

**Career Conversion Programme for Social Workers (CCP SW) Factsheet- 2022 intake**  
 [Previously known as Professional Conversion Programme for Social Workers (PCP SW)]

**(A) About the Career Conversion Programme for Social Workers (CCP SW)**

- WSG has partnered Singapore University of Social Sciences (SUSS) and National Council of Social Service (NCSS) to offer the Career Conversion Programme for Social Workers (CCP SW).
- This Work-Study programme aims to train mid-career individuals to become qualified Social Workers. Candidates must secure employment with a participating employer in order to qualify for CCP SW.
- Upon completion of training, graduates are required to serve a Minimum Service Period (MSP) with their sponsoring employers.
- There are two courses offered by SUSS under the CCP SW. Both courses are accredited by the Singapore Association of Social Workers (SASW).

Table 1: Basic Course Information

	<b>Course Title</b>	<b>Minimum Education Qualification</b>	<b>Course Duration</b>	<b>Next Intake</b>
1	Graduate Diploma in Social Work	Degree and above	18 months	30 July 2022
2	Bachelor of Social Work	A levels/ International Baccalaureate (IB)/ Local Poly Diploma/ NUS High School Diploma/ SSI Diploma in Social Service	24 months	25 July 2022

- The courses cover theories of human behaviour and social systems, social policies and contemporary social issues amongst others. Besides classroom training and practicum sessions, CCP SW trainees will be required to undergo on-the-job training at their workplace.
- An overview of CCP SW can be found in Annex A.

**(B) Career Opportunities as a Social Worker**

Social Workers or Medical Social Workers are employed in organisations such as family service centres, special education schools, youth centres, sheltered homes and hospitals. Social Workers carry out diverse roles - in direct practice, administrative, management and policy planning positions. Social Workers also serve persons with disabilities, children from disadvantaged backgrounds,

persons with addictions and mental illnesses, and many others, making their job a challenging yet fulfilling one.

You may refer to <http://www.ncss.gov.sg/salaryguidelines> for the latest salary guidelines for Social Workers and the social service sector.

**(C) Funding Support under CCP SW**

**i) Course Fee Funding**

Table 2: Breakdown of Course Fee Funding (Below 40 years)

\*Info accurate as at 15 Oct 2021, please refer to SUSS's website for updated course fees.

	<b>Bachelor of Social Work (ABSWK) (Total course fee = \$35,826* +GST)</b>		<b>Graduate Diploma in Social Work (GDSWK) (Total course fee = \$18,250* +GST)</b>	
	<i>Singaporean</i>	<i>PR</i>	<i>Singaporean</i>	<i>PR</i>
MOE Funds	\$21,495.60	\$7,952	-	
WSG Funds	\$3,582.60		\$12,775	
NCSS/ Healthcare Employers Funds	\$7,165.20		\$3,650	
Trainee Pays	\$3,582.60 (exclusive of GST)	\$17,126.20 (exclusive of GST)	\$1,825 (exclusive of GST)	

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Table 3: Breakdown of Course Fee Funding for Singapore Citizens (40 years and above). Eligible for SkillsFuture Mid-Career Enhanced subsidy

\*Info accurate as at 15 Oct 2021, please refer to SUSS's website for updated course fees.

	<b>Bachelor of Social Work (ABSWK) (Total course fee = \$35,826* +GST)</b>	<b>Graduate Diploma In Social Work (GDWSK) (Total course fee = \$18,250* +GST)</b>
MOE Funds	\$30,093.84	-
WSG Funds (inclusive of SkillsFuture Mid-Career Enhanced Subsidy funded by SkillsFuture Singapore)	-	\$16,425
NCSS/ Healthcare Employers Funds	\$3,940.86	\$912.50
Trainee Pays <sup>1</sup>	\$1,791.30 (exclusive of GST)	\$912.50 (exclusive of GST)

<sup>1</sup> Calculated based on trainees' eligibility for SkillsFuture Mid-career Enhanced Subsidies at course commencement.

