

## ADVANCED DIPLOMA IN PROFESSIONAL CHINESE TEACHING

**Objectives :** This course is for students who aspire to become qualified Chinese language teachers, and current Chinese language teachers who would like to upgrade themselves and obtain higher qualifications. This course also aims to enhance students' knowledge of Chinese language and literature so that they are more competent in delivering Chinese language classes.

**Duration:** Full time course, consists of 15 modules, each module takes a month. All modules will be completed within 15 months.

**Lesson Time:** 15 hours per week. College will adjust the lesson time if necessary in order to achieve the best teaching result. There will be no classes conducted during public holidays and school holidays.

**Course Modules:** There are 15 modules in total. The modules are:-

Contemporary Chinese-D, Standard Mandarin-D, Introduction to Professional Chinese Teaching-D, Psychology in Professional Chinese Teaching-D Pedagogy in Professional Chinese Teaching-D, Methodology of Teaching Vocabulary-D, Methodology of Teaching Reading and Comprehension-D, Methodology of Teaching Composition Writing-D, Utilization of Teaching Aids-D, Introduction to Linguistics-AD, Methodology of Teaching Oral Chinese-AD, Classroom Management Skills for Professional Chinese Teaching-AD, Selection and Design of Teaching Materials for Professional Chinese Teaching-AD, Contemporary Chinese Literature-AD, Development and Design of Teaching Plan - AD.

**Course Intake:** March, July and October of the year

**Pre-requisites:**

- Age : 15 years old & above
- Academic level: at least 9 years of formal education or equivalent or passing the placement test of SCI.
- Language proficiency: 9 years of studying in Chinese school or C and above in Chinese in GCE 'O' Level Examination or passing the language proficiency test of SCI.

**Mode of Assessment:**

- Internal Assessment: Placement test, at the end of each module, students have to sit for the module examination and special topic assignment.

**Course Completion & Certification:**

- Local students (Singaporeans & PR) and students with Dependent Pass, attendance must not less than 75% and not absent for more than 7 days in a row.
- International students' (Student's Pass holders) attendance must not less than 90% and not absent for more than 7 days in a row.
- Upon completion of the 15 modules, those who fulfill the required attendance and pass all the assessments will be awarded an Advanced Diploma in Professional Chinese Teaching certificate by SCI.

**Charges :**

| Items                            | 15 months course<br>(after 7% GST)                                                       | Remark                   |
|----------------------------------|------------------------------------------------------------------------------------------|--------------------------|
| <b>Application Fee</b>           | \$535 (For those who need student's pass)                                                | Non-refundable           |
|                                  | \$214 (For those who do not need student's pass)                                         |                          |
| <b>Course Fee</b>                | \$11021.00                                                                               | Subtotal :<br>\$13182.40 |
| <b>Material Fee</b>              | \$749.00                                                                                 |                          |
| <b>Examination Fee</b>           | \$963.00                                                                                 |                          |
| <b>FPS Admin Fee</b>             | \$321.00                                                                                 |                          |
| <b>Medical Insurance Fee</b>     | \$107.00                                                                                 |                          |
| <b>Certificate Producing Fee</b> | \$21.40                                                                                  |                          |
| <b>Total</b>                     | <b>\$13717.40</b><br>(inclusive of GST, exclusive of International Students Service Fee) |                          |

International Students Service Fee of \$535 (including : arrangement of accommodation, airport pick-up, sending to hostel, sending to school for the first time, sending for medical checkup (students who are 15 years and above), collection of Student Pass at ICA, opening of bank account, purchasing of transport card, familiarizing of Singapore's environment)

**Fee Protection Scheme (FPS) :**

As required by the CPE, SCI has set up an "FPS Insurance Account" with "Etiqa Insurance Berhad" as assigned by CPE. For more information on the FPS, please log on to <http://www.cpe.gov.sg/for-students/fee-protection-scheme>

**Information to be provided by the applicant :**

1. One copy of the duly completed student enrollment application form
2. Photocopy of the student's passport (First page)
3. Two passport-sized photographs of the student (white background)
4. Parents' passport photocopy (first page) / parents' NRIC photocopy
5. The following notarized documents with English translation (To be prepared first. After the approval of student's pass, relevant information will have to be provided according to ICA's requirements)
  - Notarized copy of the student's Birth Certificate
  - Notarized copy of the student's highest educational certificates (students who are currently studying may request the school to produce a verification letter before the notarization)
  - Notarized copy of the student's transcripts (students who are currently studying may request the school to produce a verification letter before the notarization)
  - Notarized copy of the student's or his/her parents' bank account (saving period must be above 3 months, and above one hundred and fifty thousand RMB dollars inside the account) - only applicable to students holding China passport

**19 years above students holding China Passport should provide the following documents :**

1. Four notarized documents as mentioned to be authenticated by the Ministry of Foreign Affairs in China or any authorized Foreign Affairs Bureau of any provinces. (A non-refundable service charge of \$535 inclusive of 7% GST should the college be entrusted on this matter)
2. Verification of student's parents' annual income in both English and Chinese.
3. If the parents are self-employed, relevant business license should be provided.
4. Study plan stating the purpose of studying overseas in both English and Chinese.

*Remark : China students who are 19 years & above applying for student pass might need to go to the China Embassy in Singapore for interview.*

**Applicants should know :**

1. The application fee of \$513.60 or \$107 are non-refundable and non-transferable.
2. After paying for the application fee, the school will verify if the student fulfills the admission requirements. Next, the letter of offer will be issued and the students are required to pay for the outstanding fees.
3. ICA will request for an Issuance Fee of \$60 - \$90 upon the approval of student pass.
4. Students might be required by ICA to go for medical check-up, at a fee of \$40 - \$60.
5. Students who are 16 years and above, a Security Deposit of \$1000 - \$5000 will be required by ICA. For more information, please log on to [www.ica.gov.sg](http://www.ica.gov.sg). The Security Deposit can be furnished in the form of a Banker's Guarantee from any bank in Singapore, at a charge of \$224.70 - \$481.50.
6. Students have to sign the student contract and make full payment of all fees one month before the commencement of the course.
7. Local students (Singaporean & PR) and international students who do not need to apply for student's pass, and have already possessed own medical insurance, they have an option not to purchase the medical insurance from the school, but are required to submit the purchased insurance documents to the school.
8. Payment method : Cheque/Telegraphic Transfer (TT)/NETS/Cash. For every remittance, an extra \$30 must be added for bank commission.