List of Competencies for On-the-Job Training (OJT)
Work-Study Diploma in Community Care Integration & Management

Note: LOC is subject to changes due to curriculum review/ development

S/N	List of Competencies (Standard)	Company to indicate '✓' for OJT competencies it can provide
	Conduct assessment and screening	
1	Perform measurements (baseline/ regular) Examples: subjective assessment, vital signs, blood glucose	
2	Monitor client's responses to treatment, report and escalate abnormal range	
3	Manage contraindications and precautions when conducting activities	
4	Conduct functional assessments Examples: MBI, FAST	
5	Conduct cognitive assessments Examples: MMSE, AMT	
6	Conduct client/ patient or caregiver reported outcome measures Examples: well-being profiling, EBAS, ZARIT caregiver burden scale	
	Supervise Activities of Daily Living (ADL)	
7	Assess ADL	
8	Plan ADL	
9	Implement ADL	
10	Evaluate ADL	
	Supervise basic therapeutic exercises	
11	Assess therapeutic exercises	
12	Plan suitable therapeutic exercises	
13	Implement therapeutic exercises	
14	Evaluate therapeutic exercises	
	Conduct community reintegration	
15	Carry out environmental risk assessment and mitigation	
16	Conduct community reintegration activities	
17	Evaluate community reintegration activities	
	Support client care management	
18	Assess client needs Examples: mobility, meals, medication assistance	
19	Ensure client continual care Examples: appointments, service referral	
20	Maintain up-to-date documentation/ e-documentation of client's condition	

S/N	List of Competencies (Standard)	Company to indicate '✓' for OJT competencies it can provide
21	Manage incident and emergency	
	Supervise care delivery	
22	Coordinate planned ICP delivery	
23	Implement ICP	
24	Evaluate and feedback ICP	
	Perform administrative and operational duties	
25	Liaise with stakeholders Examples: AIC, caregiver/ NOK, medical professional, volunteers	
26	Manage incoming referral Example: screening of cases	
27	Supervise orientation of new clients	
28	Supervise daily operation duties Examples: client well-being, meals, centre readiness, activities readiness, safety and hygiene compliance, quality audits, organise case discussions	
29	Discharge clients	
30	Conduct service recovery of non-complex cases	
31	Perform documentations and reporting	
	Manage care staff	
32	Coordinate scheduling of leave and coverage of duties of care staff	
33	Promote good working relationships and well-being of care staff Examples: communication, conflict management, team management)	
34	Provide supervision and development of care staff Examples: percept new staff, service excellence	
	Sub-total of Competencies (Standard)	
List of Competencies (Company-specific)		
1		
2		
3		
4		
5		
6		
7		

S/N	List of Competencies (Standard)	Company to indicate '✓' for OJT competencies it can provide
8		
	Sub-total of Competencies (Company-specific)	

Note:

a) Company must be able to provide OJT for at least **75%** of the List of Competencies (Standard).

b) If company is unable to meet the 75%, please propose alternate **course-related** competencies which are unique to company operations. <u>Alternate competencies are capped at 25%</u>.
   [i.e. 50% of the list of competencies (standard) + 25% alternate competencies (Company-specific)].

c) All alternate competencies (Company-specific) must be reviewed and endorsed by ITE.

d) Trainees must receive OJT and be assessed for **All** competencies selected in this List.

Total no. of competencies selected by company for OJT

Total no. of competencies listed *(standard & company specific)*

Percentage of selected competencies

Completed By:

_____   _____
Name   **Company**

MODULE SYNOPSIS – WSDip in Community Care Integration & Management

Course Objective
This course prepares trainees with the skills, knowledge, and professional attributes to effectively supervise and deliver quality person-centred care in community health settings through this Work-Study Diploma programme.

Modules Synopsis

Activities of Daily Living
On completion of this module, trainees should be able to conduct and supervise Activities of Daily Living (ADL) training and intervention.

Healthcare Administration & Operations
On completion of this module, trainees will be able to manage healthcare operations and administrative duties, including stakeholder relationships, client services, and documentation processes.

Therapeutic Interventions
On completion of this module, trainees should be able to conduct and supervise basic therapeutic exercises and treatment.

Care Management
On completion of this module, trainees should be able to explain the framework and processes of care management for assessing clients' needs and contribute to the care management.

Assessment & Screening
On completion of this module, trainees will be able to perform health assessments, monitor patient responses, manage contraindications, and conduct functional and cognitive evaluations using standardized assessment tools including the Modified Barthel Index and Mini-Mental State Examination.

Community Reintegration
On completion of this module, trainees should be able to assess preliminary environmental risks, conduct community reintegration activities, and evaluate outcomes using standardised assessment tools.

Leadership, Supervision & Engagement
On completion of this module, trainees should be able to lead and supervise a team of care workers and caregivers through effective communication and collaboration

Quality Care Delivery

MODULE SYNOPSIS – WSDip in Community Care Integration & Management

On completion of this module, trainees should be able to plan, conduct and supervise the delivery of quality care plan for various clients.

Company Project

On completion of this module, trainees should have applied their acquired competencies in an authentic project that would value-add to the company.

On-the-Job Training

On completion of this module, trainees should be able to apply the skills and knowledge acquired at ITE College and workplace to take on the full job scope, including supervisory function, where appropriate, at the company.

TRAINING PATTERN SCHEDULE

WSDip in Community Care Integration & Management

Day Release - Trainees attend 1 to 2 days of lessons per week at ITE, with the remaining work-week spent at the workplace for On-the-Job Training.

April'26 Intake	April – June 2026		July – September 2026		October – December 2026		January – March 2027	
1st Year Off-JT @ ITE	2 day/week	ITE Vacation (June) 4 weeks	2 day/week	ITE Vacation (Sept) 2 weeks	2 day/week	ITE Vacation (Dec) 4 weeks	2 day/week	ITE Vacation (March) 2 weeks

April'26 Intake	April – June 2027		July – September 2027		October – December 2027		January – March 2028	
2nd Year Off-JT @ ITE	2 day/week	ITE Vacation (June) 4 weeks	2 day/week	ITE Vacation (Sept) 2 weeks	2 day/week	ITE Vacation (Dec) 4 weeks	2 day/week	ITE Vacation (March) 2 weeks

April'26 Intake	April – June 2028		July – September 2028		
3rd Year OJT @ WorkPlace	OJT	ITE Vacation (June) 4 weeks	OJT	ITE Vacation (Sept) 2 weeks	**WSDip Programme 2026** **Start: 1 April 2026** **End: 30 September 2028** **Duration: 2.5 years** ⚠️ **Final results release may be later than programme end date**