

BCT-707:

Basic Caregiving Training at Home Environment

Course Content

- Assist the participant with a **proper & basic** caring skill and knowledge to provide a quality care to Care Recipient (i.e. senior citizens, disabilities) after the training

Course Content

• Personal Hygiene & Grooming • Elimination & Waste Management • Oral Feeding	• Home Safety (Fall Prevention & Management) • Transferring & Movement • Medication Management
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Who should attend

- Caregivers (i.e. Family members, domestic helpers) of the elderly, disabilities or with severe dementia

Entry Requirement

- Physically Fit (Note: Pregnant ladies are not allowed for this training)
- Able to read, speak and understand simple English

Medium of Course:

- English
- Malay
- Burmese (Myanmar Language)

Duration, Training Venue & Methodology

- 7 Hours
- Venue: **Singapore Caregiving Academy**
(1999, Lorong 8 Toa Payoh # 02 – 02, Toa Payoh South Community Club, Singapore 319258)
- Classroom (Theory & practical)

Course Fee

- \$125 per participant

Note:

This program is eligible for **Caregiver Training Course Rebate (CTCR)** and all Singaporean/P.R. (age 18 or above) can enjoy **50% Less** immediately or **maximum up to S\$500 in each calendar year**.

Certification

- Certificate of Attendance with 100% attendance after the training

Application & Payment

Course Application Procedure

Step 1: Complete the Course Registration (Caregiving Skills) Form with related documents and submit to us

Step 2: Attach the listed and required documents to submit together

- Trainee's (Singaporean or PR) NRIC Copy (Front & Back)
- A copy of Trainee's (Domestic Helper) Work Permit (Front & Back)

Step 3: Submission Method

- By Email: training@sgcaregiver.org
- By Fax: (65) 6259 3958
- By Post: 1999 Lorong 8 Toa Payoh # 02 – 01, Toa Payoh South Community Club, (S) 319258

Note:

If choose to submit by email / fax, the original copy of Course Registration & CTG Form must be submitted on the first day of training

Payment:

Method 1: By Cash (the co-payment must be paid on the 1st day of training)

Method 2: By Cheque

- Write down the Name of Course / Course Date / Name of Trainee on behind of the cheque
- Make the cheque payable to: **Singapore Caregiver Training & Consultancy Pte. Ltd.**
- Mail address: Singapore Caregiver Training & Consultancy Pte. Ltd.
1999 Lorong 8 Toa Payoh #02 – 01, Toa Payoh South Community Club, Singapore 319258

(Note: at least 12 working days before the course commences to settle the payment)

Enquiry

- 6258 2801 / 6259 1877 or training@sgcaregiver.org

CAREGIVING SKILLS TRAINING PROGRAM	CLASS BASED	JUN	JULY	AUG
BCT – 707: BASIC CAREGIVING TRAINING AT HOME ENVIRONMENT	S\$125.00 (7 Hours)	TBC	TBC	TBC
CERT – 9101: (FIVE MODULES PROGRAM) CERTIFICATE IN CAREGIVING OF THE ELDERLY & DISABILITY <i>(Plus CPR + AED Training Program Accredited By NRC)</i>	S\$450.00 (24 Hours)	15 (Sat), 16 (Sun) & 23 (Sun) Jun	7 (Sun), 13 (Sat) & 14 (Sun) July	18 (Sun), 24 (Sat) & 25 (Sun) Aug
Module 1 CERT – 9110 – AED: ACCIDENTS & EMERGENCIES CARE FOR THE ELDERLY AND DISABILITY (WITH CPR + AED TRAINING PROGRAM)	S\$130.00 (8 Hours)	9am – 6pm 23 Jun 13 (Sun)	9am – 6pm 7 July 13 (Sun)	9am – 6pm 18 Aug 13 (Sun)
Module 2 CERT – 9110 – PHG: PERSONAL HYGIENE & GROOMING	S\$80.00 (4 Hours)	9am – 1pm 15 Jun 13 (Sat)	9am – 1pm 13 Jul 13 (Sat)	9am – 1pm 24 Aug 13 (Sat)
Module 3 CERT – 9110 – PUC: PRESSURE ULCER CARE	S\$80.00 (4 Hours)	2pm – 6pm 15 Jun 13 (Sat)	2pm – 6pm 13 Jul 13 (Sat)	2pm – 6pm 24 Aug 13 (Sat)
Module 4 CERT – 9110 – TRF: TRANSFERRING, LIFTING & MOVING TECHNIQUES WITH OR WITHOUT EQUIPMENT	S\$80.00 (4 Hours)	9am – 1pm 16 Jun 13 (Sun)	9am – 1pm 14 Jul 13 (Sun)	9am – 1pm 25 Aug 13 (Sun)
Module 5 CERT – 9110 – SUP: SUPPORT CARE RECIPIENTS TO MEET THEIR NEEDS & BASIC MEDICATION MANAGEMENT	S\$80.00 (4 Hours)	2pm – 6pm 16 Jun 13 (Sun)	2pm – 6pm 14 Jul 13 (Sun)	2pm – 6pm 25 Aug 13 (Sun)
	HOME BASED			
HBT – 501: HOME BASED CAREGIVING TRAINING PROGRAM	S\$200.00 (4 Hours)	-	-	-
CCA – 8202 – AEC (HB) ACCIDENTS & EMERGENCIES CARE FOR THE OLDER PERSON AND DISABILITY	\$150.00 (3 Hours)	-	-	-
CCA – 8202 – PUC (HB) PRESSURE ULCER CARE	\$120.00 (2 Hours)	-	-	-
CCA – 8202 – TRF (HB) TRANSFERRING, LIFTING & MOVING TECHNIQUES WITH OR WITHOUT EQUIPMENT	\$120.00 (2 Hours)	-	-	-

