

Professional Conversion Programme for Social Workers Factsheet (2021 intake)

(A) About the Professional Conversion Programme for Social Workers (PCP SW)

- WSG has partnered Singapore University of Social Sciences (SUSS) and National Council of Social Service (NCSS) to offer the Professional Conversion Programme for Social Workers (PCP 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 the PCP 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 PCP SW. 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 of Social Work	Degree and above	18 months	Jul 2021
2	Accelerated Bachelor of Social Work	A levels/ International Baccalaureate (IB)/ Local Poly Diploma/ NUS High School Diploma/ SSI Diploma in Social Service	24 months	Jul 2021

- The courses cover theories of human behaviour and social systems, principles of human rights and social justice, amongst others. Besides classroom training and practicum sessions, PCP SW trainees will be required to undergo on-the-job training at their workplace.
- An overview of the PCP 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 PCP SW

i) Course Fee Funding

Table 2: Breakdown of Course Fee Funding

	Accelerated Bachelor of Social Work (ABSWK) (Total course fee = \$35,826* +GST)		Graduate Diploma of Social Work (GDSWK) (Total course fee = \$18,250* +GST)	
	<i>Singaporean</i>	<i>PR</i>	<i>Singaporean</i>	<i>PR</i>
MOE Funds	\$21,603	\$7,952	-	
WSG Funds	\$3,582.60		\$12,775	
NCSS/ Healthcare Employers Funds	\$7,165.20		\$3,650	
Trainee Pays	\$3,475.20 (exclusive of GST)	\$17,126.20 (exclusive of GST)	\$1,825 (exclusive of GST)	

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 Nov 2020, please refer to SUSS's website for updated course fees.

	Accelerated Bachelor of Social Work (ABSWK) (Total course fee = \$35,826* +GST)	Graduate Diploma of Social Work (GDSWK) (Total course fee = \$18,250* +GST)
MOE Funds	\$30,133	-
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 ¹	\$1,752.14 (exclusive of GST)	\$912.50 (exclusive of GST)

¹ 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 (for GDSWK PCP trainees) and 24 months (for ABSWK PCP trainees)
- Liquidated Damages – Trainees who withdraw from the Programme during the course of study or during the Minimum Service Period will be liable for liquidated damages payable to the sponsoring employers. The amount payable will depend on various factors including the costs incurred by the sponsoring organisations as well as the terms of the training deed(s).

(E) Application Details for PCP SW 2021 intake

- Interested applicants can apply via the online portal (<https://conversion.mycareersfuture.sg/Portal/ProgramDetails.aspx?ProgID=P00000414>) from 4 December 2020 to 4 January 2021.
- In January 2021, all applications will be routed to participating employers for shortlisting. Interviews will be held from late Feb - early Mar 2021.
- All provisional job offers are to be confirmed between employer and employee by **16 March 2021**.
- 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 Mar 2021** for either the Accelerated Bachelor of Social Work OR Graduate Diploma of Social Work. There may be admission interviews conducted by SUSS from Apr 2021 onwards.
- To qualify for funding under PCPSW 2021, applicants must:
 - i. Confirm employment with one of the participating PCPSW employers; and
 - ii. Successfully enrol into SUSS's Bachelor/Graduate Diploma of Social Work (Jul 2021 intake).
- Successful trainees will be required to sign an employment contract/ funding agreement with the employers by programme commencement (i.e. Jul 2021).

Annex A: Overview of PCP SW 2021

Details	Accelerated Bachelor of Social Work	Graduate Diploma of Social Work
Course Commencement	26 Jul 2021	31 Jul 2021
Course Duration	24 months	18 months (including a 4-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 10 credit units of university core courses) and 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 for non -social work degree students, 6 compulsory modules and a 400-hour practicum • 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' working experience (excludes NS) • Sponsored by participating employer • Trainees may be required to undergo screening interviews/assessments conducted by SUSS 	
Work Attachment (Recommended)	4-day work week	4-day work week
Minimum Service Period*	24 months	18 months
Application for PCPSW	4 December 2020 - 4 January 2021	
Deadline for SUSS Application **	31 Mar 2021 <i>(For PCP 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 PCP SW 2021 Intake

1. Why is the PCP SW a Place-and-Train Programme?

The PCP 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 opportunity 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 the Accelerated Bachelor are scheduled on three weekday evenings per week, while classes for the 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 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
- At least 2 years of working experience (excluding NS)
- Secure employment with a Social Service Agency or Hospital
- Fulfil SUSS's course pre-requisites & requirements, pass admission interview
- Successfully enrol into Bachelor or Graduate Diploma of Social Work*

**Not a current Bachelor Degree or Graduate Diploma of Social Work student at 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 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 of Social Work under the PCP SW, can enjoy the enhanced subsidies (funded by SkillsFuture Singapore) if they are aged 40 and above in the year of course commencement.

SCs taking up the Accelerated Bachelor of Social Work under the PCP SW, can enjoy the enhanced subsidies if they are aged 40 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 from a PCP SW employer?

To qualify for funding under the PCP 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 PCP SW 2021, 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.

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

To qualify for funding under PCP SW, trainee needs to also successfully enrol into SUSS's Bachelor's Degree or Graduate Diploma of Social Work.

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

11. How can I find out more information about the PCPSW and who do I contact?

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

- <http://www.wsg.gov.sg/pcpsocialwork>
- <http://www.ncss.gov.sg/pcpsw>

Should you require further information, you may contact:

Enquiries regarding the PCP SW

Workforce Singapore (www.wsg.gov.sg)

1 Paya Lebar Link

#08-08 Paya Lebar Quarter 2

Singapore 408533

Email : WSG_socialservice@wsg.gov.sg

Enquiries regarding the course

Singapore University of Social Sciences (www.suss.edu.sg)

463 Clementi Road Singapore 59949

Tel: 6248 9777

Email: student_recruitment@suss.edu.sg