

## Training Programme Information

Funded under SG Enable Training Grant  
Vocational Skills Training

Programme Title	Programme Details	Nett Fee (payable by Trainees)	Duration	Area of Training	Training Provider	Training Provider's Contact
<b>Employability Training (300 hours)</b>	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.	\$320.11	300 hours	Employability Training	Autism Resource Centre (Singapore)	e2c@autism.org.sg
<b>Employability Training (Additional 300 hours)</b>	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.  *Applicable for Trainees that are assessed to be not yet job ready, after completion of initial 300 hours of training.	\$249.21	300 hours	Employability Training	Autism Resource Centre (Singapore)	e2c@autism.org.sg
<b>Food &amp; Beverage Food Safety Course Level 1 Bridging Programme</b>	Trainees will be equipped with skills and knowledge to prepare them towards successful completion of Food Safety Course Level 1 Bridging Programme	\$65.13	12 hours	Food & Beverages	Project Dignity Pte Ltd	9853 9032 trainer01@projectdignity.sg
<b>F&amp;B Train and Place Programme</b>	Trainees will be equipped with the essential kitchen and service skills to become proficient in a food and beverage setting.	\$865.70	114 hours	Food & Beverages	Project Dignity Pte Ltd	9853 9032 trainer01@projectdignity.sg
<b>F&amp;B Train and Place Bridging Programme</b>	To comply with Progressive Wage Model requirements, trainees undergo the course to upskill themselves to ensure skills are up to date and to remain employable.	\$583.80	112 hours	Food & Beverages	Project Dignity Pte Ltd	9853 9032 trainer01@projectdignity.sg
<b>Telephone Skills Training</b>	Trainees will be equipped with basic telephone etiquette and maintaining professionalism in handling their enquires.	\$180.78	5 Days (35 hours)	Employability Training	SPD	nur_hidayah@spd.org.sg
<b>Communication Skills Training</b>	Trainees will be equipped with online communication skills to prepare them on maintaining professionalism in handling their enquires.	\$214.41	5 Days (35 hours)	Employability Training	SPD	nur_hidayah@spd.org.sg
<b>Digital Skills Enabling Training</b>	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.	\$136.48	3 Days (21 hours)	Workplace IT Skills Training	SPD	nur_hidayah@spd.org.sg
<b>Admin Skills Training</b>	Trainees will be equipped with skills of administrative support including file management, photocopying and scanning of documents.	\$214.41	5 Days (35 hours)	Accounting and Administrative Skills Training	SPD	nur_hidayah@spd.org.sg
<b>ESP Employability Training</b>	Trainees will be equipped with skills that will prepare them for interviews with potential employers and soft skills for employment.	\$116.33	3 Days (21 hours)	Employability Training	SPD	nur_hidayah@spd.org.sg
<b>ICDL Word Processing</b>	Trainees will be equipped with skills on how to create, edit, and enhance standard business documents using Microsoft Word.	\$220.60	5 Days (35 hours)	Workplace IT Skills Training	SPD	nur_hidayah@spd.org.sg
<b>ICDL Spreadsheet</b>	Trainees will be equipped with skills on how to use the basic features of a spreadsheet programme to perform various calculation skills.	\$220.60	5 Days (35 hours)	Workplace IT Skills Training	SPD	nur_hidayah@spd.org.sg

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ICDL Presentation	Trainees will be equipped with skills on how to use basic functions to create and manage output of a presentation.	\$220.60	5 Days (35 hours)	Workplace IT Skills Training	SPD	nur_hidayah@spd.org.sg
Fundamentals in Educator Aide Training	Trainees will be equipped with the necessary skills, knowledge and attitude to be an Educator Aide through a customised curriculum that best suit their learning needs.	\$430.00	433 hours	Early Childhood Training	Presbyterian Community Services	ecat@pcs.org.sg
