

Skills Development Courses



FOR MIGRANTS

2024

Semester 2
July–December

Contact

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2024 Course Schedule

Semester 2 (July – December)

Group A

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

Time	Course	Additional Requirements	Contribution Fee			
MORNING CLASS						
10 am–1 pm	Basic Practical English	NIL	Course Fee: \$100 School Vest: \$11			
10 am–1 pm	English Beginner 1	English Assessment required	Course Fee: \$100 School Vest: \$11			
10 am–1 pm	Basic Baking	NIL	Course Fee: \$100 School Vest: \$11 Apron: \$6 Ingredients: \$40			
10 am–1 pm	Basic Cooking	NIL	Course Fee: \$100 School Vest: \$11 Apron: \$6 Ingredients: \$40			
10 am–1 pm	Caregiver	English Assessment required	Course Fee: \$100 School Vest: \$11			
10 am–1 pm	Zumba	NIL	Course Fee: \$100 School Vest: \$11			
10 am–1 pm	Basic Guitar	NIL	Course Fee: \$100 School Vest: \$11			
AFTERNOON CLASS						
2 am–5 pm	English Beginner 2	English Assessment required	Course Fee: \$100 School Vest: \$11			
2 am–5 pm	Advanced Baking	NIL	Course Fee: \$100 School Vest: \$11 Apron: \$6 Ingredients: \$40			
2 am–5 pm	Advanced Cooking	NIL	Course Fee: \$100 School Vest: \$11 Apron: \$6 Ingredients: \$40			
2 am–5 pm	Basic Conversational Mandarin	NIL	Course Fee: \$100 School Vest: \$11			
Dates	July	August	September	October	November	December
Every 1st and 3rd Sunday	7 July 2024	4 Aug 2024	1 Sept 2024	6 Oct 2024	3 Nov 2024	8 Dec 2024
	21 July 2024	18 Aug 2024	15 Sept 2024	20 Oct 2024	17 Nov 2024	GRADUATION

Group A/C

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

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

Dates	July	August	September	October	November
Every 1 st Sunday	7 July 2024	4 Aug 2024	1 Sept 2024	6 Oct 2024	3 Nov 2024

Group A/D

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

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

Dates	July	August	September	October	November
Every 3 rd Sunday	21 July 2024	18 Aug 2024	15 Sept 2024	20 Oct 2024	17 Nov 2024

2024 Course Schedule

Semester 2 (July – December)

Group B

Location: 12 Zion Road (Church of St Bernadette)

Time	Course	Additional Requirements	Contribution Fee
AFTERNOON CLASS			
2 am–5 pm	English Beginner 1	English Assessment required	Course Fee: \$100 School Vest: \$11
2 am–5 pm	Basic Computer & Word	English Assessment required	Course Fee: \$100 School Vest: \$11
2 am–5 pm	Basic Microsoft Excel & PowerPoint	Completed Basic Computer & Word	Course Fee: \$100 School Vest: \$11
2 am–5 pm	Basic Web Design & Canva	Completed Basic Computer & Excel & PowerPoint	Course Fee: \$100 School Vest: \$11
2 am–5 pm	Basic Mobile Photography & Editing	English Assessment required Completed Basic Web Design & Canva	Course Fee: \$100 School Vest: \$11

Dates	July	August	September	October	November	December
Every 2 nd and 4 th Sunday	14 July 2024	11 Aug 2024	8 Sept 2024	13 Oct 2024	10 Nov 2024	1 Dec 2024 Replacement Class
	28 July 2024 NO CLASS	25 Aug 2024	29 Sept 2024	27 Oct 2024	24 Nov 2024	8 Dec 2024 GRADUATION

Course Description and Attendance Requirements

Course	Description	Attendance Requirements
Basic Practical English	Discover English through greetings, signs, and basic vocabulary and build up confidence in speaking.	<ol style="list-style-type: none"> 1. All classes are conducted in English. 2. The minimum attendance requirement is 80%.
English Beginner 1	Pick up skills in grammar, learn vocabulary, and gain a deeper understanding of tenses and adjectives. <i>*English Assessment Required*</i>	<ol style="list-style-type: none"> 1. All classes are conducted in English. 2. The minimum attendance requirement is 80%.
English Beginner 2	Enhance speaking skills and express oneself with confidence. <i>*English Assessment Required*</i>	<ol style="list-style-type: none"> 1. All classes are conducted in English. 2. The minimum attendance requirement is 80%.
Basic Conversational Mandarin	Discover Mandarin through conversation, signs, and writing, and build up your confidence in speaking.	<ol style="list-style-type: none"> 1. All classes are conducted in English. 2. The minimum attendance requirement is 80%.
Basic Computer & Word	Learn how to operate a computer and learn how to write and create high-quality professional-looking documents such as reports, newsletters, forms, brochures or resumes. <i>*English Assessment Required*</i>	<ol style="list-style-type: none"> 1. All classes are conducted in English. 2. The minimum attendance requirement is 80%.
Basic Excel & PowerPoint	Get an understanding of creating spreadsheets and tables as well as dynamic presentations. <i>*English Assessment Required*</i> <i>*Must know Basic Computer & Word*</i>	<ol style="list-style-type: none"> 1. All classes are conducted in English. 2. The minimum attendance requirement is 80%.
Basic Web Design & Canva	Learn to design websites and blogs using WordPress and posters/postcards/marketing materials using Canva. <i>*English Assessment Required*</i> <i>*Must know Microsoft Word & Excel*</i>	<ol style="list-style-type: none"> 1. All classes are conducted in English. 2. The minimum attendance requirement is 80%.