#### **(D) Bond Period and Liquidated Damages**

- Minimum Service Period - Upon completion of training, trainees are required to serve an employment bond as Social Workers in either the Social Service or Healthcare sector, for 18 months (CCP trainees under GDSWK) or 24 months (CCP trainees under ABSWK).
- Liquidated Damages – Trainees who withdraw, or are terminated, from the Programme during the course of study or during the Minimum Service Period will be liable for liquidated damages. The amount payable will be computed based on the costs incurred by WSG, NCSS, and/or the sponsoring employer, as well as the terms of the training deed(s).

#### **(E) Application Details for CCP SW 2022 intake**

- Interested applicants can apply via the online portal (<https://conversion.mycareersfuture.sg/Portal/ProgramDetails.aspx?ProgID=P00000414>) from 6 December 2021 to 6 January 2022.
- In January 2022, all applications will be routed to participating employers for shortlisting. Interviews will be held from February to early March 2022.
- All provisional job offers are to be confirmed between employer and employee by **4 March 2022**.
- Applicants who have secured provisional employment with a Social Service Agency or Hospital will then be notified to submit an online application to SUSS by **31 March 2022** for either the Bachelor of Social Work OR Graduate Diploma in Social Work. There may be admission interviews conducted by SUSS from April 2022 onwards.
- To qualify for funding under CCP SW 2022, applicants must:
  - i. Confirm employment with one of the participating CCP SW employers; and
  - ii. Successfully enrol into SUSS's Bachelor of Social Work or Graduate Diploma in Social Work (July 2022 intake).
- Successful trainees will be required to sign an employment contract/ funding agreement with the employers by programme commencement (i.e. July 2022).

**Annex A: Overview of CCP SW 2022**

<b>Details</b>	<b>Bachelor of Social Work</b>	<b>Graduate Diploma in Social Work</b>
Course Commencement	25 July 2022	30 July 2022
Course Duration	24 months	18 months (including a 6-month bridging course)
Course Training Details	<ul style="list-style-type: none"> <li>• Classroom + practicum</li> <li>• To graduate, students are required to complete a total number of 130 credit units (including a 400-hour practicum)</li> <li>• Lessons are held 3 times a week on weekday evenings</li> </ul>	<ul style="list-style-type: none"> <li>• Classroom + practicum</li> <li>• To graduate, students are required to complete the 3 pre-requisite modules and a 400-hour practicum for non-social work degree students; and 6 compulsory modules</li> <li>• Classes are held on Saturdays</li> </ul>
Minimum Education Qualification	<ul style="list-style-type: none"> <li>• GCE 'A' level with two passes (prior to 2007) or two H2 passes (from 2007);</li> <li>• Local Polytechnic Diploma or equivalent;</li> <li>• NUS High School Diploma or SSI Diploma in Social Services</li> </ul>	Undergraduate Degree or an equivalent from a recognised institution
Entry Requirements	<ul style="list-style-type: none"> <li>• 21 years old and above</li> <li>• At least 2 years' full-time working experience (excludes NS)</li> <li>• Sponsored by participating employer</li> <li>• Trainees may be required to undergo screening interviews/assessments conducted by SUSS</li> </ul>	
Work Attachment	4-day work week	4-day work week
Minimum Service Period*	24 months	18 months
Application for CCP SW	6 December 2021 - 6 January 2022	
Deadline for SUSS Application **	31 Mar 2022 <i>(For CCP SW applicants with provisional offer of employment)</i>	

\*Trainees are committed to serve a bond period equivalent to their study period upon completion of training.

\*\* A non-refundable application fee of \$62.40 (GST inclusive) will be charged upon applying to SUSS, regardless of the application outcome.

## **FAQs for CCP SW 2022 Intake**

### **1. Why is CCP SW a Place-and Train Programme?**

The CCP SW operates on a Place-and-Train mode in order to prepare trainees for the job of a Social Worker upon graduation. This ensures that trainees gather workplace experiences and have the opportunities to apply the theories learnt in the course.

### **2. Will the training be full-time or part-time? Where will it be conducted?**

Training is conducted on a part-time basis at SUSS's campus. Classes for Bachelor are scheduled on three weekday evenings per week, while classes for Graduate Diploma are scheduled on Saturdays.

### **3. Upon completion of the training, what qualification/title can the trainee get?**

Upon successful completion of training, graduates will be awarded a Graduate Diploma in Social Work or a Bachelor of Social Work, depending on the course taken.