Specialist Training for Educator Aide	Trainees will learn a higher level of knowledge, skills and attitudes to apply & implement good early childhood caregiving practices. It taps on the knowledge that trainees would have acquired during the Fundamentals course (e.g. on how children learn and develop) and extends into how these can be applied in caregiving routines as well as in ensuring the health & safety regulations and SOP are	\$430.00	337 hours	Early Childhood Training	Presbyterian Community Services	ecat@pcs.org.sg
Train-and-Place Immersive in Social Media Marketing	The programme aims to prepare and enhance the employability of persons with disabilities through social media marketing.	\$431.37	240 hours (40 days)	Advertising, Sales & Marketing	Hatch Technologies Pte Ltd	hello@hatch.sg
Fundamentals in Eldercare Aide Training	Trainees will be equipped with understanding and knowledge of the eldercare sector; demonstrate ability to maintain the overall hygiene, cleanliness and proper functioning of the centre physical environment and facilities; provide administrative and logistics support for the conduct of active ageing programme and activities at the centre; demonstrate ability to communicate and relate	\$715.90	323 hours	Eldercare Training	Presbyterian Community Services	<a href="mailto:ecat@pcs.org.sg">ecat@pcs.org.sg</a>
Professional Project Management	Trainees will be able to demonstrate professionalism in project management, manage the time, cost, and quality constraints of a project, and execute a project in a structured and strategic approach.	\$75.85	37 hours	Personal Development	Institute of Singapore Project Management Pte Ltd	<a href="mailto:enquiry@SingaporeProjectManagement.org">enquiry@SingaporeProjectManagement.org</a>
Job Application, Resume Writing and Interview Handling Skills Workshop	The Programme will equip Trainees to: Prepare job application and craft resume; Prepare and craft answers to interview questions; Display positive body language and grooming for interview	\$140.00	20 hours	Personal Development	Bizlink Centre Singapore Ltd	<a href="mailto:info@bizlink.org.sg">info@bizlink.org.sg</a>
Advanced Excel	The Programme will equip Trainees to: Apply advance features to import, format and prepare data ready for analysis; Perform analysis of data using built-in functions, PivotTable, What-If Analysis and visualise results with charts; Collaborate and review workbooks with other users.	\$114.77	24 hours	Information and Communications	James Cook Institute Pte Ltd	<a href="mailto:enquiry@jci.edu.sg">enquiry@jci.edu.sg</a>

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<b>Data Analytics using Power BI</b>	The Programme will equip Trainees to: Create data visualizations using Power BI Desktop; Understand key concepts and techniques on creating data visualization; Understand data relationships and how linkages are formed; Understand and generate data for forecasting and trends.	\$114.77	24 hours	Information and Communications	James Cook Institute Pte Ltd	<a href="mailto:enquiry@jci.edu.sg">enquiry@jci.edu.sg</a>
<b>Image Editing using Photoshop</b>	The Programme will equip Trainees to: Identify the types of cybersecurity threats that can affect the organization; Reduce the risk exposure of their work to cyber threats by taking proactive remedial actions; Promote a culture of cyber safe mindset in their work and personal life; Contribute to the cyber safe action plans implemented by the organization; Be able to appreciate the importance of cyber security information shared by the organization.	\$114.77	24 hours	Information and Communications	James Cook Institute Pte Ltd	<a href="mailto:enquiry@jci.edu.sg">enquiry@jci.edu.sg</a>
<b>Horizontal Surface Maintenance - Perform Basic Cleaning of Hard Floor Surfaces</b>	This course targets cleaning staff who are working in the Airport Terminals, Offices, Business Buildings and Complexes, Shopping Centres, Residential, Public Transport, Hospitality, Retail, Hawker Centres and Food Courts or anyone who requires the necessary skills and knowledge to perform basic cleaning of hard floor surfaces.	\$75.44	22 hours	Environmental Cleaning	Adepeco Consultants Pte Ltd	<a href="mailto:admin@adepeco.com.sg">admin@adepeco.com.sg</a>
