

## **Course Code: CERT – 9101**

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

***(Plus CPR + AED Training Program Accredited By NRC)***

## **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 participant)
- 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 ≤ 20 Trainees; Practice: 1 Trainer ≤ 10 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 (Plus AED Program) will be awarded to participants who have completed all **FIVE** essential modules with “competent” result in each module.
- A **CPR + AED Certification** (Valid for 2 Years) will be given to participants who have successfully completed the CPR + AED Training Program
- **Note: CPR + AED Certification** is accredited by National Resuscitation Council (NRC) Singapore

## Post Course Training Service

- The participant is free to attend all related care-giving support workshop (i.e. Stress Management) which is organized by Singapore Caregiver Training Centre or co-organize with other professional party.
- The participant will be invited to attend **Refresher Training Course** (8 Hours) to recap the skill and knowledge **after 18 months** of completing the full training programme. This Refresher Training Course is **FREE** to attend (payment is S\$40 for the course material only)
- **Note:** Refresher Training Course is **NOT** a mandatory training programme for participants but will be benefit to participants to polish, share or enhance their skill & knowledge

## Duration

	<b>Module 1</b> (8 hours in this module)	<b>Module 2, 3, 4, 5</b> (with 4 different modules; and 4 hours per each module)
<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

Module 1	S\$130.00
Module 2, 3, 4 & 5	S\$80.00 per module

*(Note: Participant may choose one module to attend)*

- **Full Course Fee: S\$450.00**
- **Caregiver Training Course Rebate (50% less): ~~S\$225.00~~**
- **NET Course Fee S\$225.00**

#### Note:

- Participant may choose one module to attend
- **Caregiver Training Course Rebate (CTCR)** is only eligible for all Singaporean or Permanent Resident (with aged 18 or above) and **the capped is S\$500 (max.)** in each calendar year.

## Course Application

- **Step 1:** Submit the completed Course Registration Form to Singapore Caregiver Training Centre.
- **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:  
**1999 Lorong 8 Toa Payoh #02 – 01**  
**Toa Payoh South Community Club**  
**Singapore 319258**

### 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 Cash (the Course Fee must submit 14 working 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 Caregiver Training & Consultancy Pte Ltd
- Address:

**1999 Lorong 8 Toa Payoh #02 - 01,**  
**Toa Payoh South Community Club**  
**Singapore 319258**

## 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 \$500 in each calendar year)**

- **Caregiver Training Course Rebate (CPCR)** is eligible to all Singaporean or Permanent Resident (with aged 18 or above) when attending our Caregiver 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 (CPCR)** 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 enjoy 50% less of the Course Fee immediately when attending to those **SELECTIVE** Caregiver Training Programs which are organized by **Singapore Caregiver Training Centre or 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.

## **Training Venue & Course Schedule**

- Singapore Caregiver Training Centre (Located in Toa Payoh South Community Club)
- Some programs will be scheduled in other Community Centre, Community Club or Residents' Committee.
- For more details, please click: [Training Venue & Course Schedule](#)

## **Enquiry**

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

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

**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](mailto: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 submit by email/fax, the original copy of Course Registration must be submitted on the first training day

#### Payment:

Method 1: By Cash (the co-payment must be paid on the 1<sup>st</sup> 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)*

#### 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 : \_\_\_\_\_