

## **Course Code: CERT – 9101**

# ***Certificate in Caregiving of the Elderly & Disability***

## **Programme Objectives**

This training programme is designed to assist the participant with appropriate and fundamental skills, knowledge, confidence and attitude to become a professional caregiver at home environment. Eventually, the participant will be able to provide a quality care to older persons after completion of these five essential modules which include:

- **Soft skills**  
(i.e. holistic care, emotional support, medication management & communication skill with care recipients)
- **Hard (Technical) skills**  
(i.e. transferring skills, diaper changing & pressure ulcer care to older persons etc.)
- **Accidents & Emergencies Responding skills**  
(i.e. responding skill to fall incidents, choking incidents, provide correct intervention of abnormal blood pressure or blood sugar level, perform CPR and use of an AED appropriately)

### **Important to know**

This training programme gives flexibility to the participant to select individual module to attend if unable to complete all module within a short period. In another word, the participant may choose one single module to attend first or depend on the participant's own interest or necessary.

However, if participants are able to complete and fulfill the assessment criteria and achieve the result of "Competency" for each module (total 5 different required modules) **within 12 months (start counting from the first module with competent result)**. **Certificate in Caregiving of the Elderly & Disability (Plus AED Program)** will be awarded to those "competent" participants.

## **Background of Our Trainers**

Assisting participants to overcome all challenge in care-giving duties, to maintain & standardize the training quality is very important. All modules will be conducted and assessed by professional trainers and assessors who have vast experienced in clinical, healthcare, first aid training & life - saving technique training, such as:

- Nursing Staff (with 5 years clinical, training & education or related working experiences or above)
- Physiotherapist (with 5 years clinical working experience or above)
- Standard or Occupational First Aid Instructor (Appointed by Accredited Training Provider currently and with 5 years training experience or above)
- Basic Cardiac Life Support (BCLS) and CPR + Automated External Defibrillation (AED) Training Program Chief Instructor or Instructor (Accredited by National Resuscitation Council and with 5 years training experience or above)

***Note: Meanwhile, some trainers/assessors have completed ACTA training and with Full Certification qualification.***

## Target Audience

- Any caregiver (i.e. local family members, relatives or helpers) who has to take care to a dependent at home (**Note:** Priority will be given to Singaporean / Permanent Residence Resident)
- Professional bodies of homecare service providers
- Those, such as volunteers, who are interested to ready caregiving skills for providing community in future

## Entry Requirements (Enrolment Criteria)

- Physically Fit (**Note: Pregnant ladies are not allowed for this training**)
- Able to read, speak & understand simple English; or with completion of secondary 2 or WPLN Level 4

## Course Contents & Objectives

### **Module 1: CERT – 9110 – AED: Accidents & Emergencies Care for the Elderly & Disability** **(With CPR + AED Training Program)**

#### **Objectives:**

This module aims to build up the participant to:

- Understand some common factors & illnesses affecting to the elderly/disability
- Identify the potential risks & accidents to the elderly/disability caused by the common illnesses, diseases or environment
- Understand the measuring skill of vital signs correctly & practice correctly
- Manage abnormal blood pressure & blood sugar level appropriately (i.e. positioning of victim)
- Understand & provide the proper management to the fall incident  
(i.e. perform a professional survey to the casualty & positioning correctly)
- Respond to accidents and emergencies promptly & appropriately  
(i.e. proper intervention to foreign body airway obstruction, perform CPR & use of an Automated External Defibrillator)

#### **Contents:**

- Common factors and illnesses affecting to older persons
- Vital signs monitoring & blood sugar level measuring
- Abnormal blood pressure management
- Abnormal blood sugar level management
- Fall incident
  - Causes
  - Preventions
  - Intervention & management to the fall casualty
- Foreign Body Airway Obstruction (FBAO) management (Conscious & Unconscious Choking)
- Cardio Pulmonary Resuscitation (One Man CPR)
- Understanding of Automated External Defibrillator (AED)
- Use of an Automated External Defibrillator (AED)

## **Module 2: CERT – 9110 – PHG: Personal hygiene & grooming**

### **Objectives:**

This module aims to train the participant to:

- Understand & practice infection control (i.e. hand washings, PPEs)
- Understanding all basic & essential personal hygiene and grooming procedures (i.e. diaper changing, bed bath)
- Assist & promote proper personal hygiene & grooming to older persons (i.e. assist shower, oral care)
- Build up adequate skill, knowledge and confidence to provide a quality care to older persons properly
- Handle the waste & used linen properly

### **Contents:**

- Infection control & Hygiene concern
- Wearing & removing of clothing (partially able or totally dependent)
- Empty urine bag
- Changing diaper
- Assist shower & hair washing
- Oral care
- Eye care
- Perineal Care
- Foot Care
- Bed Bath (Bed Sponge)
- Manage the waste & used linen

