

ACMI TRAINING CENTRE COURSES & REGISTRATION 2009

ACMI Training Centre is a service provided by ACMI (Archdiocesan Commission for the Pastoral Care of Migrants & Itinerant People), a Catholic non-profit organization. Skills training and re-integration courses are available to domestic workers with valid work permits, regardless of nationality and religion.

Location: No. 11 Hillside Drive (former St Joseph's Convent). Between Kovan & Serangoon MRT
Phone No: 6284 8797 or email: acmi@catholic.org.sg website www.catholic.org.sg/acmi

COURSE DETAILS

Courses are for **migrant domestic workers with valid work permits**; conducted **TWO Sundays a month**, except for Dressmaking, which is ONCE a month.

I. SCHEDULE

CHOICE	SUNDAYS	AM SESSION	PM SESSION	COMMENCING
A	1 st & 3 rd	10.30am to 1.00pm	1.30pm to 4.00pm	1 st March 2009
B	2 nd & 4 th	10.30am to 1.00pm	1.30pm to 4.00pm	8 th February 2009

NOTE: DRESSMAKING CLASSES are conducted **once a month**.

CHOICE	DAY	TIME	COMMENCING
A	2 nd Sunday	10.30am to 3.30pm	8 th February 2009
B	4 th Sunday	10.30am to 3.30pm	22 nd February 2009

II. CONTRIBUTION FOR 8-MONTHS COURSE

- \$80 for English classes
- \$90 for ALL other courses
- Extra charges apply if you wish to take up Beauty & Nail Care, Hairdressing, Dressmaking, Baking or Cooking courses.
- All students will be issued one T-shirt and student ID free of charge. You can buy additional T-shirt at the centre at \$6 each.

III. ATTENDANCE

- You must have 75% attendance and complete all assignments to be awarded an ACMI certificate of attendance.
- In case of absenteeism, students must produce a letter signed by the employer or a medical certificate.
- You must always be on time for class.
- You will be attending personal development & educational talks by professional speakers.
- You are also encouraged to participate in all our other programs (eg Sports day and World Day of Migrants).
- All the above are part of ACMI planned programs for the year 2009.

IV. STUDENT'S RESPONSIBILITIES

- You should observe the centre's rules and regulations.
- Wear ACMI T-shirt and student's ID when coming for classes.
- If you lose your ID, please report to the Administrator for a replacement at \$3.00.
- **You must always take care of your personal belongings and do not bring valuable items or large sums of money to class. If you are remitting your money on the day of your class, always keep the money with you. ACMI will not be responsible if you lose your money or personal items.**

V. VISITORS

- Employers or visitors must register with the Administrator for a visitor pass and be escorted to meet the student.
- Visitors are not allowed in the classroom or loiter in the compound and corridors. Please ask your friends to wait in the canteen on the ground floor.

COURSES FOR 2009

1 BAKING

BAKING (BASIC) - This course provides students with the knowledge and function of baking tools, usage of ingredients with measurement skills. There will be hands-on production of several types of baking techniques, dough processing and presentation. At the end of the course, you will be able to bake cookies, pies, cakes & breads. (Students must have basic spoken and written English skills and be prepared to spend an estimated cost of \$30 for baking starter kit).

BAKING ADVANCE - This course will prepare students with the knowledge to bake good quality cakes and high fibre bread. Ingredients used will be on high-end product. The skills and knowledge gained would certainly allow your passion to grow to provide great food and to start your own bakery studio. Chocolate work, marzipan, creams will be introduced to use for decoration. Selection criteria is based on interview. (This course is for students who have completed the basic baking course).

2 BEAUTY

BEAUTY & NAIL CARE (BASIC) - This course will provide students the opportunity to learn Basic manicure and pedicure, Basic facial includes understanding the structure of skin, types of skin, types of skin care, facial procedures, facial massage and mask therapy. (Students must have basic spoken and written English skills and be prepared to spend an estimated cost of \$150 for manicure & pedicure and facial starter kit.)

3 CAREGIVER

CAREGIVER COURSE - Conducted by the **Catholic Nurses Guild of Singapore**, this course provides practical information on home care and infant care, and covers a wide array of topics ranging from psychological aspects of caring, daily personal hygiene routines to handling of emergency at home. It is hoped that this training will assist the caregiver to provide safe and efficient care for your loved ones at home. (Students may be required to sit for an English assessment test before registration).

