

TRAINEESHIP SCHEME



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General Information

The ITE Traineeship Scheme is an 'earn-as-you-learn' arrangement whereby a trainee is employed by a company to undergo a traineeship course leading to national certification awarded by ITE. During the period of traineeship, the trainee is considered an employee of the company and receives a monthly salary and enjoys benefits similar to other company employees. All course fees are fully paid by the sponsoring companies.

On-the-job training

Unlike full-time training, trainees participating in the Traineeship Scheme get paid and enjoy work on actual jobs. The technical skills and knowledge learnt during off-the-job training will be applied here. A trained and qualified supervisor will instruct, guide and oversee the trainees' work.



Off-the-job training

Trainees also attend theory and practical lessons where they are taught the technical knowledge and skills related to their trade area. The off-the-job training may be conducted at an ITE College or an ITE Approved Training Centre (ATC). The off-the-job training component is conducted on a day-release (full-time 1 or 2 days a week) or block-release basis or a mix of these modes.

Application for a Traineeship Course

Every year, ITE conducts two traineeship recruitment intake exercises for admission following the release of the GCE 'N' Level and GCE 'O' Level examination results in December and January respectively.

Application Procedure

Submit applications for traineeship courses at the ITE Customer & Visitor Centre @ Ang Mo Kio or via the Internet.

Attend pre-interview sessions with ITE Officers before attending interview with participating companies.

When applying, the following documents are required:

- Identity card (NRIC) or passport;
- Educational documents (i.e. results slip or certificates); and
- Report Book.

An applicant must be employed by a participating company in order to join a traineeship course.

Course details such as their entry requirements, course objectives, training pattern, duration and starting salaries are given in [Table 14](#).

Certification

The trainee is required to pass the prescribed subjects as well as complete at least 75 per cent of the tasks listed for the on-the-job training component satisfactorily and obtain a grade of 'D' or better. The trainee is expected to attend off-the-job training regularly and punctually. On successful completion of the traineeship course, the trainee will be awarded the full-time equivalent *Higher Nitec*, *Nitec* or ITE Skills Certificate (*ISC*) depending on the course attended and a recognition of Traineeship completion.





Table 14 - Traineeship Courses Available to GCE 'N' and GCE 'O' Level Holders

Area / Course Title	Minimum Entry Requirements	Course Objective	Training Pattern	Duration (Years)	Indicative Average Starting Salary
AEROSPACE					
<i>Nitec</i> in Aircraft Maintenance (Mechanical)* #	Completed GCE 'N' Level OR GCE 'O' Level	The trainee should be able to maintain, remove, install and perform functional checks on airframe and engine related parts and components. He should also be able to maintain, repair, modify and replace aircraft skin and structure in the hangar in accordance to approved instructions and practice, servicing and maintenance manuals to ensure that the aircraft is structurally flight worthy.	Hybrid	2	\$1,200 - \$1,300
<i>Nitec</i> in Aircraft Maintenance (Avionics)* #		The trainee should be able to install, maintain and repair avionics wiring, related accessories and aircraft electrical instrument and radio components and systems.	Hybrid	2	\$1,200 - \$1,300
AUTOMATION					
<i>Nitec</i> in Mechatronics & Robotics (previously known as Mechatronics) #	3 GCE 'N' Level passes (Grade A-D or Grade 1-5) in Mathematics or Science* and two other subjects OR 2 GCE 'O' Level Grades (Grade 1-8) in any two subjects * Mobile Robotics and Smart Electrical Technology subjects can be used in lieu of Science for admission to the course	This course provides students with multi-disciplinary skills and knowledge in installing, setting up, operating, maintaining and servicing industrial automated production equipment and systems.	D/R	2	\$1,100 - \$1,300

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Area / Course Title	Minimum Entry Requirements	Course Objective	Training Pattern	Duration (Years)	Indicative Average Starting Salary
AUTOMOTIVE					
<i>Higher Nitec</i> in Automotive Engineering	A relevant <i>Nitec</i> qualification with at least Grade Point Average (GPA) of 2.3	Provides trainees with the skills and knowledge to perform a range of progressively responsible tasks involving the service, inspection, repair and diagnosis of systems for petrol, diesel, and alternative powered vehicles. Work ranges from inspection and service to mechanical and electrical systems analysis using diagnostic equipment and related software.	D/R	2	\$1,200 - \$1,500
<i>Nitec</i> in Automotive Technology (Light Vehicles)	Completed GCE 'N' Level OR GCE 'O' Level	The trainee should be able to service, repair, diagnose and rectify faults in both petrol and diesel vehicles. The trainee should also be to inspect vehicles for road worthiness.	D/R	2	\$1,100 - \$1,300
<i>Nitec</i> in Motorcycle Technology		The trainee should be able to perform pre and post-service activities and general servicing. He will be equipped with the skills to maintain engine, controls system, transmission system as well as tools & equipment.	D/R	2	\$1,100 - \$1,200
BUILDING SERVICES					
<i>Nitec</i> in Built Environment (Mechanical & Electrical Services) #	Completed GCE 'N' Level OR GCE 'O' Level	This course provides students with the skills and knowledge in servicing, maintaining, repairing and installing air-conditioning systems, plumbing and sanitary systems, firefighting and fire protection systems, electrical and emergency services, amenities, fittings and fixtures for commercial, institutional and residential buildings in accordance with the manufacturer and authority requirements to ensure optimum functioning of plant, equipment and systems.	D/R	2	\$1,200 - \$1,400

