



APPLICATION FOR INDUSTRY TRAINER CERTIFICATE

This form may take you 15 mins to fill in. You will need the following documents to complete the form:

- 1 Your NRIC or Work Permit card.
- 2 Your Education and Training certificate(s).

PART A: ELIGIBILITY

1. You must satisfy **ALL** 4 requirements to apply for the Industry Trainer Certificate (ITC):
 - 1.1 Possess **minimum Nitec** (NTC-2) or equivalent qualification;
 - 1.2 Passed all 3 modules: Prepare & Conduct Coaching/ Coaching Skills, Deliver & Facilitate Learning / Instructional Skills and Design & Develop OJT Programme / Plan & Implement OJT. These modules must be taken **within the last 6 years**;
 - 1.3 Possess minimum 6-months of post-training experience after the completion of the 3 modules; and
 - 1.4 Possess at least 3 years of relevant working experience.

PART B: FEE PAYABLE

2. A **non-refundable** fee of \$50 (inclusive of GST) is payable for each application.

PART C: SUBMISSION PROCEDURE

3. Complete **all sections** and attach the following documents:
 - 3.1 Copies of relevant certificate(s) under s/n 1.1 and 1.2, and where applicable, official transcripts as well as information on the subjects and duration;
 - 3.2 A copy of Task Analysis (TA), Assessment Checklist (AC), Coaching Session Plan (CSP) and Lesson Plan (LP). The documentations on TA, AC, CSP and LP are to be based on the same OJT Task, and not to be assignments submitted during course attended;
 - 3.3 A list of Training/ Courses conducted after completion of the 3 modules; and
 - 3.4 The documents under s/n 3.2 and 3.3 must be endorsed by your organisation. Freelance trainers may submit documents endorsed by the organisation in which they had conducted training.
4. Send your completed application form and the relevant documents indicated in paragraph 3 together with a cheque payment of \$50 (payable to **ITE or Institute of Technical Education**) to **Industry Training Department, Institute of Technical Education, 2 Ang Mo Kio Drive, Singapore 567720**.

PART D: EVALUATION PROCESS

5. Your application will be evaluated for eligibility based on the fully completed form and documentary evidences. Incomplete forms will not be processed and application fee will be forfeited.
6. If you are eligible, you will be required to attend a 15-min interview. You will be assessed on your ability to explain how you **coach/instruct/conduct OJT** for your trainees during the interview.

PART E: AWARD OF CERTIFICATE

7. You will be awarded the ITC if you pass the interview. You will be informed of the outcome by post.
8. ITE reserves the right of final decision. No appeals for re-evaluation will be entertained.

PART F: DECLARATION

9. I declare that the information given in this application form and those on the sheets attached are to the best of my knowledge correct; and that I have not wilfully suppressed any material fact. I have read the instructions given on the application form and am aware that wilful suppression of facts or giving of false particulars will render me to disqualification.

Signature

Date

SECTION A: PERSONAL PARTICULARS & QUALIFICATIONS

Personal Particulars

Name: _____

NRIC/FIN No: _____ Citizenship: _____

Date of Birth: _____ Gender: _____

Email: _____ Race: _____

Telephone: (Office) _____

(Home) _____ (Handphone) _____

Mailing Address: _____

Postal Code: _____

Academic Qualifications

Highest Academic Qualification: # GCE 'N' / GCE 'O' / GCE 'A'

Others (please state): _____

Circle where applicable

Professional/Technical Qualifications (eg ITE Certificate, Diploma or Degree)

<u>Title of Qualification</u>	<u>Name of Institute</u>	<u>Year</u>
Nitec in _____	ITE	_____
Higher Nitec in _____	ITE	_____
*Others (please state):		
_____	_____	_____
_____	_____	_____
_____	_____	_____

* 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)

<u>Title of Qualification</u>	<u>Name of Institute</u>	<u>Year</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

SECTION B: WORKING AND TRAINING EXPERIENCES

Employment History In Training (in chronological order)

Accumulated year(s) of training experience: _____ year(s)

Employment History in Training (Latest Employment First)	Brief Description of Duties and Responsibilities (Highlight Training Experience)
Designation: _____ Employer Name & Address: _____ _____ _____ _____ Employment period: _____ to _____ mm/yyyy mm/yyyy Year(s) of experience in training: _____ year(s)	
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Please attach separate sheets, if space is insufficient.