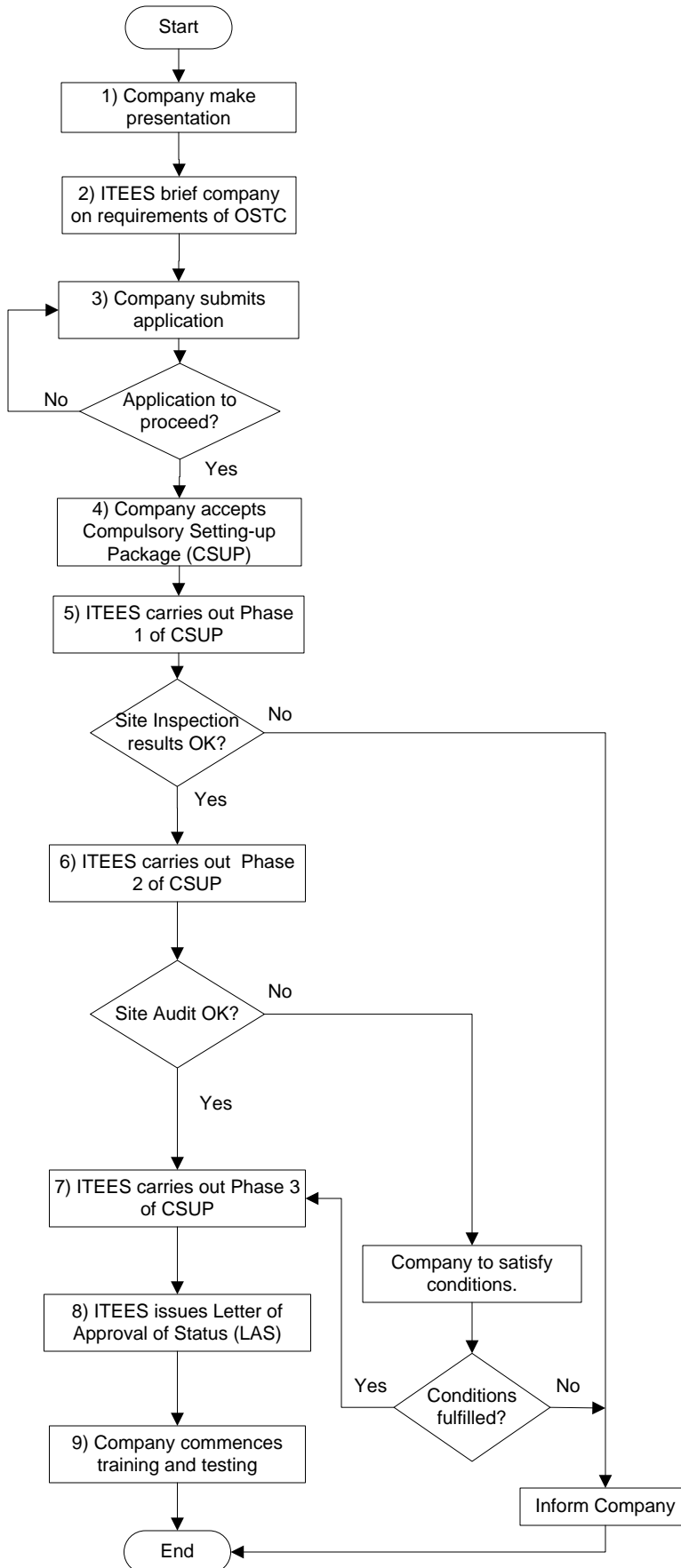


APPLICATION FOR OVERSEAS SKILLS TESTING CENTRE STATUS (OSTC)



EXPLANATORY NOTES

Pre-Application

- 1) Company makes presentation to ITEES management.
- 2) **Requirements** for Company and its partners includes:
 - Met all relevant statutory requirements including Business Registration Certificate etc
 - Adequate testing facilities to conduct practical & theory tests based on assessment criteria;
 - Suitably qualified training and testing personnel; and
 - Administrative and Examination support acceptable to ITE.

Application Process

- 3) Company issued with application kit, comprising application form, equipment checklist, etc
- 4) Company sign Agreement with ITEES to undertake the Compulsory Setting-up Package (CSUP).

- 5) **Phase 1 of CSUP** comprises of:
 - Evaluation of Application Form
 - Review of Training Curriculum
 - Review of Training Facilities
 - On-site inspection of overseas facilities, meeting with company overseas partners etc

Note: Project can only proceed to Phase 2 if the On-site inspection is successful

- 6) **Phase 2 of CSUP** comprises of:
 - On-site commissioning of equipment
 - Audit of OSTC.

- 7) **Phase 3 of CSUP** comprises of :
 - Train-the-Trainer Programme (TTT) – Pedagogy only.

- 8) ITEES issue Letter of Approval Status (LAS) after company meets all requirements. The LAS is valid for 2 year in the first instance and renewable, subject to audit.

- 9) Company commences training and testing after the LAS is issued. OSTC must conform to all ITE testing requirements and test schedules for the conduct of all SET tests

Optional Setting-Up Package (OSUP)

- Development of Curriculum Document
- Development of Course Notes
- Translation of Course Notes
- Train-the-Trainer (TTT) – Technical
- Train 1st run of candidates.