

Skills Development Courses



FOR MIGRANTS

2022

Semester 2
July–December

Contact

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2022 Course Schedule

Semester 1 (July to December)

Group A

Time	Course	Additional Requirements	Students	Contribution Fee
10 am–1 pm	Everyday Practical English	English Assessment required	18	Course Fee: \$100 School Vest: \$11
10 am–1 pm	English Beginner 1	English Assessment required	18	Course Fee: \$100 School Vest: \$11
10 am–1 pm	English Beginner 2	English Assessment required	18	Course Fee: \$100 School Vest: \$11
10 am–1 pm	Baking	NIL	8	Course Fee: \$100 Ingredients: \$40 School Vest: \$11 Apron: \$6
10 am–1 pm	Cooking	NIL	8	Course Fee: \$100 Ingredients: \$40 School Vest: \$11 Apron: \$6
10 am–12 pm	Caregiver	English Assessment required	28	Course Fee: \$100 School Vest: \$11
2 pm–5 pm	Baking	NIL	8	Course Fee: \$100 Ingredients: \$40 School Vest: \$11 Apron: \$6
2 pm–5 pm	Cooking	NIL	8	Course Fee: \$100 Ingredients: \$40 School Vest: \$11 Apron: \$6
2 pm–5 pm	Excel & Powerpoint	English Assessment required	18	Course Fee: \$100 School Vest: \$11
2 pm–5 pm	Basic Interior Design	English Assessment required	18	Course Fee: \$100 School Vest: \$11
2 pm–5 pm	Guitar	NIL	18	Course Fee: \$100 School Vest: \$11

Group A Dates – 1st and 3rd Sunday

Sundays	July	August	September	October	November
1st Sunday	Sunday 3/7/22	Sunday 7/8/22	Sunday 4/9/22	Sunday 2/10/22	Sunday 6/11/22 EXAMINATION
2nd Sunday	-	-	-	-	-
3rd Sunday	Sunday 17/2/22	Sunday 21/8/22	Sunday 18/9/22	Sunday 16/10/22	Sunday 20/11/22
4th Sunday	-	-	-	-	-

Group B

Time	Course	Additional Requirements	Students	Contribution Fee
10 am–1 pm	Everyday Practical English	English Assessment required	18	Course Fee: \$100 School Vest: \$11
10 am–1 pm	English Beginner 1	English Assessment required	18	Course Fee: \$100 School Vest: \$11
10 am–1 pm	English Beginner 2	English Assessment required	18	Course Fee: \$100 School Vest: \$11
10 am–1 pm	Baking	NIL	8	Course Fee: \$100 Ingredients: \$40 School Vest: \$11 Apron: \$6
10 am–1 pm	Cooking	NIL	8	Course Fee: \$100 Ingredients: \$40 School Vest: \$11 Apron: \$6
10 am–1 pm	Zumba	NIL	16	Course Fee: \$100 School Vest: \$11
2 pm–5 pm	Baking	NIL	8	Course Fee: \$100 Ingredients: \$40 School Vest: \$11 Apron: \$6
2 pm–5 pm	Cooking	NIL	8	Course Fee: \$100 Ingredients: \$40 School Vest: \$11 Apron: \$6
2 pm–5 pm	Basic Web Design	Completed Microsoft Word	18	Course Fee: \$100 School Vest: \$11

Group B Dates – 2nd and 4th Sunday

Sundays	July	August	September	October	November
1st Sunday	–	–	–	–	–
2nd Sunday	Sunday 10/7/22 *NO CLASS – Public Holiday*	Sunday 14/7/22	Sunday 11/9/22	Sunday 9/10/22	Sunday 13/11/22 EXAMINATION
3rd Sunday	–	–	–	–	–
4th Sunday	Sunday 24/7/22	Sunday 28/7/22	Sunday 25/9/22 *NO CLASS – World Day of Migrants and Refugees*	Sunday 23/10/22	Sunday 27/11/22
5th Sunday	Sunday 31/7/22 *Replacement class for 10/7/22*	–	–	Sunday 30/10/22 *Replacement class for 25/9/22*	–

2022 Course Schedule

Semester 1 (July to December)

Dressmaking

Group A/C – 1st Sunday

Time	Course	Additional Requirements	Students	Contribution Fee
10 am–4 pm	Basic Dressmaking	NIL	16	Course Fee: \$100 School Vest: \$11

Group A/C Dates – 1st Sunday

July	August	September	October	November
Sunday 3/7/22	Sunday 7/8/22	Sunday 4/9/22	Sunday 2/10/22	Sunday 6/11/22