4 COMPUTER (Students may be required to sit for an English assessment test before registration.)

Basic Computer - TYPING & INTRODUCTION TO INTERNET

Students will be taught how to use the computer, including typing, basic MS Word and setting up an internet account to send emails.

Module 1 - MICROSOFT WORD – This course is for students who have completed the basic computer course and must have typing skill. Students will be taught how to use the computer to create documents, edit documents, save documents and how to use many tools available in the software program.

Module 2 - MICROSOFT WORD & EXCEL – This course is for students who have completed the basic computer or computer Module 1 course. Students will be given more exercises on Microsoft Word and learn to use the Excel software. They will learn simple document formation and the concept of working with computer. Upon completion, students should be able to open and create documents in both MS Word and Excel, save and store files, edit documents and create emails.

Module 3 - POWER POINT & PHOTOSHOP – This course is for students who have completed computer Modules 1 & 2. At the end of the course, students will be able to create presentations with the basic skills - create slides, contents and background formatting, insert clipart, print and preview the presentation slides. Set up and run a presentation with transition and animation effects. Students will also be taught how to use a search engine to locate information on the Web. Learn to set-up a free e-mail account, send & receive e-mail messages and send & receive e-greeting cards.

PERSONAL COMPUTER (PC) ASSEMBLY - Students will be taught hands-on assembly of personal computer plus simple trouble shooting of hardware. Computer parts will be provided by the centre for this practical training. (Preferably for students who have completed Modules 1 to 3).

5 COOKING

WESTERN CULINARY – This course will provide students with the knowledge on the functions of cooking utensils, usage of ingredients with appropriate measurements skills. There will be practical hands-on of cooking a full course meal. Students will also learn how to prepare a variety of Western dishes, eg. homemade pasta, salsa, pesto, tortilla etc. They will be taught presentation with table setting as well as an introduction to purchasing, budgeting for small business skills. (Students must have basic spoken and written English skills).

ASIAN CULINARY – This course will provide students with the general knowledge in Asian cooking, using all types of spices, ingredients and fresh produce. There will be hands-on in cooking different types of every day Asian meals. (Students must have basic spoken and written English skills).

6 DRESSMAKING

DRESSMAKING BASIC - Students will learn how to use dressmaking & measurement tools and sewing kits; how to handle sewing machine and understand the machine parts; how to take personal measurement, how to select and cut material. They will be taught simple and straight cut collarless and sleeveless blouse, skirt and pants. (Students must have basic spoken and written English skills).

DRESSMAKING INTERMEDIATE - Students will learn how to sew and add pockets and collars to blouse, sew skirt and pants. They will be taught simple designing skills. (For students who have completed Dressmaking Basic.)

DRESSMAKING ADVANCE - Students will learn how to add lining to dresses, skirts and gowns; sew fancy collars and designing. (For students who have completed the Dressmaking Intermediate.)

7 LANGUAGE (Students may be required to sit for an assessment test before registration.)

ENGLISH

BASIC ENGLISH - An introduction to the English language for beginners. To build a speaking, reading and writing vocabulary of simple basic words and to be able to construct simple sentences for everyday communication with their employers and others.

ENGLISH ELEMENTARY (PART 2) - To improve a speaking, reading and writing vocabulary relevant to their employment.

ENGLISH LEVEL 1 - To continue to enrich and extend speaking, reading and writing skills; based on text that are relevant to their daily life and working environment.

ENGLISH LEVEL 2 - To continue to enrich, improve and extend their skills in speaking, reading and writing; and to encourage the use of a simple dictionary.

ENGLISH LEVEL 3 - To enrich language skills: speaking, reading and writing and to reinforce spelling skills with phonics and extend vocabulary with the use of a simple dictionary.

ENGLISH LEVEL 4 - Pending on the number of students registering from class of Level 3 / 2008

MANDARIN

CONVERSATIONAL MANDARIN (BASIC) – Students will learn basic conversational Mandarin in a relaxed and friendly environment. They will learn how to introduce themselves, describe their family and daily items, speak Mandarin with shop assistants; how to ask questions and understand the answers. They will learn by listening and speaking. (Students should have some basic spoken and written English skills).

