# Referral process for Sheltered Workshop (SW)

## 1. Touch Points (TPs)

Social Service Office (SSO), Family Service Centres (FSCs), hospitals and etc

- Touch Point assesses applicant for suitability for referral to SWs
- Touch Point submit SW application to SGE

# 2. SG Enable (SGE)

Provision of Information and Referral Services

- SGE Case Officer receives the application
- SGE Case Officer contacts family to provide information that will help family make an informed decision
- Family decide on a SW
- SGE Case Officer refers applicant to the SW of family's choice

### 3. Service Providers (SPs)

Sheltered Workshop (SW) by Social Service Agencies (SSAs)

 SW will contact family to schedule for assessment

#### For successful application

 SW will follow-up with family on admission procedures

#### For unsuccessful application

- Family will be notified by SW
- SGE Case Officer will refer applicant to other SW / explore alternatives

# Some key factors when selecting a SW

# **Applicant's Disability Type**



Choose a SW that caters to the applicant's disability type

#### **Location of centre**



Find a SW that is near to the applicant's residence

# **Transport services**



 If transport is required, ensure that the chosen SW provides transport

# A GUIDE TO SHELTERED WORKSHOP (SW)

# Overview of the guide

\*Click on the page number to access more information

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by Region



# **CLICK ON THE CENTRE NAME DIRECTLY TO ACCESS MORE INFORMATION**

		NORTH	NORTHEAST	EAST	CENTRAL
Name of centre		MINDS Regional Hub (Woodlands)	MINDS Regional Hub (Hougang)	APSN Centre for Adults	MINDS Regional Hub (Queenstown)
Applicant's	Primary Diagnosis	Intellectual Disability	Intellectual Disability	Intellectual Disability (Mild)	Intellectual Disability
Disability type	Secondary Diagnosis	Autism Spectrum Disorder (Mild), Cerebral Palsy (Mild), Partial Hearing Impairment	Autism Spectrum Disorder (Mild), Cerebral Palsy (Mild), Partial Hearing Impairment	Autism Spectrum Disorder (Mild), Physical Disability (Mild)	Autism Spectrum Disorder (Mild), Cerebral Palsy (Mild), Partial Hearing Impairment
Wheelchair Accessible		No	No	No	No
Transport Provided*		Yes	Yes	No	Yes
Estimated Waiting Time for Enrolment**		6 months	6 months	3 - 6 months	6 months
Vacancy**		Yes	No	Yes	No

<sup>\*</sup>Transportation is provided by external vendors. Please contact centre directly to enquire on specific transport boundaries, vacancy and fees.

<sup>\*\*</sup>Subject to changes without prior notice. Please contact centre directly if you require additional information on the waiting time and vacancy.



# **CLICK ON THE CENTRE NAME DIRECTLY TO ACCESS MORE INFORMATION**

		EAST			CENTRAL
Name of centre		Bizlink Sheltered Workshop	Cerebral Palsy Alliance Singapore (CPAS) Goodwill, Rehabilitation and Occupational Workshop (GROW)	THK Pan-Disability Centre @ Eunos	SPD Sheltered Workshop
Applicant's Disability type	Primary Diagnosis	Intellectual Disability, Physical Disability, Developmental Disability, Autism Spectrum Disorder, Partial Hearing/Visual Impairment	Physical Disability	Intellectual Disability, Physical Disability (Mild), Autism Spectrum Disorder (Mild), Visual/Hearing Impairment	Physical Disability, Intellectual Disability (Mild), Autism Spectrum
	Secondary Diagnosis		Intellectual Disability (Mild)		Disorder (Mild), Partial Hearing/ Visual Impairment
Wheelchair Accessible		Yes		No	Yes
Transport Provided*		Yes			Yes
Estimated Waiting Time for Enrolment**		1 year	6 weeks	6 - 9 months	1 - 2 months
Vacancy**		Low	Yes	Yes	Yes

<sup>\*</sup>Transportation is provided by external vendors. Please contact centre directly to enquire on specific transport boundaries, vacancy and fees.

<sup>\*\*</sup>Subject to changes without prior notice. Please contact centre directly if you require additional information on the waiting time and vacancy.

