

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

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 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 5.5 months on a full-time basis and comprises two components:

Classroom Training – 45.5 days

Workplace Attachment – 37 days

Entry requirements (Pre-Requisites)

GCE 'A' Level (with a pass in General Paper) and above or ES WPLN WSQ Level 5 is recommended.

Programme Fees

Total Course fees	S\$ 11,880.00
Less WDA Funding (70%)	S\$ 8,316.00
Nett Course Fee	S\$ 3,564.00
7% GST	S\$ 249.48
Amount payable by participant	S\$ 3,813.48

Other Subsidies

Besides the 70% subsidies as a Singaporean or Permanent Resident, there are other forms of subsidies for Singaporeans.

- SkillsFuture Mid-Career Enhanced Subsidy. If you are a Singaporean aged 40 and above, you will enjoy enhanced subsidies of up to 90% of course fees. For more information on SkillsFuture Mid-Career Enhanced Subsidy, please go to www.skillsfuture.sg.
- Workfare Training Support Scheme (WTS). If you are a Singaporean above 35 years old and 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 Casey Chong** at 6593 9546 OR email:

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