

We are pleased to inform you that there will be a new intake in January 2018, starting on 02/01/18 for the Certified Pharmacy Technician Course (CPTC), which is WSQ accredited and is also known as WSQ Advanced Certificate in Healthcare Support (Pharmacy Support).

Entry Requirements

Minimum educational qualification for this course is either GCE "N" or "O" level with 3 passes in English, Mathematic and one other subject. We do look into other qualifications based on case to case basis. We may also require the applicant to come to our office for a screening / competency test prior to course registration if he/she does not meet the minimum educational qualification. Relevant working experience is required.

- *participant must have a minimum of 6 months working experience as a pharmacy assistant, clinic assistant or pharmacy technician, involved in the processing and packing of prescriptions and*
- *be a full-time employee working in a pharmacy or a medical clinic at the point of course registration, and remain so throughout the entire course duration.*
- *a commitment letter duly signed by the preceptor pharmacist stated that he/she is willing to mark and endorse the participant's clinical workbook during the practicum at workplace*

Course Duration

This is a part-time course, which will complete within a year with 2 to 3 lessons per week from 6.30pm to 9.30pm.

Training Venues

Our training venue is within Outram area at one of these places: National Cancer Centre, Singapore General Hospital, The Academia and Alumni Medical Centre (where our office is)

Course Fee and Funding

The full course fee is \$5900 and there is no registration fee required.

- ***Company-sponsored case*** - Currently, we operate under the Approved Training Organisation model (ATO), which means this course is only WDA funded if applicant is a Singapore Citizen or PR and it is sponsored by company as the Skills Development Fund (SDF) will be reimbursed to his/her company. Hence, we charge full course fees to all applicants' companies and to be paid in full before course commences.
- ***Self-sponsored case*** - Applicant may choose to pay either by full course fee or by module, 2 weeks before each module commences. Please refer to Annex 1 & 2 for details. Please note that there will be no funding for self-sponsored applicants.
- ***Foreign applicant*** - He/She needs to provide proof of stay in Singapore during course application and throughout course duration. There will be no funding for foreign applicants.

Assessment

We assess the applicants through various mode of assessments, for example, Written Assignments, Written Assessments, Practical Performances and Oral Questionings. They may be conducted during the lessons or at the end of the module.

At the end of each assessment, applicants will be certified either competence or not-yet-competence. Detail of assessment will be provided at least 2 weeks before the module commences. Assessment fee is not required, however, in the event that one is certified not-yet-competence, he/she will have to sit for re-assessment at a fee of \$100 per module.

Application Procedure

If applicant has fulfilled the above stated criteria and is interested in applying for the course, please submit the following to us:

1. Completed application form in Annex 4
2. A photocopy of your NRIC (both-sided)
3. Photocopies of all educational certificates
4. A commitment letter signed by the preceptor pharmacist stated that he/she is willing to mark and endorse the participant's clinical workbook, please refer to the attached sample letter.

In order to secure a vacancy for this intake, please do sign up and submit the required document to us by 15/12/17. Followed by course fee payment not later than 22/12/17. Applicant may email the above required documents to admin@pss.org.sg or fax at 6223 0969. Upon receiving the application form and documents and based on case to case basis, we may require applicant to come to our office for a screening / competency test before we confirm his/her course registration.

Should applicant choose to walk-in to PSS office for course registration and payment (by cash or cheque only), do give us a call before dropping-by. PSS operating hours is as followed: Mondays to Fridays (excluding public holidays) – 9am to 12.30pm and 2.00pm to 6.00pm.

Course Details

For more detail, please click on the separate link at the main page:

- **Annex 1 & 2** – Course schedule, Course Outline, Training Hours, Course Fees and Modes of Payment
(Please take note that these are tentative schedules, serve only as a guide. A confirmed schedule for the individual module will be sent to all students at least 2 weeks before the new module commences.)
- **Annex 3** – Application Procedures
- **Annex 4** – Application Form
- **Annex 5** – Course Policy
- **CPTC flyer**
- A sample of **Committment Letter** (to be signed by the preceptor pharmacist)

Please feel free to contact Ms Jessin Ching at 62211136 for further queries and we look forward to receiving your course application soon.

Thank you and with best regards,

Janet Low

Manager

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Visit us at <http://www.pss.org.sg>

Not for self, but for all.