#### **APSN Centre for Adults**

Programme	details
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# Programme offered

**Vocational Training Programmes:** 

- Café: Service, Barista, Grilling, Mise en place, Frying, Cashiering, Cleaning & Stock take
- Catering Kitchen: Stir-frying, Frying, Cashiering, Cleaning,
  Mise en place, Knife skill, Dish washing & Stock take
  Bakery Kitchen: Weighing, Measuring, Dough making,
- Cookie production, Chocolate production, Cake production, Cleaning, Mise en place & Stock take
- Horticulture: Growing media, Propagation, Germination, Harvesting, Pruning, Weeding, Irrigation, Cleaning & Operate hydroponic system
- Retail: FIFO, Stock take, Cleaning, Service, Packing, Arranging
- Contract work: Packing, Labelling, Counting, Cleaning & Stock take

# Professional staff/services

- Speech Therapist (ST)
- Occupational Therapist (OT)
- Caregiver Training
- Counselling Support
- Vocational training
- Industry specific training
- Employment placement and on-site job coaching support
- Case Management
- Financial Assistance and external referrals
- Caregivers support
- Legal Aid assistance
- Medical, Eye and Dental referral support
- Care planning and Alumni Support Services (lifelong)

#### **Service Group**

Intellectual Disability (Mild, IQ: 50 -70)

#### Other Requirements:

Independent in basic self-care required (for example independent in toileting, dressing, grooming, eating and making simple purchases)

**Programme** Full- time (Mon to Fri | 8:30AM to 4:00PM)

(Sat | 8:30AM to 3:30PM – subject to programme)

Meals Halal, Vegetarian

available - chargeable

#### **Transport details**

Transport Not Available Provided

# Address

11 Jalan Ubi Blk 4 #01-31 Kembangan Chai-Chee Comummity Hub S(409074)

www.apsn.org.sq

#### **Contact details**

Tel: 6346 2425 Fax: 6346 7518

cfa admin@apsn.org.sg

#### How to get there?

By MRT: Eunos MRT Station

[EW7]

By Bus: 60, 61, 63, 93, 94, 150



by Agency

# **Bizlink Sheltered Workshop**

Dizilik Silek	ered Workshop		
Programme de	tails		
Programme offered	<ul> <li>Cleaning</li> <li>Data Entry</li> <li>Food and Beverage</li> <li>Card &amp; Gift</li> <li>Flora &amp; Hamper</li> <li>Packing</li> <li>Work Therapy Programme</li> <li>Vocational Skills Training</li> </ul>	Developmenta	Disability, Physical Disability, al Disability, Autism Spectrum ial Hearing/Visual Impairment  Full- time (Mon to Fri   8:30AM to 5:30PM)
Professional staff/services	<ul> <li>(independent travelling, purchasing of food)</li> <li>- Social Worker</li> <li>- Social service assistant,</li> <li>- SPED teacher</li> <li>- Trainers</li> <li>- Recreational &amp; Leisure Activities</li> <li>- Community Mobility Training</li> </ul>	Meals	Available & Chargeable (Halal Certified from Bizlink Café)
	- Community & Independent Living	Transport de	(Mon to Fri   8:30AM to 5:30PM)  Available & Chargeable (Halal Certified from Bizlink Café)  details  Island-wide 1. Third Party Transport, subject to availability and at designated pick up and drop off point (pick up at Jurong East, Woodlands, Toa
	Skills Training - Bizlink Philantrophic Workfare fund (Financial Assistance) - Information and Referral - Financial Assistance Referral - Assistive Technology Application	Catchment areas	1. Third Party Transport, subject to availability and at designated pick up and drop off point (pick up at
		Туре	Third Party Transport (Normal)     Bizlink Transport (Hydraulic)

## www.bizlink.org.sq

#### **Address**

512 #01-09 Chai Chee Lane Bedok Industrial Estate S(469028)

#### **Contact details**

Tel: 6449 5652 Fax: 6449 5694 info@bizlink.org.sg

#### How to get there?

By MRT: Bedok North MRT Station

[DT29]

