

# WSQ Professional Diploma in Community and Social Services (Senior Services)

Both Training &  
Assessment-Only-  
Pathway  
(AOP) Available

## Learning Objectives

To equip learners with essential skills and knowledge to support and manage the administration and operations of eldercare organisations.

## Course Outline

1. Maintain Legal and Ethical Behaviour throughout the Organisation
2. Integrate Professional Common Processes in Senior Services
3. Design, Source and Adapt Resources to Motivate Client Participation
4. Manage and Implement Workplace Information Systems
5. Undertake Management of Volunteers
6. Provide and Maintain a Safe Environment
7. Develop, Implement and Evaluate Services and Programmes
8. Implement Programmes to address the Total Wellbeing of Senior Services' Clients
9. Motivate Clients to Accept and Participate in Services and Programmes
10. Research Current Trends to bridge Service Gaps and Implement New Services
11. Communicate with others Effectively
12. Manage Effective Workplace Relationships
13. Support the Organisation's Finances and Accounts
14. Coordinate Fundraising
15. Manage Human Resources to Achieve Service Excellence
16. Work with Clients with Dementia
17. Provide Quality Case Work
18. Manage Multi Disciplinary Professionals and Stakeholders



### Course Duration – 82.5 Days

Classroom Training : 45.5 days  
Workplace Attachment : 37 days

### Entry Requirements

GCE 'A' Level and above or  
ESS WPL 5

### Course Fee

Singaporean or PR	S\$3,240*
Non-Singaporean	S\$10,800

\*Course fee up to 70% SDF funding.

Fee is correct at the time of printing and may subject to change.

### Who should attend?

Participants who have a heart for our elders and would like to contribute to the administration and operations of the eldercare organisations, they may pursue a career in community hospitals, nursing homes or eldercare organisations as Wellness Coordinators, Finance & Admin Executives, Eldercare & Programme Officers, Fund-Raising Executives or Programme Executives.

## Take charge of your career now!

For enquiries, please contact:

Tat Keong at 65939548 or email [tatkeong@tsaofoundation.org](mailto:tatkeong@tsaofoundation.org)

Lucille at 65939559 or email [lucille@tsaofoundation.org](mailto:lucille@tsaofoundation.org)

 **TSAO foundation**  
For Successful Ageing

Workfare Training Support (WTS) Scheme is applicable to our WSQ courses.

Singapore Citizens aged 35 and above	Course Fee Funding Support
Earning \$1,400 and below per month	95%
Earning between \$1,401 and \$1,700 per month	90%

Please visit [www.workfare.sg](http://www.workfare.sg) for details.

Skill Redevelopment Programme (SRP) absentee payroll is available for in-service staff.

Please visit [www.skillsconnect.gov.sg](http://www.skillsconnect.gov.sg) for more details.

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