## **Module 3: CERT –9110 – PUC: Pressure Ulcer Care**

### **Objectives:**

This module aim is to assist the participant to:

- Understand Basic Pressure Ulcer (Bes Sore) Care (i.e. causes, prevention and basic management / treatment)
- Prepare a correct skill to prevent, minimize and perform a basic management / treatment of the pressure ulcer (bed sore) to the older person

### **Contents:**

- Different types of patient positioning on bed
- Understanding of Pressure Ulcer (Bed Sore)
  - Causes & preventions of Pressure Ulcers (Bed sores)
  - Symptoms of Pressure Ulcers (Bed sores)
- Different stages of Pressure Ulcers (Bed sores)
- Basic Management / Treatment of Pressure Ulcers

## **Module 4: CERT – 9110 – TRF: Transferring, lifting & moving techniques with or without equipment**

### **Objectives:**

This module aims to train the participant to: Different types of patient positioning on bed

- Understand the significant of the transmission precaution between the caregiver and the older person.
- Apply transferring, lifting and moving skill & techniques (i.e. bed to wheelchair by one man transfer or two man transfer) in order to eliminate and minimize the risk for the caregiver and the older person.
- Manage those mobility equipment and assistive transferring equipment properly.

### **Contents:**

- Transmission Precaution
- Mobility equipment (walking aid)
  - Types & usage
- Transferring equipment
  - Types & usage
- Proper transfer techniques
  - One man transfer
- Management of mobility equipment
  - Cleaning & Maintenance
  - Storage

## **Module 5: CERT – 9110 – SUP: Support Care Recipient to meet their needs & Basic Medication Management**

### **Objectives:**

Let the participant have a sufficient skill & knowledge to support old persons to meet their physical, emotional, psychological, cognitive and spiritual needs, besides also able to know the feeding techniques, observation of swallowing and medication management. So, this module aims to assist the participant to:

- Understand the basic human needs
- Understand Oral Feeding
- Understand Holistic Care
- Understand different types of personality
- Practice effective Communication between older persons and caregivers
- Perform proper management of medication

### **Contents:**

- Basic Human Needs (Maslow's Hierarchy of Needs)
- Oral Feeding Techniques
- Holistic Care
- Personality
- Communication & negotiation skills
- Basic Medication Management

## Medium of Training

- **English**

## Training Methodology

- This training is **24 hours** programme with 5 essential modules. **Module 1 is 8 Hours** and Module 2, 3, 4 & 5 will be 4 hours in each module
- Each module includes **classroom** (theory), **practice** (simulation) and **assessment** (oral questions or written test + practical performance or return demonstration)

Below here is the breakdown of the module:

<b>Classroom (Theory / Activities / Practice)</b>	<b>Assessment (Oral Questions or Written Test + Practical Performance)</b>
19 Hours (Five Modules)	5 Hours (Five Modules)
Theory: 1 Trainer ≤ 24 Trainees; Practice: 1 Trainer ≤ 12 Trainees	<b>Note:</b> 1 hour assessment for each module

## Certification

- A **Certificate of Attendance** will be given to participants with minimum 90% attendance in each module
- A **Statement of Attainment (SOA)** will be given to participants (attending assessment criteria is to achieve 90% attendance) who have completed the individual module assessment & with a “competent” result.
- A **Certificate of Achievement** in Caregiving of the Elderly & Disability will be awarded to participants who have completed all **FIVE** essential modules with “competent” result in each module.

## Duration

	<b>Module 1 (8 hours in this module)</b>	<b>Module 2, 3, 4, 5 (with 4 different modules; and 4 hours per each module)</b>
<b>Classroom</b> (Theory, activities & practice)	7 Hours	3 Hours per module (12 hours for 4 modules)
<b>Assessment</b> (Oral Questions or Written Test + Practical Performance)	1 Hour	1 Hour per module (4 Hours for 4 modules)
<b>Total</b>	<b>8 Hours</b>	<b>16 Hours</b>

### Full Course (Five modules): 24 hours (Classroom + Assessment)

- **Classroom:** 19 hours (Theory, activities & practice) + **Assessment:** 5 hours

### **Important to know:**

- Each participant will be allowed **3 attempts (assessments)** to achieve the assessment criteria for each individual module within a month after the course
- Eventually if the participant is unable to achieve the assessment criteria after 3 attempts, the Statement of Achievement will not be given to the participant.