By Bus: 26, 222, 222B



by Agency

# Cerebral Palsy Alliance Singapore (CPAS) Goodwill, Rehabilitation and Occupational Workshop (GROW)

www.cpas.org.sq

#### **Programme details Programme** - Vocational skills training in **Service Group** offered assembly work, IT and office skills Physical Disability, Intellectual Disability (Mild) and social enterprise initiatives (e.g. Gift Shop, Cafe, Pushcart, Art & Programme Full-time (Mon to Fri | 9AM to 3PM) Handicraft) **Hours** - Enhance basic adaptive daily living skills - Community mobility training and life skills (e.g. purchasing of food, using public transport) - Occupational Therapist (OT) **Professional** Meals Available - Physiotherapist (PT) staff/services - Social Worker a) Information and referral b) Financial assistance c) Casework and counselling d) Parent/caregivers support e) Link with external resources **Transport details** - Employment placement and on-site job coaching support (1-month) Island-wide (Chargeable Third Party Catchment Transport, subject to availability) areas

Type

#### **Address**

65 Pasir Ris Drive 1 S(<u>519529</u>)

#### **Contact details**

Tel: 6585 5643 Fax: 6585 5603

hqadmin@cpas.org.sg

#### How to get there?

By MRT: Pasir Ris MRT Station [EW1] By Bus: 39, 53, 81, 89, 109, 518



Normal/ Hydraulic

by Agency

# **MINDS Regional Hub**

Service Group

Intellectual Disability, Autism Spectrum Disorder (Mild), Cerebral Palsy

www.minds.ora.sa

(Mild), Partial Hearing Impairment

#### **Programme details**

#### **Job Nature**

Manual contract work involving recycling, packaging, sorting, stacking; Bakery (except @Hougang), Food and preparation; Cleaning; Sales and retail; Artistic activities and performing arts; Provides vocational training skills / iADL; On the job training; Lifelong learning and curriculum

#### **Professional staff/services**

- Occupational Therapist (OT)
- Physiotherapist (PT)
- Psychologist
- Social Worker
- Counselling support

# Meals

**Hours** 

**Programme** 

Available (No Pork/lard)

Full-time (Mon to Fri | 9AM to 4:30PM)

#### @ Hougang

## 29 Rosyth Road S(546190)



#### How to get there?

By MRT: Kovan MRT Station [NE13]

By Bus: 43, 70, 76, 103, 109, 116, 147, 156

# **Transport details**

#### **Catchment areas**

East, Northeast, Southeast and Central region

For postal code starting with 79 (e.g. Seletar, Jalan Kayu, Fernvale, Sengkang West) will fall under MINDS Regional Hub (Hougang).

#### Contact details

Tel: 6282 4852 Fax: 6280 5078 iedc@minds.org.sg

# @ Queenstown

#### 800 Margaret Drive S(149310)



# How to get there?

By MRT: Redhill MRT Station [EW18] By Bus: 32, 122

# **Transport details**

# **Catchment areas** West, Southwest, South and Central

region

#### **Contact details**

Tel: 6473 1148 Fax: 6473 3885 smedc@minds.org.sg

#### @ Woodlands

30 Woodlands Ring Road, #01-02, S(737883)

# Regional Hub (Woodlands)

# How to get there?

By MRT: Admiralty MRT Station [NS10] By Bus: 912, 900

**Transport details** 

**Catchment areas** 

North, Northwest

and Central region

#### **Contact details** Tel: 6366 3966 Fax: 6366 7422

wedc@minds.org.sg

by Agency

# **SPD Sheltered Workshop**

#### www.spd.org.sq

#### **Programme details**

# Programme offered

Packing and assembly of goods and items, document digitising, scanning, data entry, sewing, leather crafting

Vocational Skills Training, Independent Travelling, Purchasing of Food

#### **Service Group**

Physical Disability, Intellectual Disability (Mild, IQ 50 -70) Sensory Disability (Partial Hearing/ Visual Impairment), Autism Spectrum Disorder (Mild)

#### **Other Requirements:**

- Independent in basic activities of daily living (BADL) and mobility
- Trainable to travel independently
- Ready for vocational training

# Professional staff/services

- Workshop Supervisor
- Social Worker
- Occupational Therapist
- Occupational Therapy (e.g. community mobility training,

community/ independent living skills

- training)
- Support Groups
- Counselling
- Case Management
- Vocational Training (on-job-training

and certification)