Group B/C – 2nd Sunday

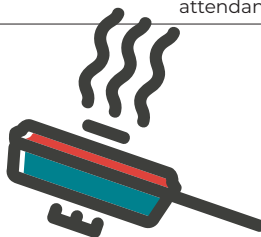
Time	Course	Additional Requirements	Students	Contribution Fee
10 am–4 pm	Advanced Dressmaking	Completed Basic Dressmaking	10	Course Fee: \$100 School Vest: \$11

Group A/C Dates – 2nd Sunday

July	August	September	October	November
Sunday 10/7/22	Sunday 14/8/22	Sunday 11/9/22	Sunday 9/10/22	Sunday 13/11/22

Course Description and Attendance Requirements

Course	Description	Attendance Requirements
Everyday Practical English	Discover the English language through greetings, signs, and basic vocabulary and build up confidence in speaking English. <i>*English Assessment Required*</i>	<ol style="list-style-type: none"> 1. All classes are conducted in English. 2. Certificate awarded upon meeting 80% of the attendance requirement.
English Beginner 1	Pick up skills in grammar, vocabulary, and understanding of tenses and learn to write basic sentences. <i>*English Assessment Required*</i>	<ol style="list-style-type: none"> 1. All classes are conducted in English. 2. Certificate awarded upon meeting 80% of the attendance requirement.
English Beginner 2	Enhance speaking skills and express oneself with confidence. <i>*English Assessment Required*</i>	<ol style="list-style-type: none"> 1. All classes are conducted in English. 2. Certificate awarded upon meeting 80% of the attendance requirement.
Baking	Be equipped with basic skills and techniques in baking bread, pastries, cakes, biscuits, and basic cake décor.	<ol style="list-style-type: none"> 1. All classes are conducted in English. 2. Certificate awarded upon meeting 80% of the attendance requirement.
Cooking	Discover cooking styles from around the world: Asian, International, and other healthy recipes.	<ol style="list-style-type: none"> 1. All classes are conducted in English. 2. Certificate awarded upon meeting 80% of the attendance requirement.
Caregiver	Learn caregiving skills from professionals for the elderly, children, and individuals with special needs. <i>*English Assessment Required*</i>	<ol style="list-style-type: none"> 1. All classes are conducted in English. 2. Certificate awarded upon meeting 80% of the attendance requirement.
Excel & PowerPoint	Learn how to create spreadsheets and tables as well as dynamic presentations. <i>*English Assessment Required*</i>	<ol style="list-style-type: none"> 1. All classes are conducted in English. 2. Certificate awarded upon meeting 80% of the attendance requirement.





Course Description and Attendance Requirements

Course	Description	Attendance Requirements
Basic Interior Design	Understand basics of design, reading floor plans, how to put together elements and décor to achieve beautiful interiors.	<ol style="list-style-type: none">1. All classes are conducted in English.2. Certificate awarded upon meeting 80% of the attendance requirement.
Guitar	Learn to play chords, rhythm, timing, and different strumming styles, and even pick up a few songs!	<ol style="list-style-type: none">1. All classes are conducted in English.2. Certificate awarded upon meeting 80% of the attendance requirement.
Basic Web Design	Designing websites and blogs using WordPress.	<ol style="list-style-type: none">1. All classes are conducted in English.2. Certificate awarded upon meeting 80% of the attendance requirement.
Dressmaking	Learn how to take body measurements, make patterns, and sew a blouse using a sewing machine.	<ol style="list-style-type: none">1. All classes are conducted in English.2. Certificate awarded upon meeting 80% of the attendance requirement.
Zumba	Keep fit with various high and low-intensity dance movements to boost cardio endurance through Zumba and Kpop dance.	<ol style="list-style-type: none">1. All classes are conducted in English.2. Certificate awarded upon meeting 80% of the attendance requirement.

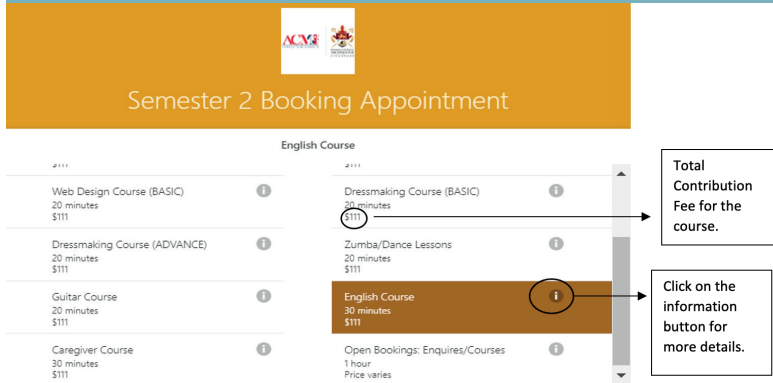
Registration

1. No walk-in registration
2. Course appointment bookings can be made through this link:
<https://bit.ly/3JXmrjp>
3. Enrolment is from 9th May to 3rd June 2022.
4. Students must be physically present and must bring along a valid Work Pass for verification during enrolment.



