

Settling-In Programme for Migrant Domestic Workers

The Settling-In Programme (SIP) is a 1-day orientation programme for first-time MDWs to educate them on safety precautions and living in Singapore. First-time MDWs should attend this course within 3 days of arrival, excluding Sunday and public holidays. Only after MDW has attended the SIP, she can start work. MDW should be 23 years old & above. A first-time MDW is one who has never worked in Singapore as an MDW before. This includes an MDW who:

- Doesn't have an MDW employment record with MOM's Work Pass Division.
- Has an MDW employment record with MOM but eventually did not work in Singapore.

Topics covered in SIP:

- Introduction to Singapore.
- Employment conditions.
- Safety at home.
- Safety in other areas.
- Relationship and stress management.

Course venue:

33 Hillview Terrace Singapore 669253
1 Harrison Road Singapore 369652

Approved by
Ministry of
Manpower

Lunch &
Snacks
Provided

The MDWs are required to bring along the following documents to be allowed to attend the SIP class.

- (1) In-principle approval (IPA) letter (complete set of Employee's copy)
- (2) Original passport
- (3) A copy of the MDW's educational certificate. Must have a minimum of 8 years of formal education with a [recognised certificate](#).
- (4) SG Arrival card.

MDW will not be allowed to attend the class if the above documents are incomplete

Note for EAs: Please ensure that your Migrant Domestic Worker (MDW) brings along the full-set of IPA letter to Settling-In Programme (SIP). An EA whose worker fails to do so will be flagged to MOM and MOM may take enforcement actions and issue demerit points.

Course Duration: 9.00 A.M to 6.00 P.M. Registration starts at 8:00 A.M and ends at 9:00 A.M.

Late comers are strictly not allowed into the class.

Course Schedules:

- Classes in English, Bahasa Indonesia, Burmese & Tagalog languages will be conducted every day from Monday – Saturday at Hillview Terrace and Harrison Road.
- International classes in English, with AKC interpreters for native languages, such as, Bengali, Hindi, Kannada, Malayalam, Telugu, Thai, Tamil, Chin, Mizo will be conducted every Tuesdays, Thursdays & Saturdays at Hillview Terrace and on Mondays, Wednesdays and Fridays at Harrison Road respectively.
- The course registrations for the international classes must be made at least 2 days prior to the course date, as we need to book the Interpreter for the respective native language.
- For the languages other than listed above, Employment agencies are required to arrange for the Interpreters at their own expenses. Only Singaporeans or Singapore Permanent Residencies are allowed to be Interpreters.
- Trainer-Trainee ratio: – 1: 20

Course Fee (Inclusive of GST): \$76.40. Payment should be made before the course commencement.

Student Registration form					
Company Name				Company Reg. no.	
Company Address				Course Date	
Contact Person Name				Course Language	
Contact Person Email				Course Venue	
Contact Person Mobile		Tel no:		Fax no:	
Participant details					
Participant Name				NRIC / FIN	
Participant Email				Participant mobile no.	
Nationality		Date of Birth		Race	
Designation		Education		Gender	
Salary Range : (1 - Below \$1000, 2 - \$1000-\$1499, 3 - \$1500-\$1999, 4 - \$2000-\$2499, 5- \$2500-\$2999, 6 - \$3000-\$3499, 7 - \$3500 & above)					
Refund Policy: Request for refund must be submitted in writing, before the course date. Refund of course fees is subject to our terms and conditions (refer website)					
Absolute Kinetics Consultancy Pte Ltd Tel : 6690 5555				Company seal	
Website: www.sg-akc.com Registration Email: register@sg-akc.com					