



The **NCSS** Sector Capability and Transformation Arm

# Application Guide

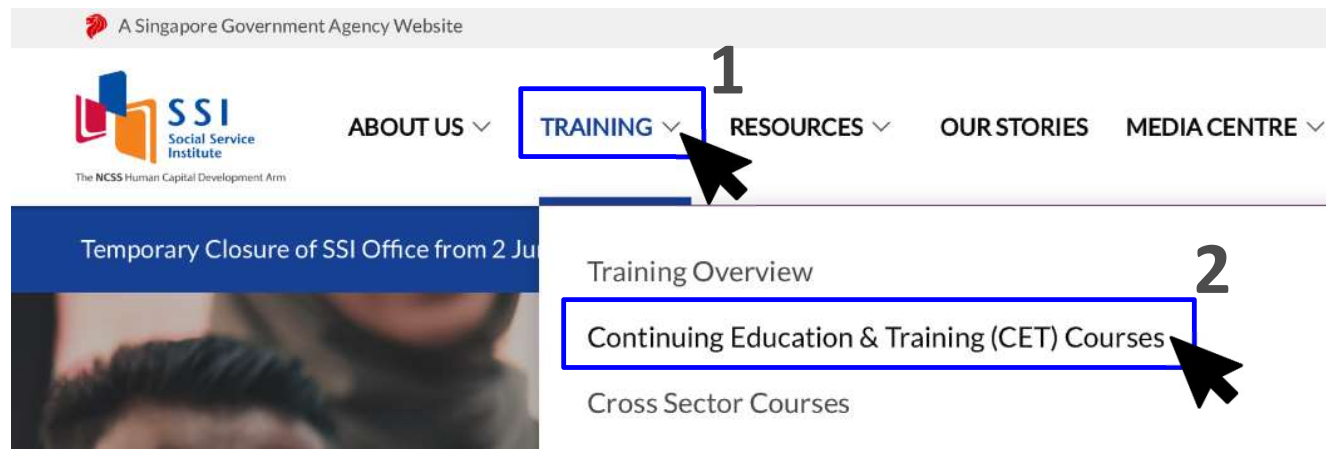
## Please take note of the following:

- Download the **Application Form** from SSI website.
- Registration to be submitted online. The estimated time to complete the **Online Registration** is 15-20 minutes.
- Please complete all sections of the online registration form before submitting it online.
- Do make sure you have sufficient time to complete and digital sign the Application Form, register online, upload all relevant supporting documents and make the registration fee payment online by the application closing date.
- **ONLY one submission per applicant.** Duplicate submissions will not be allowed.

# Application Procedures

## 1. How to apply?

- Go to [www.ssi.gov.sg](http://www.ssi.gov.sg).
- Click on **Training** from top menu, select **CET Courses**.



# Application Procedures (continued)

- Click on the programme name link.

HOME / TRAINING / CONTINUING EDUCATION & TRAINING (CET) COURSES

## Continuing Education & Training (CET) Courses

Training Overview

Featured Courses for Registration

**Continuing Education & Training (CET) Courses**

Cross Sector Courses

Children, Youth and Family Courses

Disability Courses

Mental Health Courses

Eldercare Courses

Board Development Courses

Management and Organisation Development Courses

### CET PROGRAMMES

Certificate, diploma and degree courses

SSI offers a suite of Continuing Education and Training (CET) programmes which provide learners with certificate, diploma and degree based qualifications. Refer to the list below for more details.

- [Advanced Certificate in Social Service](#) <sup>1</sup>
- [Advanced Certificate in Supported Employment \(ACSE\)](#)
- [Certificate in Para-Counselling](#)
- [Certificate in Peer Support](#)
- [Higher Diploma in Social Service \(HDSS\)](#)
- [Professional Certificate in Casework \(NSWCF Foundational\)](#)
- [Professional Certificate in Group Work \(NSWCF Foundational\)](#)

3

© NCSS. All Rights Reserved

# Application Procedures (continued)

- Scroll to the Application Guidelines Section of the page
- Download the **Application Form (PDF)**.

