

Professional Conversion Programme for Social Workers - Frequently Asked Questions

Prepared by: Nur Ain Mustafa, Manager, Sector Branding

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Q: What are my obligations and responsibilities as an employer?

Employer's Obligations during Programme

Info is accurate as of Sep 2020





Qualified Supervisor

Qualified social worker with minimum of 2 years of working experience

If there is no qualified social worker who fulfil the criteria as a qualified Supervisor, Employers can:

- 1. Purchase supervision services offered by Singapore Association of Social Workers (www.sasw.org.sg)**
 - Supervision fees are subsidised by MSF
 - Range from \$24 - \$30 per hour for individual supervision



Qualified Supervisor

Qualified social worker with minimum of 2 years of working experience

If there is no qualified social worker who fulfil the criteria as a qualified Supervisor, Employers can:

2. The Singapore University of Social Sciences (SUSS) can also help to source for a supervisor and pay the honorarium to the supervisor/agency for the Social Work during **practicum**

Q: Is it mandatory to offer 4-day work week and 7 days of Study/Exam leave?

A: NCSS highly recommends Employer to offer these arrangement to trainees.

Q: I am a small organisation with lean manpower resources. Can my trainee's job scope include other tasks and portfolio?

A: Yes. However, 80% of trainee's job scope must entail social work related responsibilities. Trainees are to be trained on social work responsibilities and apply knowledge learned from SUSS courses. Any other job arrangement, should be discussed and agreed by Trainee.

Q: Can Trainee change employer during the programme?

A: No. The bond is with the Employer.

Q: Can Trainee start working for Employer before Programme starts?

A: Yes. However, training allowance (TA) funding is only claimable from the start of the Programme. Employer is not eligible to claim for TA prior to start of Programme.

Q: Can Employer claim for Trainee's allowance (e.g. phone bill), Employer's CPF contribution, Performance Bonus, 13th month bonus etc.?

A: No. Employer can only claim for Trainee's monthly net salary.

Q: Is the Employer required to pay for SUSS fees?

A: Yes if the Employers fall in the following criteria:

1. Healthcare Employers
2. Employers whose Trainees are 40 years and above and undertaking Graduate Diploma in Social Work

Q: Does SUSS directly invoice the affected Employer and how much?

A: Yes, SUSS will directly issue a Tax Invoice to the affected Employer. NCSS has informed SUSS the % of course fees to be billed to the affected Employers, accordingly.

Note: Only new modules will be funded. Trainees are to bear 100% of course fee for repeated modules.

Q: How often does SUSS invoice NCSS, Employer and Trainee?

A: SUSS will invoice respective funders/payee every Semester (January and July). Amount varies depending on modules taken by trainee.

Note: Only new modules will be funded. Trainees are to bear 100% of course fee for repeated modules.

Q: How often does the Trainee attend classes at SUSS?

Details	Accelerated Bachelor of Social Work	Graduate Diploma in Social Work
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 university core modules 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, any 4 electives and a 400-hour practicum Classes are held on Saturdays

Q: What are the details of the modules offered?

A: For more information on modules offered for Graduate Diploma and Accelerated Bachelor, please visit www.suss.edu.sg/programmes

Administrators & Contact Person

Nur Ain Mustafa, Manager @6589 5598

or

Gillian Theng, Lead Executive @6589 5533

Email: socialservice_pcp@ncss.gov.sg

Thank you