

## **GENERAL INFORMATION**

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## INTRODUCTION

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The National Institute of Education (NIE) offers a variety of foundation programmes leading to Diplomas for teachers in primary or secondary schools. Details of these programmes are indicated in the following paragraphs.

The **Diploma in Education (Dip Ed)** programme is a two-year full-time programme meant for GCE 'A' level holders and Polytechnic Diploma holders. There are two versions of the Dip Ed programme: the General and the Specialisation programmes. The General programme prepares trainee teachers to become generalist teachers. The Specialisation programmes provide for specialisation in the teaching of the mother tongue languages at the primary or secondary school level, and Art, Music or Home Economics at the secondary school level.

The **Diploma in Physical Education (Dip PE)** programme is also for GCE 'A' level holders and Polytechnic Diploma holders. The two-year full-time programme seeks to train trainee teachers to teach Physical Education at the primary or secondary level.

The **Diploma in Chinese Language/Malay Language/Tamil Language Education (Dip CL/ML/TL Ed)** programmes train GCE 'O' level holders to become teachers of the mother tongue in the primary school. Candidates for these programmes are required to attend a two-year preparatory course before they embark on the two-year Dip CL/ML/TL Education programmes. The total duration of the programme is four years.

The **Diploma in Art Education (Dip Art Ed)**, **Diploma in Music Education (Dip Mus Ed)** and **Diploma in Home Economics Education (Dip HE Ed)** programmes are two-year full-time programme for Polytechnic or NAFA or

LaSalle-SIA College Diploma holders. The programmes train trainee teachers to become specialist secondary school teachers in their respective subjects.

The one-year **Diploma in Home Economics Education** programme is for Temasek Polytechnic Diploma holders in Consumer Science and Technology. This programme will prepare trainee teachers for teaching Home Economics at the secondary school level.

### **Aims of Programmes**

The Diploma in Education programme is designed to prepare well-informed, competent and reflective teachers. Such teachers will have an understanding of the key concepts and principles of teaching and learning and should be able to implement, analyse and theorise about key instructional processes. They will be able to discharge competently their teaching responsibilities in a variety of classroom and school contexts in a professional and committed manner.

The Diploma in Physical Education programme seeks to develop professional competence and expertise in teaching Physical Education as a major subject. It seeks to enable trainee teachers to follow an academic and knowledge-based approach to the subject area of Physical Education. The programme aims to give trainee teachers a grasp of the psychological, sociological and philosophical principles essential to an understanding of the teaching process and to train trainee teachers to teach English and/or Mathematics at primary schools.

The Diploma in Chinese Language/Malay Language/Tamil Language Education programmes seek to provide professional training for mother tongue language teachers

teaching in primary schools. They are designed to equip teachers with the skills and ability to teach the language as well as to impart the values underpinning the language. Hence, trainee teachers will be taught the key concepts and principles of teaching and learning the language as well as to apply the various approaches and strategies to teach effectively in their classroom. A strong foundation in the mother tongue language, its literature as well as its culture and values will also be provided.

The Diploma in Art/Music/Home Economics Education programmes provide professional training for specialist teachers in Art, Music and Home Economics. They are designed to prepare well-informed, competent and reflective teachers who have an understanding of the key concepts and principles of teaching and learning, a strong foundation in the subject matter of their chosen area, and the ability to apply such knowledge and skills effectively in their teaching.

### **Duration of Programmes**

The programmes extend over a period of two academic years. For the Diploma in Chinese Language Education, Diploma in Malay Language Education or the Diploma in Tamil Language Education, there is, in addition, a two-year preparatory course before the Diploma programme commences.

### **The Academic Unit System**

The Institute adopts the Academic Unit System, i.e., academic units are used to measure academic workload per semester and per academic year. The academic year is currently divided into two semesters.

The Academic Unit (AU) provides a consistent measure of the trainee teacher's academic workload related to both class attendance and independent preparation. One Academic Unit represents an average workload of one hour per week in the form of lecture/tutorial classes, or three hours per week in the form of laboratory/field work sessions over 13 teaching weeks in a semester. For example, a typical subject with one lecture hour per week and one tutorial hour per week carries 2 AUs. Academic Units are calculated on a modular basis, i.e., subjects are made up of modules, and each module carries a certain number of AUs.

