter Kit [New]	1hr	Enrol @ www.learningcloud.sg											
Empowering Seniors [New]	1hr	Enrol @ www.learningcloud.sg											
Empowering Volunteers to Work Effectively with Seniors in Elder Care Settings [New]	8hrs								20				25
Essential Skills for SAC Practitioners	14hrs					29-30							
Introduction to Art Therapy for Seniors (Mandarin) 老年人艺术治疗：初级	14hrs						19-20						
The Ageing Process [New]	1hr	Enrol @ www.learningcloud.sg											
WSQ Organise and Implement Group Activities and Recreation Programmes	16hrs												5-6, 19-20
WSQ Support Seniors to Meet their Physical, Emotional, Psychological, Cognitive and Spiritual Needs	16hrs							3-4, 17-18					
Intervention & Treatment					Hours	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Introduction to Home Therapy Exercises for Seniors [New]	8hrs								18				23
Practising Person-Centred Care Approach	14hrs								11-12				
Person-Centred Care Approach to Dementia	21hrs					21-23							
Seniors' Life Review through the Arts [New]	8hrs	TBA											
Using Activities in Therapy with Seniors	8hrs	TBA											
Using Creative Arts in Therapy: Understanding and Programme Planning for Work with Seniors	17.5hrs				19-20 Jun & 7 Aug								
Using Reminiscence in Therapy for Seniors	8hrs	18					16						

MENTAL HEALTH

MENTAL HEALTH																	
Course Title	Audience				Duration	2019									2020		
	1	2	3	4		Hours	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
Intervention & Treatment					Hours	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Applied Suicide Intervention Skills Training (ASIST)	14hrs	25-26			25-26		19-20	24-25	7-8		9-10	27-28	12-13
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		
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	2019						2020						
	1	2	3	4		Hours	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Volunteer Development																		
Introduction to Youth Mentoring (For Volunteers)		.			8hrs	30				12								
Befriending Skills and Practice (For Volunteers)		.	.		8hrs			19				18		20				
Volunteering in Singapore's Social Sector - What does it take? [New]	.	.			8hrs	TBA												
Befriending Seniors	1hr	Enrol @ www.learningcloud.sg												
Overview to Disabilities	1hr													
Understanding Persons with Developmental Disabilities	1hr													
Understanding Persons with Intellectual Disabilities	1hr													
Understanding Persons with Physical Disabilities	1hr													
Understanding Persons with Sensory Disabilities	1hr													
Working Effectively with Youths	.	.			1hr													
Volunteer Management																		
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	

CAREGIVING

Course Title	Audience				Duration	2019						2020					
	1	2	3	4		Hours	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
Caregivers Development																	
Preparatory Caregiver Training Programme: Understanding Caregiving [New]	1hr	Enrol @ www.learningcloud.sg											
Preparatory Caregiver Training Programme: Know the Care Recipient [New]	1hr												
Preparatory Caregiver Training Programme: Communication in Caregiving [New]	1hr												
Preparatory Caregiver Training Programme: Caregiver Stress and Management [New]	1hr												

BOARD DEVELOPMENT

Course Title	Audience				Duration	2019						2020					
	1	2	3	4		Hours	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
Governance for Organisation																	
Essentials of Non-Profit Board Leadership [New]				.	5hrs		15		9								
Board Dynamics [New]				.	5hrs			12	30								
Board and Management Dynamics [New]				.	5hrs				17	20							
Talent and Volunteer Management [New]				.	5hrs					14							
Strategy and Board Performance [New]				.	5hrs						16						
Financial Management and Accountability [New]				.	5hrs							3					
Fundraising and Outreach [New]				.	5hrs							31					
Social Trends [New]				.	5hrs								28				
Strategic Planning																	
Vision & Mission - The Beginning of the Journey to Distinct Relevance [New]				.	8hrs	TBA											
Assessing your Strategy: Is it Working? Is it Future-ready? [New]				.	8hrs												
Decoding the Future, Today! [New]				.	8hrs												
Strategy Formulation to Achieve/ Enhance your Distinct Relevance in your Chosen Sector/ Sub-sector [New]				.	16hrs												
Strategy Translation/ Operationalisation: Understanding the Key Steps and Tracking Mechanisms [New]				.	8hrs												
Strategic Innovation [New]				.	8hrs												
Situation Management: A Key Underpinning of Good Strategy Implementation [New]				.	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	Mar			
Client Management					Hours															
Manage Challenging Social Service and NPO Clients			.		8hrs			21					18							
Facilities Management					Hours															
Plan for Facilities Management	.	.	.		8hrs						13									
Plan New Facilities Development			.	.	8hrs							31								
Financial Management					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								13							
Internal Controls for Management (II): Safeguarding the Revenue and Procurement Processes against Fraud	.	.	.		10.5hrs						11-12									
Fund Raising & Marketing					Hours															
Donor Outreach Through Social Media	.	.	.		8hrs					21										
How to Turn a Non-Profit Organisation (NPO) into a Strong Brand	.	.	.		8hrs		29				25									
Making Sense I: An Introduction to Fund Raising	.	.	.		8hrs				10				6							
Making Sense II: Fund-Raising Strategy Development	.	.	.		8hrs						23					6				
Leadership Development					Hours															
Leadership Milestone Programme: Lead Self	.	.	.		64hrs	Run 1: Apr 19 - Jan 20														
	.	.	.		64hrs	Run 2: Sep 19 - Jun 20														
Leadership Milestone Programme: Lead People	.	.	.		64hrs	Run 1: Apr 19 - Jan 20														
	.	.	.		64hrs	Run 2: Aug 19 - May 20														
Leadership Milestone Programme: Lead Managers	.	.	.		64hrs	Aug 19 - May 20														
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									
People Development & Management					Hours															
SSI-Franklin Covey Partnership: The 7 Habits of Highly Effective People	14hrs			27-28		19-20										

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