

ACMI TRAINING CENTRE COURSES & REGISTRATION 2010



ACMI Training Centre is a service provided by ACMI (Archdiocesan Commission for the Pastoral Care of Migrants & Itinerant People), a Catholic non-profit organization. This centre provides skills training and re-integration courses for **foreign 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: tc@acmi.sg; website: www.acmi.sg

COURSE DETAILS

Courses are conducted **TWO Sundays a month**, except for Dressmaking and Baking, which are conducted once a month.

I. SCHEDULE OF TWO SUNDAYS PER MONTH CLASSES

CHOICE	SUNDAYS	AM SESSION	PM SESSION	COMMENCING
A	1st & 3rd	10.30am to 1.00pm	1.30pm to 4.00pm	7th March 2010
B	2nd & 4th	10.30am to 1.00pm	1.30pm to 4.00pm	14th March 2010

II. SCHEDULE OF DRESSMAKING & BAKING CLASSES, BASIC & ADVANCE (ONCE A MONTH)

CHOICE	SUNDAY	TIME	COMMENCING
A	2nd	10.30am to 3.30pm	14th March 2010
B	4th	10.30am to 3.30pm	28th March 2010

III. CONTRIBUTION FOR 8-MONTHS COURSE

- \$80 for English classes
- \$90 for ALL other courses
- Extra charges apply for Beauty & Nail Care, Hairdressing, Dressmaking, Baking and Cooking courses.
- Students will be issued one T-shirt and ID free of charge. Additional T-shirts can be purchased at the centre at \$6 each.

IV. ATTENDANCE

- Students must achieve 75% attendance and complete all assignments to be awarded an ACMI certificate of attendance.
- In case of absenteeism, students must produce a medical certificate or a letter signed by the employer.
- Students must always be on time for class.
- Students will be attending personal development & educational talks by professional speakers.
- Students are also encouraged to participate in all ACMI programs (eg Sports day and World Day of Migrants).
- All the above are part of ACMI planned programs for the year 2010.

V. STUDENT'S RESPONSIBILITIES

- Students should observe the centre's rules and regulations.
- Wear ACMI T-shirt and student's ID when coming for classes.
- If a student loses her ID, she has to report to the Administrator and pay a replacement fee of \$3.00.
- **Students must always take care of their personal belongings and do not bring valuable items or large sums of money to class. If remitting money on the day of class, do not leave belongings anywhere. ACMI will not be responsible for any loss of money or personal items.**

VI. 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. Students are to ask friends to wait in the canteen on the ground floor.

COURSES FOR 2010

1 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 INTERMEDIATE - This course provides students who have completed their basic course to work on other baking techniques using different type of baking ingredients and baking recipes.

BAKING ADVANCE - This course will prepare students with the knowledge to bake good quality cakes and high fibre bread. Ingredients used will be high-end products. 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 are based on interview. (This course is for students who have completed the basic or Intermediate baking course).

2 BEAUTY & WELLNESS

MODULE 1 - Face Care - This course provides students the skill of facial massage, recognized skin types and disorders, basic cosmetic knowledge, mask therapy, use of steamer, extraction and handling of clients.

MODULE 2 - Beauty Care - This course provides students the skill of manicure & pedicure, waxing, eyebrow trimming and eyelash perm. New students attending Module 1 may want to enroll in this course held in the afternoon session as this course consists of additional skills continued from Module 1.

Module 3 - Advanced Face Care – This course enhance students who have completed Basic Beauty & Nail Course in 2009 with advance facial massage techniques, eye treatment (includes special eye massage techniques that also benefit sinus congestion), use of electrical appliance eg. direct High Frequency for Acne and Indirect High Frequency for dry skin treatment, hot oil mask etc – *only students who have completed Beauty & Nail Care Course in 2009 and those attending module 1 & 2 in 2010 may enroll in this course.*

Module 4 - Basic Body Massage Therapy – This course will provide students the knowledge and skill of Basic Body Massage.

(All students must have basic spoken and written English skills and be prepared to spend an estimated cost of \$100 to \$150 for beauty and nail care accessories depending on the module enrolled).

3 CAREGIVER - 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).

PRACTICUM - As part of ACMI's efforts to provide accredited skills training, ACMI and Peacehaven Home (Salvation Army) have an arrangement for our Caregiver students to complete a 60-hour practicum at the Home. At the end of the practicum, our Caregiver students will be awarded a volunteer's certificate by the Salvation Army which will attest to the practical skills of the student.

The practicum may overlap with the last few lessons scheduled for the term and the course might take longer to complete. Students are expected to follow the schedule accordingly.

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

INTERNATIONAL 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).

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.)

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 1) - To improve 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 - Subject to the number of students registering from class of Level 3 / 2009.

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, and 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). *This course will commence only when the minimum number of students is met.*

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 Mod 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 encouraged to sign up for this module for them to put their newly-acquired skills to practice. Fee paid for this module will be refunded if they achieve 75% attendance.

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; 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 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)

DATES	TIME
6 December 2009	10.30am to 3.00pm
13 December 2009	10.30am to 3.00pm
3 January 2010	10.30am to 3.00pm
10 January 2010	10.30am to 3.00pm

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 and 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 & Wellness, please bring extra \$100-150 for Start-up Kit depending on the module enrolled.
- 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.**

***Please make your choice wisely by consulting your employer.**

ORIENTATION

DATES	TIME	FOR STUDENTS WHO REGISTERED FOR
7 March 2010	10.00am	1st & 3rd Sun AM Session
7 March 2010	1.00pm	1st & 3rd Sun PM Session
14 March 2010	10.00am	2nd & 4th Sun AM Session & BAKING ADVANCE
14 March 2010	1.00pm	2nd & 4th Sun PM Session
28 March 2010	10.00am	BASIC BAKING & DRESSMAKING