## Academic Calendar

The academic year is made up of two semesters as follows:

Programme/Course	Semester	Dates of Semester/ Recess (R) / Vacation (V)	Dates of Written Examination	Dates of Practicum
Dip Ed (Yr 1) Dip PE (Yr 1) Dip HE Ed (Yr 1) Dip Art Ed (Yr 1) Dip CL/ML/TL Ed (Yr 1)	I	9 Jul 01 - 3 Nov 01 R: 2 Sep 01 - 9 Sep 01 V: 4 Nov 01 - 6 Jan 02	19 Oct 01 - 3 Nov 01	Nil
	II	7 Jan 02 - 4 May 02 R: 24 Feb 02 - 3 Mar 02 V: 5 May 02 - 14 Jul 02	19 Apr 02 - 4 May 02	18 Feb 02 - 12 Apr 02
Dip Ed (Yr 2) Dip PE (Yr 2) Dip HE Ed (Yr 2) Dip Art Ed (Yr 2) Dip CL/ML/TL Ed (Yr 2)	I	9 Jul 01 - 3 Nov 01 R: 2 Sep 01 - 9 Sep 01 V: 4 Nov 01 - 6 Jan 02	19 Oct 01 - 3 Nov 01	20 Aug 01 - 12 Oct 01
	II	7 Jan 02 - 24 May 02 R: 24 Feb 02 - 3 Mar 02	19 Apr 02 - 4 May 02 (Compulsory Enrichment Programmes will be organised from 6 May 02 – 24 May 02)	Nil
Dip HE Ed (one year programme for trainee teachers under Home Economics Teacher Training Scheme who have completed the Diploma in Consumer Science & Technology from Temasek Polytechnic)	I	9 Jul 01 - 3 Nov 01 R: 2 Sep 01 - 9 Sep 01 V: 4 Nov 01 - 6 Jan 02	19 Oct 01 - 3 Nov 01	10 Sep 01 - 14 Sep 01
	II	7 Jan 02 - 24 May 02 R: 24 Feb 02 - 3 Mar 02	19 Apr 02 - 4 May 02 (Compulsory Enrichment Programmes will be organised from 6 May 02 - 24 May 02)	25 Feb 02 - 19 Apr 02

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## APPLICATIONS

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Applications for admission to the Diploma programmes must be made on prescribed application forms. The forms are obtainable from the Ministry of Education. Alternatively, applications can be submitted on-line through the Ministry of Education website at <http://www.moe.edu.sg/teach>. Programmes commence in July each year. Although applications are accepted throughout the year, it is advisable to submit applications by March if applicants wish to be considered for admission in July of the same year.

### **(I) DIPLOMA IN EDUCATION AND DIPLOMA IN PHYSICAL EDUCATION PROGRAMMES**

#### **Entry Requirements into the Dip Ed Programme for GCE 'A' Level Holders**

- (a) To be considered for admission, applicants for the **Dip Ed** programmes must possess:
  - (i) a Singapore-Cambridge GCE Advanced Level Examination Certificate or its equivalent with at least two advanced level passes and two ordinary level passes including a pass in General Paper (English) obtained in one or two sittings of the examination; and
  - (ii) passes in at least five subjects including English as a First Language obtained at the Singapore-Cambridge GCE Ordinary Level Examination.

- (b) **In addition** to the requirements stipulated at (a), the following requirements must also be met for the specialisations indicated:

For ***specialisation in teaching at primary school level***, applicants must also possess a pass in Mathematics at least at the GCE Ordinary Level Examination.

For ***specialisation in teaching Chinese/Malay/Tamil***, applicants must satisfy the requirements at (a) (i) above except that the pass in General Paper (English) is waived. In addition, applicants must possess:

- (i) a pass at least at Grade B3 in Higher Chinese/Higher Malay/Higher Tamil at the GCE Ordinary Level Examination;

or

- (ii) a pass in Higher Chinese/Higher Malay/Higher Tamil **or** Chinese/Malay/Tamil at advanced level **or** a pass at least at Grade A2 in Chinese/Malay/Tamil at 'AO' Level at the GCE Advanced Level Examination.

For ***specialisation in teaching Music***, applicants must also possess ABRSM Grade 7 for Practical. Applicants who are shortlisted for this specialisation will be required to give a five-minute audition prior to the interview. The audition will include at least one of the following, viz perform prepared pieces on first and/or second instruments; sight read on first instrument; sight sing; harmonise simple melody on piano; or improvise a simple piece.

For ***specialisation in teaching Art***, applicants must also possess a pass at least at Grade C in Art at the GCE Advanced Level Examination or Grade A2 in Art at the GCE Ordinary Level Examination. Applicants who are shortlisted for this specialisation will be required to attend an art-focussed interview.

For ***specialisation in teaching Home Economics***, applicants must also possess a pass in Mathematics and **either** Food and Nutrition **or** Fashion and Fabrics at least at the GCE Ordinary Level Examination.

- (c) Applicants may be required to sit for the Entrance Proficiency Test and other tests.

