

## **APPLICATION TO CONDUCT ITE CAT A ELECTIVE MODULE UNDER LICENSING**

### **Objectives of Elective Modules**

Elective Modules (EMs) were introduced by the Ministry of Education (MOE) to broaden the learning experience of Normal (Technical) students, to expose N(T) students to possible career paths and to introduce students to a course of study in ITE.

### **Application Process**

Private Education Organisation (PEO) interested to conduct ITE Cat A Elective Module (EM) may submit application to ITE Education Services Pte Ltd (ITEES) after obtaining endorsement from MOE's school principal.

Accepted application will be subjected to an evaluation, including a site visit to the PEO premises, to assess the suitability of the PEO to conduct the EM. Successfully applicant will be invited to sign an agreement with ITEES to conduct the module under licensing. The Licensing Agreement is on per module per venue basis for a period of 2 years. The licence issued is only applicable to the ITE Cat A EM and does not cover any other courses that may be offered by the PEO.

The PEO licensed to conduct the EM will be issued with the following course materials:

- Teacher's training materials
- Students' notes

Updates of course materials will be provided, where applicable.

Acceptance and/or evaluation of an application is **NOT** to be deemed to be equivalent or shall result in an approval to award the licence. All decisions made by ITEES arising from the evaluation shall be final.

### **Requirements**

To be eligible to apply for licence to conduct ITE EM, PEOs must meet the following requirements:

- Registered as a company providing education and/or training
- Approved and registered with Ministry of Education's (MOE) Private Education Branch
- Meet all statutory requirements to conduct the propose course
- Obtained endorsement from MOE's school principal
- Meet all curriculum requirements listed in the proposed course
- Has adequate training facilities to conduct the EM
- Has adequate technically and pedagogically qualified teachers to conduct the EM

## Renewal of Licence

Subsequent renewal of licence to conduct the same module shall be given up to a period of 2 years.

The PEO seeking renewal of the Licensing Agreement shall give notice of its intention within 6 months and not later than 3 months prior to the date of the expiry of the licence being awarded. In the event that the PEO does not wish to renew its licence, it will be allowed to complete the conduct of the course for its existing students until these students complete the course and assessment.

## Fees

The fees charged for application and award of licence to conduct EM are shown in the table below.

S/N	Description	Amount	
		First Application	Subsequent Year
<b>Main Charges</b>			
1	Application ( <i>non-refundable</i> )	\$500	Not applicable
2	Administration of Scheme	\$750	\$750
3	Evaluation/Annual Audit	\$500	\$500
<b>Other Charges</b>			
4	Re-assessment of Application	\$250	Not applicable
5	Re-assessment of Annual Audit	\$250	\$250
6	Approval of New Teacher ( <i>after application</i> )	\$50 per Teacher	\$50 per Teacher
7	Certificate Issued to Student	\$10 per certificate	\$10 per certificate

Note: Fees applies to each Elective Module application

## Award of Certificate

Students who have completed the EM, attaining at least 75% attendance rate and pass all assignments/projects shall be issued with an ITEES Certificate of Achievement. The certificate is signed by ITEES General Manager and the CEO of the PEO.

## Information Kit

The PEO is to prepare an information kit for students attending the EM to include a synopsis of the EM offered and other information that are relevant. It will also include an evaluation form for the PEO to administer on all students following their completion of the EM. (This form is required by MOE to assess the quality of teaching of the PEO.)

## Contact Person

For more information on the conducting EM under licensing from ITEES, please contact Ms Doreen Chen, on Tel. 67720770 or email [Doreen.Chen@ite.edu.sg](mailto:Doreen.Chen@ite.edu.sg).

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