



WORK-STUDY DIPLOMA

▶▶ ***TALENT CAPITAL FOR YOUR WORKFORCE***



An initiative of

SKILLS*future*

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ITE Work-Study Diploma (WSDip) is an apprenticeship avenue for companies seeking to recruit skilled ITE graduates as part of your **manpower development**.

▶ ITE will work with you to co-design and co-deliver a competency-based and industry-driven curriculum to take your business forward.



Grow your talent capital with ITE Work-Study Diploma, where you can:

- Access Work-Ready Graduates
- Recruit, Groom & Retain Talents
- Enjoy up to \$15,000 grant per eligible trainee
- Co-develop your workforce with ITE

WORK-STUDY DIPLOMA



Curriculum jointly developed by ITE and Industry



2.5 Years training guided by List of OJT Competencies



On-the-Job (OJT) Training at Workplace (70-80%)



Reinforce Learning through Off-JT at ITE College (20-30%)



Tripartite Guidance by Company Trainer, Lecturer & Industry Officer



Application of Skills at Workplace via Projects

39 WSDip Courses across 3 Sectors

BUSINESS & SERVICES SECTOR

1. Airport Operations
2. Community Engagement & Development
3. Culinary Arts & Management
4. Customer Experience Management (2023: Aviation track)
NEW!
5. E-Commerce & Retail
6. Event Management
7. Fitness Management
8. Hotel & Restaurant Management
9. Lifestyle & Recreation Management
10. Logistics & Supply Chain Management
11. Maritime Business Management
12. Opticianry
13. Patient Management & Services
14. Rehabilitation Care

ENGINEERING SECTOR

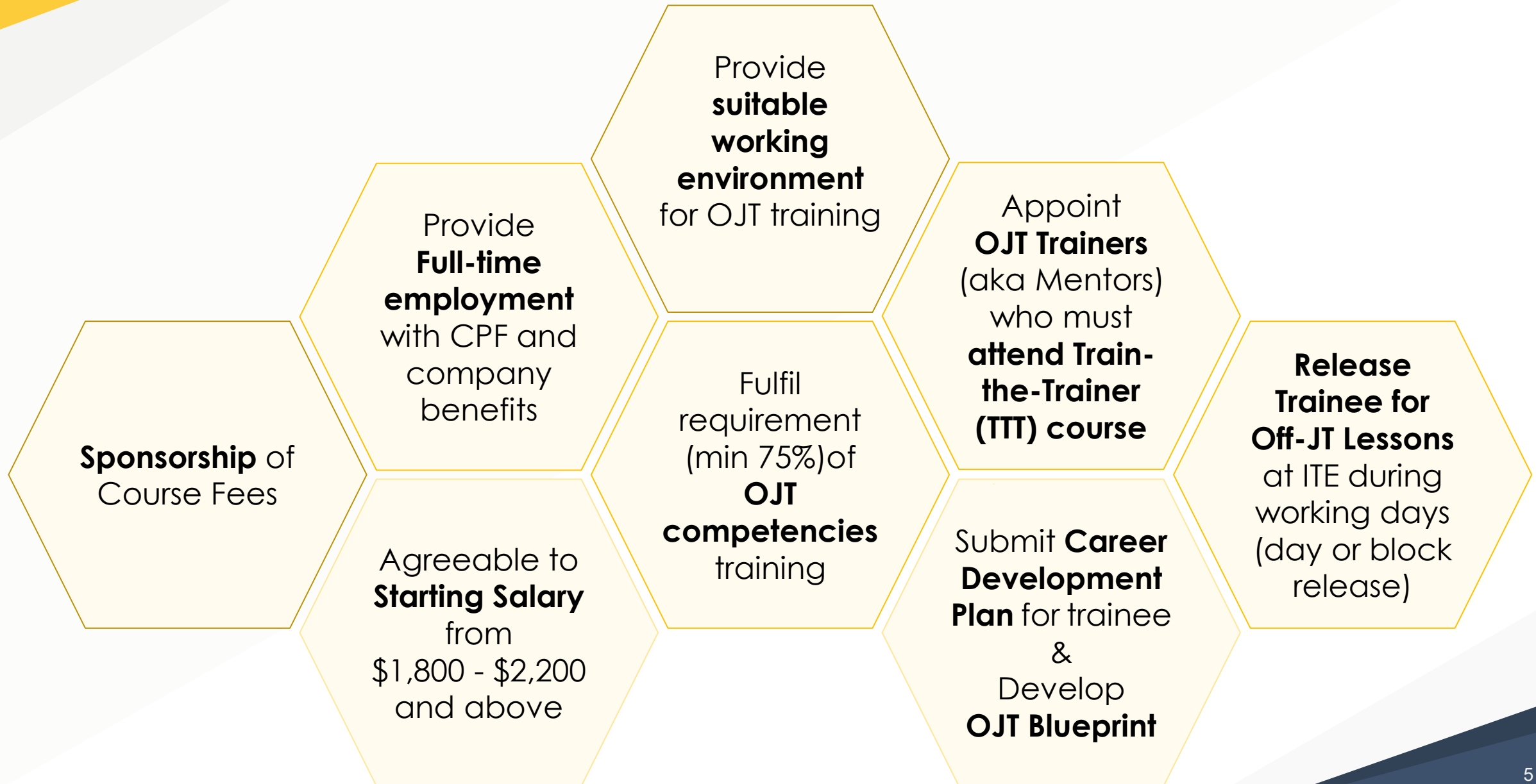
15. Aircraft Cabin Engineering
16. Aircraft Engine Maintenance
17. Aircraft Maintenance Engineering
18. Agriculture & Aquaculture Technology **NEW!**
19. Applied Electronics & AI
20. Arboriculture & Horticulture
21. Architectural BIM & Design
22. Automation Engineering
23. Chemical Process Technology
24. Electrical Engineering
25. Facilities Management **NEW!**
26. Land Transport Engineering
27. Marine & Offshore Engineering
28. Mechanical & Electrical Services Supervision
29. Mechanical Systems Engineering
30. Microelectronics
31. Port Automation Technology
32. Security Systems Engineering
33. Vertical Transportation

