

Process for Registration to Completion

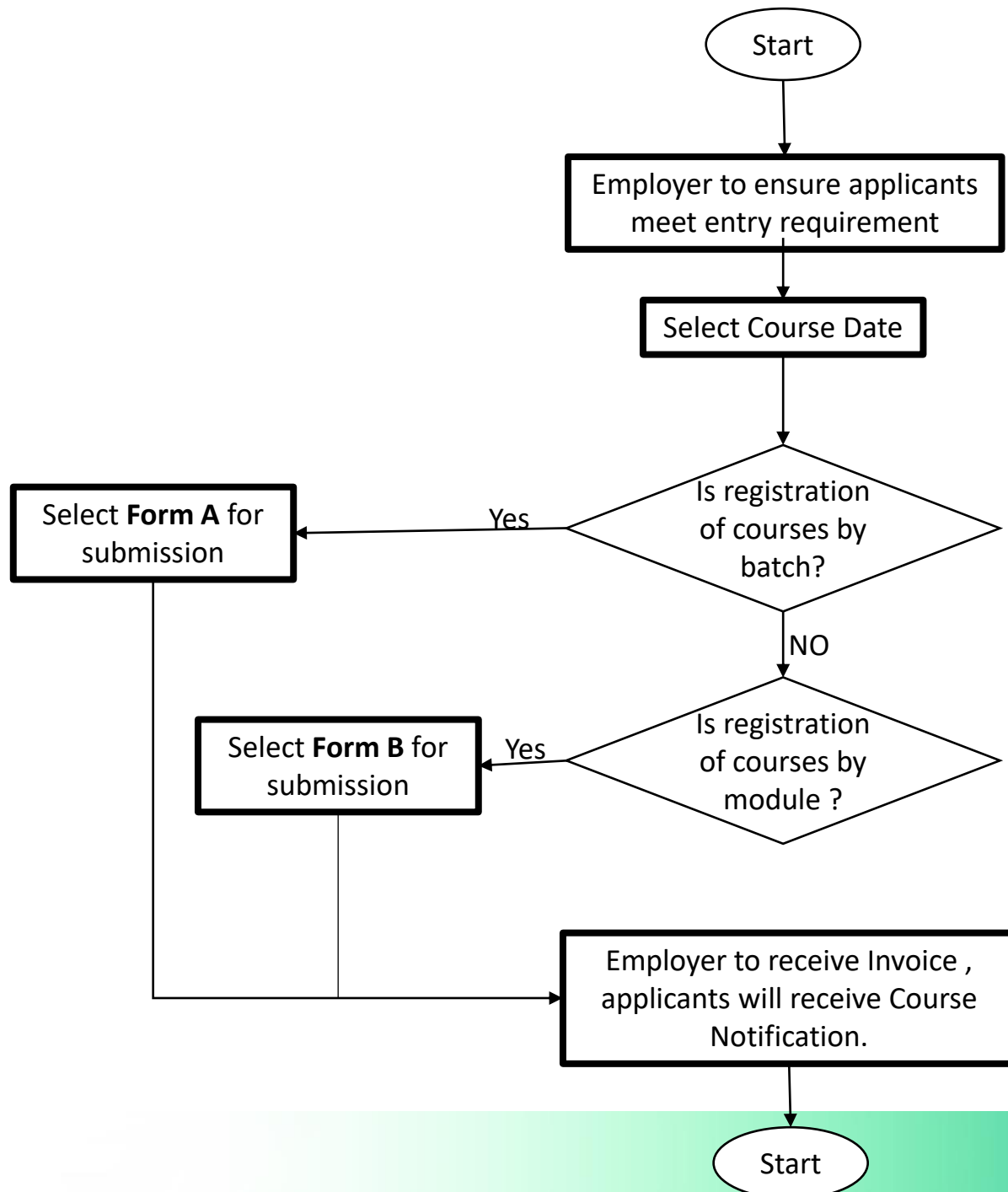
Job Redesign Programmes for Support Care Staff

