



Social Service Institute
298 Tiong Bahru Road,
#18-01, Central Plaza
Singapore 168730

APPLICATION NO.
(FOR OFFICIAL USE ONLY)

For enquiries:

(Tel) 6589 5562 / 6589 5555
(E-mail) jermin_chua@ncss.gov.sg

Website: www.ssi.sg

Diploma of Community Services APPLICATION FORM

CHECKLIST FOR APPLICANTS:

- Completed Application Form
- Endorsement by Head of Agency
(for organisation-sponsored applicants)
- Original NRIC/ Work Pass sighted by SSI
- Copies of academic certificates and transcripts
- Payment of registration fee
- Copy of WTS letter *(for eligible applicants)*

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Registration fee	\$53.50
Date received	
Received by	<i>(name of staff)</i>
Payment mode	NETS only

INSTRUCTIONS

1. Complete all sections of the application form.
2. Completed application form must be accompanied by:
 - a) Copies of relevant academic certificates and transcripts;
 - b) Copy of applicant's NRIC/ Work Pass;
 - c) Copy of WTS letter (if applicable);
 - d) A non-refundable registration fee of S\$53.50 (inclusive of 7% GST).
3. The completed application form must be submitted to Social Service Institute (SSI) at 298 Tiong Bahru Road, #18-01, Central Plaza, Singapore 168730. Applications are not accepted via post or email.
4. Payment for registration fee can be made via NETS only at SSI. Cash payment is not accepted.
5. Application forms without the necessary supporting documents and registration fee payment will be deemed as incomplete. These applications will not be processed.
6. **All applications received are subjected to approval by SSI and SSI reserves the right in its absolute discretion to reject any applications.**

A. APPLICANT DETAILS

Personal Particulars

Salutation

Mr / Ms / Mrs / Mdm / Dr *(Please delete accordingly)*

Full Name
(as in NRIC)

NRIC / FIN No.

Date of Birth / /
dd/ mm/ yyyy

Citizenship
Singaporean / Permanent Resident / Other Nationality

Work Permit No.
Employment Pass / Work Permit No.

Expiry Date of Contract with Employer:
(if applicable) / /
dd/ mm/ yyyy

E-mail Address for SSI Correspondence

Contact Details
Mobile Home Office

Residential Address

Postal Code S

Current Employment Details

Designation

Organisation

Organisation Address

Postal Code S

Name of HR Personnel

E-mail Address

Telephone Fax

Please specify if programme fees will be paid by applicant or organisation-sponsored.

Self-paying Organisation-sponsored

B. EMPLOYMENT HISTORY

List all work experience starting from the current or most recent.					
Job Title	Organisation	From (mm / yyyy)	To (mm/ yyyy)	Duration of Employment	
				Year(s)	Month(s)

Please attach a separate sheet if necessary.

C. FORMAL ACADEMIC QUALIFICATIONS

List all qualifications starting from the MOST RECENT achievements (Including GCE 'N'/'O'/'A' Levels, ITE Certification, Diplomas/Degrees and above)					
Qualification	Institution	Country	Programme Duration		Full-time/ Part-time
			Year(s)	Month(s)	

D. ADDITIONAL INFORMATION

These are compulsory fields for the Assessment Result Submission to WDA. All information will be kept confidential and only for the use of Assessment Result Submission to WDA.

Q1. Salary range:

- Unemployed
- Below \$1000
- \$1000 - \$1499
- \$1500 - \$1999
- \$2000 - \$2499
- \$2500 - \$2999
- \$3000 - \$3499
- \$3500 and above

Q2. Race:

- Chinese
- Malay
- Indian
- Others (please specify): _____

Q3. Highest Qualification:

- PSLE and below
- Secondary
- "O" Level
- "A" Level
- NITEC
- Higher NITEC
- Diploma
- Degree and above

Marketing & Publicity

Q4. How did you get to know about the Diploma of Community Services?

(* Please delete accordingly.)

- SSI Email Publicity
- SSI / NCSS / SSG* Website
- SSI / NCSS* Facebook
- Newspapers: *TODAY / The New Paper**
- Your organisation's HR department
- Word-of-mouth e.g. family, friends etc.

Q9. Please list your volunteering experiences, if applicable.

- *State the organisation(s) and number of years of volunteering experience*
- *Indicate the frequency of your volunteering experience (e.g. weekly, monthly, ad-hoc etc)*
- *Describe the work involved during volunteering*

F. TERMS AND CONDITIONS

1. Programme Fee Payment

Payment can be made in the form of cheque, internet banking or NETS.

- (a) For cheque payment, please make cheque payable to "National Council of Social Service". Cheque payment should reach SSI at least 6 weeks before the programme commences. Please indicate your name, NRIC, programme title and intake at the back of the cheque.
- (b) For NETS payment, please set your account daily withdrawal limit so that a successful transaction can take place.
- (c) Cash payment is not accepted.

2. Head of Organisation's Approval for Organisation-sponsored Applicant

All applications sponsored by organisations are to be supported and approved by the Head of Organisation prior to the submission. In the situation where support and approval from the Head of Organisation is found to be unauthentic, learners will be requested by SSI to make payment for the programme fees.

3. SSG Funding Principle

- (a) SSG funding is available for Singapore Citizens and Permanent Residents only.
- (b) Learners eligible for SSG funding must achieve at least 75% attendance and pass all assessment components. Individuals/ Organisations will be liable for full programme fees (including GST) in the event that learners fail to meet the attendance and/or assessment requirements and terms and conditions for SSG funding eligibility.
- (c) Learners and their supervisors are to give consent to the Social Service Institute or its appointed agent to call or send emails/SMS for the purpose of sending information and getting feedback on the effectiveness of training and its application to the workplace, as well as the status of employment.
- (d) Applicants eligible for additional funding (e.g. Workfare Training Support) must provide SSI with the required supporting document(s) at the point of application.

4. Withdrawal and Refund Conditions

Written notice given to SSI	Refund Amount
At least 6 weeks before course commencement	100% of nett fee minus administration fee of S\$100 (before GST)
Between 4 to 6 weeks before course commencement	50% of nett fee
Less than 4 weeks before course commencement	No refund will be made

5. Changes and Cancellation

SSI reserves the right in its absolute discretion to make changes to a course/programme. Every reasonable effort, however, will be made to inform learners as soon as possible of the changes. For cancellation of courses/programme by SSI, fees received will be refunded in full.

G. ENDORSEMENT BY HEAD OF AGENCY
(Only for organisation-sponsored applicant)

Please indicate your reasons for supporting this employee for the programme.

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Signature of Head of Agency

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Company Stamp

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Name & Designation

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Date

H. DECLARATION

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 SSI may vary or reverse any decision regarding the admission or enrolment on the basis of incorrect or incomplete information provided by me.

I understand the above conditions and I am prepared to accept them in full.

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Signature of Applicant

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Date

Please indicate with a tick if you consent to the following:

- You agree that SSI may collect, use and disclose your personal data, which you have provided in this form, for providing marketing and communications material that you have agreed to receive, in accordance with the Personal Data Protection Act 2012.