### **Entry Requirements into the Dip PE Programme for GCE 'A' Level Holders**

- (a) To be considered for admission, applicants for the **Dip PE** programme must possess:
- (i) a Singapore-Cambridge GCE Advanced Level Examination Certificate or its equivalent with at least two advanced level passes and two ordinary level passes including a pass in General Paper (English) obtained in one or two sittings of the examination;
  - (ii) passes in at least five subjects including English as a First Language obtained at the Singapore-Cambridge GCE Ordinary Level Examination; and
  - (iii) a pass in Mathematics at least at the GCE Ordinary Level Examination.

- (b) Applicants will need to demonstrate an interest and ability in Physical Education and Sports as well as undergo a series of physical proficiency tests.
- (c) Applicants may be required to sit for the Entrance Proficiency Test and other tests.

## **Entry Requirements into the Dip Ed and Dip PE Programmes for Polytechnic Diploma Holders**

Polytechnic Diploma holders are eligible to apply for admission to the Teaching at Primary School Level Specialisation in the Diploma in Education programme and/or Teaching Physical Education at Primary School Level Specialisation in the Diploma in Physical Education programme if they possess the following:

- (a) a Polytechnic Diploma; and
- (b) passes in at least five subjects including Mathematics and English as a First Language obtained at the Singapore-Cambridge GCE Ordinary Level Examination.

Applicants may be required to sit for an Entrance Proficiency Test and other tests. Applicants who propose to read Physical Education must have passed the Physical Proficiency Test conducted by the School of Physical Education before admission.

## **Other Requirements for Dip Ed and Dip PE Programmes**

### **Special Subject Requirements**

In addition to fulfilling the entry requirements, trainee teachers intending to read the following subjects must also satisfy the special subject requirements stipulated below:

- (a) a trainee teacher who proposes to read Mathematics must have passed in Mathematics (Syllabus C) or Further Mathematics at 'A' Level in the GCE 'A' Level Examination or its equivalent;

- (b) a trainee teacher who proposes to read Physics with Chemistry must have passed in Physics and Chemistry or in Physical Science preferably with a grade of C6 or better at the GCE 'O' Level Examination or its equivalent;
- (c) a trainee teacher who proposes to read Teaching of Lower Secondary Mathematics must have passed in Mathematics (Syllabus C) or Further Mathematics at 'A' Level in the GCE 'A' Level Examination or its equivalent; and
- (d) Polytechnic Diploma holders who do not meet the requirements for Mathematics or Physics with Chemistry as specified above may, at the discretion of the Head of the Academic Group concerned, be allowed to read those subjects based on relevant subjects passed at the polytechnic diploma courses.

## **(II) DIPLOMA IN CHINESE/MALAY/TAMIL LANGUAGE EDUCATION**

### **Entry Requirements into Diploma in Chinese/Malay/Tamil Language Education Programme**

To be considered for admission, applicants must meet the following requirements:

- (a) 5 GCE 'O' Level passes which must include:
  - at least a C6 grade in English as a First Language and
  - at least a B3 grade in Higher Mother Tongue or an A2 grade in Mother Tongue;

- (b) not more than 20 points in total aggregate score for English as a First Language and best four subjects in the GCE 'O' Levels;
- (c) not exceeding 30 years of age as on 1 January of the year of intake; and
- (d) successful completion of the two-year preparatory course.

### **(III) DIPLOMA IN ART/MUSIC/HOME ECONOMICS EDUCATION**

#### **1) Requirements for Diploma in Art Education Programme:**

- (a) a NAFA or LaSalle-SIA College Diploma in Fine Art (subject to an art-focussed interview conducted by NIE);
- (b) passes in at least five subjects including English as a First Language obtained at the Singapore-Cambridge GCE Ordinary Level Examination.

#### **2) Requirements for Diploma in Music Education Programme:**

- (a) a NAFA or LaSalle-SIA College Diploma in Music (subject to a music audition conducted by NIE); and
- (b) passes in at least five subjects including Mathematics and English as a First Language obtained at the Singapore-Cambridge GCE Ordinary Level Examination.

**3) Requirements for Two-Year Full-Time Diploma in Home Economics Education Programme:**

- (a) a Polytechnic Diploma in Chemical Process Technology (Food Technology option) or Diploma in Applied Food Science & Nutrition; and
- (b) passes in at least five subjects including Mathematics and English as a First Language obtained at the Singapore-Cambridge GCE Ordinary Level Examination.

**4) Requirements for One-Year Diploma in Home Economics Education Programme:**

- (a) passes in at least five subjects including English as a First Language, Mathematics (Elementary or Additional), one Science subject and any two other subjects obtained at the Singapore-Cambridge GCE Ordinary Level examination; and
- (b) successful completion of the three-year Diploma in Consumer Science and Technology from Temasek Polytechnic.

Applicants may be required to sit for the Entrance Proficiency Test and other tests.

NO TRAINEE TEACHER MAY PURSUE CONCURRENTLY ANY COURSE/PROGRAMME OF STUDY AT ANOTHER INSTITUTION OF LEARNING WHEN ENROLLED AS A FULL-TIME TRAINEE TEACHER AT THIS INSTITUTE.

