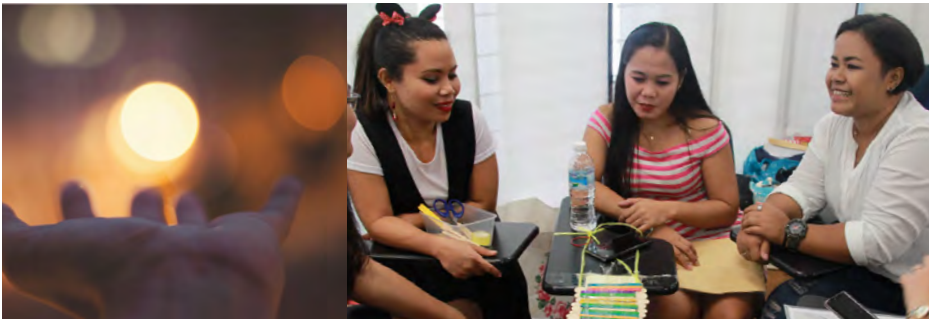


WEEKDAY EDITION

Skills Development Courses



FOR MIGRANTS

2023

Term 2 Weekday Classes
Every Wednesday
April-June

Contact

Irene
Office: 6801 7444
Email: sd.acmi@catholic.org.sg

Office Address

Agape Village
7A Lor 8 Toa Payoh, #03-02A
Singapore 319264
Website: www.acmi.org.sg

2023 Course Schedule

Weekday Courses

Weekday Term 2

| Time | Course | Additional Requirements | Contribution Fee |
|------------|-----------------------------------|-----------------------------|--|
| 10 am–1 pm | Everyday Practical English | English Assessment required | Course Fee: \$100 School Vest: \$11 |
| 10 am–1 pm | Computer Basic & Word | English Assessment required | Course Fee: \$100 School Vest: \$11 |

Dates - 10 Weeks

| Weeks | Wednesdays |
|------------------------------|---------------|
| 1st Class | 12 April 2023 |
| 2nd Class | 19 April 2023 |
| 3rd Class | 26 April 2023 |
| 4th Class | 3 May 2023 |
| 5th Class | 10 May 2023 |
| 6th Class | 17 May 2023 |
| 7th Class | 24 May 2023 |
| 8th Class | 31 May 2023 |
| 9th Class | 7 June 2023 |
| 10th Class | 14 June 2023 |

Course Description and Attendance Requirements

| Course | Description | Attendance Requirements |
|-----------------------------------|---|--|
| Everyday Practical English | Discover the English language through greetings, signs, and basic vocabulary and build up your confidence in speaking. Prerequisite English Assessment required | <ol style="list-style-type: none"> 1. All classes are conducted in English. 2. The minimum attendance requirement is 80%. 3. The student needs to provide a "Letter of Excuse" for absenteeism. 4. Certificate of Achievement will be awarded to students who pass the Everyday Practical English examination. |
| Basic Computer & Word | Learn basic computer skills and use Word to create documents and cards. Prerequisite English Assessment required | <ol style="list-style-type: none"> 1. All classes are conducted in English. 2. The minimum attendance requirement is 80%. 3. The student needs to provide a "Letter of Excuse" for absenteeism. 4. Certificate of Achievement will be awarded to students who pass the Basic Computer & Word examination. |

Registration

1. Enrolment begins on **Tuesday, 14th March 2023 to Thursday, 6th April 2023** (Walk-in Registration is available from **Monday to Friday, 10am – 4pm**)
2. Course appointment bookings can be made through this link: <http://bitly.ws/zY1f>
3. Students must be present along with a valid Work Pass for verification and enrolment.



Payment

1. Full Course Contribution Fee upon enrolment by PayNow! / PayLah / CASH.
2. No instalments or Credit Card payment upon enrolment.

In the event of a National Emergency Crisis

1. Advice will be taken from the Government of Singapore and the Roman Catholic Archdiocese of Singapore
2. Classes may be stopped and only will start at the advice of the authorities
3. Updates will be announced on the ACMI Website and Social Media channels

ACMI Skills Development Refund Policy

At the discretion of ACMI, we shall refund the entire Contribution Fee and Miscellaneous Fees if refund request is due to unforeseen circumstances.

For other refund requests, ACMI shall refund the Course Fee and Miscellaneous Fees (if applicable) subject to approval as follows:

| Percentage of *paid course fee and miscellaneous fee (if applicable) refunded: | If the withdrawal request is received: |
|--|---|
| 100% Refund | More than 14 days before the course commencement date. |
| 30% Refund | Within the 14 days before the course commencement date. |
| No Refund | On or after the course commencement date. |

Please email sd.acmi@catholic.org.sg for further inquiries.

How to book an appointment for registration?

Step 1: Choose your intended course.

Semester 1 Booking Appointment

English Course

| | |
|--|---|
| Web Design Course (BASIC) 20 minutes \$111 | Dressmaking Course (BASIC) 20 minutes \$111 |
| Dressmaking Course (ADVANCED) 20 minutes \$111 | Quilts/Dance Lessons 20 minutes \$111 |
| Guitar Course 20 minutes \$111 | English Course 20 minutes \$111 |
| Caregiver Course 30 minutes \$111 | Open Bookings: Enquiries/Courses 1 hour Free visits |

Total Contribution Fee for the course.

Click on the information button for more details.

Step 2: Choose the available date and time.

May 2022

| | | | |
|----|----|----|----|
| 23 | 24 | 25 | 26 |
|----|----|----|----|

| | | |
|----------|----------|----------------|
| 11:00 am | 11:30 am | 12:00 pm |
| 1:30 pm | 2:00 pm | 2:30 pm |
| 4:00 pm | 4:30 pm | |

Select the date provided.

Choose an available time slot for an appointment.

Step 3: Fill up your particulars and click on "Book".

Add your details

Fill in the details.

Click "Book" and you will receive an email notification.

ACMI Skills Development Courses

Frequently Asked Questions

1. How much is the course?

Please refer to the respective contribution fee for each course as stated in the Term 2 Weekday Classes Course Schedule.

2. Can I pay in instalments?

We do not accept instalment payments.

3. How can I pay?

The Contribution Fee must be paid in Full. Cash or PayNow/PayLah! during registration.

4. Can I register online?

There is no online registration for courses.

5. Can I register for my friend/employee?

No. You will need to register in person at our Agape Village Office, as we will need to do a verification. You will need to bring down your Work Pass for verification.

6. Can I register for more than 1 course?

You may register for more than 1 course if the time and date of the courses do not clash.

7. Why are there only limited slots available or no slots available?

Slots have been booked or courses have been fully booked.

8. How many sessions are there?

Each course has 10 sessions, every Wednesday.

Please refer to the Term 2 Weekday Classes Course Schedule.

9. What certification will I get?

If you fulfil the course requirements, you will be awarded a Certificate of Achievement.

10. If I only have 1 Sunday off or am absent a few times, can I still get my certificate?

We will allow 2 days of absence with a valid excuse letter given to ACMI or a Medical Certificate.

There will be no make-up classes for absentees.

11. If I enrol and change my mind, can I get a refund?

There is strictly **NO REFUND** for contributions made.