



# Introduction to Report Writing for Social Service Practitioners

## Our Trainer

Ms Kristine Lam graduated from the National University of Singapore with a Bachelor of Arts majoring in Social Work. She joined Care Corner Family Service Centre (Queenstown) in 2012 and is currently an accredited Registered Social Worker (RSW) with the Social Work Accreditation Board, Singapore. As a Social Worker, Kristine works with families who are faced with issues related to financial difficulties, single parenthood, family violence, addictions among others.

Kristine is currently the Manager of Care Corner Project StART. She oversees a part of the service planning, development and implementation of the agency, supervision of staff and teams as well as undertakes organizational roles via participation in practice developmental workgroups. In her leisure time, Kristine enjoys photography and reading. She is married with two daughters.

This course provides participants with fundamental knowledge of report writing in social services, focusing on case recording, social reports and emails to partners. Participants would also learn some practical tips to write in an objective and clear manner, thus improving the accuracy of their reports.

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

- Writing in a focused and concise manner without significant gaps
- Documenting in an accurate, objective and complete manner
- Being conscious about structuring the report with the intended audience, report purpose and type of information to be included in mind
- The language used on report writing
- How to support opinions with facts and omit irrelevant information
- Limit information written to a need-to-know basis (according to Social Work Ethics)

## Who should attend

The workshop is designed for all individuals in organisations who are Social Workers and Social Service Practitioners, Case Workers who needs to do report writing in the formats of case recording, social report and emails.

## Course Fees

Employer/Self-sponsored: \$400

After Approved VCF grant: \$280

SASW Member: \$360





## 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.



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