### **4. Are the courses recognised in Singapore?**

Both courses are accredited by the Singapore Association of Social Workers (SASW).

### **5. What is the course content?**

Please refer to SUSS's website (<http://www.suss.edu.sg>) for details of the course content.

### **6. Will I be eligible for funding?**

To be eligible for funding, you must:

- Be a Singaporean or PR
- 21 years old and above
- Have at least 2 years of full-time working experience (excluding NS)
- Secure employment with a Social Service Agency or Hospital
- Fulfil SUSS' course pre-requisites & requirements, pass admission interview
- Successfully enrol into Bachelor of Social Work or Graduate Diploma in Social Work
- Not an existing student/already enrolled in the Social Work courses in SUSS

### **7. Will I be paid during training and how much?**

Yes, you will be paid a monthly salary as an employee of your sponsoring organisation during the training period. Your actual salary will be negotiated with your employer, who will consider factors such as your job scope and transferable skills from previous

jobs. You may refer to the salary guidelines released by National Council of Social Service (NCSS) at <http://www.ncss.gov.sg/salaryguidelines> as a reference point.

#### **8. What is SkillsFuture Mid-Career Enhanced Subsidy? Will I be eligible for it?**

Under the SkillsFuture Mid-Career Enhanced Subsidy (MCES), SCs aged 40 years and above will receive up to 90% course fee subsidy for SkillsFuture Singapore-funded courses, and additional reductions for MOE-funded diploma and degree courses. More information on the SkillsFuture Mid-Career Enhanced Subsidy is available at the SkillsFuture website: <http://www.skillsfuture.sg/enhancedsubsidy>

SCs taking up the Graduate Diploma in Social Work under CCP SW, can enjoy the enhanced subsidies (funded by SkillsFuture Singapore) if they are aged 40 years and above in the year of course commencement.

SCs taking up the Bachelor of Social Work under the CCP SW, can enjoy the enhanced subsidies if they are aged 40 years and above in the year of the course commencement, or when they turn 40 during the training.

#### **9. What if I do not get a job offer for a CCP SW employer?**

To qualify for funding under CCP SW, candidates need to successfully secure employment with a participating employer.

In the event that you are unsuccessful in securing a job to qualify for CCP SW 2022, you may also consider pursuing the SUSS Social Work Degree/ Graduate Diploma as a self-sponsored part-time student and seek employment in the sector after graduation.

There are diverse career opportunities in the social service sector beside social work. The social service sector offers over 30 job roles available across five key social service areas. You may even wish to explore roles related to your prior job experience in corporate functions or equip yourself with skills needed for specific social service roles. For more information, please visit [www.socialservicetribe.sg](http://www.socialservicetribe.sg).

#### **10. What happens if I do not meet the minimum educational requirements for either of SUSS' courses?**

To qualify for funding under CCP SW, trainee needs to be successfully enrolled into SUSS' Degree or Graduate Diploma in Social Work.

If your university application is unsuccessful, it is likely that you do not meet SUSS' admission requirements. You may wish to consider taking up the Social Service Institute's (SSI) Diploma in Social Service, to be considered for the SUSS Social Work Degree in the future.

#### **11. How can I find out more information about the CCP SW and who do I contact?**

Please visit the following websites for more information on CCP SW:

- <https://conversion.mycareersfuture.sg/Portal/ProgramDetails.aspx?ProgID=P0000414>
- <https://www.ncss.gov.sg/social-service-careers/professional-conversion-programme>

Should you require further information, you may contact:

Enquiries regarding the CCP SW

**Workforce Singapore** ([www.wsg.gov.sg](http://www.wsg.gov.sg))  
1 Paya Lebar Link  
#08-08 PLQ 2 Paya Lebar Quarter  
Singapore 408533  
Email : [WSG\\_socialservice@wsg.gov.sg](mailto:WSG_socialservice@wsg.gov.sg)

Enquiries regarding the course

**Singapore University of Social Sciences** ([www.suss.edu.sg](http://www.suss.edu.sg))  
463 Clementi Road Singapore 59949  
Tel: 6248 9777  
Email: [student\\_recruitment@suss.edu.sg](mailto:student_recruitment@suss.edu.sg)