## Course Fee, Payment & Refund

### Course Fee

<b>Module 1</b>	S\$160.00	<b>Module 2, 3, 4 &amp; 5</b>	S\$125.00 per module
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*(Note: Participant may choose one module to attend)*

Regular Course Fee:	S\$660
Caregiver Training Course Rebate *50% OFF for Singaporean / PR, any valid WP Holder and Pass Holder (issued by ICA)	(S\$330)
Caregiver Training Grant (Capped at S\$200)	(S\$200)
<b>NET Course Fee (after all funding or subsidizes)</b>	<b>S\$130 ONLY</b>

### Note:

- Participant may choose one module to attend
- Caregiver Training Course Rebate (CTCR)**: eligible for all Singaporean / Permanent Resident (with aged 18 or above), Work Permit Holder (i.e. Foreign Domestic Worker) and any Pass Holder (i.e. Employment Pass) is issued by ICA and **the capped is S\$1000 (max.)** in each calendar year.
- Caregivers Training Grant (CTG)**: subject to eligibility and the remaining amt. of the care recipient's CTG which is capped at S\$200)

## Course Application

- Step 1:** Submit the completed Course Registration Form and Caregiver Training Grant Application to Singapore Caregiving Academy.
- Step 2:** Attach the listed and required documents with the Caregiving Skills Course Registration Form
  - Trainee's (Singaporean or PR) NRIC Copy (Front & Back); or
  - A copy of Trainee's Work Permit (Front & Back) or a page of Passport Copy (with Photo and Particulars)
- Step 3:** Submission Method
  - By email: [training@sgcaregiver.org](mailto:training@sgcaregiver.org)
  - By Fax: (65) 6259 3958
  - By Post:
 

**Singapore Caregiving Academy**  
**20 Peck Seah Street #05 – 00**  
**Singapore 079312**

### Note:

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

## Payment

Method 1: **By Fund Transfer** (i.e. Internet Banking/Online, PayNow, or ATM) – the bank details will be provided by request (**Note:** Course Fee must be completed the transaction by 14 days before the course commencement)

Method 2: **By Cheque**

- Write down the Course Code / Name of Trainee and the Training Date on behind of the cheque
- Make the cheque payable to: **Singapore Caregiver Training & Consultancy Pte Ltd**
- By Hand or Post to:

**Singapore Caregiving Academy**  
**20 Peck Seah Street #05 – 00**  
**Singapore 079312**

## Refund

- Submit the Withdrawal Form **at least 7 working days** prior to the commencement of the training; or else the refund from withdraw/cancellation will not be processed. However, the participant may have a priority for 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.

## Replacement and Deferment

- Any request for replacement of trainee(s) or postponement of course is to be made in writing to the Singapore Caregiver Training & Consultancy Pte. Ltd. **at least 5 working days before the course commences.**
- Otherwise, Singapore Caregiver Training & Consultancy Pte. Ltd. reserves the right to forfeit the payment. Please note that requests are approved on a case – by – case basis.
- **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

## Caregiver Training Course Rebate (CTCR)

***(Less 50% of Course Fee or up to maximum \$1000 in each calendar year)***

- **Caregiver Training Course Rebate (CTCR)** is eligible to all Singaporean / Singapore Permanent Resident (with aged 18 or above), any valid Work Permit Holder (i.e. Foreign Domestic Worker) and any Pass Holder (i.e. Employment Pass) when attending our Caregiving Skills Training Programs.
- **Caregiver Training Course Rebate (CTCR)** aims to encourage the participants to learn and enhance caregiving skills to prepare proper caregiving skills to Care Recipients.
- **Caregiver Training Course Rebate (CTCR)** is only applicable in each/same calendar year but not applicable to carry forward in next calendar year.
- **Mean – Test or Income Declaration are exempted**
- Applicants can immediately enjoy 50% less of the Course Fee when attending to those **SELECTIVE Caregiving Skills Training Programs** which are organized by **Singapore Caregiving Academy**.
- **Singapore Caregiver Training & Consultancy Pte. Ltd.** reserves the right to change **Caregiver Training Course Rebate (CTCR)** at any time without any notice.

## Caregiver Training Grant (CTG)

- The **Caregivers Training Grant (CTG)** is administered by the **Agency for Integrated Care (AIC)**, a public sector in Singapore that oversees, coordinates and facilitates care integration.
- CTG provides a training fee subsidy for family caregivers to attend courses and learn caregiving skills that can help better care for their loved ones at home. The grant is capped at \$200 per financial year (April to March) for each family member needing care (homecare recipient). It must be utilized for training courses that are completed no later than 15 March within each financial year.
- To find out more, please search the details information from **Agency for Integrated Care (AIC)** website: [www.aic.sg](http://www.aic.sg)

## Training Venue & Course Schedule

- **Singapore Caregiving Academy**
  - **St. John Singapore HQ – 420 Beach Road Singapore 199582**
- Some programs may be scheduled in Community Centre, Community Club, Residents' Committee or any related supporting training partners
- For the details of schedule, please call **6258 2801 (Hotline)** / click: [Course Schedule](#) to find out more

## Enquiry

- **6258 2801(Hotline)** or [training@sgcaregiver.org](mailto:training@sgcaregiver.org)