INFOCOMM & MEDIA SECTOR

34. Cloud Management & Operations
35. Cyber Security & Forensics
36. Data Centre Infrastructure & Operation
37. IoT & Data Engineering
38. IT System Integration
39. Media Communication & Digital Marketing

* New for 2023

Requirements for Participating Company



COURSE FEES

- Trainees' course fees are sponsored by employer, billed annually, in 3 parts

Fees Description	Singapore Citizen	Permanent Resident / LTPV+ Holders
Course Fees for 2.5 years (inclusive of GST)	\$3,140 per trainee*	\$8,380 per trainee*
Miscellaneous Fees	\$60 per trainee*	
Training Materials	\$250 per trainee* (capped at \$100 a year and on reimbursement basis)	

* All fees are subsidised and subject to revision. Unsubsidised fees range from \$23,890 up to \$48,440 per trainee (include GST) depending on the WSDip course

► On-the-Job Training at Company (OJT)

- Completion of OJT List of Competencies (to fulfil at least 75% of standard list)
- Requirements of Appointed Company Trainer:



Technical
Qualification



Relevant
Work Experience
+ 2 years in a
supervisory position



Coaching Skills
(Trainee's mentor **MUST** attend
Train the Trainer:
[Prepare & Conduct Coaching course](#)

- Academic supervision by ITE lecturers every quarterly

Employers may also wish to develop an OJT blueprint for a systematic approach to guide the trainees. To learn more about developing an OJT programme, you may wish to attend Train the Trainer - Design and Develop OJT Programme

▶ TTT Course: Prepare & Conduct Coaching

Who to attend: Company Trainers (aka Mentors)

Duration: 28 hrs (4 days)

Course Fee (inclusive of GST)

- Nett Fee for SG Citizen/PR : \$353.40
- SG Citizen/PR (SMEs) : \$229.40
- SG Citizen (Age >= 40) : \$229.40
- Foreigners with Valid Work pass : \$663.40

To Apply:

<https://www.ite.edu.sg/courses/part-time-courses/train-the-trainer/prepare-and-conduct-coaching>



Overview

28 hours Part-time ITE / Needquesters Others

This module will equip you with the knowledge and skills to prepare and conduct On-the-Job Training (OJT) within your organisation. You will learn how to assess trainee performance, and reflect on your own practice to evaluate effectiveness of coaching.

