

Updated as of 4 July 2023

TRAINING DIRECTORY 2023 / 2024

CET PROGRAMMES		
Programme Title	Duration	Schedule
Diploma		
Higher Diploma in Social Service	18 months	Intake 4: Aug 2023 - Dec 2024 Intake 5: Feb 2024 - Jun 2025
Certificates		
Advanced Certificate in Social Service	13 months	Intake 4: Aug 2023 – Sep 2024 Intake 5: Feb 2024 - Mar 2025
Advanced Certificate in Supported Employment	6 months	Feb 2023 - May 2023
Certificate in Para-counselling in Community Setting (Classroom & Synchronous	60 hrs	3 July - 7 Sep 2023 8 Jan - 18 March 2024
Certificate in Peer Support ¹	180 hrs	TBC
Certificate in Residential Care for Children and Young Persons (e-learning)	10 hrs	25 May 2023 - 23 Jun 2023 29 Aug 2023 - 27 Sep 2023 1 Nov 2023 - 30 Nov 2023 19 Feb 2024 - 19 Mar 2024
Professional Certificate in Casework (NSWCF Foundational) ²	3 months	TBC
Professional Certificate in Group Work ²	2 months	10 Oct 23 - 10 Nov 23

*Definition of Audience	
Level 1: Support Level	Social Service Assistants, Social Work Associates, Teacher Aides, Therapy Aides, House Parents, Welfare Officers, Healthcare Attendants, Nursing Aides, Homecare Workers, Para-Counsellors, Programme Coordinators
Level 2: Executive Level	Social Workers, Counsellors, Case Workers, Therapists, Psychologists, Teachers, Job Coaches, Training Officers, Programme Executives, Admin Executives (HR, Fundraising, Finance etc)
Level 3: Supervisory/ Managerial Level	Principal Social Workers, Senior Social Workers, Centre Managers, HODs, Senior Teachers, Programme Heads, Superintendents
Level 4: Leadership Level	Principal Social Workers, Executive Directors, Chief Executive Officers, General Managers, Directors
For Social Workers	Courses qualify for CPE credits for the renewal of accreditation at 1 credit per 1 training hour. For enquiries, please contact the SASW Accreditation Secretariat at Tel: 6778 7922 or accreditation@sasw.org.sg

¹ Please find other related Peer Support Specialist Programmes under the Mental Health section in the Training Directory.

² The National Social Work Competency Framework (NSWCF) is jointly developed with the Ministry of Social and Family Development (MSF) and Ministry of Health (MOH).

	1	2	3	4	C	B	E (Async)	E (Sync)	Hours	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
Budgeting for Charities	*	*	*	*				*	8							12					22	
Making Sense I: An Introduction to Fund Raising	*	*	*	*					8						5							
Making Sense II: Fund-Raising Strategy Development	*	*	*	*					8								1					
Charities Accounting Standard and its Application	*	*	*	*				*	14						21-22						11-12	
Internal Controls (I): An Introduction to its Guidelines and Applications	*	*	*	*					8							V						
Internal Controls (II): Implementing Internal Controls for Revenue to Receivable Process, including Fund-raising	*	*	*	*					8								V					
Internal Controls (III): Implementing Internal Controls for Procurement to Payable Process	*	*	*	*					8									V				
Internal Controls (IV): General Accounting, Fixed Assets, Inventory and Human Resource Management	*	*	*	*					8										V			
Leadership Development	1	2	3	4	C	B	E (Async)	E (Sync)	Hours	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
Leadership Milestone Programme: Lead Self	*	*	*	*					14	17-18												
Leadership Milestone Programme: Lead People (1) Workplace Transformation for Managers	*	*	*	*					64							V						
Leadership Milestone Programme: Lead People (2)	*	*	*	*					64							TBC						
Leadership Milestone Programme: Lead Managers	*	*	*	*					64								V					
Principles of Persuasion (by Evens Leadership)	*	*	*	*					14	15-16							V					
Strengthening Governance by Leveraging The Outward Mindset for Non-Profit Organisations (by Arbing Institute)	*	*	*	*					14	V												
People Development & Management	1	2	3	4	C	B	E (Async)	E (Sync)	Hours	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
Branding Non-Profits: An Introduction	*	*	*	*					8													
Developing your coaching and mentoring skills for NPO Managers	*	*	*	*					14		25-26		10-11									26-27
Donor Outreach Through Social Media	*	*	*	*					8							1						
Effective supervisory skills for NPO Managers	*	*	*	*					14						28-29							22-23
Introduction to Occupational Health & Safety Management System (by Singapore Institute of Technology)	*	*	*	*					24		15, 22, 29											
Maintain Workplace Safety and Health (WSH) in Social Service Agencies (by Singapore Institute of Technology)	*	*	*	*					24	5, 12, 19												
Manage Challenging Social Service and NPO Clients	*	*	*	*					8						7							
Strategy Formulation (by DPI Asia)	*	*	*	*					8		17		11		12							
Teambuilding and Leadership Development for NPO Leaders	*	*	*	*					14												2-3	
Multipliers: How the Best Leaders Ignite Everyone's Intelligence (by Franklin Covey Singapore)	*	*	*	*				*	8					6								
The 7 Habits of Highly Effective People (by Franklin Covey Singapore)	*	*	*	*					14	V												

Legend (for Modality)

- C = Classroom Learning
- B = Blended Learning (A combination of 2 or more modalities - C, E(Async), E(Sync))
- E (Async) = E-learning (Asynchronous), Self Directed Learning
- E (Sync) = E-learning (Synchronous)