

Career Conversion Programme for Social Workers (CCPSW) Factsheet

- 2023 intake

Formerly known as Professional Conversion Programme for Social Workers

(PCPSW)

(A) About the Career Conversion Programme for Social Workers (CCPSW)

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

Table 1: Basic Course Information

	Course Title	Minimum Education Qualification	Course Duration	Next Intake
1	Graduate Diploma in Social Work	Degree and above	18 months	End July/Early August 2023
2	Bachelor of Social Work	A levels/ International Baccalaureate (IB)/ Local Poly Diploma/ NUS High School Diploma/ SSI Diploma in Social Service	24 months	End July/Early August 2023

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

i) Course Fee Funding

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

*Info accurate as at August 2022, please refer to SUSS's website for updated course fees.

	Bachelor of Social Work (BSWK) (Total course fee = \$35,826* +GST)		Graduate Diploma in Social Work (GDSWK) (Total course fee = \$18,250* +GST)	
	<i>Singaporean</i>	<i>PR</i>	<i>Singaporean</i>	<i>PR</i>
MOE Funds ¹	\$21,495.60	\$7,952	-	
WSG Funds	\$3,582.60		\$12,775	
NCSS/ Healthcare Employer 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)	

¹ For Trainees who have embarked on a degree before and have partially utilised their MOE Tuition Grant (for e.g. those who took up a degree previously but did not complete it), they would need to bear the additional SUSS tuition fees cost which would have otherwise been covered by the MOE Tuition Grant.

**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 August 2022, please refer to SUSS's website for updated course fees.

	Bachelor of Social Work (BSWK) (Total course fee =\$35,826*+GST)	Graduate Diploma in Social Work (GDWSK) (Total course fee =\$18,250*+GST)
MOE Funds ¹	\$30,093.84	-
WSG Funds (inclusive of SkillsFuture Mid-Career Enhanced Subsidy funded by SkillsFuture Singapore)	-	\$16,425
NCSS/ Healthcare Employer Funds	\$3,940.86	\$912.50
Trainee Pays ²	\$1,791.30 (exclusive of GST)	\$912.50 (exclusive of GST)

¹ For Trainees who have embarked on a degree before and have partially utilised their MOE Tuition Grant (for e.g. those who took up a degree previously but did not complete it), they would need to bear the additional SUSS tuition fees cost which would have otherwise been covered by the MOE Tuition Grant.

² 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 (CCPSW trainees under GDSWK) or 24 months (CCPSW trainees under BSWK).
- 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 CCPSW 2022 intake

- Interested applicants can apply via the online portal (<https://go.gov.sg/ccpsw>) from 1 December 2022 to 1 January 2023.
- In January 2023, all applications will be routed to participating employers for shortlisting. Interviews will be held from mid-January to early March 2023.

- All provisional job offers are to be confirmed between employer and employee by **6 March 2023**.
- 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 2023** for either the Bachelor of Social Work OR Graduate Diploma in Social Work. There may be admission interviews conducted by SUSS from April 2023 onwards.
- To qualify for funding under CCPSW 2023, applicants must:
 - i. Confirm employment with one of the participating CCPSW employers; and
 - ii. Successfully enrol into SUSS' Bachelor of Social Work or Graduate Diploma in Social Work (July 2023 intake).
- Successful trainees will be required to sign an employment contract/ funding agreement with the employers by programme commencement (i.e. July 2023).