What you'll learn		
• Develop coaching plan	• Prepare resources, equipment and facilities	• Set learner expectations and ground rules
• Establish OJT procedures and routines	• Coach performance	• Monitor progress
• Prepare for assessment	• Conduct and record assessment	• Reflect on coaching and assessment

Funding: Under Skill Development Fund, course fee support and absentee payroll subsidy are available for Singapore Citizens and Permanent Residents

▶ TTT Course: Design & Develop OJT Programme

Who to attend: OJT Blueprint Developers

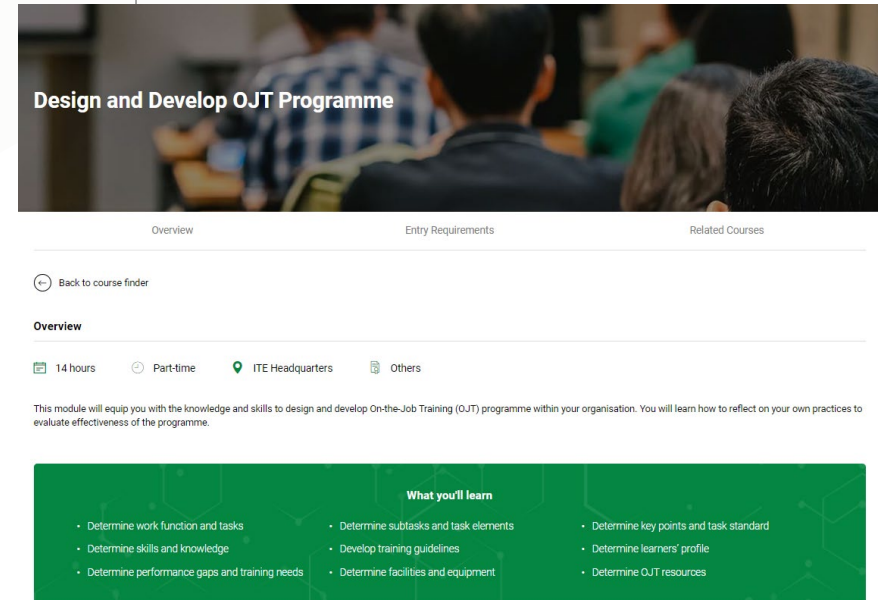
Duration: 14 hrs (2 days)

Course Fee (inclusive of GST)

- Nett Fee for SG Citizen/PR : \$250.80
- SG Citizen/PR (SMEs) : \$162.80
- SG Citizen (Age >= 40) : \$162.80
- Foreigners with Valid Work pass : \$470.80

To Apply:

<https://www.ite.edu.sg/courses/part-time-courses/train-the-trainer/design-and-develop-ojt-programme>



Funding: Under Skill Development Fund, course fee support and absentee payroll subsidy are available for Singapore Citizens and Permanent Residents

FUNDING SUPPORT



Funding eligibility is based on **Trainee** recruited

Graduated from ITE full-time relevant course or ORD **within 5 years**

OR

In-Service staff / Current Employee

Graduated from:

- ITE full-time relevant course or ORD **>5 years**; or
- Non-relevant ITE courses

SkillsFuture Singapore (SSG) Funding

Absentee Payroll Funding

SkillsFuture Singapore (SSG) Funding

Mentorship Allowance	\$5,000 per trainee upon completion of at least 50% of the course	<ul style="list-style-type: none"> Trainer's CV / track record (as per SSG's template) Complete ITE's Train-the-Trainer: Prepare & Conduct Coaching Course → Certificate of pedagogy training
Administrative Grant	\$4,000 per trainee upon completion of at least 50% of the course	<ul style="list-style-type: none"> Letter of Employment Trainee's Career Development Plan
OJT Blueprint Development Grant	\$5,000 per blueprint for a unique job role	<ul style="list-style-type: none"> OJT Blueprint* outlining the OJT training for the list of competencies to be fulfilled
Additional OJT as Requested by Participating Employer	OJT grant at \$15 per hour, capped at \$5,000 per trainee, for OJT hours <u>over and above</u> the scope of qualification / certification planned under the programme	<ul style="list-style-type: none"> Employer to seek prior approval with submission of Additional OJT Training Task Analysis together with the OJT Blueprint before commencement of additional OJT training Copy of completed & signed OJT hours
Overseas Attachment Grant	Reimbursement of up to 90% of actual cost, capped at \$8,000 per trainee	<ul style="list-style-type: none"> Employer to seek prior approval with details of overseas attachment and itinerary. Supporting documents include <ul style="list-style-type: none"> Airfare cost Accommodation cost Overseas transport

