

# Application Guide

SSI Advanced Certificate in Social Service

# 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 the application closing date.

# ACSS Application Overview



**Keep to the  
Timeline**

**By 30 April 2021  
(before 11.59pm)**

Complete all sections of the application form, including a non-refundable online payment of \$53.50, before submitting online **by 30 April 2021**



**Wait for your  
Application  
Outcome**

**By 9 June 2021**

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

**27 May 2021 (PM)  
1 June 2021 (PM)**

SSI informs applicant to attend the interview session (if required) by week of 17 May 2021.

**By 23 June 2021  
(before 6.00pm)**

Reply to your offer letter and pay the Programme Fee of **\$973.70 (w GST) by 23 June 2021.**

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



**Admission  
Interview  
(Virtual)**



**Accept Offer  
and make  
Payment**

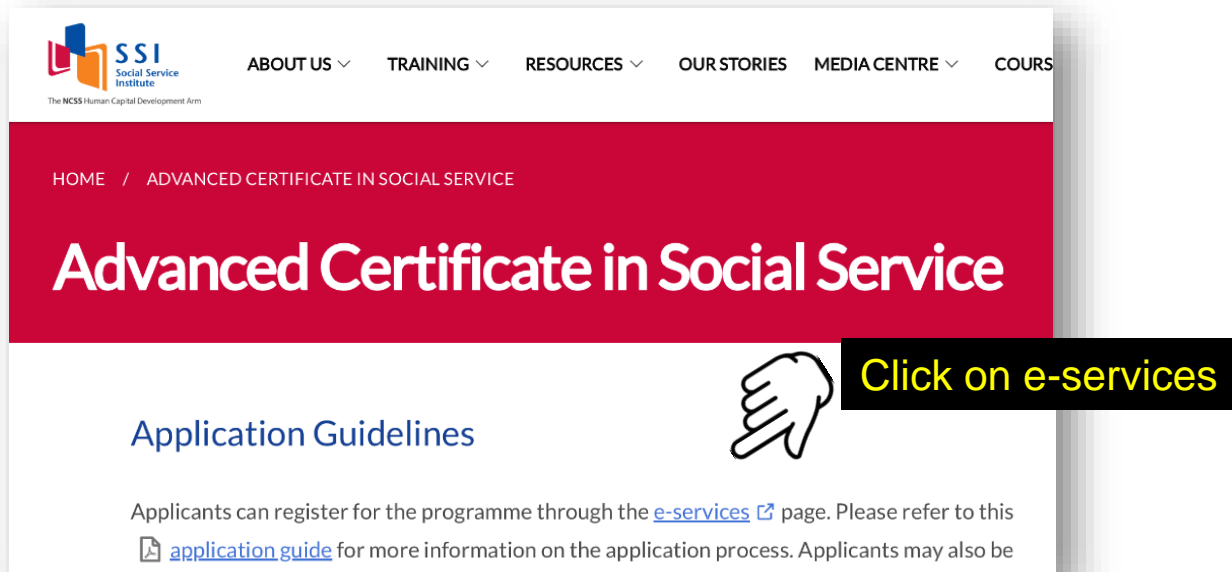


**Questions and Enquiries?**

Visit SSI ACSS programme webpage for more details. Alternatively, email your questions to [Jasmine\\_chua@ncss.gov.sg](mailto:Jasmine_chua@ncss.gov.sg)

# How to Apply?

1. Go to [www.ssi.gov.sg](http://www.ssi.gov.sg), navigate to Advanced Certificate in Social Service webpage (<https://www.ssi.gov.sg/training/cet-programmes/advanced-certificate-in-social-service/>)

