

WSQ Advanced Certificate in Community and Social Services (Senior Services)

Who should attend

Participants who have a heart for our elders and would like to provide administrative support in the eldercare sector. They may pursue a career in community hospitals, nursing homes, day care centres, senior activity centres or eldercare organisations as Programme Co-ordinators or Centre Supervisors.

Objectives

To equip learners who are already working or wishing to enter a Senior Services organisation with essential skills and knowledge to support and manage the administration and operations of eldercare organisations.

Modules

1. Apply a Legal and Ethical Framework
2. Fulfil Programme Administration Requirements
3. Provide Quality Case Work
4. Incorporate Advanced Common Processes in Senior Services
5. Support Interventions to Facilitate Independent Living for Specific and Complicated Disorders
6. Apply and Supervise Workplace Safety and Health (WSH) Policies and Procedures
7. Provide, Supervise and Monitor Services and Programmes for Clients
8. Liaise and Work with Others Services to Achieve Optimal Client Outcomes
9. Manage Workplace Relationships Effectively
10. Manage Multi-Disciplinary Professional and Stakeholders
11. Manage Challenging Behaviours
12. Work with Clients with Dementia
13. Advocate for Clients
14. Develop Innovative Programmes

Programme Structure

Classroom Training

The training adopts an interactive and experiential based approach. Trainers use a combination of lectures, exercises and discussions to enable participants to reflect and apply the topics in real life situations. Participants' diverse backgrounds will be integrated into the discussions and strategy planning exercise to provide a wholesome and holistic learning experience. Trainers further enhance and value-add to the learning effectiveness by incorporating elements of action learning and personal reflection of past experiences to communicate the ideas.

Workplace Attachment

Participants will be attached to eldercare organisations where the combination of theoretical knowledge, skills and attitudes that can be integrated in practice. It focuses on interactions and processes, involving the elderly, their families and other significant professionals, which must be practised and demonstrated in an appropriate workplace setting.

Duration

The duration of the programme is 3 months on a full-time basis and comprises two components:

Classroom Training – 35.5 days

Workplace Attachment – 19.5 days

Entry requirements

GCE 'O' level (with a pass in English) and above or ES WPLN WSQ Level 4

Programme Fees

Total Course fees	S\$ 9,240.00
Less WDA Funding (70%)	S\$ 8,316.00
Nett Course Fee	S\$ 924.00
7% GST	S\$ 64.68
Amount payable by participant	S\$ 988.68

Other Subsidies

Workfare Training Support Scheme (WTS). If you are a Singaporean above 35 years old earn not more than \$1,900 per month, you can benefit from the WTS scheme. WTS subsidises 95% of the course fees. For more information on WTS, please go to www.wda.gov.sg.

For enquiries, please contact **Ms Norhafizah** at 6593 9554 OR email: norhafizah@tsaofoundation.org