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## **EXAMINATIONS, ASSESSMENT OF COURSEWORK & PRACTICUM**

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Different modes of assessment have been built into the coursework. These include tests/practical tests, essay assignments, project work, progress ratings and examinations. Examinations will be held at the end of each semester. There will be no supplementary examinations. Clause 9(2) of the Examination Statute empowers the Dean to exclude a candidate from a university examination if he/she has not attended the course leading to the examination to the Dean's satisfaction. No special examination will be held for trainee teachers who are not able to take any paper because of illness or other special reason. Such trainee teachers and those who fail an examination will be allowed to take the examination only on the next occasion when it is conducted.

Trainee teachers must complete satisfactorily all the modules they are required to take before qualifying for the award of the Diplomas. Trainee teachers are responsible for ensuring that they register for all the modules and examinations necessary to fulfil the requirements of their programme of study. Under normal circumstances, no candidate pursuing a two-year diploma programme will be permitted to take more than three years to complete the programme of study and pass the examination for the Diploma programmes. In the case of trainee teachers under the Home Economics Teacher Training Scheme pursuing an one-year Diploma in Home Economics Education programme, the maximum candidature for the programme is two years.

## **Grading System**

The following grading system is adopted:

A	-	Excellent
B	-	Very Good
C	-	Good
D	-	Pass
E	-	Marginal Fail
F	-	Fail

For the Practicum, the following grading system is used:

Dist	-	Distinction
Cr	-	Credit
P	-	Pass
F	-	Fail

No academic unit is earned for grades 'E' or 'F'. A trainee teacher is not permitted to offer a module that has a pre-requisite unless he has obtained a minimum of grade 'E' in the pre-requisite module.

A trainee teacher who obtains 'E' or 'F' for any module that is a pre-requisite for a higher level module must repeat the failed module on the next occasion it is offered.

A trainee teacher who obtains 'E' for a module but passes the higher level module for which it is a pre-requisite, will not be allowed to proceed to the next higher level of the module until he passes the basic pre-requisite module.

Each module attempted will be awarded a grade and recorded in the transcript. The grades for all attempts will appear in the transcript.

## Classification of Trainee Teachers

Trainee teachers are classified as Year 1 and Year 2 trainee teachers according to the number of academic units earned.

Programme	Number of Academic Units Earned+	
	Year 1	Year 2
Dip Ed (General)	0-26	27 and above
Dip Ed (Teaching of CL/ML/TL)	0-28	29 and above
Dip Ed (Teaching of Art/Music)	0-27	28 and above
Dip Ed (Teaching of Home Economics)	0-26	27 and above
Dip PE	0-26	27 and above
Dip CL/ML/TL Ed	0-28	29 and above
Dip Art Ed	0-26	27 and above
Dip Music Ed	0-27	28 and above
Dip Home Economics Ed	0-26	27 and above

+ Excludes General Electives earned.

## **Academic Warning, Probation and Dismissal**

- (i) A trainee teacher will be given an academic warning if he obtains more than 40% but less than 50% of the total number of AUs he takes in a semester, inclusive of general electives.
- (ii) A trainee teacher will be placed on academic probation if:
  - a) he fails to restore himself to good standing in the consecutive semester following the issue of an academic warning, or
  - b) he obtains less than 40% of the total number of AUs he takes in a semester, inclusive of general electives.
- (iii) A trainee teacher will be refused re-admission to his course of study if he is placed on academic probation for two consecutive semesters and fails to restore himself to good standing in the following semester.
- (iv) To be restored to good standing, a trainee teacher on academic warning or probation must obtain at least 50% of the total number of AUs he takes in the following semester.
- (v) The rules on warning, probation and dismissal will also apply to a trainee teacher on leave of absence. The academic status of such a trainee teacher prior to his leave will be counted towards dismissal if he fails to restore himself to good standing when he resumes his study.

(vi) The processes are summarised in the table below:

<b>SEMESTER</b>	<b>% OF TOTAL AUs OFFERED</b>	<b>ACADEMIC STATUS</b>
<b>Situation A</b>		
Original semester	Between 40 and 49	Academic Warning
2nd consecutive semester	Less than 50	Academic Probation
3rd consecutive semester	Less than 50	Academic Probation
4th consecutive	Less than 50	Dismissal (Refused re-admission)
<b>Situation B</b>		
Original semester	Less than 40	Academic Probation
2nd consecutive semester	Less than 50	Academic Probation
3rd consecutive	Less than 50	Dismissal (Refused re-admission)

### **Talks, Seminars, Workshops and Other Activities**

During the period of training, trainee teachers are expected to study diligently and participate actively in talks, seminars, workshops and other activities such as the National Education programme organised for them.