

**APPLICATION KIT FOR MODULE EXEMPTION BY PART-TIME STUDENTS
(FOR RECOGNITION OF NON-ITE CERTIFICATIONS)**

PART A

To be eligible to apply for module exemption, you should:

- 1 First make sure you have enrolled into a programme of study/module before applying for module exemption.
- 2 Make only **ONE** application for the exemption of one module. **Do not** attempt to make more than 1 application for the exemption of the same module at **different campuses**.

Exception to Rule 2

You may re-apply for the same module if you have acquired additional relevant learning and/or qualification(s) during the course of study.

- 3 Ensure that all information and supporting documents provided in the application are true and correct at the point of application.

N.B

- The total number of modules(s) that you may be granted exemption will *not exceed 50% of the total credits* required for the completion of the course.
- **ITE takes a serious view of anyone who violates Rules 2 and/or 3. You are liable for termination from your studies at ITE if you violate any or both of these rules.**

PART B

Fees Payable

- A non-refundable evaluation fee of \$50 **per module** is payable upon application of module exemption.
- An additional non-refundable test fee of \$70 **per module**, *if a practical test is necessary*. Payment must be made at least 1 week before the practical test date.

PART C

Submission Procedures

- Complete the following forms:

Section A : Checklist for Applicants

Section B : Application for Module Exemption, with the following supporting documents in English:

- Certified true copies of relevant certificate(s);
- Detailed results;
- Relevant syllabus(es) with breakdown of curriculum duration for theory lessons and practical training;
- The type and mode of assessment of the certified learning; and
- Pre-requisite(s) for the certified learning, if any.

Section C: Applicant's Relevant Work Experience (in **local** companies only)

- All relevant forms highlighted in Section B and if applicable, Section C as well, must reach your Campus Administration Office **at least 6 weeks** before the commencement date of the module(s) applied. **This timeline must be strictly observed in order for the processing to be duly completed.**

N.B

- Certificate(s) issued by foreign institutions must be endorsed by the relevant embassies.
- Section C must be endorsed by the relevant local company/ies.

PART D

Evaluation Process

- Your applications will be evaluated based on the fully completed form(s) and documentary evidences. **Incomplete forms cannot be processed and will be rejected.**
- If required, you must:
 - Attend an interview on the date specified.
 - Take a one-off practical test of not more than 2 hours at ITE, as scheduled by the campus.
- If you fail to turn up for the interview or the practical test as required, or make payment for the practical test, your application will be rendered void and invalid.
- You will be duly notified of the outcome of their applications by post.

N.B

ITE course management reserves the right of final decision. No appeals for re-evaluation will be entertained thereafter.

PART E

Course/Module Fee Payable by Successful Applicants

If you are successful in your application, you:

Programmes Charged by Per Term Basis

- Will continue to pay the full term fee irrespective of the number of modules granted exemption for that term.

Programmes Charged by Per Module Basis

- Can apply for a refund of module fee if you have enrolled in the module for which exemption is given. However, the refund application is subject to the prevailing refund policy. Please refer to the CET Skills Programmes Prospectus for the prevailing refund policy.

SECTION A - CHECKLIST FOR APPLICANTS

Please indicate a tick (✓) in the appropriate box below.

		Yes	No	Not Applicable
1	Have you read and understood all information and instructions given in the Application Kit ?			
Submission of Application				
2	Have you fully completed the 'Application Form for Module Exemption' for each module applied at Section B ?			
3	Did you attach the following documents in English together with your application form(s) ?			
3.1	Certified true copies of relevant certificate(s) (Certificate(s) issued by foreign institutions endorsed by the relevant embassies.)			
3.2	Detailed results			
3.3	Relevant syllabus(es) with breakdown of curriculum duration for theory lessons and practical training			
3.4	The type and mode of assessment of the certified learning			
3.5	Pre-requisite(s) for the certified learning, if any			
3.6	Completed 'Applicant's Relevant Work Experience Form' at Section C, if applicable			
4	Are you prepared to pay the \$50 non-refundable evaluation fee per module ?			
Evaluation Process				
5	If required in the evaluation process, are you prepared to:			
5.1	Attend an interview at ITE ?			
5.2	Take a one-off practical test of not more than 2 hours at ITE ?			
5.3	Pay a \$70 non-refundable test fee per module for the one-off practical test ?			

I have read and understood all the items above.

Name and Signature of Applicant

Date

SECTION B - APPLICATION FOR MODULE EXEMPTION

Important Notes

1. You must have first enrolled into the programme of study / module before submitting this application.
2. This application form must be duly completed with all necessary supporting documents, as necessary, for each module applied. **Incomplete submission will be rejected.**

Particulars of Applicant

Name	NRIC No./FIN		
Mailing Address	Home Contact No.	HP/Pager No.	E-mail Address

Module To Be Exempted

Campus of Study: _____ Course Title Enrolled: _____	FOR OFFICIAL USE ONLY			
Module Code	Module Title	Decision	Exemption Type	*Grade
Have you applied for exemption of this module previously? [**Yes / No]				
If 'Yes', have you acquired additional relevant learning and/or qualification(s) to support your current application ? [**Yes / No / Not Applicable]				

**Grade is required for "Transferred" Credits Type, but not required for "Earned" Credits Type.*

*** Delete where applicable.*

Declaration

declare that: 1. I have read and understood the given information fully. 2. (i) I have not applied for exemption of the ITE module above in any other ITE campus, or (ii) I have applied for exemption of the ITE module above, but I have subsequently acquired relevant learning and/or qualification(s) to support my current application. 3. All information given by me and the documents attached with this application are true and I have not omitted or suppressed any relevant facts. 4. I understand that I will be liable for termination from my studies at ITE if I am found to have violated (2) or (3) above.	FOR OFFICIAL USE ONLY
	I confirm that the transferred/earned credit(s) above, if approved, are updated into the eStudent System.
_____ Applicant's Signature	_____ Name SH / Department and Campus
_____ Date	_____ Signature & Date

SECTION C - APPLICANT'S RELEVANT WORK EXPERIENCE

Important Notes to Applicants:

- 1. Fill in as much detail as necessary.**
- 2. Ensure that this form bears the company stamp and employer's signature.**

Particulars of Applicant

Name: _____

NRIC No./FIN: _____

Particulars of Applicant's Employer from whom Relevant Work Experience is Gained

Name of Company: _____

Address of Company: _____

Tel No.: _____

Fax No.: _____

Relevant Job Title(s) held by:
Applicant in Company 1. _____

2. _____

3. _____

Length of Service of
Applicant in Company _____

Relevant Work Experience Acquired by Applicant from Company

Relevant Job Title(s)	Relevant Tasks Performed	Period of Time during which Respective Task is performed
Job Title 1	Examples Task 1: Task 2: Etc	
Job Title 2		
Job Title 3		

NB: Attach additional pages of above, if required.

DECLARATION BY COMPANY

I understand that this information is needed to support my *employee/ex-employee in *his/her application for module exemption in the ITE programme of study. I declare that the above information provided is true and correct to the best of my knowledge.

Name of Manager/Supervisor

Designation in Company

Signature

Company Stamp
* Delete where applicable

Contact No. & E-mail Address

Date