Updated as at 09 Sep 2024

Entry Requirements

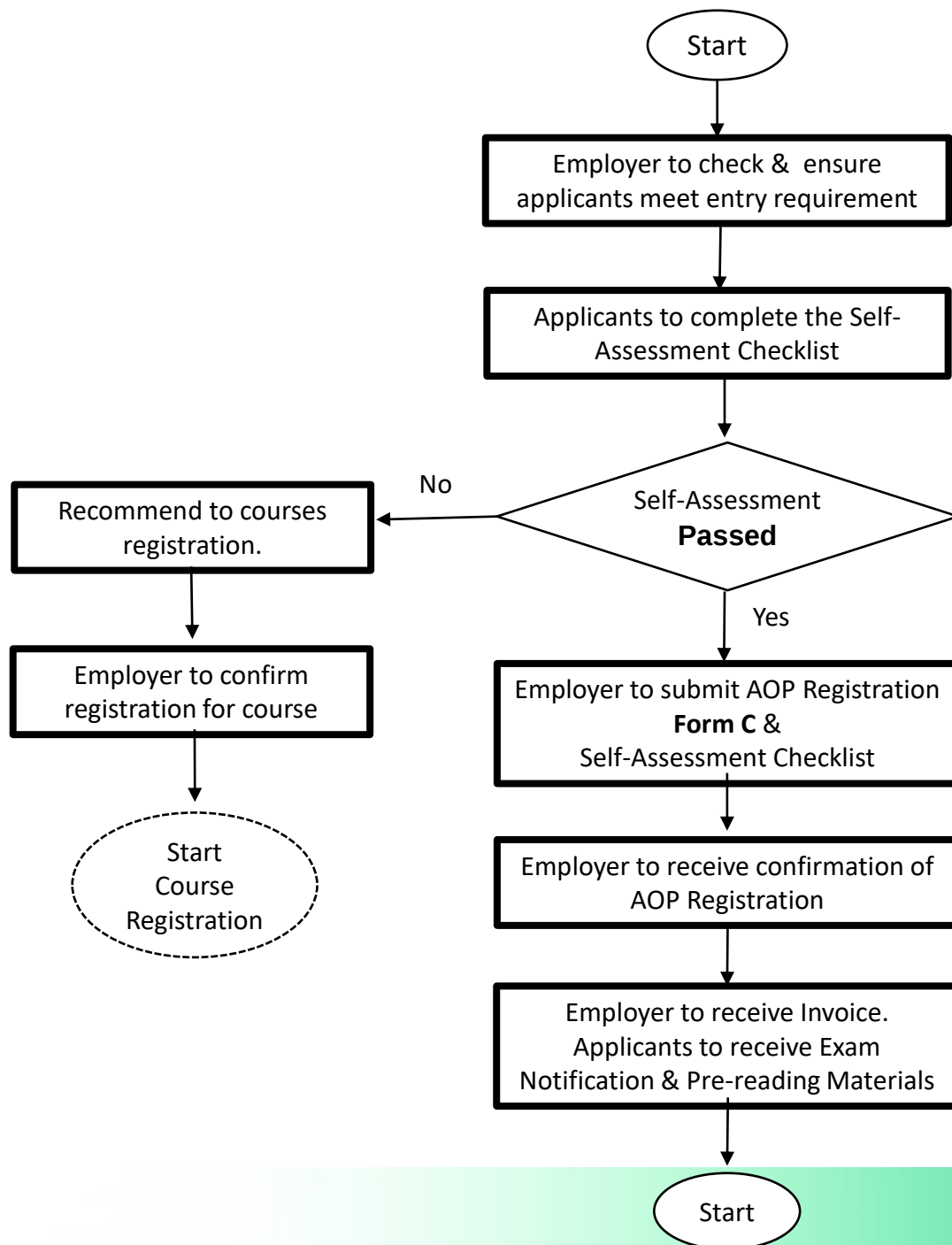
Advanced Certificate	- Obtained at least a C6 pass at N-Level in any 1 subject or equivalent; OR - Graduate of HMI Institute’s WSQ Higher Certificate in Healthcare/ WSQ Institute’s WSQ Higher Certificate in Healthcare Support (any tracks/specialisations)
Higher Certificate	- Obtained at least a C6 pass at N-Level in any 1 subject or equivalent; OR - Workplace Literacy & Numeracy (WPLN) Level 4 (Speaking, Listening, Reading & Numeracy) and Level 3 (Writing)