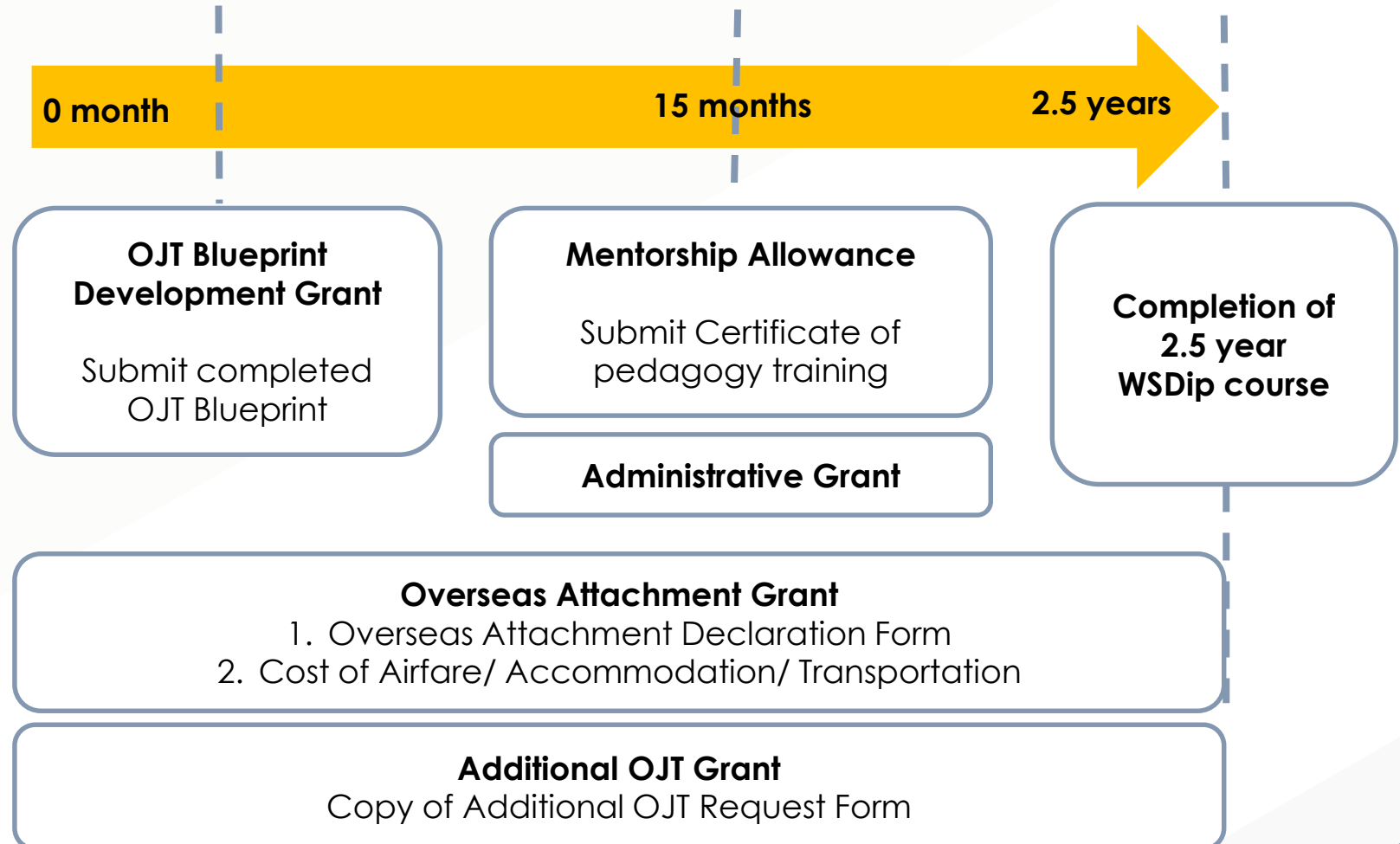
Overall Cap for Employer is \$15,000 per trainee who had graduated from ITE or ORD within 60 months

* To learn to design and develop OJT Blueprint, you may wish to attend [Train the Trainer - Design and Develop OJT Programme](#)

► SSG Funding Disbursement Schedule

To submit before
class commencement:

1. Trainee Career Development Plan
2. Trainee Letter of Employment
3. Trainer CV / track record
(as per SSG's template)



Absentee Payroll Funding

Applicable to:

- In-Service staff (Current Employee)
- Graduates from ITE or completed National Service **>5 years**
- Graduates from **non-relevant** ITE courses

Course	Off-JT Hours	80% of basic hourly salary, capped at \$4.50/hr
e.g. Diploma in Media Communication & Digital Marketing	900*	\$4,050*
e.g. Diploma in Community Engagement & Development	760*	\$3,420*

- * Off-JT Hours and Absentee Payroll funding may differ for each WSDip course
- * Enterprise-level AP funding will be capped at \$100,000 per calendar year

LIFESTYLE AND RECREATION MANAGEMENT

Feeder Courses

The course equips trainees with the skills and knowledge to **plan, conceptualise, implement and evaluate lifestyle recreation programmes** for members of the public and/or private clubs and lifestyle & recreation organisations.

All Nitec and Higher Nitec courses from School of Business and Services

In-service staff or non-ITE graduate will be considered if they have an equivalent Workplace Literacy and Numeracy (WPLN) Level 5 qualification, relevant work experience and strong employer endorsement

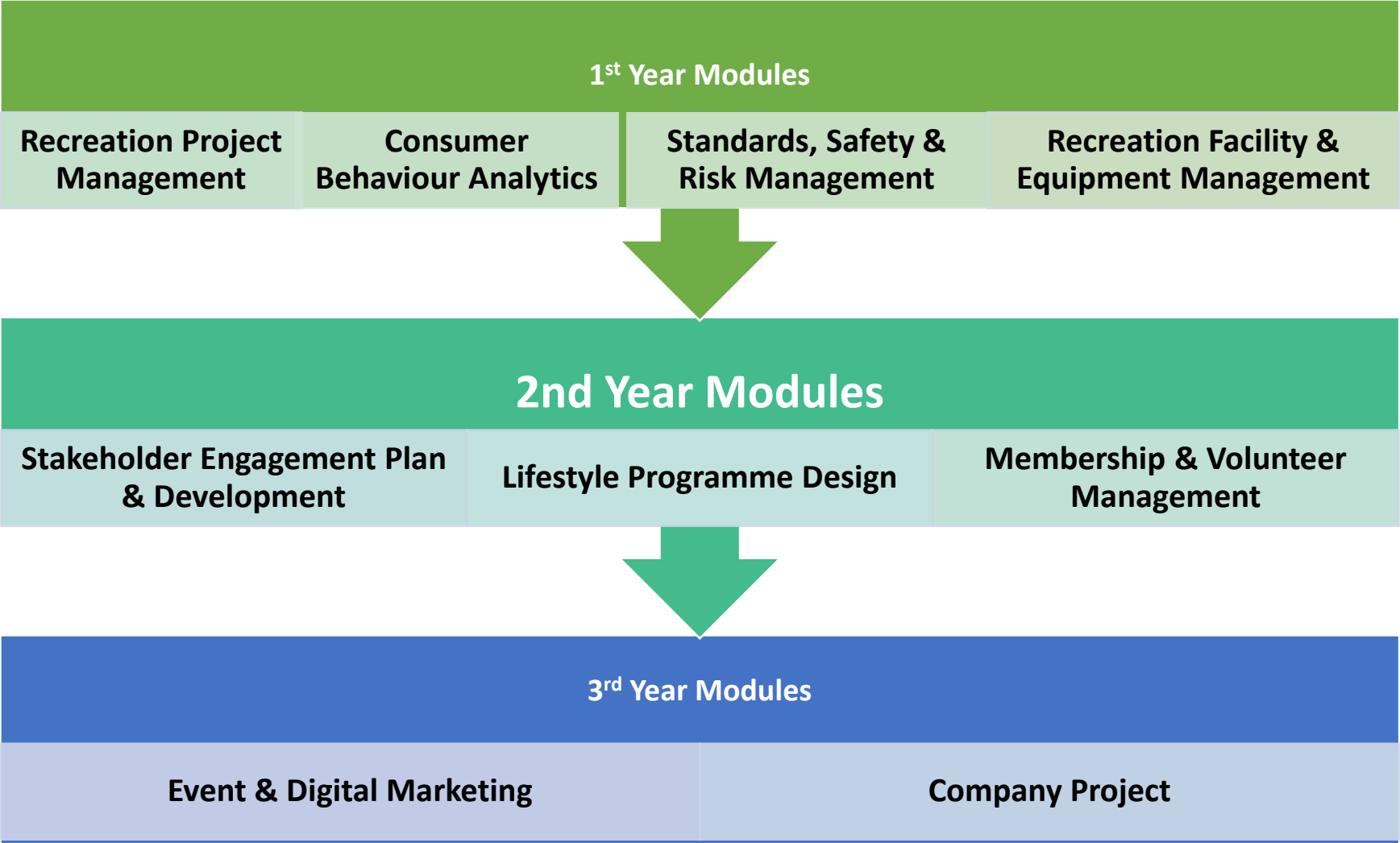
Training Pattern

DAY RELEASE

- 1 day*/week Off-JT at ITE College
- 4-5 days/week OJT at Company

** Off-JT day must be a paid working day, included in employment contract.*

LIFESTYLE AND RECREATION MANAGEMENT



On-the-Job Training I (1st Year)
On-the-Job Training II (2nd Year)
On-the-Job Training III (3rd Year)

LIFESTYLE AND RECREATION MANAGEMENT

OJT List of Skills

Companies who wish to participate must be able to select & provide On-the-Job training for **at least 75%** (20 Competencies) from this list.

1.	Prepare Project Scope
2.	Prepare project management plan
3.	Manage project delivery
4.	Perform post-project evaluation
5.	Prepare research groundwork on consumer consumption patterns
6.	Conduct market research on consumer consumption patterns
7.	Analyse consumer consumption data with data analytics and/or data visualisation tools
8.	Apply for permits and license
9.	Prepare for audits
10.	Assess workplace risk, health and safety protocols
11.	Manage inventory and equipment
12.	Manage facilities
13.	Optimise facility and equipment utilisation

14.	Conduct needs assessment on societal groups
15	Analyse industry trends, challenges and company's performance
16	Prepare stakeholder engagement plan
17.	Design innovative social programme
18.	Evaluate programme feasibility, sustainability and inclusivity