Programme Full-time

**Hours** (Mon to Fri | 8AM to 5:30PM)

Meals Not Available

#### **Transport details**

**Catchment** SPD provides shuttle bus services areas for their clients at Tiong Bahru

Plaza. Timing: 7AM, 7:15AM, 7:30AM, 7:40AM, 4:45PM

**Type** Wheelchair Friendly / Hydraulic

#### **Address**

2 Peng Nguan Street, SPD Ability Centre, S(<u>168955</u>)

#### **Contact details**

Tel: 6579 0720 Fax: 6579 0726 <a href="mailto:sws@spd.org.sg">sws@spd.org.sg</a>

#### How to get there?

By MRT: Tiong Bahru MRT Station

[EW17] By Bus: 121



by Agency

# **THK Pan-Disability Centre @ Eunos**

## www.thkmc.org.sq

etails			
<ul> <li>- Housekeeping training and site attachments</li> <li>- Baking (preparation &amp; production team)</li> <li>- Administrative duties (e.g. shredding, laminating)</li> <li>- Contract work</li> <li>Accompanied lunch buying, travel training for site attachments, prevocational training (e.g. cognitive skills, daily living skills, social skills)</li> </ul>	Service Group  Intellectual Disability, Autism Spectrum Disorder (Mild), Physical Disability (Mild), Sensory Impairments (Visual/Hearing).		
	Programme Hours	Full- time (Mon to Fri   9AM to 4PM)	
<ul> <li>Occupational Therapist (OT)</li> <li>Social Worker</li> <li>Workshop Instructors</li> <li>Job Coach, Employment Support</li> <li>Caregiver Support</li> <li>Pre-vocational skills training programme</li> <li>Ad-hoc physiotherapy and speech language therapy</li> <li>Social activities (e.g. soccer, Reward Shop)</li> </ul>	Meals	Available (Halal)	
	Transport de	etails	
	Catchment areas	Island-wide	
	Туре	Normal	
	<ul> <li>- Housekeeping training and site attachments</li> <li>- Baking (preparation &amp; production team)</li> <li>- Administrative duties (e.g. shredding, laminating)</li> <li>- Contract work</li> <li>Accompanied lunch buying, travel training for site attachments, prevocational training (e.g. cognitive skills, daily living skills, social skills)</li> <li>- Occupational Therapist (OT)</li> <li>- Social Worker</li> <li>- Workshop Instructors</li> <li>- Job Coach, Employment Support</li> <li>- Caregiver Support</li> <li>- Pre-vocational skills training programme</li> <li>- Ad-hoc physiotherapy and speech language therapy</li> <li>- Social activities (e.g. soccer, Reward</li> </ul>	- Housekeeping training and site attachments - Baking (preparation & production team) - Administrative duties (e.g. shredding, laminating) - Contract work  Accompanied lunch buying, travel training for site attachments, prevocational training (e.g. cognitive skills, daily living skills, social skills)  - Occupational Therapist (OT) - Social Worker - Workshop Instructors - Job Coach, Employment Support - Caregiver Support - Pre-vocational skills training programme - Ad-hoc physiotherapy and speech language therapy - Social activities (e.g. soccer, Reward Shop)  Service Group Intellectual Dia (Mild), Physic Impairments of the Impairments of the Impairments of	- Housekeeping training and site attachments - Baking (preparation & production team) - Administrative duties (e.g. shredding, laminating) - Contract work  Accompanied lunch buying, travel training for site attachments, prevocational training (e.g. cognitive skills, daily living skills, social skills)  - Occupational Therapist (OT) - Social Worker - Workshop Instructors - Job Coach, Employment Support - Caregiver Support - Pre-vocational skills training programme - Ad-hoc physiotherapy and speech language therapy - Social activities (e.g. soccer, Reward Shop)  Service Group  Intellectual Disability, Autism Spectrum Disorder (Mild), Physical Disability (Mild), Sensory Impairments (Visual/Hearing).  Meals - Full- time (Mon to Fri   9AM to 4PM)  Hours  Meals - Available (Halal)  Transport details  Catchment areas

#### **Address**

Blk 3 Eunos Crescent, #01-2577, S(400003)

#### Contact details

Tel: 6846 1171 Fax: 6846 1121 eupdc@thkmc.org.sg

#### How to get there?

By MRT: Eunos MRT Station [EW7] By Bus: 15, 21, 25, 51, 55, 60, 61, 63, 93, 94, 854, 966

