

APPLICATION FOR CREDIT EXEMPTIONS BY ITE GRADUATES FROM WSQ ADVANCED CERTIFICATE IN TRAINING & ASSESSMENT (ACTA)

Instructions to Applicants:

PART A: Application

1. Applicants who wish to apply for credit exemption from WSQ Advanced Certificate in Training and Assessment (ACTA) module(s) must have successfully enrolled into a WSQ full qualification programme with a WSQ Approved Training Organisation (ATO) before submitting this application.
2. Recognized ITE Train-the-Trainer (TTT) Certificates eligible for ACTA credit exemption are listed in Annex A.
3. Credit exemption is applicable for one ACTA pathway only (Facilitated Learning **OR** On-Job-Training)
4. Make only ONE application. You should not have previously applied for exemption for other WSQ Competency Unit(s) for your ITE TTT Certificates.
5. Ensure that all information and supporting documents provided in the application are true and correct at the point of application.

Notes:

Credit exemption will be considered when the period to attain a WSQ Full Qualification is within 5 years. For example, if your certificate was obtained in 2002, you are not eligible for credit exemption as the period to attain a WSQ Full Qualification exceeds 5 years.

PART B: Submission

1. You are required to submit the completed application form to the Institute for Adult Learning (IAL) at least 6 weeks before the commencement of training at any WSQ ATO. If you are submitting your application by post, please address your application to:

Professional Development Services Division
Institute for Adult Learning
1 Kay Siang Road Tower Block Level 6
Singapore 248922

2. This application form must be completed and submitted together with all necessary supporting documents as listed below. **Incomplete submission will be rejected.** Supporting documents include:
 - Certified true copies of Certificates / Qualifications
 - Proof of enrolment into a WSQ full-qualification programme

PART C: Fees Payable

1. A non-refundable administrative fee of \$50 (include GST) per application is payable upon application.
2. Payment must be made at the point of application by cheque, NETS or credit card. If you are paying by cheque, the cheque must be made payable to "SWDA – Institute for Adult Learning".

PART D: Notification of Results

1. You will be notified of the outcome of your applications by post within 10 working days from the date of application. As IAL reserves the right of final decision, no appeals for re-evaluation will be entertained.

PART E: Particulars of Applicant

Name	NRIC No./FIN	Contact / HP No.:
Mailing Address	E-mail Address:	
WSQ full qualification enrolled in (please choose one only)		
ACTA (FACILITATED LEARNING) <input type="checkbox"/>	Date of Enrolment: ____/____/____ (DD/MM/YY)	
ACTA (ON-JOB-TRAINING) <input type="checkbox"/>	Date of Enrolment: ____/____/____ (DD/MM/YY)	
Name of CET Centre or Approved Training Organisation enrolled in		

PART F: ITE TTT Certificates Obtained

Please indicate the month and year when you obtained the Certificates

ITE TTT Certificates	Month & Year Obtained
Coaching Skills	
Instructional Skills	
Curriculum Design & Development for Skills Training	
Planning & Implementing OJT	

Notes:

Credit exemption will be considered when the period to attain a WSQ Full Qualification is within 5 years. For example, if your certificate was obtained in 2002, you are not eligible for credit exemption as the period to attain a WSQ Full Qualification exceeds 5 years.

PART G: Declaration

I declare that:

1. I have read and understood the given information fully.
2. I have not previously applied for exemption for WSQ Competency Unit(s).
3. I understand that credit exemption is only applicable for attainment of a WSQ full ACTA Qualification.
4. All information given by me and the documents attached with this application are true and I have not omitted or suppressed any relevant facts.
5. I understand that my application will be rejected if I am found to have violated any of the above terms.

Applicant's Signature

Date

Name of Applicant	NRIC No./FIN	Contact / HP No.:

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Professional Development Services

ITE Train-the-Trainer Certificates Approved for Credit Exemption:

ITE TTT Certificates	Approved?
Coaching Skills	Yes / No
Instructional Skills	Yes / No
Curriculum Design & Development for Skills Training	Yes / No
Planning & Implementing OJT	Yes / No

Name & Designation of PDS Staff

Signature & Date

Training Services

(Please return this form to PDS once processed.)

I confirm that the earned credit(s) above, if approved, is updated into the

- SkillsConnect System
[Note: *Applicable to WSQ competency unit's exemption only*]

Name & Designation of TS Staff

Signature & Date

Annex A

About Mutual Skills Recognition System

The mutual recognition allows credits exemptions to be granted to candidates pursuing further continuing education and training under the Institute of Technical Education (ITE) or Singapore Workforce Development Agency's (WDA) Workforce Skills Qualification (WSQ) system. With mutual skills recognition, WDA will accord credit exemptions to ITE graduates who wish to upgrade through the WSQ system. Credit exemptions will be accorded to ITE graduates who are assessed competent in the training modules for the ITE skills standards that correspond to the relevant WSQ competency units.

Likewise, under the same arrangement, ITE will grant credit exemptions to WSQ graduates who are assessed competent in WSQ competency units that corresponds to the training modules for the ITE skills standards.

For candidates who have ITE Train-the-Trainer (TTT) Certificates and who are pursuing continuing education and training under the Singapore Workforce Development Agency's (WDA) WSQ system, WDA will grant credit exemptions that correspond to the relevant WSQ Advanced Certificate in Training and Assessment (ACTA) competency units for WSQ certification.

The details of the TTT modules recognised for ACTA credit exemption are listed below:

ITE TTT Modules	ACTA Competency Unit
Coaching Skills; and Instructional Skills	CU2 Apply adult learning principles and code of ethics relating to training
Curriculum Design & Development for Skills Training	CU3A Design and Develop a WSQ Facilitated Training Programme
Planning & Implementing OJT	CU3B Design and Develop a WSQ OJT Training Programme
Instructional Skills	CU4A Prepare and Facilitate Classroom Training
Planning & Implementing OJT; and Coaching Skills	CU4B Prepare and Facilitate OJT
Planning & Implementing OJT	CU6 Conduct Competency-Based Assessment