



# Certificate in Supervision for The Social Services (Basic)

## Our Trainers

Mr Benny Bong, has a Masters in Social Work from McGill University, Canada. He is a trained Family and Marital Therapist and is in private practice. He has over 25 years of experience in counselling individuals, couples and families. Benny lectures at the NUS, NIE and UniSIM and also conducts workshops at SSI on how to manage family violence cases etc.

Mr Udhia Kumar, has a Bachelor of Social Science (Honours in Social Work), Diploma in Solution Focused Brief Therapy and Diploma in Clinical Supervision. He has been practising as a social worker for over 15 years helping families with marital issues and interpersonal conflicts. He also has a vast experience in supervision.

Ms Kek Seow Ling, has obtained a Master in Social Science (Community Service Management) from the University of Wales. She is also trained in restorative practices by the International Institute for Restorative Practices (IIRP). With 15 years of social work experience in health, government and community settings. In her 15 years of social work practice, she is involved in case management, clinical supervision and management.

Supervision is a critical tool and its process necessary for enhancing and promoting the professional growth, development and performance of Social Workers. Effective supervision is also required to ensure that there is accountability from organisations to their clients. This is to prepare Social Workers and Allied Professionals to undertake a supervisory role in the social services.

The course, conducted over 5 days (once a week) covers some of the following topics:

1. Introduction
2. What is Supervision?
3. Starting a Supervisory Process
4. Professional Expectations of Development for the New Social Worker
5. The Process of Learning
6. Assessing the Supervisee's Learning Needs and Progress
7. Progress
8. Skills for dealing with/preventing Resistances and
9. Difficulties in Supervisory Sessions
10. Working with Differences
11. Team, Group and Peer Supervision
12. Feedback and Performance Appraisal
13. Surviving as a Supervisor

Upon completion of the course, participants will be able to:

- Describe the role and functions of a supervisor
- Gain a better understanding of skills & knowledge required in supervision;
- Be aware of ethical issues involved
- Demonstrate more confidence performing the duties and responsibilities of a Supervisor
- Identify ways to help supervisors develop as professional workers
- Identify possible issues and difficulties in the supervisory relationship
- Develop competencies to manage challenges in the supervisory process;
- Understand and be able to use some of the knowledge and skill required in supervising
- Understand, at a deeper level, the significance of professional accountability
- Be encouraged to further his/her professional development and thinking.

## Who should attend

Social Workers and Social Service Practitioners who have at least 2.5 years of direct practice in a social work or social service setting and who are supervising or starting to supervise in such a setting. Applicants who do not meet the criteria may be considered on a case by case basis. We reserve the right to accept or reject an applicant.

## Course Fees

Employer/Self-sponsored: \$1,650  
After Approved VCF grant: \$690  
SASW Member: \$1,485





## VCF Grant Application

The VCF grant is open to participants who meet the following criteria and conditions:

1. Must be employed and sponsored for the course by a Voluntary Welfare Organisation (VWO) affiliated to the National Council of Social Service (NCSS); and
2. Must attain at least 75% attendance failing which he/she or his/her employer will have to pay the FULL course fee.

The VWO must apply for the grant online separately at <http://www.ncss.org.sg/vwocorner/index.asp>

The VCF Grant application should be made only after the VWO has received notice of course confirmation from SASW-FRTC, otherwise it will be deemed as invalid and the VWO will have to cancel the application online. The VWO should send the approval email immediately to SASW-FRTC upon approval of the VCF Grant after which an auto-generated invoice would be emailed to the VWO administrator.

## Registration

Please click [here](#) to register online for the respective training. No other form of registration will be accepted. The registrant will receive an acknowledgement receipt via email. Please allow up to 5 working days for processing of registration. Upon confirmation of participation, the HR/department administrator (i.e. contact person)/registrant will receive a course confirmation notice and invoice from SASW-FRTC via email.

As registrations are accepted on a first-come-first-served basis, you are advised to register early.

## Payment

If you are sponsored by your employer, please seek approval from your Supervisor to attend the course before you register. In the event of any discrepancies, you will be liable for the course fee.

All fees must be paid after course confirmation and before commencement. Payments may be made by cheque or bank transfer. Cheques should be made payable to "SASW – Family Resource and Training Centre". Kindly indicate the invoice number behind the cheque.

For E-payments please email to [admin@sasw.org.sg](mailto:admin@sasw.org.sg) your payment voucher quoting invoice no., course title, course run date and date of payment.

## Venue

Family Resource & Training Centre @ Singapore Association of Social Workers

Notes: The above information is correct at the time of publication. SASW-FRTC Training Academy reserves the right to cancel the course or amend the terms and conditions without prior notice.



SINGAPORE ASSOCIATION OF SOCIAL WORKERS - FAMILY RESOURCE & TRAINING CENTRE

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