<b>Create Dynamic Website and Online Store / E-Commerce with Photoshop Mastery</b>	Trainees will be able to create and modify website; make a live online store/online shopping/e-commerce; create professional-looking websites for companies; make learners become proficient in using Photoshop to help them in their work which includes design, web creation, photos, newsletter, etc.; be confident in fine-tuning and enhancing photos.	\$94.15	40 hours	Information and Communications	Apps Pte Ltd	9181 9499 <a href="mailto:contact@intuitioninternational.com">contact@intuitioninternational.com</a>
<b>Certificate in Hotel Operations Programme</b>	Trainees will learn skills such as basic F&B skills, housekeeping, stewarding and pre-employment skills.	\$349.89	480 hours	Hotel & Accomodation	Aspire Inclusive Education Pte Ltd	<a href="mailto:enquiry@theguild.edu.sg">enquiry@theguild.edu.sg</a>
<b>Teaching Assistant Programme</b>	Trainees will learn about the developmental stage of a child, children with special needs, communication skills, working in a team and how to read lesson plans.	\$205.93	480 hours	Others	Aspire Inclusive Education Pte Ltd	<a href="mailto:enquiry@theguild.edu.sg">enquiry@theguild.edu.sg</a>
<b>Culinary Skills in Baking for Cafes and Production</b>	Trainees will gain culinary skills in baking which will make them employable in the cafe and bakery production sector.	\$134.59	60 hours	Food & Beverages	Aspire Inclusive Education Pte Ltd	<a href="mailto:enquiry@theguild.edu.sg">enquiry@theguild.edu.sg</a>
<b>Basic Office Digital Skills</b>	Trainees will learn to create Word documents, Spreadsheets and Presentation. They will learn to browse the web and send and receive emails.	\$127.07	120 hours	Information & Communications	Aspire Inclusive Education Pte Ltd	<a href="mailto:enquiry@theguild.edu.sg">enquiry@theguild.edu.sg</a>
<b>Counselling Technique for Telemarketing Officers</b>	Trainees will learn to identify the emotions and needs of callers in tele-marketing conversations, apply effective counselling techniques, overcome communication barriers and manage difficult conversations. They will also use active listening skills, empathy and effective questioning techniques to build rapport and trust with callers, resulting in increased success.	\$119.69	20 hours	Customer Service	Environiche LLP	<a href="mailto:hello@blendedconcept.com">hello@blendedconcept.com</a>
<b>Thriving, Not Just Surviving: Personal Effectiveness</b>	Trainees will learn to develop strategies for setting and achieving goals; learn time management techniques; develop communication skills; learn stress management techniques; identify and overcome barriers to success.	\$111.73	17 hours	Others	Environiche LLP	<a href="mailto:hello@blendedconcept.com">hello@blendedconcept.com</a>
<b>Bake it Work: Baking Basics</b>	Trainees will learn the knowledge and skills to effectively adapt to workplaces as well in basic baking (i.e. making bread, muffins and cookies).	\$154.00	16 hours	Food & Beverages	SSA Culinary Institute Pte Ltd	<a href="mailto:contact@ssagroup.com">contact@ssagroup.com</a>
<b>Interpersonal Managing &amp; Communication Skills for Success</b>	This programme will provide a step-up programme for previous HR PSQ and HR CAP Participants, as well as an upskilling programme for those employed; create opportunities for trainees to explore skills-based learning in the digital era and guide, train and place trainees into suitable jobs with HCS' Early Adopters/Partners for a better career path.	\$573.25	192 hours	Administration	Human Capital (Singapore) Pte Ltd	<a href="mailto:enquiry@hcs.com.sg">enquiry@hcs.com.sg</a>

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Micro Job Training (180 hours)	Trainees will be equipped to gain micro job specific technical skills and basic core employability skills needed to sustain the micro job engagement and generalise these skills into the actual work setting.	\$1,058.40	180 hours	Employability Training	Rainbow Centre Singapore	<a href="mailto:contactus@rainbowcentre.org.sg">contactus@rainbowcentre.org.sg</a>