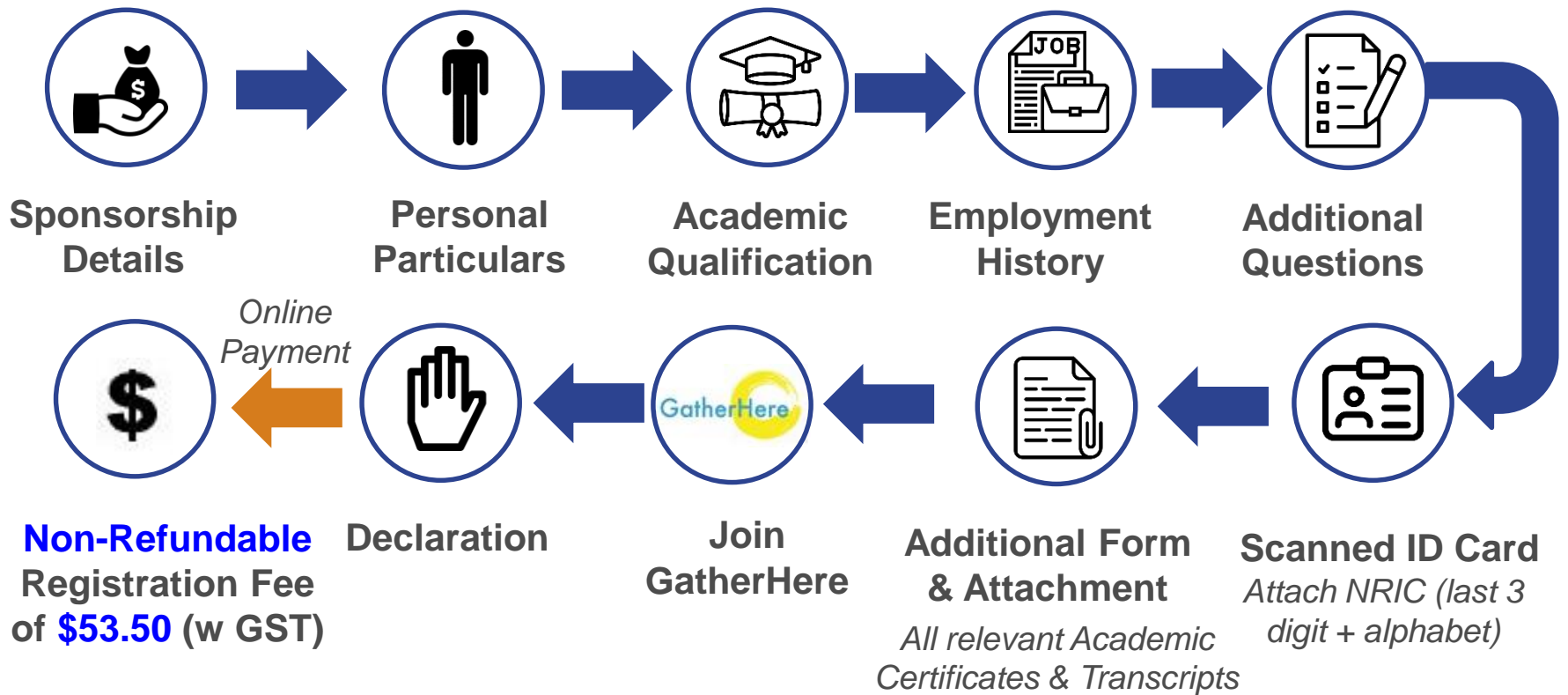


The screenshot shows the SSI Social Service Institute website. The navigation menu includes 'ABOUT US', 'TRAINING', 'RESOURCES', 'OUR STORIES', 'MEDIA CENTRE', and 'COURSES'. The breadcrumb trail is 'HOME / ADVANCED CERTIFICATE IN SOCIAL SERVICE'. The main heading is 'Advanced Certificate in Social Service'. Below this, there is a section titled 'Application Guidelines'. A hand icon points to a black box with the text 'Click on e-services'. Below the hand icon, there is a link to 'e-services' and a link to 'application guide'.

2. Login with SingPass. The estimated time to complete the **Online Registration Form** is 15-20 minutes.

# How to Apply? (continued)

3. Sections you need to **COMPLETE**:



# How to Apply? (continued)

4. ONLY **one submission per applicant**. Duplicate submissions will not be processed.
  
5. Please **TAKE NOTE** of the following Sections:
  - **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