

HIGHER DIPLOMA IN SOCIAL SERVICE (INTAKE 1)

Application Form

Special instruction: Please read and complete the application form CAREFULLY. **PRINT YOUR RESPONSES IN CLEAR HANDWRITING.**

A: APPLICANT INFORMATION

* Please delete where applicable.

Name: Mr / Miss / Mrs / Mdm*: _____

NRIC / FIN No.: _____ Date of Birth: _____

Citizenship: Singaporean / Permanent Resident / Foreign Worker (Employment Pass) # / Foreign Worker (Work Permit Pass)# / Other Nationality (Please specify)*: _____

#Expiry Date of Contract with agency: _____

Email address for SSTI correspondence: _____

Contact Details: HP _____ Home _____ Fax _____

Residential Address: _____

Organisation: _____

Organisation Address: _____

Designation: _____

Preferred mailing address for SSTI correspondence
e.g. examination result slips:

Residential Organisation

Contact Person at VWO

Training Administrator: _____

Email Address: _____

Telephone: _____ Fax: _____

B: FORMAL ACADEMIC QUALIFICATIONS

List all formal academic qualifications in order starting from most recent achievements.

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

Note: Attach photocopies of transcripts / certificates as proof of above.

C: PROFESSIONAL TRAINING & EXPERIENCE

C1: Work Experience: List all the relevant work experience (paid and volunteering) in order starting from most recent position. Attach a separate list if there is insufficient space.

Job Title	Organisation / Site	Brief Description of Work	Years Undertaken

C2: Professional Development: List in order starting from the most recent, all development courses (e.g. conferences, training workshops) that you have attended in the past 3 years that may be relevant to the training programme.

Course Title	Training Provider / Affiliated Education Institute / Site	Brief Description of Course	Year	Course Length

Note: Attach photocopies of any available Certificate of Attendance as proof of above.

D: YOUR AIMS

D1: Why did you apply for this Higher Diploma? Please write approximately 500 words.^

Note: Graduates from SSTI's Diploma in Social Service do not need to complete Part D.

^ Attach a separate sheet if necessary.

E. 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 Higher Diploma in Social Service will be awarded by SSTI to participants who achieve at least 75% attendance and successfully complete all required assessments for the course.
A medical certificate will be required as verification for absence due to illness.

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

F: ENDORSEMENT BY HEAD / CHAIRMAN OF AGENCY

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

G: APPLICATION FOR FUNDING

Please indicate with a tick

<input type="checkbox"/> Request for funding from VWO Capability Fund (VCF) \$ _____ [<i>Applicable for NCSS member VWOs and MCYS funded agencies</i>]	
<input type="checkbox"/> Do not require funding from VCF \$ _____	
<input type="checkbox"/> Not eligible for funding from VCF \$ _____	
_____	_____
<i>Signature of Head / Chairman of Agency and Company Stamp</i>	<i>Date</i>
_____	_____
<i>Name</i>	<i>Designation</i>

H: DECLARATION

<p>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 acknowledge that the Social Service Training Institute may vary or reverse any decision regarding admission or enrolment on the basis of incorrect or incomplete information provided by me.</p> <p>I understand the above conditions and I am prepared to accept them in full.</p> <p>_____</p> <p><i>Signature</i> <i>Date</i></p>

This application may not be considered unless ALL sections have been completed and the required documentation and information are attached.

<p style="text-align: center;"><u>CHECK LIST (Have you included the following items?):</u></p> <ul style="list-style-type: none"><input type="checkbox"/> Completed application form<input type="checkbox"/> A copy of your NRIC<input type="checkbox"/> Certified copy of previous study<input type="checkbox"/> References (if applicable)

Please submit this application form by **15 June 2010** to:

Application for Higher Diploma in Social Service (Intake 1)
Social Service Training Institute,
National Council of Social Service
170 Ghim Moh Road, #01-02, Singapore 279621

Phone: (65) 62106667/8/9 Facsimile: (65) 64631078