

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	Telephone Skills Training	Trainees will be equipped with basic telephone etiquette and maintaining professionalism in handling their enquires.	\$0	5 Days (35 hours)	Contact Training Provider for more information	SPD	sharon_woo@spd.org.sg
3	Communication Skills (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
4	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
5	ESP Employability Training	Trainees will be equipped with skills that will prepare them for interviews with potential employers and soft skills for employment.	\$0	3 Days (21 hours)	Contact Training Provider for more information	SPD	sharon_woo@spd.org.sg
Workplace IT Skills Training							
1	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
2	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
3	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
4	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
5	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
6	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

***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 (Sep 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.

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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
2	Human Resource Professional Skills Qualification (HR PSQ) for PWDs	Trainees will be able to build up their understanding, knowledge and skill sets in generic HR transactions.	To be advised by Training Provider	72 Days (576 hours)	Contact Training Provider for more information	Human Capital (Singapore) Pte Ltd	6423 0388 enquiry@hcs.com.sg
3	Digital Workplace Administrator Training Programme	Trainees will be future-ready Administrators, well-positioned to take up the opportunities that digitalisation is offering	To be advised by Training Provider	42 Days (294 hours)	Contact Training Provider for more information	Gas Academy Pte Ltd	6742 1183 info@gasacademy.com.sg
Food & Beverage Skills Training							
1	Food Safety Course Level 1 Bridging Programme	Trainees will be equipped with skills and knowledge to bridge them towards successful completion of the WSQ Follow Food & Beverage Safety & Hygiene Policies & Procedures.	To be advised by Training Provider	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.	To be advised by Training Provider	20 Days (102 hours)	Contact Training Provider for more information	Project Dignity	9853 9032 wsq.training@projectdignity.sg
ICT Skills Training							
1	Digital Marketing Essentials	Trainees will acquire essential digital marketing skills in Google SEO & SEM, social media platforms, content marketing, eCommerce, marketing analytics and so on.	To be advised by Training Provider	72 Days (286 hours)	Online	Lithan Academy Pte Ltd	6846 6358 eunice@lithan.com

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S/No	Programme Title	Training Provider	Sep-21	Oct-21	Nov-21	Dec-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	Telephone Skills Training	SPD	Please contact training provider to arrange for assessment and confirm on training schedule			
3	Communication Skills (Online Digital Skills)	SPD		25 to 29 Oct		
4	Skills Enabling Training (SET)	SPD	Please contact training provider to arrange for assessment and confirm on training schedule			
5	ESP Employability Training	SPD	20 to 22 Sep	18 to 20 Oct	22 to 24 Nov	
Workplace IT Skills Training						
1	ICDL Word	SPD	27 Sep to 1 Oct			
2	ICDL Excel	SPD	Please contact training provider to arrange for assessment and confirm on training schedule			
3	ICDL Advanced Word	SPD	Please contact training provider to arrange for assessment and confirm on training schedule			
4	ICDL Advanced Excel	SPD	Please contact training provider to arrange for assessment and confirm on training schedule			
5	Document Digitisation	SPD	Please contact training provider to arrange for assessment and confirm on training schedule			
6	Digital Skills Enabling Training	SPD	13 to 15 Sep	11 to 13 Oct	1 to 3 Nov	13 to 15 Dec

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Accountancy and Administrative Skills Training						
1	Admin Skills Training	SPD				6 to 10 Dec
2	Human Resource Professional Skills Qualification (HR PSQ) for PWDs	Human Capital (Singapore) Pte Ltd	25 Oct 21 to 22 Apr 22 (Tentative)			
3	Digital Workplace Administrator Training Programme	Gas Academy Pte Ltd	Please contact training provider to arrange for assessment and confirm on training schedule			
Food & Beverage Skills Training						
1	Food Safety Course Level 1 Bridging Programme	Project Dignity	29 Sep to 1 Oct	4 to 6 Oct	1 to 3 Nov	6 to 8 Dec
2	Food and Beverage Train and Place Programme	Project Dignity		4 to 29 Oct	1 to 29 Nov	6 Dec 21 to 4 Jan 22
ICT Skills Training						
1	Digital Marketing Essentials	Lithan Academy Pte Ltd	28 Oct 21 to 27 May 22 (Tentative)			

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