*Application No. ☐☐☐☐ ☐☐☐☐

APPLICATION FORM FOR MODULE EXEMPTION/TRANSFER

Important Notes

1. Please read the 'Guidelines for Application of Module Exemption/Transfer' at **Annex A** before you complete this Application Form.
2. This form may take you about 10 minutes to complete.
3. Applicants who wish to apply for Module Exemption/Transfer for their prior learning from their previous ITE/non-ITE qualification or work experience are to do so **after** enrolling for the PET/CET course and **before** commencement of the course/module at ITE. You will not be able to apply for Module Exemption/Transfer for prior learning to your enrolled course/module, once the course/module has started.
4. You will need the following documents to complete the form:
   (i) NRIC or Work/Dependant's Pass; and
   (ii) Statement of Results/Module Certificate from learning institution.

(I) PARTICULARS OF APPLICANT

Name	NRIC No. / FIN	Date of Birth
Mailing Address	Home Contact No.	Mobile No.
E-mail Address		

(II) DETAILS OF COURSE/MODULE ENROLLED IN

Academic Programme/Plan: ☐ *Higher Nitec* in _____

☐ *Nitec* in _____

Module Code (For Part-time)   Module Title (For Part-time)

☐☐☐☐☐☐☐☐☐ _____

☐☐☐☐☐☐☐☐☐ _____

☐☐☐☐☐☐☐☐☐ _____

Mode of Study   ☐ Full-time   ☐ Traineeship   ☐ Part-time

College of Study   ☐ ITE College Central   ☐ ITE College East   ☐ ITE College West

Term Applied for: 2 0 1 ☐   Jan ☐   Apr ☐   Jul ☐   Oct ☐

(III) DETAILS OF QUALIFICATION/WORK EXPERIENCE

Type of Qualification

☐ ITE Qualification   ☐ Non-ITE Qualification

Year of Qualification Obtained   ☐☐☐☐

Work Experience (*Please attach a completed copy of* **Annex B** *, if applicable.*)

Company Name	Job Title	Duration (in Years)

*Application No. - First 4 digits denote Campus, last 4 digits denote running serialized number, eg CESM0001, CESM0002, etc.

[Please (✓) appropriate box.]

(IV) MODULE(S) APPLIED FOR EXEMPTION/TRANSFER

Module Code	Module Title	FOR OFFICIAL USE ONLY (By Section Head)				
		Evaluation Outcome*	Module Type*	Grade Awarded	Credits Awarded	Remarks
		Supported/ Rejected	Exemption/ Transfer			☐1 ☐2 ☐3 ☐4 5. Any Other: _____
		Supported/ Rejected	Exemption/ Transfer			☐1 ☐2 ☐3 ☐4 5. Any Other: _____
		Supported/ Rejected	Exemption/ Transfer			☐1 ☐2 ☐3 ☐4 5. Any Other: _____
		Supported/ Rejected	Exemption/ Transfer			☐1 ☐2 ☐3 ☐4 5. Any Other: _____
		Supported/ Rejected	Exemption/ Transfer			☐1 ☐2 ☐3 ☐4 5. Any Other: _____
		Supported/ Rejected	Exemption/ Transfer			☐1 ☐2 ☐3 ☐4 5. Any Other: _____

(I) For Module Exemption : Credits earned awarded to new course of study where there is no one-to-one mapping of certified learning or module was attained more than 6 years ago with current work experience.

(ii) For Module Transfer : Credits and Grade awarded to new course of study where a one-to-one mapping of prior module taken is less than 6 years ago.

(V) DECLARATION

I declare that:
1. I have not applied for module exemption/transfer for the module(s) at (IV) in any other ITE College.
2. All information given by me and the documents attached with this application are true and accurate to the best of my knowledge, and I have not deliberately omitted any relevant facts.
3. I understand that any false declaration will render me liable to appropriate action, including withdrawal from the course offered or of the certificate issued to me.
4. I agree to abide by the decision of ITE concerning this application.

_____   _____
Signature of Applicant   Date

FOR OFFICIAL USE ONLY

Application Received and Checked by CVC Staff ☐

Administration Fee of $50 Received (if applicable) ☐

_____   _____
Name & Designation of CVC Staff   Signature & Date

Actions by Section Head [Please (✓) appropriate box.]	**Approval by Course Manager: Yes / No***
I confirm that:	Comments (if any):
☐ I have checked the iStudent System to ascertain that applicant has not applied for module exemption/transfer of same module(s) for same course at any other ITE College.	_____
☐ The credits/grade approved at (IV) are updated into the iStudent System for applicant.	
☐ I have updated module grade to 'Withdraw' for student enrolled in the module(s) exempted.	_____
☐ **I have notified EXM Division to graduate the applicant** (where applicable).	
☐ All documents related to this application are filed with the School Administration Department.	
☐ _____	
_____ Name of Section Head / Department / ITE College	_____ Name of Course Manager / Department / ITE College
_____ Signature & Date	_____ Signature & Date

GUIDELINES FOR APPLICATION OF MODULE EXEMPTION/TRANSFER

I   Supporting Documents

1.   Applicants are to provide relevant documents and evidence to support their application for Module Exemption/Transfer. Examples of documents are:

Those with ITE Qualification

ITE Statement of Results / Module Certificate.