HOME / ADVANCED CERTIFICATE IN SOCIAL SERVICE

## Advanced Certificate in Social Service

Overview

The Advanced Certificate in Social Service is a foundational programme that aims to equip learners with the knowledge, skills and attitudes to work in the social service sector. The programme aims to equip learners with the knowledge, skills and attitudes to work in the social service sector. The programme aims to equip learners with the knowledge, skills and attitudes to work in the social service sector.

Application Guidelines

Applicants to download and upload the completed [Application Form](#) with all relevant supporting documents via the [Registration Portal](#) between 1 - 29 April 2022.

HOME / HIGHER DIPLOMA IN SOCIAL SERVICE

## Higher Diploma in Social Service

Overview

SSI's Higher Diploma in Social Service (HDSS) is a programme for new entrants and existing Social Service workers. The programme aims to equip learners with the knowledge, skills and attitudes to work in the social service sector. The programme aims to equip learners with the knowledge, skills and attitudes to work in the social service sector. The programme aims to equip learners with the knowledge, skills and attitudes to work in the social service sector.

Application Form

4

# Application Procedures (continued)

- Click on [Registration Portal](#) to submit a registration online.

The image shows a screenshot of a website with two columns. The left column is titled 'Advanced Certificate in Social Service' and the right column is titled 'Higher Diploma in Social Service'. Both columns have an 'Overview' section. The right column's overview text includes: 'SSI's Higher Diploma in Social Service (HDSS) is a programme for new entrants and existing Social Service Professionals who aspire to be Social Work Associates. The programme aims to equip Service Professionals with the necessary knowledge and skills to be collaborative, client-centric, strategic and stakeholder-focused. The programme focuses on human behaviour, family life, working with vulnerable clients, writing and presentation skills, usage of technology and communication tools to help the vulnerable. The programme includes a Professional Integrity Workshop and a Professional Integrity Assessment for them for the programme and...


A large black-bordered box highlights a section of the right column. Inside this box, the text reads: 'Application Guidelines' followed by a large blue '5' and 'Registration Portal'. Below this, it says: 'Applicants to download and upload the completed [Application Form](#), with all relevant supporting documents via the [Registration Portal](#) between 1 - 29 April 2022.' A black arrow points from the '5 Registration Portal' text down to the 'Registration Portal' link, which is also enclosed in a blue rectangular box.

# Application Procedures (continued)

- At Course Search Page, Search for “Admission for SSI ACSS”. Click on “Select Schedule”.

## Course Selection

All Course Type ▾ All Course Category ▾ HDSS



Course Code: SCET21-2  
Course Title: Admission: SSI Higher Diploma in Social Service (HDSS)

Select Schedule Detail

**6 Select Schedule**

# Application Procedures (continued)

- Please read the details carefully before proceeding with your online registration.

The screenshot shows the registration page for the SSI Higher Diploma in Social Service (HDSS). At the top, there are navigation tabs: STEP 1 - COURSE, **STEP 2 - SCHEDULE**, STEP 3 - REGISTRATION, and STEP 4 - SUMMARY. Below the tabs, the course title is displayed: **SCET21-2: Admission: SSI Higher Diploma in Social Service (HDSS)**. The registration period is noted as: **Registration Period:** The registration period for SSI Higher Diploma in Social Service (HDSS) intake in Aug 2022 opens from **1 Apr 2022 to 29 Apr 2022**. An overview section states: **Overview:** Please read the below instructions, eligibility criteria, and Terms & Conditions before proceeding with the programme registration. A registration fee table is provided, showing fees for non-refundable registration. An instruction list includes: 1. Download and complete the... 2. The sections of the e-registration form are: (a) Personal Particulars, (b) Academic Qualification, (c) Current Employment, (d) Information Requirements, (e) Declaration, (f) Upload Attachment, (g) Completed and signed by you, (h) Singapore's Social Compact e-Learning Course, (i) NRC (showing the NRC), (j) Academic Certificate. Eligibility criteria are listed: 1. A minimum grade of C6 for GCE 'O' level English (or its equivalent), 2. At least 2 years of full-time working experience, 3. Completed the Singapore's Social Compact e-Learning Course, 4. Any one of the academic qualifications / requirements listed below: SSI Advanced Certificate in Social Service, WSQ Advanced Certificate in Social Service, SGUS Social Service Assistant Programme, SSI Diploma in Social Service, SSI Diploma in Disability Studies. A programme fee section is also visible. An overlay box with a black border contains the text: **Enquiry:** Jermin Chua / Jermin\_CHUA@ncss.gov.sg / 6589 5562. Below this, there are two buttons: 'Back To Course Search' and 'I want to register for this Course'. A blue arrow points from the text '7 To Register' to the 'I want to register for this Course' button.

