



## NOTES TO APPLICANT

### 1. Applying for award of Advanced Certified Industry Trainer (ACIT)

#### Part A: Eligibility

You must satisfy **ALL** requirements to apply for the ACIT:

- (i) Possess **minimum Nitec** or equivalent qualification \*or references / testimonials of relevant past work experience
- (ii) Passed all three modules of Train The Trainer Programme: (1) Prepare & Conduct Coaching, (2) Deliver & Facilitate Learning and (3) Design & Develop OJT Programme. These modules must be attained **within the last 6 years**; and
- (iii) Possess at least three years of relevant working experience.

#### Part B: Fee payable (for intake commencing Jan 2024)

For each application, a **non-refundable** fee (inclusive of GST) of \$50.93 is payable.

#### Part C: Submission procedure

Refer to checklist (page 2) for the list of documentary evidences to submit.

Send your completed application form and the relevant documents indicated in **the checklist** together with a cheque payment of **\$50.93** (payable to **ITE or Institute of Technical Education**) to **Skills Training & Services Department, Institute of Technical Education, 2 Ang Mo Kio Drive, Singapore 567720**

### 2. Evaluation Process

Your application will be evaluated for eligibility based on the **fully completed** forms and documentary evidences. Incomplete submission will **not** be processed and application fee will be forfeited.

ITE reserves the right to verify the documents submitted, contact you to seek clarifications or request for other supporting documents, and contact the organisation(s) stated for verification when making an assessment on your application.

### 3. Award of certificate

You will be awarded the ACIT based on the fully completed form and required documentary evidences. You will be informed of the outcome by email.

ITE reserves the right of final decision on the application. No appeals for re-evaluation will be entertained. You can reapply after receiving the official notification of the rejected application.

### 4. Declaration

All information furnished in the documentary evidences must be complete, accurate and verifiable. You may be required to provide addition information and documents if necessary.

### 5. For freelance trainer

You may submit letter of endorsement by the organisation in which you had conducted training, **or** at least two endorsed testimonials from the company which engaged your training services, **or** other relevant documents of proof of acquiring the training experiences.

### 6. For further enquiries, please contact:

ITE - Skills Training & Services Department

Email: sts2@ite.edu.sg

Contact No: 1800 222 2111 / 6590 2211



**CHECKLIST FOR DOCUMENT TO BE  
SUBMITTED FOR  
ADVANCED CERTIFIED INDUSTRY TRAINER  
(ACIT)**

Documents required to be submitted:

Documents pertaining to the subject		
1	<b>Application Form (Duly Complete), with a copy of:</b>	<input type="checkbox"/>
	(a) Task Analysis (TA)	<input type="checkbox"/>
	(b) Assessment Checklist (AC)	<input type="checkbox"/>
	(c) Coaching Session Plan (CSP)	<input type="checkbox"/>
	(d) Lesson Plan (LP)	<input type="checkbox"/>
	<i>Note: The documentations on TA, AC, CSP and LP should not be the assignments submitted during course/module attended.</i>	
	<b>Certifications Attained</b>	
2	Design & Develop On-The-Job Training Programme (DDOP)	<input type="checkbox"/>
	Date Of Certificate Issuance: _____	
3	Deliver & Facilitate Learning (DFL)	<input type="checkbox"/>
	Date Of Certificate Issuance: _____	
4	Prepare & Conduct Coaching (PCC)	<input type="checkbox"/>
	Date Of Certificate Issuance: _____	
5	Academic and Professional/Technical Certifications	<input type="checkbox"/>
	<b>Endorsement</b>	
6	Letter Of Endorsement By Company (Refer to page 5)	<input type="checkbox"/>



# APPLICATION FORM

## FOR ADVANCED CERTIFIED INDUSTRY TRAINER (ACIT)

### SECTION A: PERSONAL PARTICULAR & QUALIFICATIONS

#### Personal particulars

Affix  
photograph

Name : \_\_\_\_\_

NRIC/FIN No. : \_\_\_\_\_ Citizenship : \_\_\_\_\_

Date of birth : \_\_\_\_\_ Gender : \_\_\_\_\_

Email : \_\_\_\_\_ Race : \_\_\_\_\_

Mailing address : \_\_\_\_\_ Postal code : \_\_\_\_\_

Telephone (Office) : \_\_\_\_\_

(Mobile/Home) : \_\_\_\_\_

#### Academic Qualifications

Highest Academic qualification: \* GCE 'N' / GCE 'O' / GCE 'A'

Others (Please state): \_\_\_\_\_

\* Delete as appropriate

#### Professional / Technical Qualifications (e.g. ITE Certificate, Diploma or Degree)

Title Of Qualification	Name Of Institute	Year Of Certificate Issuance
<i>Nitec</i> in _____	ITE	_____
<i>Higher Nitec</i> in _____	ITE	_____
_____	_____	_____
_____	_____	_____

**\* Please attach a copy of OFFICIAL transcripts as well as information on the subjects (syllabi) and duration for ITE's evaluation for equivalence to the *Nitec*. English translations should be included where applicable.**

#### Pedagogic Qualifications (excluding the Train The Trainer modules)

Title Of Qualification	Name Of Institute	Year Of Certificate Issuance
_____	_____	_____
_____	_____	_____
_____	_____	_____



## APPLICATION FORM FOR ADVANCED CERTIFIED INDUSTRY TRAINER (ACIT)

### SECTION B: WORKING & TRAINING EXPERIENCES

Employment history in training (in chronological order)

Accumulated year(s) of training experience : \_\_\_\_\_

Name of employer	:	_____	
Date of employment	:	From : _____	To : _____
Designation	:	_____	
Key duties	:	_____	
<i>(Briefly describe how you have <b>applied</b> the acquired knowledge and skills from the three TTT modules into your training experience at work.)</i>	:	_____	
	:	_____	
	:	_____	
	:	_____	

Name of employer	:	_____	
Date of employment	:	From : _____	To : _____
Designation	:	_____	
Key duties	:	_____	
<i>(Briefly describe how you have <b>applied</b> the acquired knowledge and skills from the three TTT modules into your training experience at work.)</i>	:	_____	
	:	_____	
	:	_____	
	:	_____	

*Please attach separate sheets, if space is insufficient.*

### SECTION C: DECLARATION

I declare that all information submitted in this application is true, accurate and complete to the best of my knowledge and belief. I understand that if I have concealed relevant information or provided false, inaccurate or misleading information, my application will be withdrawn.

I also hereby give my consent for your department to obtain and verify information provided by me in respect of this application, from or with any source, as you deem appropriate for the purpose of assessment of my application.

Signature of Applicant : \_\_\_\_\_ Date : \_\_\_\_\_

Name of Applicant : \_\_\_\_\_



## LETTER OF ENDORSEMENT

### FOR ADVANCED CERTIFIED INDUSTRY TRAINER (ACIT)

***This part of the form is to be completed by company's HR / Training Manager or equivalent.***

Dear Sir/Mdm of ITE Skills Training & Services

1. We fully support \_\_\_\_\_ (Applicant's name) application for the award of Advanced Certified Industry Trainer (ACIT). We confirm that the applicant has been a practitioner of workplace training and coaching and acquired the relevant training experiences.
  
2. We have reviewed and endorse that the following documentary evidences supporting \* his/her credential are true and accurate.
  - (a) Task Analysis
  - (b) Assessment Checklist
  - (c) Coaching Session Plan
  - (d) Lesson Plan

Signature	:		
Name / Designation	:		
Date	:		
Contact Tel No.	:		
Email	:		
			Company stamp

\* Delete as appropriate