8 HAIRDRESSING

Students must have basic spoken and written English skills. Module 1 students must be prepared to invest an estimated sum of \$150 for a basic hairdressing starter kit.

Module 1 – BASIC HAIRCUTTING & WAVING/PERM - Students will be taught basic sectioning technique, preparation cutting/shaping, wash & blow-dry, finishing technique and basic perm technique.

Module 2 – ADVANCE HAIRCUTTING & WAVING/PERM - Students will be taught advance waving technique, preparation for waving, perform waving technique, advance cutting technique and perform finishing technique. (Only for students who have completed Module 1).

Module 3 – PROFESSIONAL COLOURING COURSE - Students will be taught how to use professional color chart, analyze hair for coloring and lightening services, select and use hair colors, rectify hair color problems and advance cutting technique – point cut, slicing cut and thinning scissors cut. (Only for students who have completed Modules 1 & 2).

PRACTICUM - Students who have completed Module 3 and intend to practice in a hair salon environment are welcome to enroll in this class. (Please enquire at the Admin desk for details.)

9 SMALL BUSINESS ENTERPRISE (SBE) – This course is for students who have the intention of returning to their own country to start their own small business. Trainers will share the basic rules and regulations of starting a SBE, learn the fundamentals of running a business, eg capital, location, marketing, accounting, banking and interest etc. A few models of potential businesses will be introduced and discussed during the class. Students will form into groups to present their assignment from time to time. At the end of the course, students will have to demonstrate their business acumen by proposing a business model in a group assignment. They have to produce their proposal and discuss in the class like actual business partners.

REGISTRATION (FIRST COME FIRST SERVED; NO RESERVATION)

DECEMBER 2008

1ST SUNDAY – 7 DECEMBER 2ND SUNDAY – 14 DECEMBER TIME: 10.30AM TO 3.30PM

NO REGISTRATION FOR THE REST OF DECEMBER 2008

JANUARY 2009

1ST SUNDAY – 4 JANUARY 2ND SUNDAY – 11 JANUARY TIME: 10.30AM TO 3.30 PM

Please note that there will be no registration after the abovementioned dates. Should there be vacancies, we will accept registration only after our classes have commenced, so register early to avoid disappointment!

REQUIREMENTS:

- 1) YOU MUST COME PERSONALLY TO REGISTER & HAVE YOUR PHOTO TAKEN BY OUR VOLUNTEER FOR YOUR PHOTO ID.
- 2) BRING YOUR VALID WORK PERMIT (NO PASSPORT REQUIRED).
- 3) BRING CONTRIBUTION OF \$80 FOR ENGLISH CLASS & \$90 FOR ALL THE OTHER COURSES.
- 4) FOR THOSE TAKING BASIC BAKING COURSE, PLEASE BRING EXTRA \$30 FOR START-UP KIT.
- 5) FOR THOSE TAKING DRESSMAKING COURSE, PLEASE BRING EXTRA \$20 FOR SEWING KIT.
- 6) FOR THOSE TAKING HAIRDRESSING COURSE, PLEASE BRING EXTRA \$150 FOR START-UP
- 7) FOR THOSE TAKING BEAUTY & NAIL CARE, PLEASE BRING EXTRA \$120 FOR START-UP KIT.
- 8) FOR THOSE TAKING COOKING, PLEASE BRING \$6 ON FIRST DAY OF CLASS FOR APRON SET.

PLEASE NOTE THAT ONCE REGISTRATION IS ACCEPTED :

- ❖ **NO REFUND IN PART OR FULL WILL BE ALLOWED.**
- ❖ **NO TRANSFER TO ANOTHER PERSON OR TO ANOTHER COURSE.**
- ❖ **PLEASE MAKE YOUR CHOICE WISELY BY CONSULTING YOUR EMPLOYER BEFORE ENROLMENT.**

ORIENTATION

Date: 8 February 2009 for those who registered for 2ND & 4TH SUNDAYS

Time: 10.00am for those who registered for AM SESSION CLASS.

1.00pm for those who registered for PM SESSION CLASS.

(4th Sun Dressmaking's orientation will be held in their classroom on Sun, 22nd Feb 2008 at 10am).

Date: 1ST MARCH 2009 for those who registered for 1ST & 3RD SUNDAYS

Time: 10.00am for those who registered for AM SESSION CLASS.

1.00pm for those who registered for PM SESSION CLASS.