

Application Guide

Advanced Certificate in Social Service

(programme title is subject to changes)

Please take note of the following:

- Applications are to be submitted online.
- Please complete all sections of the online application form before submitting it online.
- Do make sure you have sufficient time to apply, submit supporting documents and make the registration fee payment online by end August.

How to Apply?

1. Go to www.ssi.sg, navigate to Advanced Certificate in Social Service[‡] webpage. The **registration link** (via e-services) can be located at the foot of the page.



Application closes on 31 August 2020 (Mon) before 11.59pm.

Advanced Certificate in Social Service

Programme Code : SCET21

Duration (hours) : 220.00

Programme Date : 13 Oct 2020 - 19 Nov 2021

Application closing date : 31 Aug 2020

Register for this programme

[‡] programme title is subject to changes

How to Apply? (continued)

2. Login with SingPass. The estimated time to complete the **Online Registration Form** is 15-20 minutes.
3. Sections you need to **COMPLETE**:



Sponsorship
Details



Personal
Particulars



Academic
Qualification



Employment
History



Additional
Questions



Attach NRIC
(last 3 digit +
alphabet)



Attach all
Academic
Certificates &
Transcripts



Join
GatherHere



Declaration



Registration
Fee of \$53.50
(w GST)

How to Apply? (continued)

4. ONLY **one submission per applicant**. Duplicate submissions will not be processed.
5. Sections you need to **TAKE NOTE:**
 - **Organisation Sponsorship** - Organisation representative will need to login with CorpPass **to complete the endorsement process** after the applicant has submitted and paid the registration fee.
 - **Additional Questions** – Provide a write up of **between 90 - 100 words** for **each** of the 4 questions

Application Overview



**14 September 2020 (PM)
15 September 2020 (PM)**

SSI will inform applicants to attend the interview session (if required) by week of 7 September 2020.



By 2 October 2020 (before 6.00pm)

Reply to your offer letter and pay the Programme Fee of **\$973.70 (w GST) by 2 October 2020.**

***Organisation sponsored applicant to inform the HR of the payment deadline.**

By 31 August 2020 (before 11.59pm)

Complete all sections of the application form before submitting online, including online payment of registration fee **by 31 August 2020**



By 18 September 2020

If your application is successful, you will receive the offer letter via your email address you've registered with SSI.



Questions and Enquiries?

Visit SSI CET programmes webpage for more details. Alternatively, email your questions to Jasmine_chua@ncss.gov.sg