Name	Fee (Excludes GST)	Fee (Includes GST)
Registration Fee (non-refundable)	\$50.00	\$67.50

**Enquiry:**  
Jermin Chua / Jermin\_CHUA@ncss.gov.sg / 6589 5562

**7 To Register**



# Application Procedures (continued)

- Select the available **Schedule** for the programme you are registering.

Available Schedules

15-Aug-22 → 29-Dec-23 [View Sessions](#)  
Location : SSI

**8 Schedule Dates**

**Terms and Conditions for Course Application**

1. 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.
2. 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.
3. All applications received are subjected to approval by SSI and SSI reserves the right in its absolute discretion to reject any applications.
4. I understand and accept all the above conditions fully.

Agree

[Back To Course Search](#) [Add to Cart](#)

Social Service Institute [Need Help?](#)

# Application Procedures (continued)

- **Check** the declaration box.

Available Schedules

15-Aug-22 → 29-Dec-23 [View Sessions](#)

Location : SSI

**Terms and Conditions for Course Application**

1. 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.
2. 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.
3. All applications received are subjected to approval by SSI and SSI reserves the right in its absolute discretion to reject any applications.
4. I understand and accept all the above conditions fully.

Agree

[Back To Course Search](#) [Add to Cart](#)

**9 Check declaration**

😊 Social Service Institute [Need Help?](#)

# Application Procedures (continued)

- Click “Add to Cart” to go to the login page

The screenshot displays a web interface for course application. At the top, a dark red header contains the text 'Available Schedules'. Below this, a light gray box shows the course dates '15-Aug-22 → 29-Dec-23' and the location 'Location : SSI', with a 'View Sessions' button. The main content area is titled 'Terms and Conditions for Course Application' and lists four conditions. Below the conditions is a checked checkbox labeled 'Agree'. At the bottom of the page, there are two buttons: 'Back To Course Search' and 'Add to Cart'. A blue box highlights the 'Add to Cart' button, and a mouse cursor points to it. To the right of the 'Add to Cart' button, the text '10 Add to Cart' is displayed in large blue font. The footer of the page includes a smiley face icon, the text 'Social Service Institute', and a 'Need Help?' link.

# Application Procedures (continued)

- Proceed with **Sign-in** either as Individual or Company with username and password or via SingPass (if you have already linked to SingPass)



## WELCOME TO SSI ONLINE REGISTRATION PORTAL!

SSI Online Registration Portal is an online portal to submit registration for SSI courses.

### Login

- Organisation sponsored - Select '**Company**' and login in via the organisation login credentials or CorpPass account.
- Self sponsored - Select '**Individual**' and login in via the organisation login credentials or SingPass account.

### New Account Request

- Organisation sponsored - Select '**Company**' and click 'Register for an account'. Once complete, we will review your request and update you within 5 working days. Approved account request may access the online registration portal.
- Self sponsored - Select '**Individual**' and click 'Register for an account'. Once complete, you will be redirected to this page. Login and register for your course.

To access information relating to enrolments, payments, e-certificates etc please login to the [SSI Student Portal](#) or [SSI Client Portal](#).

If you are having difficulties in logging in, please email to [socialserviceinstitute@ncss.gov.sg](mailto:socialserviceinstitute@ncss.gov.sg)

## User Guide



FAQ (PDF) 274.5KB



User Manual (PDF) 2.62MB

**12 Sign in**



## Enquiries?

*system alerted that you have an account with the system. Please contact [Jermin\\_Chua@ncss.gov.sg](mailto:Jermin_Chua@ncss.gov.sg) to re-activate your account.*

# Application Procedures (continued)

- The estimated time to complete the **Online Registration Form** is 15-20 minutes.
- Summary of the Sections you need to **COMPLETE**:

