

# Skills Development Courses



## FOR MIGRANTS

## 2023

Semester 2  
July–December

### Contact

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# 2023 Course Schedule

## Semester 2 (July to December)

### Group A

Location: 7A Lor 8 Toa Payoh (Agape Village)

Time	Course	Additional Requirements	Contribution Fee
<b>MORNING CLASS</b>			
10 am–1 pm	<b>Basic Practical English</b>	Nil	Course Fee: \$100 School Vest: \$11
10 am–1 pm	<b>English Beginner 1</b>	English Assessment required	Course Fee: \$100 School Vest: \$11
10 am–1 pm	<b>Baking</b>	NIL	Course Fee: \$100 Ingredients: \$40 School Vest: \$11 Apron: \$6
10 am–1 pm	<b>Cooking</b>	NIL	Course Fee: \$100 Ingredients: \$40 School Vest: \$11 Apron: \$6
10 am–12 pm	<b>Caregiver</b>	English Assessment required	Course Fee: \$100 School Vest: \$11
10 am–12 pm	<b>Zumba</b>	NIL	Course Fee: \$100 School Vest: \$11
10 am–12 pm	<b>Guitar</b>	NIL	Course Fee: \$100 School Vest: \$11
<b>AFTERNOON CLASS</b>			
2 pm–5 pm	<b>Baking</b>	NIL	Course Fee: \$100 Ingredients: \$40 School Vest: \$11 Apron: \$6
2 pm–5 pm	<b>Cooking</b>	NIL	Course Fee: \$100 Ingredients: \$40 School Vest: \$11 Apron: \$6
2 pm–5 pm	<b>Conversational Mandarin</b>	NIL	Course Fee: \$100 School Vest: \$11
2 pm–5 pm	<b>Crochet</b>	NIL	Course Fee: \$100 School Vest: \$11

Dates	July	August	September	October	November
<b>Every 1<sup>st</sup> and 3<sup>rd</sup> Sundays</b>	2 Jul 2023	6 Aug 2023	3 Sep 2023	1 Oct 2023	5 Nov 2023
	16 Jul 2023	20 Aug 2023	17 Sep 2023	16 Oct 2023	19 Nov 2023

### Group A/C – 1<sup>st</sup> Sunday

Location: 7A Lor 8 Toa Payoh (Agape Village)

Time	Course	Additional Requirements	Contribution Fee
10 am–4 pm	<b>Dressmaking Basic</b>	NIL	Course Fee: \$100 School Vest: \$11

Dates	July	August	September	October	November
<b>Every 1<sup>st</sup> Sunday</b>	2 Jul 2023	6 Aug 2023	3 Sep 2023	1 Oct 2023	5 Nov 2023

### Group A/D – 3<sup>rd</sup> Sunday

Location: 7A Lor 8 Toa Payoh (Agape Village)

Time	Course	Additional Requirements	Contribution Fee
10 am–4 pm	<b>Dressmaking Advanced</b>	NIL	Course Fee: \$100 School Vest: \$11

Dates	July	August	September	October	November
<b>Every 3<sup>rd</sup> Sunday</b>	16 Jul 2023	20 Aug 2023	17 Sep 2023	16 Oct 2023	19 Nov 2023

### Group A/E – 2<sup>nd</sup> and 3<sup>rd</sup> Sunday

Location: 7A Lor 8 Toa Payoh (Agape Village)

Time	Course	Additional Requirements	Contribution Fee
2 pm–4 pm	<b>Basic Interior Design</b>	NIL	Course Fee: \$100 School Vest: \$11

Dates	July	August	September	October	November
<b>Every 2<sup>nd</sup> and 3<sup>rd</sup> Sundays</b>	9 Jul 2023	13 Aug 2023	10 Sep 2023	15 Oct 2023	19 Nov 2023
	16 Jul 2023	20 Aug 2023	17 Sep 2023	22 Oct 2023	26 Nov 2023

# 2023 Course Schedule

## Semester 2 (July to December)

### Group B

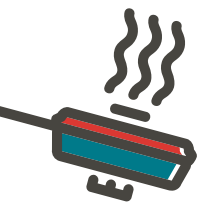
Location: 12 Zion Road (Church of St Bernadette – Classrooms)

Time	Course	Additional Requirements	Contribution Fee
<b>AFTERNOON CLASS</b>			
2 pm–5 pm	<b>Basic Practical English</b>	NIL	Course Fee: \$100 School Vest: \$11
2 pm–5 pm	<b>English Beginner 1</b>	English Assessment required	Course Fee: \$100 School Vest: \$11
2 pm–5 pm	<b>English Beginner 2</b>	English Assessment required	Course Fee: \$100 School Vest: \$11
2 pm–5 pm	<b>Basic Computer and Word</b>	English Assessment required	Course Fee: \$100 School Vest: \$11
2 pm–5 pm	<b>Microsoft Excel and Powerpoint</b>	English Assessment required	Course Fee: \$100 School Vest: \$11
2 pm–5 pm	<b>Basic Web Design</b>	Completed Microsoft Word	Course Fee: \$100 School Vest: \$11

Dates	July	August	September	October	November	December
<b>Every 2<sup>nd</sup> and 4<sup>th</sup> Sundays</b>	9 Jul 2023	13 Aug 2023	10 Sep 2023	8 Oct 2023	-	3 Dec 2023
	23 Jul 2023	27 Aug 2023	-	22 Oct 2023	26 Nov 2023	-
				29 Oct 2023		

## Course Description and Attendance Requirements

Course	Description	Attendance Requirements
<b>Basic Practical English</b>	Discover English through greetings, signs, and basic vocabulary and build up confidence in speaking.	<ol style="list-style-type: none"> <li>1. All classes are conducted in English.</li> <li>2. Certificate awarded for a minimum of 80% attendance.</li> </ol>
<b>English Beginner 1</b>	<p>Pick up skills in grammar and vocabulary, and gain a deeper understanding of tenses and adjectives.</p> <p><b><i>*English Assessment Required*</i></b></p>	<ol style="list-style-type: none"> <li>1. All classes are conducted in English.</li> <li>2. Certificate awarded for a minimum of 80% attendance.</li> </ol>
<b>English Beginner 2</b>	<p>Enhance speaking skills and express oneself with confidence.</p> <p><b><i>*English Assessment Required*</i></b></p>	<ol style="list-style-type: none"> <li>1. All classes are conducted in English.</li> <li>2. Certificate awarded for a minimum of 80% attendance.</li> </ol>
<b>Baking</b>	Equip the students with basic baking skills and techniques in baking bread, pastries, cakes, biscuits, and basic cake décor.	<ol style="list-style-type: none"> <li>1. All classes are conducted in English.</li> <li>2. Certificate awarded for a minimum of 80% attendance.</li> </ol>
<b>Cooking</b>	Discover cooking styles from around the world: Asian, International, and Healthy Recipes.	<ol style="list-style-type: none"> <li>1. All classes are conducted in English.</li> <li>2. Certificate awarded for a minimum of 80% attendance.</li> </ol>
<b>Caregiver</b>	<p>Learn how to care for the elderly, children, and individuals with special needs from caregiving professionals.</p> <p><b><i>*English Assessment Required*</i></b></p>	<ol style="list-style-type: none"> <li>1. All classes are conducted in English.</li> <li>2. Certificate awarded for a minimum of 80% attendance.</li> </ol>
<b>Basic Computer &amp; Word</b>	<p>Learn how to operate a computer and how to write and create high quality, professional documents such as reports, newsletters, forms, brochures and resumes.</p> <p><b><i>*English Assessment Required*</i></b></p>	<ol style="list-style-type: none"> <li>1. All classes are conducted in English.</li> <li>2. Certificate awarded for a minimum of 80% attendance.</li> </ol>



## Course Description and Attendance Requirements

Course	Description	Attendance Requirements
<b>Microsoft Excel &amp; PowerPoint</b>	Understand the basics of creating spreadsheets and tables, as well as making dynamic presentations.  <i>*English Assessment Required*</i>	<ol style="list-style-type: none"> <li>1. All classes are conducted in English.</li> <li>2. Certificate awarded for a minimum of 80% attendance.</li> </ol>
<b>Basic Web Design</b>	Learn how to design websites and blogs using WordPress.  <i>*English Assessment Required*</i> <i>*Must know Microsoft Word &amp; Excel*</i>	<ol style="list-style-type: none"> <li>1. All classes are conducted in English.</li> <li>2. Certificate awarded for a minimum of 80% attendance.</li> </ol>
<b>Basic Interior Design</b>	Understand the basics of design and learn how to read floor plans and put together elements and décor to achieve beautiful interiors.	<ol style="list-style-type: none"> <li>1. All classes are conducted in English.</li> <li>2. Certificate awarded for a minimum of 80% attendance.</li> </ol>
<b>Guitar</b>	Learn to play chords, rhythm, timing, strumming styles, and pick up a few songs.	<ol style="list-style-type: none"> <li>1. All classes are conducted in English.</li> <li>2. Certificate awarded for a minimum of 80% attendance.</li> </ol>
<b>Dressmaking</b>	Learn how to execute body measurements, make patterns, and sew a blouse using a sewing machine.	<ol style="list-style-type: none"> <li>1. All classes are conducted in English.</li> <li>2. Certificate awarded for a minimum of 80% attendance.</li> </ol>
<b>Zumba</b>	Learn how to keep fit with various high and low intensity dance movements to boost cardio endurance through Zumba and K-pop.	<ol style="list-style-type: none"> <li>1. All classes are conducted in English.</li> <li>2. Certificate awarded for a minimum of 80% attendance.</li> </ol>
<b>Basic Conversational Mandarin</b>	Discover Mandarin through conversation, signs, and writing, and build up your confidence in speaking.	<ol style="list-style-type: none"> <li>1. All classes are conducted in English.</li> <li>2. Certificate awarded for a minimum of 80% attendance.</li> </ol>
<b>Crochet</b>	Learn how to do basic stitches, and design bags and items by using basic slip stitch, single crochet, half-double crochet, double crochet, treble crochet, shells, clusters, and post stitches.	<ol style="list-style-type: none"> <li>1. All classes are conducted in English.</li> <li>2. Certificate awarded for a minimum of 80% attendance.</li> </ol>

## Registration

1. Registration for courses that do not require English assessment: <https://acmi.org.sg/skills-development/>  
Registration for courses that require English assessment: <https://bit.ly/3zQNf2d>  
Should you face any issues with the online registration, please call 6801 7444.
2. Enrolment opens from 16 April 2023 and closes on 4 June 2023.

## Payment

1. Online payment by PayNow! / PayLah / Credit Card
2. For cash payment, kindly book your appointment here: <http://bit.ly/3A6nV8F>
3. No instalments upon enrolment.
4. Kindly note that your booking slot will be cancelled if you do not turn up during the time slot.
5. All fees are inclusive of the prevailing GST rate.

## 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 will only 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 Fee if the refund request is due to unforeseen circumstances.

For other refund requests, ACMI shall refund the Course Fee and Miscellaneous Fee 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](mailto:sd.acmi@catholic.org.sg) for further inquiries.

# How to book an appointment for courses that require English Assessment?

## Step 1: Choose your intended course.

**Semester 1 Booking Appointment**

English Course

Course Name	Duration	Price
Web Design Course (BASIC)	20 minutes	\$111
Dressmaking Course (BASIC)	30 minutes	\$111
Dressmaking Course (ADVANCE)	20 minutes	\$111
Guitar Course	20 minutes	\$111
Caregiver Course	30 minutes	\$111
Zumba/Dance Lessons	20 minutes	\$111
<b>English Course</b>	<b>30 minutes</b>	<b>\$111</b>
Open Bookings: Enquires/Courses	1 hour	Price varies

**Total Contribution Fee for the course.**

**Click on the information button for more details.**

## Step 2: Choose the available date and time.

< > May 2022

Su	Mo	Tu	We	Th	Fr	Sa	10:00 am	10:30 am	11:00 am
1	2	3	4	5	6	7	11:30 am	12:00 pm	2:00 pm
8	9	10	11	12	13	14	2:30 pm	3:00 pm	<b>3:30 pm</b>
15	16	17	18	19	20	21	4:00 pm	4:30 pm	
22	<b>23</b>	24	25	26	27	28			
29	30	31							

**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**

Name

Email

Phone number

**Book**

**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 2023 Semester 2 Course Schedule.

### 2. What is included in the miscellaneous fee?

School vest and/or apron are part of the Miscellaneous Fee, which is inclusive of the total Contribution Fee stated in the Course Schedule.

Students who do not own a guitar may require a guitar (an estimated amount of \$80).

### 3. Can I pay in instalments?

We do not accept instalment payments.

### 4. How can I pay?

The Contribution Fee must be paid in full. Cash or PayNow/PayLah! during in-person registration or via credit card online at <https://acmi.org.sg/skills-development/>

### 5. Can I register online?

Yes. You can register online here: <https://acmi.org.sg/skills-development/>.

### 6. Can I register for my friend/employee?

Yes, you can.

Registration for courses that do not require English assessment:

<https://acmi.org.sg/skills-development/>

Registration for courses that require English assessment: <https://bit.ly/3zQNf2d>

Should you face any issues with the online registration, please call 6801 7444.

### 7. 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.

### 8. Why are there only limited slots available or no slots available?

Slots have been booked or courses have been fully booked.

### 9. How many sessions are there?

Each course has 10 sessions on alternate Sundays every month.

Please refer to the Course Schedule for 2023 Semester 2.

### 10. What certification will I get?

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

### 11. 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 or a Medical Certificate given to ACMI.

There will be no make-up classes for absentees.

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

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