Micro Job Training (Extended)	Trainees will be equipped to gain micro job specific technical skills and basic core employability skills needed to sustain the micro job engagement and generalise these skills into the actual work setting.	\$352.80	60 hours	Employability Training	Rainbow Centre Singapore	<a href="mailto:contactus@rainbowcentre.org.sg">contactus@rainbowcentre.org.sg</a>
School Canteen Enclave Training	The Programme will equip Trainees in improving their job competency and prepare them for employment in an F&B setting.	\$141.12	28 hours	Food & Beverages	SPD	nur_hidayah@spd.org.sg
Holistic Café Skills Training Programme	The Holistic Café Training programme is a 110 hrs programme which provides a well-rounded training to prepare learners to work in the F&B industry. The full programme covers seven modules across into four main domains: Workplace Fundamentals, Personal Development, Customer Experience, and F&B Training. This programme will be conducted in 18 days across 6 weeks.	\$700.00	110 hours	Food & Beverages	Move Foreword Pte Ltd	hello@forewordcoffee.com
Music Instruction Training Programme	The programme contains: - Learning and applying fundamentals to lead and conduct music teaching to other persons with disabilities music learners. - Cross training of music skills on secondary music instruments for Trainees to undertake live music performances in various band set ups.	\$149.05	52 hours	Education and Training	Faith Music Centre Pte Ltd	6354 3406 enquiry@faithmusic.com.sg
Linocut Art Workshop	Objectives for Workshop 1: 1. Trainees will develop skills in handling Lino cut tools safely and effectively. 2. Trainees will develop skills and demonstrate the ability to create designs, transferring sketches to the lino and removing negative areas from their Lino blocks with the required tools. 3. Trainees will attach wooden blocks to their Lino prints to ensure stability and durability.	\$14.84	7 hours	Design	Ikkilab Private Limited	Tel: 83139323 Email: ikkikidz@gmail.com
Fitness Gym Crew Training Programme	Trainees will learn skills such as: 1. To cater to gym members' need in the gym operation. 2. To maintain a clean, hygienic, and safe environment for gym members by following best practices in cleaning and disinfection.	\$75.00	60 hours	Environmental Cleaning	BGA Inclusive Fitness	Tel: 81882819 Email: admin@bgainclusivfitness.com
Cloud Desktop Support Engineer - Entry Level I	Trainees will learn to deploy, configure, protect, manage and monitor devices and clients in M365 environment.	\$88.51	35 hours	Information and Communications	Avantus Training Pte Ltd	enquires@avantustraining.com
Cloud Desktop Support Engineer - Entry Level II	Trainees will learn key elements of Microsoft 365 administration: Microsoft 365 tenant management, Microsoft 365 identity synchronization, and Microsoft 365 security and compliance.	\$88.51	35 hours	Information and Communications	Avantus Training Pte Ltd	enquires@avantustraining.com
Cloud Desktop Support Engineer – Intermediate I	Trainees will learn the fundamentals of Microsoft Teams, including Teams capabilities, Teams admin roles and management tools, lifecycle management, features for governance, and available reports to monitor your Teams environment.	\$70.81	28 hours	Information and Communications	Avantus Training Pte Ltd	enquires@avantustraining.com
Cloud Desktop Support Engineer – Intermediate II	Trainees will learn how to manage messaging environment in Microsoft 365, including authentication for messaging, configuring organizational settings, and configuring organizational settings.	\$88.51	35 hours	Information and Communications	Avantus Training Pte Ltd	enquires@avantustraining.com
Cloud Desktop Support Engineer – Advanced	Trainees will learn how to protect their data against theft and accidental loss.	\$70.81	28 hours	Information and Communications	Avantus Training Pte Ltd	enquires@avantustraining.com