** Employers may submit a Recommendation Letter for candidates who do not meet entry requirements or are unable to provide supporting document for their highest qualifications . Approval will be at the discretion of the institute.*



Course Registration Process

- **Verify Applicants' Eligibility:** Employer to check and ensure that Applicants meet entry requirement (by viewing a copy of their highest qualification)
- **Check Course Schedules:** Employer to review the course schedules to select dates.
- **Complete Registration Forms:** Employer to fill out the Course registration forms:
 - Batch Registration: **Form A**
 - Module Registration: **Form B**
- **Submit Form A/B:** Employer to send the registration forms to inservice.institute@hmimedical.com 1 month in advance with a copy of applicant's highest qualification.
- **Receive Invoice and Course Notification:** Following successful registration, employer will receive invoice, applicants will receive course notification.



AOP Registration Process

- **Verify Applicants' Eligibility** : Employer to check and verify applicants' highest qualifications and ensure applicants meet entry requirement.
- **Complete Self-Assessment Checklist**:
 - Employer to request for the Self-Assessment Checklist from HMI Institute for a specific module.
 - Applicants to complete Self-Assessment Checklist.
 - Employer to sign on the checklist as a recommendation for AOP.
- **Check AOP Schedule** : Employer to check and select the AOP exam date.
- **Submit AOP Registration** : Employer to submit AOP registration form, and Self-Assessment Checklist to inservice.institute@hmimedical.com at least 1 month in advance.
- **Receive confirmation of AOP Registration**: Employer will receive the confirmation of AOP registration and exam date at least 3 weeks in advance. Applicants will receive Exam Notification and Pre-reading materials.
- **Receive Invoice and Course Notification**: Following successful registration, employers will receive invoices, applicants will receive Exam Notification.

Sample of Self-Assessment Checklist for AOP (pdf)

- Applicants to complete Self-Assessment Checklist
- Employer to sign on the checklist as a recommendation for AOP.

Self- Assessment Checklist for AOP
Module: Professional, Legal and Ethical Healthcare Practice

Learning objectives	Self - Assessment statements	Yes	No
1. Discuss Accountability and Responsibility as a Healthcare Provider	1. I understand my accountability and responsibility as a healthcare provider.		
	2. In my work, I know who I am accountable to as a healthcare provider.		
	3. I know my expected behaviour as a healthcare provider		
2. Discuss Professional and Organisation's Code of Conduct for Healthcare Providers	1. I can provide some common criteria in the organisation's code of conduct for healthcare providers.		
	2. I am aware of the consequences for breaching the code of conduct.		
	3. I can recognize and provide examples of professional boundary violation.		
3 Apply Legal and Ethical Practices in	1. I am able to explain common policies and procedures relating to legal and ethical		

personal information / data confidential with respect.

Submitted by:

Signature of candidate

Learner's Self-Assessment Result

This self-assessment checklist will assess the applicant's suitability for the Assessment-Only Pathway program, the passing grade is **60%** with answer of "Yes" for all questions.

Module: Professional, Legal and Ethical Healthcare Practice HCE-PVE-2008-1.1

Number of "Yes":

