

Fax to: Social Service Training Institute
 National Council of Social Service
 NCSS Centre, 170 Ghim Moh Road
 #01-02, Singapore 279621
 Tel: 6210 66 67/68/69/60/99 Fax: 6463 1078



CERTIFICATE IN EARLY INTERVENTION Application Form

A. DETAILS OF APPLICANT

*Please delete where applicable;

1. Name of Applicant: Mr / Miss / Ms / Mrs / Mdm* _____

2. NRIC /Passport No: _____

3. Name of Organisation: _____

4. Address of Organisation: _____

5. Sector: Children, Youth & Family Disability Elderly and Community Health Others
(Please select prominent service sector)

6. Special Dietary Requirements: _____

7. Contact of Training Administrator:

Name: _____ Tel: _____

Email: _____ Fax: _____

8. Contact of Course Participant:

Tel: _____ HP: _____

Email: _____ Fax: _____

9. Designation:

- Executive Head of the Agency
- Board Member
- Management / Administrative Staff *[Please specify]*
- Professional Staff (E.g. Therapist, Social Worker) *[Please specify]*
- Para-professional Staff (E.g. Therapy Aide/Social Work Assistant, Health Attendant) *[Please specify]*
- Volunteer *[Please specify]*
- Others *[Please specify]*

10. Citizenship:

- Singaporean Permanent Resident
- Foreign Worker [Employment Pass / Work Permit Holder*]
**Expiry Date of Contract with agency:* _____
- Other Nationality *(Please specify):* _____

11. **Educational Qualification**

- PSLE and below Secondary 'O' levels 'A' levels
 NITEC Higher NITEC Diploma Degree and above

12. **Age (years)**

- Below 20 20 – 29 30 - 39 40 - 49 50 - 59 Above – 60

B. FORMAL ACADEMIC QUALIFICATIONS

List all formal academic qualifications in order starting from most recent achievement

Qualification	Institution	Country	Full Time (F/T) or Part Time (P/T)	Years Undertaken

C. PROFESSIONAL TRAINING & EXPERIENCE

C1: Work Experience: List all special education and/or social service related jobs, in order starting from most recent position. Attach a separate list if there is insufficient space.

Job Title	Organisation	Brief Description of Work	Years Undertaken

C2: Professional Development: List in order starting from the most recent, key special education and/or social service related development courses (e.g. conferences, training workshops) that you have attended in the past that may be relevant to this training programme.

Course Title	Training Provider / Affiliated Education Institute	No. of hours		Practicum Agency	Year / Duration
		Classroom training	Supervised Practicum		

D. TERMS AND CONDITIONS

1. Course Fee Payment

Payment can be made in the form of cash or cheque. Please make cheque payable to "Social Service Training Institute". Cheque payment should reach us at least 3 days before course commences. Please indicate your name, course title and course date at the back of the cheque.

2. Head of Organisation's Approval

All applications 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 not be entitled to the VWO-Charities Capability Fund (VCF) and will be requested by SSTI to pay full course fees.

3. VCF Funding Principle

Participants funded under the VWO-Charities Capability Fund (VCF) will be required to achieve at least 75% attendance in order to be eligible for VCF. Participants who fail to achieve 75% attendance will not be eligible for VCF subsidy and will be subjected to full course fees. For courses where VCF also covers the assessment/ examination portion, participants need to complete the assessment/ sit for the examination. Those who do not complete the assessment/ sit for the examination will not receive VCF subsidy and will be required to pay full course fees.

4. Withdrawal and Refund

For withdrawals, the following conditions apply (except if participant's withdrawal is due to medical reasons supported by medical certification):

- Before confirmation email is sent out by SSTI - Full refund of amount paid
- After confirmation email is sent out by SSTI - No refund; participants will have to pay the full 100% course fees to SSTI.

** SSTI generally confirms a course about 1-2 weeks before the course commencement date through email notification.*

5. Replacement

Requests for replacement of participants are allowed. The VWO will be required to submit the request at least 2 weeks prior to course commencement. Please note that requests are approved on a case-by-case basis.

6. Changes and Cancellation

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

7. Certification

A Certificate of Achievement will be awarded to participants who achieve at least 75% attendance for the course applied for. Professional certification will be awarded for certain courses.

A medical certificate will be required as verification for absence due to illness. However, if absence is more than 25% of the course, the Certificate of Achievement will not be issued.

SSTI reserves the right to change the terms and conditions from time to time as deemed necessary.

Signature of Applicant

Date

D. ENDORSEMENT BY HEAD

Endorsement by Head /Chairman of Organisation *(Please indicate relevance of training to staff/volunteer)*

Request for funding from VWO-Charities Capability Fund (VCF) \$ _____
(Amount enclosed (please pay only VCF subsidised rate))

Do not require funding from VCF

Not eligible for funding from VCF

Signature of Head / Chairman of Organisation and Company Stamp

Date

Name

Designation