How to book an appointment for Registration?

Step 1: Choose your intended course.



Semester 2 Booking Appointment

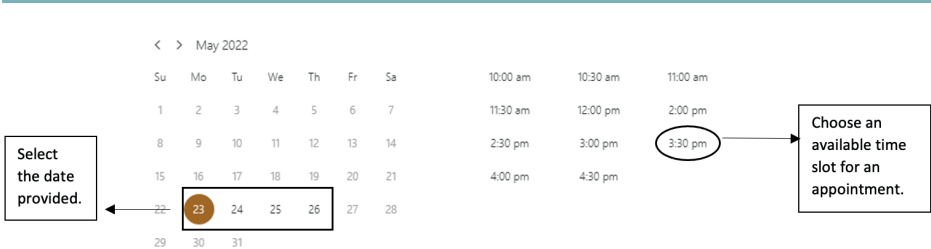
English Course

Web Design Course (BASIC) 20 minutes \$111	English Course 30 minutes \$111
Dressmaking Course (ADVANCE) 20 minutes \$111	Zumba/Dance Lessons 20 minutes \$111
Guitar Course 20 minutes \$111	Open Bookings: Enquires/Courses 1 hour Price varies
Caregiver Course 30 minutes \$111	

Total Contribution Fee for the course.

Click on the information button for more details.

Step 2: Choose the available date and time.



May 2022

Su	Mo	Tu	We	Th	Fr	Sa	10:00 am	10:30 am	11:00 am
1	2	3	4	5	6	7	11:30 am	12:00 pm	2:00 pm
8	9	10	11	12	13	14	2:30 pm	3:00 pm	3:30 pm
15	16	17	18	19	20	21	4:00 pm	4:30 pm	
22	23	24	25	26	27	28			
29	30	31							

Select the date provided.

Choose an available time slot for an appointment.

Step 3: Fill up your particulars and click on "Book".

Add your details

Name	→ Fill in the details.
Email	
Phone number	

Book

Click "Book" and you will receive an email notification.

Payment:

1. Full Contribution Fee to be paid upon enrolment by PayNow! / PayLah / Cash.
2. No instalments or Credit Card payment upon enrolment.

In the event of a National Emergency Crisis

1. Advice will be taken from the Government of Singapore and the Roman Catholic Archdiocese of Singapore.
2. Classes may be stopped and only will start at the advice of the authorities.
3. Updates will be announced on the ACMI Website and Social Media channels.

ACMI Skills Development Refund Policy

At the discretion of ACMI, we shall refund the entire Contribution Fee and Miscellaneous Fees in view of unforeseen circumstances.

Any other refund requests are subject to approval:

Percentage of *paid course fee and miscellaneous fee (if applicable) refunded:	If the withdrawal request is received:
100% Refund	More than 14 days before the course commencement date.
30% Refund	Within the 14 days before the course commencement date.
No Refund	On or after the course commencement date.

Please email sd.acmi@catholic.org.sg for further enquiries.



Frequently Asked Questions

1. How much is the Course?

Please refer to the respective contribution fee for each course as stated in the Semester 2 Course Schedule.

2. Any Miscellaneous Fees to Pay?

School Vest and/or Apron are part of the Miscellaneous Fee which is inclusive of the total Contribution Fee stated in the Course Schedule.

Students who do not own a guitar may require a guitar, an estimated amount of \$80.

3. Can I pay in Instalments?

We do not accept instalment payments.

4. How can I pay?

The Contribution Fee must be paid in Full. Cash or PayNow/PayLah! during registration.

5. Can I register Online?

There is no online registration for courses.

6. Can I register for my friend/employee?

No. You will need to register in person at our Agape Village, ACMI Training Support Office, as we will need to do a verification. You will need to bring down your Work Pass for verification.

7. Can I register for more than 1 course?

You may register for more than 1 course if the time and date of the courses do not clash.

8. Why are there only limited slots available or no slots available?

Slots have been booked or courses have been fully booked.

9. How many sessions are there?

Each course has 10 sessions, on alternate Sundays every month.

Please refer to the Course Schedule for Semester 2

10. What certification will I get?

If you fulfil the course requirements, you will be awarded a Certificate of Achievement.

11. If I only have 1 Sunday off or am absent a few times, can I still get my Certificate?

We will allow 2 days of absence with a valid excuse letter given to ACMI or a Medical Certificate.

There will be no make-up classes for absentees.

12. If I enrol and change my mind, can I get a refund?

There is strictly **NO REFUND** for contributions made.