2024 Course Schedule

Semester 2 (July – December)

Course Description and Attendance Requirements

Course	Description	Attendance Requirements
Basic Mobile Photography & Editing	Utilise your phone to learn about photo composition, lighting, and editing techniques using various photo-editing programs e.g Canva to edit tone and colour, fix defects, and retouch pictures. <i>*English Assessment Required*</i> <i>*Must have a camera phone*</i> <i>*Must know basic web design & Canva skills*</i>	<ol style="list-style-type: none">1. All classes are conducted in English.2. The minimum attendance requirement is 80%.
Caregiver	Learn skills from Caregiving professionals to aid in caring for the elderly, children, and individuals with special needs. <i>*English Assessment Required*</i>	<ol style="list-style-type: none">1. All classes are conducted in English.2. The minimum attendance requirement is 80%.
Basic Dressmaking	Learn how to do body measurements, make patterns, and sew a blouse using a sewing machine.	<ol style="list-style-type: none">1. All classes are conducted in English.2. The minimum attendance requirement is 80%.
Advanced Dressmaking	Learn advanced techniques on making intricate patterns and sew dress/pants using a sewing machine.	<ol style="list-style-type: none">1. All classes are conducted in English.2. The minimum attendance requirement is 80%.
Basic Guitar	Learn to play chords, rhythm, timing, and different strumming styles, and pick up a few songs!	<ol style="list-style-type: none">1. All classes are conducted in English.2. The minimum attendance requirement is 80%.
Zumba	Learn how to keep fit with various high and low intensity dance movements like salsa and K-pop to boost cardio endurance through Zumba.	<ol style="list-style-type: none">1. All classes are conducted in English.2. The minimum attendance requirement is 80%.
Basic Baking	Be equipped with basic baking skills and techniques in baking bread, biscuits, and basic cake decoration.	<ol style="list-style-type: none">1. All classes are conducted in English.2. The minimum attendance requirement is 80%.
Advanced Baking	Be equipped with advanced baking skills and techniques for cake making, pastries, and cake decoration.	<ol style="list-style-type: none">1. All classes are conducted in English.2. The minimum attendance requirement is 80%.

Course Description and Attendance Requirements

Course	Description	Attendance Requirements
Basic Cooking	Be equipped with basic cooking skills such as steaming, boiling, pan frying, and grilling in various cuisines, such as Chinese, Japanese and Vietnamese.	<ol style="list-style-type: none"> 1. All classes are conducted in English. 2. The minimum attendance requirement is 80%.
Advanced Cooking	Discover various cuisines from around the world: asian, international, and healthy recipes.	<ol style="list-style-type: none"> 1. All classes are conducted in English. 2. The minimum attendance requirement is 80%.

Registration

1. Registration begins on **Friday, 5 April 2024 – Sunday, 26 May 2024**.
2. Walk-in registration available from **Sunday – Thursday, 10 am – 4 pm**. Closed on Friday, Saturday, and Public Holidays.
3. Registration can be done online through this link: <https://acmi.org.sg/skills-development/>
4. Students must be present along with a valid **Work Pass / Dependant Pass / Long-Term Visit Pass** for verification and enrolment.
5. For courses that require English Assessment, please visit our office for the assessment and registration.

Payment

1. Full course contribution fee payment to be made upon registration by PayNow / PayLah / Credit Card / Cash.
2. If payment is made through Credit Card / PayNow / PayLah, please indicate the student's name under the "Bank Reference".
3. No payment in instalments upon enrolment.
4. Acknowledgement of Official Receipt will be sent via email address provided at enrolment within 7 working days.

Important Information

1. There will be student orientation on the first day of class. Please check your Official Receipt for more information.
2. For Advanced Dressmaking course, reporting date and time is on 21 July, 10 am.
3. All students are required to bring the **Official Receipt** and a valid **Work Pass / Dependant Pass / Long-Term Visit Pass** for verification.
4. Collection of school uniform and/or apron, student materials will be done during the orientation.

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

For refund requests, ACMI will consider the refund of the Course Fees and Miscellaneous fees based on the following:

Percentage of paid course fee and miscellaneous fee (if applicable) refunded:	If the withdrawal request is received:
100% Refund	<u>More than 30 days</u> before the course commencement date
No Refund	<u>30 days</u> before the course commencement date

All refund requests will be considered based on the merits of each request and will be subject to approval.

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