



# HANDICAPS WELFARE ASSOCIATION

殘疾人士福利協會

16 Whampoa Drive Singapore 327725

## COMMITTED TO LIFE LEARNING AWARD SCHEME (CLLA)

Effective: December 2000

### A) Objectives

1. To encourage and promote continuous learning to the disabled throughout their working life.
2. To give award as a form of recognition for members' determination and effort to excel in academic achievement and/or self development.

### B) How does the scheme work?

Working HWA members are eligible to apply for CLLA when they have accumulated enough points during their course of learning within a period of maximum 3 years.

### C) Who is eligible?

1. Only Life and Ordinary Members with membership fees paid up.
2. Members must be employed throughout the duration of the course.

### D) Types of courses can be considered

1. Short courses
  - a) In house courses organised by applicant's company or HWA academic courses (with minimum 75% of attendance). Examples of courses, like Communication skill, CREST programme, elementary computer course and others.
  - b) Courses organised by private or government institutions
  - c) Courses may or may not be relevant to applicant's job
2. Certificate Courses
  - a) Courses leading to certification issued by established private institutions/schools/polytechnic such as Singapore Institute of Management, Institute of Productivity Training, Informatics Computer School, etc.
  - b) Courses may or may not be relevant to applicant's job
  - c) Courses require at least 6 months of study such as Certificate in Business Administration, Certificate in Office Skills, etc.

3. Diploma, Advanced Diploma, Degree or Master Programme
- Diploma courses organised by established private institutions/schools/polytechnic such as Singapore Institute of Management, Institute of Productivity Training, Informatics Computer School, University of Singapore, Nanyang Technological University, etc.
  - Courses may or may not be relevant to applicants' job
  - Courses require at least 12 months of study such as Diploma in Business Administration, Diploma in Counselling, Adv. Diploma in Multi-media studies, Bachelor in Business Administration.

### **E) Point System**

<i>Courses</i>	<i>Criteria</i>	<i>Points Awarded</i>
1) Short Courses	Every 10 hours of training, up to a maximum of 40 hours. (A 1 day course is considered as 8 hrs of training)	1 point
2) Certificate Courses		6 points
3) Diploma & Degree	per year of successful completion	6 points

### **F) Award Scheme**

Accumulation of	6 points	\$100 Book Voucher
	7 points	\$120 Book Voucher
	8 points	\$130 Book Voucher
	9 points	\$140 Book Voucher
	10-14 points	\$150 Book Voucher
	15-20 points	\$200 Book Voucher
	> 20 points	\$300 Book Voucher

(All award recipients will also receive a Life Learning Certificate from HWA)

### **G) Rules**

Points will be credited only once for each similar course attended.. Example, if a claim is made for points earned for 2 years of completion of a diploma program, a claim cannot be made for the 3<sup>rd</sup> year of completion.

## **H) Application Procedure**

- Application must be made on an official form
- All certificates must be submitted together with the application form
- The scheme is open all year round. All relevant certificate must be submitted not later than one month after receiving the last certificate
- The validity period for the award is based on the date of the first certificate awarded and the date of the last certificate received which have to be within 36 months period
- The Education Sub-Committee reserves the right to reject any application without giving any reasons or whatsoever
- Application must be sent to:

Chairman, Education Sub-Committee  
Handicaps Welfare Association  
16 Whampoa Drive  
Singapore 327725