

# SKILL SET FOR SENIOR SERVICES

## WSQ Diploma in Community and Social Services (Senior Services)

With the number of persons aged 65 and above climbing to more than 900,000 by 2030, the eldercare sector presents great employment opportunities and prospects in long-term career development.

### Objective

This course will equip you with the relevant skill set and knowledge to support and manage your role effectively in the administration and operations of an eldercare organisation.

### Who should attend

This course opens up career opportunities in nursing homes or eldercare organisations in the role of a Programme Officer, Fund-Raising Executive or Programme Executive.

### Pre-Requisites

GCE 'A' level or ESS WPL 5.

### Course Module

1. Communicate with others Effectively
2. Coordinate Fundraising
3. Design, Source and Adapt Resources to Motivate Client Participation
4. Develop, Implement and Evaluate Services and Programmes
5. Integrate Professional Common Processes in Senior Services
6. Implement Programmes to address the Total Wellbeing of Senior Services' Clients
7. Maintain Legal and Ethical Behaviour throughout the Organisation
8. Manage and Implement Workplace Information Systems
9. Manage Challenging Behaviours
10. Manage Effective Workplace Relationships
11. Manage Multi-Disciplinary Professionals and Stakeholders
12. Motivate Clients to Accept and Participate in Services and Programmes
13. Provide and Maintain a Safe Environment
14. Provide Quality Case Work
15. Research Current Trends to bridge Service Gaps and Implement New Services
16. Support the Organisation's Finances and Accounts
17. Undertake Management of Volunteers
18. Work with Clients with Dementia

### About Hua Mei Training Academy

HMTA is a dedicated provider of training in person-centred multidisciplinary eldercare to support healthy ageing over the life stages.

Its courses for professionals and new market entrants and its consultancy services meet an urgent need for capacity-building in the eldercare sector. It also provides training to family and informal caregivers to empower ageing in place.

Known for its practitioner-to-practitioner training methodology and signature courses in team-managed primary healthcare, HMTA transmits the expertise of the Tsao Foundation, which has been providing quality integrated bio-psycho-social healthcare to older persons in the community since 1993.

Tsao Foundation's training services started in 1995. To advance opportunities in longevity, it also offers a range of courses through the Learning Room at its Community for Successful Ageing (ComSA).

## Course Details

### Course Reference Number

CRS-Q-0025915-CS

Early April 2020 till End October 2020  
(26<sup>th</sup> Intake)

### Duration:

6 months

### Day:

Monday to Friday

### Time:

9.00 a.m. to 6.00 p.m.

### Mode of Training:

Blended Learning (Facilitated classroom training and attachments)

### Fee Inclusive of GST:

S\$3,813.48 (Singapore Citizen/PR\*)

S\$12,711.60 (Foreigner)

Course registration fee of \$53.50 (non-refundable) is applicable.

*\*SSG funding support is available for Singapore Citizens and Permanent Residents only. All Singaporeans aged 25 and above can use their \$500 SkillsFuture Credit from the government to pay for a wide range of approved skills-related courses.*

Visit the SkillsFuture Credit website ([www.skillsfuture.sg/credit](http://www.skillsfuture.sg/credit)) to choose from the courses available on the Training Exchange course directory.

SkillsFuture Credit can be used to cover course fees and related GST.

This course is offered under the Community and Social Services WSQ Framework and it includes written and oral assessment.

### Enquiries and Registration:

Call: 6593 9558

Email: [hmta@tsaofoundation.org](mailto:hmta@tsaofoundation.org)