



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

APPLICATION NO.
(FOR OFFICIAL USE ONLY)

For enquiries: (Tel) 6589 5560 / 6589 5555
(E-mail) SEET_Lay_Peng@ncss.gov.sg

Website: www.ssi.sg

CERTIFICATE IN EDUCATION STUDIES (SPECIAL EDUCATION) APPLICATION FORM

CHECKLIST FOR APPLICANTS:

- Completed Application Form.
- Endorsement by Head of Agency.
(for organisation-sponsored applicants)
- Letter from applicant to present a case for inclusion in the course. The letter should describe previous relevant work experience, interest, voluntary involvement & career goals.
- Copy of NRIC/Work Pass, academic certificates & transcripts.
- Supporting referee letters (if any).
- Payment of registration fee.

FOR OFFICIAL USE ONLY	
Registration fee	\$53.50
Date received	
Received by	(name of staff)
Payment mode	NETS only

APPLICATION CLOSING DATE: 4 MAY 2018, FRIDAY

INSTRUCTIONS

1. Complete all sections of the application form.
2. Completed application form must be accompanied by:
 - a) Copies of relevant academic certificates and transcripts and documents in checklist above;
 - b) Copy of applicant's NRIC/Work Pass;
 - c) A non-refundable registration fee of S\$53.50 (inclusive of 7% GST).
3. Completed application documents must be submitted to Social Service Institute (SSI) at 298 Tiong Bahru Road, #18-01, Central Plaza, Singapore 168730 in person. Applications via post or email will not be accepted.
4. Payment for registration fee can be made via NETS only at SSI. Cash payment is not accepted.
5. Application forms without the necessary supporting documents and registration fee payment will be deemed as incomplete and voided. These applications will not be processed.
6. **All applications received are subjected to approval by SSI and Flinders University. SSI and Flinders University reserve the right in its absolute discretion to reject any applications.**

APPROVAL PROCESS

1. Successful applicants will receive a Letter of Offer to commence the programme via the email address provided in the application form.
2. The Letter of Offer will provide-
 - a. Instructions for accepting the offer.
 - b. Details of the programme coordinator, programme of study and commencement date.
 - c. The approval process is anticipated to be completed within 21 days of the closing date. Please contact Social Service Institute if applicant did not receive a response to the application following this period of time.
 - d. Instructions to make payment to Social Service Institute for the full programme at least 4 weeks prior to commencement of the programme
3. Unsuccessful applicants will be notified via the email address provided in the application form.

ENTRY REQUIREMENTS & PROGRAMME FEES

Please refer to e-brochure and collateral on this programme at www.ssi.sg.

A. APPLICANT DETAILS

Personal Particulars

Name as per NRIC

Title

Surname

Given Name

NRIC / FIN No.

Date of Birth

dd/mm/yyyy

Citizenship

Singaporean / Permanent Resident / Other Nationality

Work Permit No.

Employment Pass / Work Permit No.

Expiry Date of Contract with Employer:

dd/mm/yyyy

E-mail address for SSI correspondence

Contact Details

Mobile

Home

Office

Residential Address

Postal Code

Organisation Details

Organisation

Organisation Address

Postal Code

Designation **Number of years**

(Permanent / Contract / Volunteer)

Contact person

Mr / Miss / Mrs / Mdm (Please delete accordingly)

Title

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Surname

Given Name

E-mail Address

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Telephone

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Fax

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Preferred mailing address for SSI correspondence (e.g. mailing of result slips, etc.)

Residential

Organisation

B. EMPLOYMENT DETAILS

List all work experience starting from MOST recent.
(Attach additional sheets if required.)

Job Title	Organisation	Period		No. of years	Brief Description of Work
		mm/yy	mm/yy		

C. FORMAL ACADEMIC QUALIFICATIONS

List all qualifications in order starting from MOST RECENT achievements
(Include PSLE, GCE 'N' Levels, GCE 'O' Levels, ITE Certification, Diplomas and above. Attach additional sheets if required.)

Qualifications	Institutions	Country	Programme Duration	Full Time/ Part Time

E. TERMS AND CONDITIONS

1. Course Fee Payment

Payment can be made in the form of cheque or NETS payment at SSI. For cheque payments, please make cheque payable to "National Council of Social Service". Cheque payment should reach SSI at least 4 weeks before the programme commences. Please indicate your name, programme title and course commencement date at the back of the cheque.

2. Head of Organisation's Approval for Sponsored Applicant

All applications sponsored by the organizations are to be supported and approved by the Head of Organisation prior to the submission. In situation where support and approval from Head of Organisation is found unauthentic, participants will be requested by SSI to pay the programme fees payable.

3. SkillsFuture Singapore (SSG) Funding Principle

SSG Funding is available for Singapore Citizens and Permanent Residents only. Participants eligible for SSG funding will be required to achieve at least 75% attendance **and** pass the assessment assignment or test after the end of each module and at the end of the programme. Organisations and self-sponsored individuals are liable for full programme fees in the event the participant fails to meet the attendance/assessment requirements, fail to pass the assessments and/or fail to meet the terms and conditions for SSG's funding eligibility. Participants are to give consent to the Social Service Institute or its appointed agent to call or send sms/email(s) 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. Participants and their employers will be required to respond to surveys seeking feedback up to 6 months after the programme ends.

4. Withdrawal and Refund Conditions

For withdrawals, the following conditions apply:

A formal letter of withdrawal from the programme is required in writing from the participant to SSI. Sponsoring Organisation (where applicable) or the participant will be liable for the full programme fee (before funding), where any programme fee funding in part or in full will be forfeited due to non-completion.

5. Changes and Cancellation

SSI reserves the rights to make changes to the programme. Every effort, however, will be made to inform participants as soon as possible of the changes. For cancellation of programme by SSI, programme fees received will be refunded in full.

Application fee is non-refundable.

6. Certification

An SSI Certificate in Education Studies (Special Education) certificate and transcript will be awarded by SSI to eligible graduands.

F. ADDITIONAL INFORMATION

These are compulsory fields for the Assessment Result Submission to SSG. All information will be kept confidential and is only for use of Assessment Results Submission to SSG.

Salary range:

- Unemployed
- Below \$1000
- \$1000 - \$1499
- \$1500 - \$1999
- \$2000 - \$2499
- \$2500 - \$2999
- \$3000 - \$3499
- \$3500 and above

Race:

- Chinese
- Malay
- Indian
- Others (please specify) _____

Highest Qualification:

- PSLE and below
- Secondary
- "O" Level
- "A" Level
- NITEC
- Higher NITEC
- Diploma
- Degree and above

Please share what you hope to learn from the training programme?

If you are currently not working in the social service sector, please download our career booklet at <https://www.ssi.sg/SSI/media/SSI-Media-Library/careers/careers-information/NCSS-Career-Booklet.pdf> to read more about the different professions in the social service sector before answering the following questions.

Q1. Why are you interested to take up the Certificate in Education Studies (Special Education)?

- 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 Certificate in Education Studies (Special Education)
- After further studies, please specify course: _____
- Others (Please specify: _____)

Q4. Please list your volunteering experiences, if applicable.

G. ENDORSEMENT BY HEAD/ CHAIRMAN OF AGENCY

Please indicate your reasons for supporting this staff for the training.

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Signature of Head/ Chairman of Agency

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Company Stamp

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Name & Designation

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Date

H. DECLARATION BY APPLICANT

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. I am not receiving any government financial support (e.g. subsidy, sponsorship, scholarship) for this training programme. 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.

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Signature

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Date