19	Curate pre-event/activity digital content
20	Develop membership engagement strategy
21	Perform membership acquisition
22 .	Develop volunteer engagement strategy
23.	Perform volunteer recruitment and deployment
24.	Develop event marketing plan
25.	Develop digital marketing plan
26.	Evaluate performance of event and digital marketing plan



TRAINING PATTERN (DAY RELEASE)

LIFESTYLE AND RECREATION MANAGEMENT

		10 weeks	4 weeks	10 weeks	2 weeks	10 weeks	4 weeks	10 weeks	2 weeks
1 st Year	ITE	1 day/week	Jun Term Break	1 day/week	Sep Term Break	1 day/week	Dec Term Break	1 day/week	Mar Term Break
	Company	4 days/week		4 days/week		4 days/week		4 days/week	
2 nd Year	ITE	1 day/week	June Term Break	1 day/week	Sep Term Break	1 day/week	Dec Term Break	1 day/week	Mar Term Break
	Company	4 days/week		4 days/week		4 days/week		4 days/week	
3 rd Year	ITE	1 day/week	Jun Term Break	1 day/week	Sep Term Break				
	Company	4 days/week		4 days/week					

► Some of Our Participating Companies



EMPLOYER

A Competitive Head Start at the Workplace



Mr Jack Phua
Operations Support Lead
Equinix Singapore Pte Ltd

On-the-Job Supervisor

*We take in ITE students
because **they are hands-on,
with in-depth knowledge.**
And that gives them **a head
start in our company.***

EMPLOYER

Workforce- Ready Talents



Mr Keith Chua
Senior Physiotherapist
Tan Tock Seng Hospital

On-the-job Supervisor

“ WSDip is an excellent way to **groom talents**. They will be workforce ready when they complete the programme. We get **committed and talented workers** and they get **career advancement**. It's a win-win!

”

► Application & Recruitment Process

Now til end Oct 2022

Dec 2022 to Mid Feb 2023

3 April 2023



Join as ITE's WSDip Partner

- Understand WSDip programme structure, commitments and Terms & Conditions
- Discuss with ITE on job roles offered and match them to relevant WSDip courses
- When ready - provide the estimated number of trainees required



Referral of Applicants

- Companies to **shortlist & interview** applicants
- Upon successful placement, complete hiring process & sign employment contract
- Trainees to begin full-time employment



Course Commencement

- Trainees to begin On-the-Job Training (OJT) with company trainer
- Trainees to be released for Off-JT lessons at ITE Campus according to class schedule

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CONTACT

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<https://for.edu.sg/wsdip>

