

Training Programme Information

The training programme aim to enhance the employability of *person with disabilities by preparing and facilitating them for work in open employment.

S/No	Programme Title	Programme Details	Nett Fee (payable by Trainees)	Duration	Training Venue	Training Provider	Training Provider's Contact
Work Preparatory Series							
1	Employability Training Programme	Trainees will be trained in identified areas in hard skills as well as soft skills, such as work habits and behaviours, communication skills, grooming etc. This may include work exposure at actual work sites.	To be advised by Training Provider	300 hours	Contact Training Provider for more information	Autism Resource Centre	e2c@autism.org.sg
2	Communication Skills (Telephone /Online Digital Skills)	Trainees will be equipped with online communication skills to prepare them on maintaining professionalism in handling their enquires.	\$0	5 Days (35 hours)	Contact Training Provider for more information	SPD	sharon_woo@spd.org.sg
3	Skills Enabling Training (SET)	Trainees will be equipped with skills that is relevant to workplace communication including how to manage potential conflicts between colleagues. They will learn how to manage personal goals in their career development.	\$0	3 Days (21 hours)	Contact Training Provider for more information	SPD	sharon_woo@spd.org.sg
Workplace IT Skills Training							
1	ICDL Computer Essentials	Trainees will be equipped with knowledge about various computer hardware, software and devices. They will also gain knowledge in file management, computer networks and computer security.	\$0	5 Days (35 hours)	Contact Training Provider for more information	SPD	sharon_woo@spd.org.sg
2	ICDL Online Collaboration	Trainees will be equipped with knowledge about collaboration on the Internet via social media, Outlook and cloud computing.	\$0	5 Days (35 hours)	Contact Training Provider for more information	SPD	sharon_woo@spd.org.sg
3	ICDL Online Essentials	Trainees will be equipped with knowledge about the Internet, web browsing and basic knowledge of email management.	\$0	5 Days (35 hours)	Contact Training Provider for more information	SPD	sharon_woo@spd.org.sg
4	ICDL Image Editing	Trainees will be equipped with main concepts underlying digital images and use an image editing application to enhance images, apply effects, and prepare an image for printing and publishing.	\$0	5 Days (35 hours)	Contact Training Provider for more information	SPD	sharon_woo@spd.org.sg
5	ICDL Word	Trainees will be equipped with skills on how to create, edit, and enhance standard business documents using Microsoft Word.	\$0	5 Days (35 hours)	Contact Training Provider for more information	SPD	sharon_woo@spd.org.sg
6	ICDL Excel	Trainees will be equipped with skills on how to use the basic features of a spreadsheet programme to perform various calculation skills.	\$0	5 Days (35 hours)	Contact Training Provider for more information	SPD	sharon_woo@spd.org.sg
7	ICDL PowerPoint	Trainees will be equipped with skills on how to use basic functions to create and manage a presentation.	\$0	5 Days (35 hours)	Contact Training Provider for more information	SPD	sharon_woo@spd.org.sg
8	ICDL Advanced Word	Trainees will be equipped with skills on how to use the advanced features of word processing applications to enhance their work, improve productivity and save time.	\$0	5 Days (35 hours)	Contact Training Provider for more information	SPD	sharon_woo@spd.org.sg

***Note**

- Disabilities supported by SG Enable are: autism spectrum disorder (ASD), intellectual disability, physical disability and sensory disability (hearing impairment and visual impairment)
- SkillsFuture Credit and/or Post-Secondary Education Account (PSEA) can be used to pay for the course fees of eligible training programmes. Please check with the respective training providers for the eligibility criteria.
- Course fee funding is subject to approval, terms and conditions and only applicable to Singapore Citizens and Permanent Residents.
- The information is correct at the time of print (Apr 2021). SG Enable reserves the right to make changes to course fees, dates, content and other information without obligation to issue any notice of such changes.

Training Programme Information

The training programme aim to enhance the employability of *person with disabilities by preparing and facilitating them for work in open employment.