Annex A: Overview of CCPSW 2023

Details	Bachelor of Social Work	Graduate Diploma in Social Work
Course Commencement	End July/ Early August 2023	End July/ Early August 2023
Course Duration	24 months	18 months (including a 6-month bridging course)
Course Training Details	<ul style="list-style-type: none"> • Classroom + practicum • To graduate, students are required to complete a total number of 130 credit units (including a 400-hour practicum) • Lessons are held 3 times a week on weekday evenings 	<ul style="list-style-type: none"> • Classroom + practicum • 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 • Classes are held on Saturdays
Minimum Education Qualification	<ul style="list-style-type: none"> • GCE 'A' level with two passes (prior to 2007) or two H2 passes (from 2007); • Local Polytechnic Diploma or equivalent; • NUS High School Diploma or SSI Diploma in Social Services 	Undergraduate Degree or an equivalent from a recognised institution
Entry Requirements	<ul style="list-style-type: none"> • 21 years old and above • At least 2 years' full-time working experience (excludes NS) • Sponsored by participating employer • Trainees may be required to undergo screening interviews/assessments conducted by SUSS 	
Work Attachment	4-day work week	4-day work week
Minimum Service Period*	24 months	18 months
Application for CCP SW	1 December 2022 - 1 January 2023	
Deadline for SUSS Application **	31 Mar 2023 <i>(For CCPSW 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.

Frequently Asked Questions (FAQ)
Career Conversion Programme for Social Workers (CCP SW)

I ABOUT THE PROGRAMME

The CCP for SW aims to help mid-career switchers receive the relevant training to enable them to transit to social workers through a place-and-train mode.

II TRAINING COURSE DETAILS AND PROSPECTS

1. What training do I need to undergo?

Course	Training Duration
Bachelor of Social Work	3 weekday-evenings per week over 2 years (part-time)
Graduate Diploma in Social Work	Every Saturdays over 18 months (part-time)

The above training will be conducted at the Singapore University of Social Sciences (SUSS). Training is conducted on a part-time basis at SUSS' campus. Classes for Bachelor are scheduled on three weekday evenings per week, while classes for Graduate Diploma are scheduled on Saturdays.

Further details on the course content can be found on the SUSS' website (<http://www.suss.edu.sg/>)

2. What will the trainees be awarded with upon successful completion of the training?

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

3. Are the courses recognised in Singapore?

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

III APPLICATION TO THE COURSE

1. How do I apply for the programme?

Interested candidates are encouraged to apply via WSG's CCP portal at <https://conversion.mycareersfuture.sg/Portal/ProgramDetails.aspx?ProgID=P000004>
[14](#)

IV Will I be eligible for SW CCP funding support (i.e. successful in your CCPSW application)?

To be eligible for funding support, you must:

- Be a Singaporean or PR, 21 years old and above
- Have at least 2 years of full-time working experience (excluding NS, internships, and any other part-time/ad hoc jobs taken on)
- Have secured employment with a social service agency or a healthcare institution
- Fulfilled SUSS' course pre-requisites and requirements and passed the admission interview. You may refer to www.suss.edu.sg/ for more details
- Successfully enrolled in the Bachelor of Social Work or Graduate Diploma in Social Work
- Not an existing student/ already enrolled in the Social Work courses in SUSS

4. 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 SW CCP, 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 SW CCP, 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.

5. Should I be applying for the Bachelor of Social Work or Graduate Diploma in Social Work?

Applicants without any prior undergraduate degree should apply to the Bachelor of Social Work. For applicants who already possess a first Bachelor degree, you should apply for the Graduate Diploma in Social Work.

V OTHER ENQUIRIES

1. Will I be paid during the training period?

Yes, you will be paid a monthly salary as an employee of your sponsoring organisation during the training period. Your 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 the National Council of Social Service (NCSS) at <http://www.ncss.gov.sg/salaryguidelines> for further details.

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

To qualify for funding under CCP for SW, trainees need to be successfully enrolled in the SUSS' Bachelor of Social Work or Graduate Diploma in Social Work.

If your university application is unsuccessful, you may wish to consider taking up the Social Service Institute's (SSI) Diploma in Social Service, to be considered for the SUSS' Bachelor of Social Work in the future.

3. What if I do not get a job offer from a CCP for SW employer?

To qualify for funding under the CCP for 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 the CCP for SW in the current year's in-take, you may 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 that offers over 30 job roles across five key social service areas. Exploring roles related to your prior/ current job experience (in corporate functions) may be an option to you. For more information, please visit www.socialservicetribe.sg.

4. How do I find out more information about the CCP for 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>