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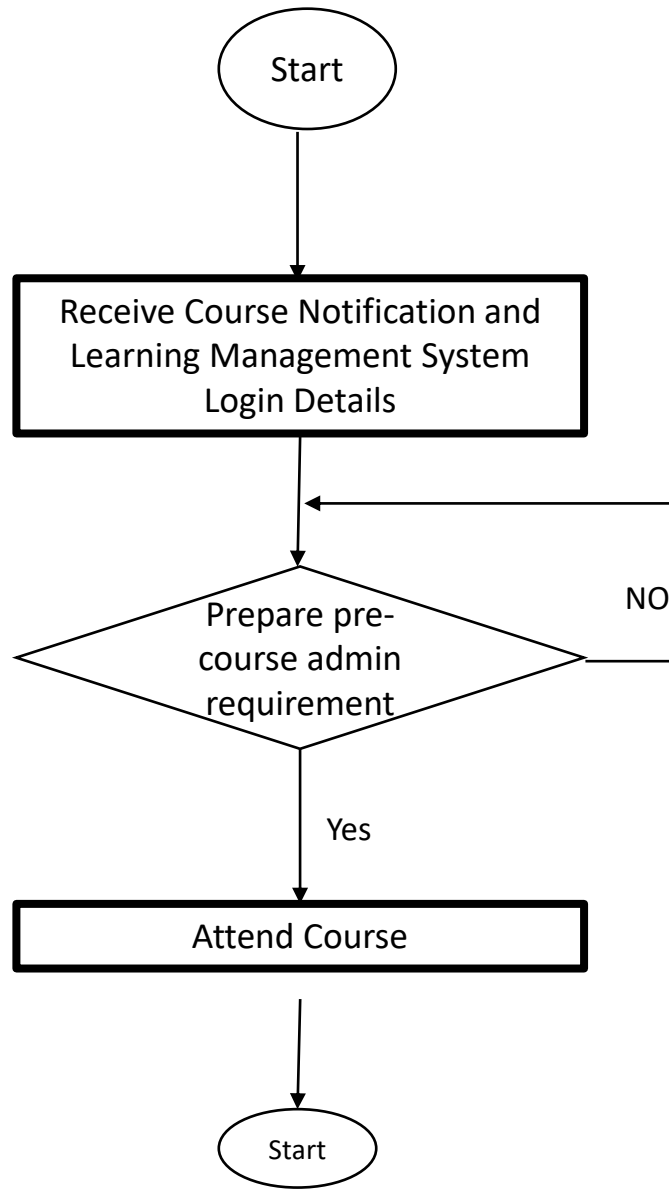
Percentage:

() %

Reviewed & approved by:

Name & signature of supervisor

Designation of supervisor:



Trainees' Preparation for courses

- **Receive course confirmation:** Both employers and trainees will receive course confirmation emails 2 weeks before commencement.
- **Receive Course Notification and Learning Management Account:** Trainees will receive course notifications and their Learning Management System (LMS) login details at least 2 weeks before the commencement date.
 - Trainees can check their timetable, learning materials and obtain Zoom links for Home Base Learning (HBL)
- **Pre-Course Preparation: This includes e-Learning, SingPass activation, etc.**
 - Complete E-Learning on LMS: Trainees are required to complete the assigned e-learning (if any) before attending the classes.
 - Activate SingPass: Trainees are required to scan e-attendance for every session of class
 - Read Student Handbook: Discipline, Attendance, Assessment needs, etc.
- **Additional institute support:** Student Services will provide trainees who require additional supports.

Post Course Information

1. **Check Staff's Training Status:** HMI Institute will furnish employers with a comprehensive list of staff who have successfully completed the courses in Excel format by end of every month.
2. **Certificates:** HMI Institute will assist in downloading WSQ Certificates and send to employers by end of every month.
3. **E-Certificates:**
 - **Singaporeans, Permanent Residents and Foreign Trainees** can access your e-certs from MySkillsFuture Portal within one month upon successfully completing the last required module :
https://www.myskillsfuture.gov.sg/content/dam/Help/eCerts_Individuals_UserGuide.pdf

Visit MySkillsFuture.gov.sg

Click on E-Services

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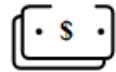
Click download certificates and log in using Singpass

E-Services

Check your SkillsFuture Credit balance, download e-certificates, and view your Skills Passport here.



Go to Careers & Skills
Passport



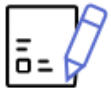
Check and Claim
SkillsFuture Credit



View Attendance



Download Certificates



View Initiatives Application



Use Assessment Tool



Click download

Professional Certifications

Professional certification records are retrieved from Government administrative sources.

Q Search course title or training partner name

CERTIFICATIONS	TRAINING PARTNER	ATTAINED	CERTIFICATE
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STATEMENT OF ATTAINMENT

Thank you