S/No	Programme Title	Programme Details	Nett Fee (payable by Trainees)	Duration	Training Venue	Training Provider	Training Provider's Contact
9	ICDL Advanced Excel	Trainees will be equipped with skills on how to use the advanced functions of spreadsheet applications, enabling them to produce more sophisticated reports and perform complex mathematical and statistical calculations.	\$0	5 Days (35 hours)	Contact Training Provider for more information	SPD	sharon_woo@spd.org.sg
10	Document Digitisation	Trainees will be equipped with skills on how to sort, prepare and scan documents for digitisation.	\$0	5 Days (35 hours)	Contact Training Provider for more information	SPD	sharon_woo@spd.org.sg
11	Digital Skills Enabling Training	Trainees will be equipped with skills on job search skills, work life transition, managing emotions, resume writing and job interviewing skills through the use of computer and Internet.	\$0	3 Days (21 hours)	Contact Training Provider for more information	SPD	sharon_woo@spd.org.sg
Accounting and Administrative Skills Training							
1	Admin Skills Training	Trainees will be equipped with skills of administrative support including file management, photocopying and scanning of documents.	\$0	5 Days (35 hours)	Contact Training Provider for more information	SPD	sharon_woo@spd.org.sg
Food & Beverage Skills Training							
1	Basic Food Hygiene and Safety (Bridging)	Trainees will be equipped with skills and knowledge to bridge them towards successful completion of the WSQ Follow Food & Beverage Safety & Hygiene Policies & Procedures.	\$49.92	3 Days (12 hours)	Contact Training Provider for more information	Project Dignity	9853 9032 wsq.training@projectdignity.sg
2	Food and Beverage Train and Place Programme	Trainees will be equipped with the essential kitchen and service skills to become proficient in a food and beverage setting.	\$489.60	20 Days (102 hours)	Contact Training Provider for more information	Project Dignity	9853 9032 wsq.training@projectdignity.sg
ICT Skills Training							
1	Social Media Data Entry Specialist	Trainees will be equipped with skills and knowledge on the Internet for business and social networking purposes as well as provide social media marketing training.	\$115.43	6 Days (48 hours)	E-learning	Stag Match	9845 0665 info@stagmatch.com.sg

***Note**

- Disabilities supported by SG Enable are: autism spectrum disorder (ASD), intellectual disability, physical disability and sensory disability (hearing impairment and visual impairment)
- SkillsFuture Credit and/or Post-Secondary Education Account (PSEA) can be used to pay for the course fees of eligible training programmes. Please check with the respective training providers for the eligibility criteria.
- Course fee funding is subject to approval, terms and conditions and only applicable to Singapore Citizens and Permanent Residents.
- The information is correct at the time of print (Apr 2021). SG Enable reserves the right to make changes to course fees, dates, content and other information without obligation to issue any notice of such changes.

Training Programme Information

The training programme aim to enhance the employability of *person with disabilities by preparing and facilitating them for work in open employment.

S/No	Programme Title	Training Provider	Apr-21	May-21	Jun-21
Work Preparatory Series					
1	Employability Training Programme	Autism Resource Centre	Please contact training provider to arrange for assessment and confirm on training schedule		
2	Communication Skills (Telephone /Online Digital Skills)	SPD	26 April - 30 Apr	24 May - 31 May	
3	Skills Enabling Training (SET)	SPD			28 Jun - 30 Jun
Workplace IT Skills Training					
1	ICDL Computer Essentials	SPD	Please contact training provider to arrange for assessment and confirm on training schedule		
2	ICDL Online Collaboration	SPD	Please contact training provider to arrange for assessment and confirm on training schedule		
3	ICDL Online Essentials	SPD	Please contact training provider to arrange for assessment and confirm on training schedule		
4	ICDL Image Editing	SPD	Please contact training provider to arrange for assessment and confirm on training schedule		
5	ICDL Word	SPD		03 May - 07 May	
6	ICDL Excel	SPD			07 Jun - 11 Jun
7	ICDL PowerPoint	SPD	Please contact training provider to arrange for assessment and confirm on training schedule		
8	ICDL Advanced Word	SPD	Please contact training provider to arrange for assessment and confirm on training schedule		
9	ICDL Advanced Excel	SPD	Please contact training provider to arrange for assessment and confirm on training schedule		
10	Document Digitisation	SPD	Please contact training provider to arrange for assessment and confirm on training schedule		
11	Digital Skills Enabling Training	SPD		10 May - 12 May	16 Jun - 18 Jun

***Note**

- Trainees might have to undergo an assessment/interview prior to being accepted into the programme. Please check with the training provider for more information.
- Course fee funding is subject to approval, terms and conditions and only applicable to Singapore Citizens and Permanent Residents.
- The information is correct at the time of print (Apr 2021). SG Enable reserves the right to make changes to course fees, dates, content and other information without obligation to issue any notice of such changes.

Training Programme Information

The training programme aim to enhance the employability of *person with disabilities by preparing and facilitating them for work in open employment.

S/No	Programme Title	Training Provider	Apr-21	May-21	Jun-21
Accountancy and Administrative Skills Training					
1	Admin Skills Training	SPD			21 Jun - 25 Jun
Hospitality / Food & Beverage Skills Training					
1	Basic Food Hygiene and Safety (Bridging)	Project Dignity	29 Apr - 03 May	20 May - 25 May 31 May - 02 Jun	10 Jun - 14 Jun 28 Jun - 30 Jun
2	Food and Beverage Train and Place Programme	Project Dignity	29 Apr - 01 Jun	31 May - 25 Jun	28 Jun - 25 Jul
ICT Skills Training					
1	Social Media Data Entry Specialist	Stag Match	Please contact training provider to arrange for assessment and confirm on training schedule		

***Note**

- Trainees might have to undergo an assessment/interview prior to being accepted into the programme. Please check with the training provider for more information.
- Course fee funding is subject to approval, terms and conditions and only applicable to Singapore Citizens and Permanent Residents.
- The information is correct at the time of print (Apr 2021). SG Enable reserves the right to make changes to course fees, dates, content and other information without obligation to issue any notice of such changes.