

## Research Skills for Social Services Mentoring Programme Aug – Nov 2020

### Programme Description

This 13-week course is a research mentoring programme that offers social service professionals an opportunity to complete a small-scale research project with guidance from experienced researcher-mentors. Participants in this programme will be supported by workshops, peer group discussions, and regular feedback from mentors. All the workshops, discussions, presentations, and mentoring sessions will be conducted through e-learning platforms. Throughout the programme, social service professionals will be guided from the conceptualisation of the research problem to data collection, data analysis, and presentation of their research findings. This programme is useful for social service professionals who are observing new issues, complexities, and situations faced by clients due to Covid-19 and aim to garner rigorous insights to understand its impacts on their clients.

While the workshops and mentors may provide support on specific research methods or skills, these would tailor towards the needs and requirements of the research projects proposed. The programme strives to provide a holistic guidance and support on the different stages of research for each proposed research project.

Mentoring projects with good potential will receive funding opportunities from the Community Foundation of Singapore.

### Programme Objectives

At the end of the programme, participants are expected to achieve the following objectives:

- Plan and complete a small-scale research project independently
- Appreciate the strengths and limitations of different research designs and methods
- Present and apply research findings at work

### Programme Requirements

All participants are required to:

- Conceptualise and complete a research project, either individually or in small groups
- Submit two assignments to the mentors for comments
- Attend and contribute actively during the workshops and mentoring sessions
- Present research findings on programme graduation day (the presentation will be attended by participants and invited guests only)

All participants of the programme are expected to attend and contribute actively during the workshops and the discussion groups organised by the mentors.

Participants will be organized in small groups of 3 members each, where they will arrange with their mentors on suitable times to meet. Each mentoring session will last about 2 hours and the discussions may take place mainly through online video call meetings.

### Programme Expectations

Other than fulfilling the programme requirements stated above, participants will need to prepare for their research proposals, conduct library research, collect data, perform data-analyses, write

reports, and prepare for their conference presentations. A large part of the learning from this programme will come from mutual sharing of their research progress among the participants. Participants must be prepared to share their research progress with their mentors and with other participants.

### **Continuing Professional Education (CPE) Credits**

Aligned with the objectives of the National Social Work Competency Framework, participants will receive a Certificate of Participation for attendance and submission of two required assignments.

Course participants are eligible for Continuing Professional Education (CPE) credits with the Singapore Association of Social Workers (SASW). One CPE credit will be awarded for each contact hour. Approval of CPE credits are to be submitted through the CPE Log Book under each accredited professional's account.

### **Target Programme Participants**

The programme welcomes all participants working in the social service or health sectors, who have a strong interest in research. Participants should have at least a Bachelor's degree in any discipline and basic knowledge on social research. In particular, the programme is targeted at:

- Social workers
- Medical social workers
- Allied health professionals
- Social service practitioners and professionals from government agencies or voluntary welfare organisations

### **Registration Requirement**

Interested applicants must submit a brief research proposal, available on the [online registration form](#). The proposal needs to state clearly the research topic and objective, the significance of the study and tentative research methods. Please submit this information via the registration link, a sample of the template is available at the end of this document.

### **Programme Materials**

All necessary programme materials will be provided in digital or electronic versions and they must **not** be circulated beyond the purpose of this training programme. There will be no hardcopies provided.

### **Programme Structure**

There will be 4 workshops (in 2-hour sessions) conducted over 4 days (25, 27, 28 Aug, 1 Sept), 7 mentoring sessions, and 1 final end-of-course presentation, all to be conducted online via Zoom. (In the event that meetings are allowed be held face-to-face, mentors will provide participants with adequate advance notice.)

Administrative Briefing	21 August 2020
Workshops I & II	25 August 2020
Workshop III (Part 1)	27 August 2020
Workshop III (Part 2)	28 August 2020
Workshop IV (Part 1 and 2)	1 September 2020
7 Mentoring Sessions	To be arranged with mentors
Graduation presentation (for participants and their invited guests)	17 November 2020

## Programme Mentors

Dr Neo Yu Wei  
Research Fellow  
Social Service Research  
Centre (SSR), NUS

Dr Ng Guat Tin  
Research Associate  
Social Service Research  
Centre (SSR), NUS

Ms Denise Liu  
Senior Research Executive  
South Central Community  
FSC

## Programme Fees

The programme fees are \$4,280 (including GST) per participant.

**This course is SSG-approved.** Participants who are **Singaporeans or Singaporean Permanent Residents** will be eligible for 70% of the course fees, excluding GST. **Singaporean participants who are aged 40 years old** and above will be eligible for higher subsidies of up to 90% of course fees. Participants are required to attend at least 75% of the course and obtain a pass grade for the required assignments. The table below shows the breakdown of the course fee payable.

	International Participants	Singapore Citizens		Singapore PRs
		39 years old or younger	40 years old or older	
<b>Full Programme Fee</b>	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00
<b>Less: SSG Grant Amount</b>	\$0.00	\$2,800.00	\$2,800.00	\$2,800.00
<b>Nett Programme Fee</b>	\$4,000.00	\$1,200.00	\$1,200.00	\$1,200.00
<b>7% GST on Nett Programme Fee</b>	\$280.00	\$84.00	\$84.00	\$84.00
<b>Total Nett Programme Fee Payable, Including GST</b>	\$4,280.00	\$1,284.00	\$1,284.00	\$1,284.00
<b>Less Additional Funding if Eligible Under Various Schemes</b>	\$0.00	\$0.00	\$800.00	\$0.00
<b>Total Nett Programme Fee Payable, Including GST, after additional funding from the various funding schemes</b>	<b>\$4,280.00</b>	<b>\$1,284.00</b>	<b>\$484.00</b>	<b>\$1,284.00</b>

## Payment Details

Registration is provisional until you have received the confirmation e-mail from us. An invoice will be issued after confirmation of registration.

Payment by interbank GIRO is preferred (For payment in Singapore Dollars and for Singapore customers only).

Credit your payment to:  
National University of Singapore,  
DBS Account No.: 7171-032-0320003133

To ensure proper crediting to your account, please email (ofnar@nus.edu.sg), mail or fax (Fax no.: 65-67786570) your payment advice to:

Office of Financial Services (Accounts Receivable)

University Hall, Tan Chin Tuan Wing  
#UHT-03-02,  
21 Lower Kent Ridge Road,  
Singapore 119077

For payment by cheque, please arrange for cheque to be made payable to 'National University of Singapore'. Foreign cheques are not acceptable. Please indicate the invoice number clearly on the reverse side of the cheque and send to the following address:

Attention: Ms Tan Aiwen, Jess  
Social Service Research Centre  
VENTUS (University Campus Infrastructure), #03-01  
National University of Singapore  
8, Kent Ridge Drive  
Singapore 119246

For government agencies, an e-invoice will be sent via the Vendors@Gov.

Full payment is chargeable for non-attendance, but replacement of participant is allowed.

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## How to Register

You may register online at <https://mysurvey.nus.edu.sg/EFM/se/543BE5C24825A1CB>

or scan the QR code:



Registration closes on 14 August 2020.

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**Research Proposal sample (Please fill out form in link provided above)**

I. Research Objective – What is the purpose of this research project?

II. Research Question – What is the research question I'm asking?

III. Tentative Research Plan and Methods – How will I collect data to answer my research question?