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Area / Course Title	Minimum Entry Requirements	Course Objective	Training Pattern	Duration (Years)	Indicative Average Starting Salary
BUSINESS & SERVICES					
<i>Higher Nitec</i> in Service Management	3 GCE 'O' Level Grades (Grade 1-7) in English Language, (Grade 1-8) in Mathematics or Principles of Accounts and (Grade 1-7) in one other subject. To be eligible for selection, the applicant must have sat for Mathematics (Elementary or Additional) OR A relevant <i>Nitec</i> qualification with at least Grade Point Average (GPA) of 2.8	This course provides students with the skills and knowledge in providing customer service and support in contact centre functions such as managing inbound/outbound channels and customer relationship.	D/R	2	\$1,200 - \$1,400
<i>Nitec</i> in Business Services	3 GCE 'N' Level passes (Grade A-D or Grade 1-5) in English Language and two other subjects OR 2 GCE 'O' Level Grades (Grade 1-8) in any two subjects	The trainee will be equipped with skills and knowledge to perform a range of administrative tasks to support the operational effectiveness and efficiency of a business unit.	D/R	2	\$1,100 - \$1,300
<i>Nitec</i> in Beauty & Wellness		The trainee should be able to perform beauty treatments and promote products to clients that will enhance their overall aesthetic appearance.	D/R	2	\$1,100 - \$1,200
<i>Nitec</i> in Retail Services	Completed GCE 'N' Level OR GCE 'O' Level	The trainee will be equipped with the skills and knowledge to excel in his role as a sales professional in Singapore's vibrant retail industry and create a unique customer experience.	D/R	2	\$1,100 - \$1,600

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Area / Course Title	Minimum Entry Requirements	Course Objective	Training Pattern	Duration (Years)	Indicative Average Starting Salary
HOSPITALITY					
<i>Nitec</i> in Hospitality Operations (previously known as Food & Beverage Operations)	3 GCE 'N' Level passes (Grade A-D or Grade 1-5) in English Language and two other subjects OR 2 GCE 'O' Level Grades (Grade 1-8) in any two subjects	The trainee should be able to carry out the operations in an F&B outlet, monitor the delivery of food and service during meal periods to ensure that guests have a pleasant dining experience.	D/R	2	\$1,200 - \$1,400
<i>Nitec</i> in Pastry & Baking		The trainee should be able to make a range of breads, pastries, cakes and other dessert specialties in accordance with the given recipes using appropriate method and equipment.	D/R	2	\$1,200 - \$1,400
<i>Nitec</i> in Asian Culinary Arts	Completed GCE 'N' Level OR GCE 'O' Level	The trainee should be able to prepare, cut, process and cook food items.	D/R	2	\$1,200 - \$1,400
HAIRSTYLING					
<i>Nitec</i> in Hair Fashion & Design	Completed GCE 'N' Level OR GCE 'O' Level	The trainee should be able to use advanced techniques in perming and hair colouring, precision hair cutting, wig servicing and scalp treatments.	D/R	2	\$1,000 - \$1,200