Those with Non-ITE Qualification/Work Experience
(i)   Certified true copies of relevant certificates. Certificates issued by foreign institutions must be endorsed by the relevant embassies;
(ii)   Detailed results;
(iii)   Relevant Syllabus(es) with breakdown of curriculum duration for theory lessons and practical training;
(iv)   Type and mode of assessment of the certified learning; and
(v)   Employer's Letter on local work experience and duration of employment (See **Annex B**);

All supporting documents must be in English. Documents in other languages would not be considered for evaluation.

II   Application Procedures

2   Applicants who wish to apply for Module Exemption/Transfer for their prior learning from their previous ITE/non-ITE qualifications or work experience, are to do so **after** enrolling for the course/module and **before** the course/module starts. You will not be able to apply for Module Exemption/Transfer for prior learning to your enrolled course/module, after the course/module has begun.

3.   Applicants should apply for module exemption/transfer upfront so that you can be advised on the modules that can be exempted, and outstanding modules that need to be completed. This will enable you to plan your course of study so as to be awarded the *Higher Nitec* in Technology/Services or *Nitec* in Technology/Services certificate upon successful completion of all outstanding modules for the course.

4.   Applicants should not apply for the same module exemption at different colleges. However, applicants may re-apply exemption for the same module, if they have acquired additional relevant learning and/or qualification(s) during the course of study.

5.   Application for Module Exemption/Transfer is to be made using the prescribed Application Form. The completed Application Form and supporting documents are to be submitted to the ITE Customer & Visitor Centre of the College of your choice course/module.

(A) Module Exemption Based on ITE Qualification

6.   Applicants who completed some modules under another mode of ITE Education (Full-time, Part-time or Traineeship), may apply to continue their outstanding modules in a related course under Full-time or Part-time and graduate with full ITE Certificate.

7.   Applicants who have attrited from their Full-time or Traineeship course may apply to continue their outstanding modules in a related **part-time** course. They **must be 18 years old and have accumulated at least one year of work experience upon leaving their Full-time or Traineeship course.**

8.   Applicants <u>need</u> <u>not</u> <u>pay</u> any evaluation fee for ITE qualification acquired less than 6 years ago. A non-refundable evaluation fee of $50 per module is charged for qualification acquired more than 6 years ago. Applicants whose ITE qualification was acquired more than 6 years ago have to submit proof of relevant work experience using an employer's letter (see <u>Annex B</u>).

(B) Module Exemption Based on Non-ITE Qualification

9.   Applicants who wish to apply for Module Exemption/Transfer for their prior learning from their previous non-ITE qualifications or work experience, have to pay a non-refundable evaluation fee of $50 per module. Applicants may also be required to take a Practical Test. In this case, an additional test fee of $70 per module has to be paid on the day of the test, and the receipt produced before taking the test.

III   Outcome

10.   The Section Head of the College will evaluate your application for Module Exemption/Transfer for prior learning from your previous ITE /non-ITE qualification or work experience. The College Administration Staff will inform you of the outcome within one month from date of application for module exemption.

11.   The validity period for achieving a full Certificate is **within a maximum of 6 years**, from the date of first ITE module examination taken (including exempted module(s) already granted).

APPLICANT'S WORK EXPERIENCE

Important Notes to Applicants:

1. **Please attach a copy of letter from your employer vouching for your work experience and duration of employment as evidence.**

2. **See sample copy of an employer's letter below.**

Sample of Employer's Letter
(To Be Printed On Company Letterhead)

Dear Mr XXX XXX XXX

This is to confirm that **<Employee's Name>** (**<NRIC>**)has worked in **<Company Name>** as <Job Title> for **<Number of Years>, from <Date> to <Date>** . During this time he/she has regularly performed the following:

(To list all key work areas)

-
-
-
- Eg. Service automated machines (for Mechatronics technician).
- Eg. Ordered stock and dealt with supplier (for an office assistant).
-
-

Other Remarks:

_____

_____

_____

Name: _____   Date: _____

Signature: _____   Name of Company: _____

Job Title: _____   Company Stamp: _____