

## CCA System

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There is a CCA System which allows student teachers to keep a record of their participation in the various CCAs during their course of study at NIE. Student teachers can use the CCA link in the Portal by doing the following:

- Go to **<http://nieportal.nie.edu.sg>**
- Log in
- Click on the 'CCA Records' link on the left hand navigation bar
- Click on CCA User Guide (for reference on how to use the CCA system)

Student teachers must ensure they have the supporting documents before entering their CCA data. They will be responsible for updating their CCA details accurately.

The CCA record will only capture the following 5 groups of CCA:

- Activities within NTU
- Activities within NIE
- Activities representing NTU
- Activities representing NIE
- NIE driven projects/programmes

Student teachers may key in information about their CCA activities outside NTU/NIE. However they will not be reflected in the NIE CCA Record.

At any time during their course of study in NIE or before they graduate, student teachers can request for an official copy of CCA Record at Foundation Programmes Office (FPO), Student Development & Liaison Unit (Block 2, Level 3). Student teachers will have to bring along all documentary proof for the CCAs that they have keyed in.

Staff at FP Office will not print the CCA Record for student teachers if there are no documents to substantiate their CCAs.