IMPORTANT TO KNOW:

All Caregiving Skills Training Programs are eligible for **CAREGIVER TRAINING COURSE REBATE (CTCR)**

- **CAREGIVER TRAINING COURSE REBATE (CTCR)** is eligible for Singaporean or P.R. (age 18 or above) only
- **50% LESS OF COURSE FEE** immediately **(or up to maximum. S\$500.00 in each calendar year)**
- **Enquiry: 6258 2801**

Singapore Caregiving Academy

Course Registration (Caregiving Skills) Form

CLASS BASED:

- ☐ **BCT – 707: Basic Caregiving Training at Home Environment**
- ☐ **CERT – 9101: Certificate in Caregiving of the Elderly & Disability**
(Plus CPR + AED Training Program Accredited by NRC)
- ☐ **Module 1: CERT – 9110 – AED: Accidents & Emergencies Care for the Elderly & Disability**
(with CPR + AED Training Program)
- ☐ **Module 2: CERT – 9110 – PHG: Personal Hygiene & Grooming**
- ☐ **Module 3: CERT – 9110 – PUC: Pressure Ulcer Care**
- ☐ **Module 4: CERT – 9110 – TRF: Transferring, lifting & moving techniques with or without equipment**
- ☐ **Module 5: CERT – 9110 – SUP: Support Care Recipients to meet their needs & Basic Medication Management**

HOME BASED:

- ☐ **HBT – 501: Home Based Caregiving Training**
- ☐ **CCA – 8202 – AEC: Accidents & Emergencies Care for the Older Person & Disability**
- ☐ **CCA – 8202 – PUC: Pressure Ulcer Care**
- ☐ **CCA – 8202 – TRF: Transferring, lifting & moving techniques with or without equipment**

Preferred Training Date(s) / Schedule: (1st Choice) _____ 2nd Choice: _____

Trainee's Particular

Full Name of Trainee : _____ Gender : F / M

(as it appears in the NRIC / Passport. Please underline surname)

NRIC/FIN/Passport No.: _____ Date of Birth: _____ (dd/mm/yy)

Nationality: _____ Country of Birth : _____

Highest Education Level Attained:

Primary ☐ / Secondary ☐ / GCE ('N' or 'O') ☐ / ITE or Certificate ☐ / GCE 'A' ☐ / Diploma ☐ / Degree or above

Mailing Address: _____
_____ Post Code: _____

Contact No. (Mobile): _____ Home / Office: _____

Trainee's Occupation: _____ Email: _____
(course notification will be sent via emails)

Name of Emergency Contact Person:

Contact Person : _____ Contact No. _____

Singapore Caregiving Academy

Course Registration (Caregiving Skills) Form

Terms & Conditions

Application & Payment

Course Application Procedure

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(Note: at least 12 working days before the course commences to settle the payment)

Refund:

- Submit the withdrawal form at least 7 working days prior to the commencement of the training; otherwise the withdraw/cancellation will not process for any refund but the participant may have a priority to next intake
- **S\$50 Cancellation charge** will be applied for each cancellation and withdrawal
- Net Course Fee **(after the deduction of S\$50 Cancellation charge)** will be refunded to the applicant within 30 working days.

Note: Cancellation charge will not apply in the event when Singapore Caregiver Training & Consultancy Pte. Ltd. cancels or postpones the training class due to unforeseen circumstances.

Declaration

I hereby wish to participate in the above training and certify that the information provided is correct. I will not hold Singapore Caregiver Training & Consultancy Pte. Ltd. responsible for any mishaps occur during my participation. I fully accept that there **will be no fee refunded for cancellation made within 7 working days prior to course commencement.** Any request for replacement of trainee or postponement of course is to be made in writing to Singapore Caregiver Training & Consultancy Pte. Ltd. at least 7 working days before the course commencement.

Signature of Trainee

Name of Trainee :

Date :

Signature of Witness: (i.e. Helper's Employer)

Name of Witness:

Date :