



COUNSELLING AND CARE CENTRE

Post Graduate Certificate in Clinical
and Casework Supervision

PGC-CCWS

1 July 2025 to 29 September 2025

The course will be funded under the non-preapproved PCG route for SSAs.

COURSE DETAILS

Introduction

The main objective of this course to enable Social Service Practitioners (SSPs) to integrate professional thinking and theoretical knowledge in casework and/or clinical supervision, with its skills-based application in diverse work settings. It aims to equip SSPs to guide and support their supervisees in working with clients/families more effectively.

Learning Outcomes

In relation to participants' clinical and/or casework and supervisory practice, this course enables participants to:

1. Appreciate and apply the assumptions of Systems Thinking
2. Develop increased reflexivity
3. Be cognizant of the influencing factors of the person of the SSPs
4. Understand and apply Interventive Interviewing
5. Appreciate and use the Domains of Action especially in working with involuntary clients and/or clients in at-risk situations

In relation to participants' supervisory practice, this course enables participants to:

1. Appreciate and apply the Seven-Eyed Supervision Model and Integrative Developmental Model
2. Build awareness of and potentially utilise parallel processes and isomorphism across clinical and/or casework supervisory contexts
3. Experience Supervision of Supervision (SOS) using videotape presentations during group coaching.
4. Enhance reflexivity as a supervisor

Duration

56 hours, 4 months.

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Structure

The course comprises of two main components: four full days (9am-5pm) & one half-day (9am-1pm) of lectures, held on Tuesdays, across five weeks. This is followed by six half-days (9am-1pm) of group coaching, held on Tuesdays, across six weeks.

The course comprises the following modules:

| COURSE MODULES | TRAINERS |
|---|-----------------------------------|
| 1. Development of Social Service Practitioner as Clinician | Charlotte Chen Dr. Ang Xinying |
| 2. Development of Social Service Practitioner as Supervisor | Charlotte Chen Dr. Ang Xinying |
| 3. Coaching of Supervisory Practice | Charlotte Chen Dr. Ang Xinying |

Maximum Class Size: 20 (Training) Maximum Group Size: 10 (Coaching)

Average Teacher-Student Ratio: 1:10

Teaching and Learning Strategies

The course adopts an integrated approach comprising lectures, interactive group activities, interactive role plays, skills practice, experiential exercises, case studies and coaching.

We are planning for the lectures and coaching sessions for the July 2025 cohort to be conducted at CCC premises.

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ENTRANCE REQUIREMENTS

Applicants should:

1. Be at least 24 years old and be proficient in English
2. Possess a degree in Counselling, Psychology or Social Work and/or post graduate diploma in Social Work or Counselling
3. Have attended basic supervisory training (for example Certificate in Supervision for Social Services, or in-house supervisory training. Examples of basic supervisory training topics include: Definition of & types of supervision, roles & functions of supervisors, ethics, supervision contracts, micro skills in supervisory conversations.)
4. Have clinical and/or casework experiences within the last 5 years.
5. Has CURRENT clinical and/or casework supervision practice (managerial/administrative supervision is not a relevant consideration)
6. Have minimum of one-year (12 months) experiences in clinical and/or casework supervision of staff BEFORE the start of the course (supervision of interns is not included)

REQUIREMENTS FOR COMPLETION

Methods of Assessment

Journal of reflection of learning, written reflection of recorded supervision session.

Assessment Schedule

Submission of journal of reflection by 2nd week after the end of training workshops of the course module.

Submission of written assignment by the course end date.

Requirements for Completion

Trainees should:

1. Attend the first day of the training and at least 80% of total 56 course hours.
2. Submit a journal of reflection of learning based on the training sessions
3. Submit and pass (Score 50% and above) a written reflection of a recorded supervision session

Trainees will be awarded 'Post Graduate Certificate in Clinical and Casework Supervision' upon fulfilling the Requirements for Completion.

Opportunities for Further Education

Graduates:

- have direct admission to Post Graduate Diploma in Clinical Supervision Course (PGDCS) with exemption of the course admission interview.
- need only to submit a 20-hour log for agency supervision work instead of 50-hour log, which is the regular requirement for PGDCS course completion.

The following terms and conditions apply for direct admission to PGDCS:

- If you have obtained at least a Merit for your written assignment in PGC-CCWS.
- If you have at least at least two years of clinical supervision practice which includes two staff supervisees in your own work settings.
- Graduation from PGC-CCWS should not be more than three years from the year of your application for PGDCS.

APPLICATION

UPCOMING INTAKE: JULY 2025

Date of commencement: 1 July 2025

Date of completion: 29 September 2025

Documents for Application

Submission of the following supportive documents is required for processing of the application:

1. CV
2. Educational qualifications and highest English language proficiency (with grades attained, if applicable)
3. Completed [Certification Form by Centre Head/ Manager](#)
4. Certificates or other documentation of supervisory training attended: titles, details (e.g. training provider, hours, topics)

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Shortlisted Applicants

- Shortlisted applicants will be notified via email within 14 days from the closing date of application if they are accepted to the course.

How to Apply

Please submit the Training Application Form when the applications are open.

Kindly refer to our website for updates of the closing date.

Course Fee

Course Fee: \$3,488.00

FPS Premium: \$34.88

Total Course Fee: \$3,522.88

No. of Instalments: 1

Application Fee: \$81.75

All fees quoted are inclusive of prevailing GST.

*FPS is Fee Protection Scheme. FPS premium amounting to 1.0% of the Course Fees (subject to a minimum premium of S\$25.46) will be paid by the trainee. Application fee, FPS premium, and GST are non-refundable.

For more information about fee payment structure, please refer to the following link in our website. <https://counsel.org.sg/fee-payment-structure>

Contact Us

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