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Area / Course Title	Minimum Entry Requirements	Course Objective	Training Pattern	Duration (Years)	Indicative Average Starting Salary
HEALTH CARE					
<i>Nitec</i> in Dental Technology	3 GCE 'N' Level passes (Grade A-D or Grade 1-5) in Mathematics and two other subjects OR 2 GCE 'O' Level Grades (Grade 1-8) in any two subjects	The trainee should be able to work with the dental surgeon to provide dental prostheses services to patients. The highly specialized training will focus on processes such as aesthetic build-up, fabricating, casting, soldering, polishing and detailed ceramic layering.	Hybrid	2	\$1,100 - \$1,300
<i>Nitec</i> in Dental Assisting	3 GCE 'N' Level passes (Grade A-D or Grade 1-5) in English Language and two other subjects OR 2 GCE 'O' Level Grades (Grade 1-8) in any two subjects	The trainees should be able to assist the dental surgeon at the chairside at dental surgeries and clinics. The training will train one towards being a dental surgical assistant who will focus on preparing the clinic for service by preparing the necessary instruments for use during dental examination and assisting the dental surgeon in the treatment of patients. Some basic administrative duties like registering patient, scheduling appointments and handling payments will also be performed.	D/R	1	\$1,100 - \$1,300
<i>ISC</i> in Health Care (Home Care)	Completed GCE 'N' Level OR GCE 'O' Level	The trainee should be able to perform health care and housekeeping tasks like feeding patients and making beds, providing personal grooming and hygiene services, assist in lifting, moving and transporting elderly patients while working in a nursing home environment.	D/R	1	\$1,000 - \$1,200

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Area / Course Title	Minimum Entry Requirements	Course Objective	Training Pattern	Duration (Years)	Indicative Average Starting Salary
INFO-COMMUNICATIONS TECHNOLOGY					
<i>Nitec</i> in Infocomm Technology	<p>3 GCE 'N' Level passes (Grade A-D or Grade 1-5) in Mathematics or Science* and two other subjects</p> <p>OR</p> <p>2 GCE 'O' Level Grades (Grade 1-8) in any two subjects</p> <p>* Mobile Robotics and Smart Electrical Technology subjects can be used in lieu of Science for admission to the course</p>	The trainee should be able to set up, maintain and troubleshoot local area network (LAN), wide area network (WAN), data communication systems, computers, peripherals and handheld devices.	D/R	2	\$1,200 - \$1,400
MARINE FABRICATION					
<i>Higher Nitec</i> in Marine & Offshore Technology	<p>3 GCE 'O' Level Grades (Grade 1 to 8) in English Language and a relevant Science subject, (Grade 1 to 7) in Mathematics (Elementary or Additional)</p> <p>OR</p> <p>A relevant <i>Nitec</i> qualification with at least Grade Point Average (GPA) of 2.3</p>	The trainee should be able to perform preliminary design of pipe routing plan, testing and inspection activities of machinery alignment, supervision on welding and fabrication works, dimension control of fabrication, assist in system testing, system commissioning and planning of work activities.	D/R	2	\$1,300 - \$1,500
<i>Nitec</i> in Marine Electrical Technology #	<p>3 GCE 'N' Level passes (Grade A-D or Grade 1-5) in Mathematics and two other subjects</p> <p>OR</p> <p>2 GCE 'O' Level Grades (Grade 1-8) in any two subjects</p>	The trainee should be able to operate, troubleshoot and service electrical installations, electrical control circuits, electrical equipment and auxiliary systems on board ships according to the relevant code of practice and regulations applicable to the marine industry.	F/T followed by OJT in first year. D/R in second year	2	\$1,100 - \$1,200

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Area / Course Title	Minimum Entry Requirements	Course Objective	Training Pattern	Duration (Years)	Indicative Average Starting Salary
MARINE FABRICATION					
<i>Nitec</i> in Fabrication Technology (Hull & Structures)	Completed GCE 'N' Level OR GCE 'O' Level	The trainee should be able to weld fillet and grooved joints, cut pipes and plates using plasma-arc cutting, develop, form and assemble plates and pipes using heatline bending.	F/T followed by OJT in first year. D/R in second year	2	\$1,100 - \$1,200
<i>Nitec</i> in Fabrication Technology (Marine Pipe)		The trainee should be able to weld flange joints, brace pipe-to-plate and pipe-to-pipe joints, cut pipes and plates using plasma-arc cutting, bend pipes using hot and cold bending, install and test pipes, develop and form plates and pipes, and weld and join plastic pipes.		2	\$1,100 - \$1,200
<i>Nitec</i> in Marine Technology		The trainee should be able to install, service and repair marine engines and other auxiliary equipment.		2	\$1,100 - \$1,200
<i>Nitec</i> in Welding		The trainee should be able to prepare joints for welding. The trainee should also be able to weld mild steel plates, ferrous and non-ferrous metal plates and pipes in all positions using various welding processes.		2	\$1,100 - \$1,200

Note: Not all traineeship courses are offered in every intake

D/R - Day release [Off-the-job training one/two days and on-the-job training for the rest of the week]

F/T - Full-time off-the-job training

OJT - On-the-job training

Hybrid - Mixture of F/T and D/R training

- Applicants applying for these courses must ensure that they are free from colour appreciation deficiency

* - Applicants applying for these courses must have completed National Service