

**SDEA Drama Pedagogy – Essential Teaching and Learning Approaches**  
5<sup>th</sup> Intake – 3 February 2020 through 24 March 2020

**COURSE APPLICATION FORM**

<b>(A) PERSONAL DETAILS</b>				
Salutation	Mr	Mrs	Ms	Miss
Applicant's Name (as in NRIC or Passport)				Age
Date of Birth	dd/mm/yyyy	Gender	Male	Female
Dietary Restriction(s)				
Nationality	Singaporean	Singapore PR	Others (please specify)	
Residential Address				Postal Code
				Home No.
Email Address				Mobile No.
<b>(B) PROFESSIONAL EXPERIENCE</b>				
Position	Drama Teacher in MOE schools		Drama Teacher in non-MOE schools	
	Freelancer		Others (please specify)	
Name of Employer				
Address of Employer				Postal Code
Years of Working Experience		Years of Working Experience in schools		
<b>(C) QUALIFICATION</b>				
Highest Qualification Obtained				
Qualification Title				
Name of Institution			Date of Completion	mm/yyyy
<b>(D) EMERGENCY CONTACT</b>				
Contact Person		Contact No.		Relationship
<b>(E) BIOGRAPHY (Strictly no more than 100 words)</b>				
Please provide a brief biography and submit a recent CV to support your application.				



(F) ACKNOWLEDGEMENT			
I understand that I have to fully abide by the terms and conditions stipulated in this application.			
I consent to receiving communications on programmes, courses, events and/or services from Singapore Drama Educators Association (SDEA).			
I agree and accept that SDEA may record/video-record my presentations and that these recordings or transcripts of such recordings may be published and/or used for SDEA's marketing purposes.			
I declare that the facts stated in this application and the supporting documents (if any) are true and correct to the best of my knowledge and that I have not suppressed any information wilfully. I understand that if I provide any false or misleading statements, SDEA may, at its discretion, withdraw the application.			
<i>We will keep your details strictly confidential. All personal information will be used solely for administrative and marketing purposes. Photographs and/or videos may be taken during the training for publicity and marketing purposes.</i>			
Signature of applicant		Date	

## TERMS AND CONDITIONS

### A) General

#### 1. Registration

1. All application forms must be completed legibly, signed with an attached CV, and emailed to [projects@sdea.org.sg](mailto:projects@sdea.org.sg)
2. Successful applications will be informed with an email at least 10 days before the scheduled commencement date of the course.

#### 2. Payment of Course Fee

- 2.1. Registration is only confirmed upon full payment of course fees before commencement of the course.
- 2.2. Payment of the course fees upon registration does not guarantee the applicant a place in the course as places are allocated on a first come, first served basis.
- 2.3. Acceptable payment modes are as follow: -
  - (a) Cash at SDEA office
  - (b) Cheque
    - a. Payable to: Singapore Drama Educators Association
    - b. Mail to: 90 Goodman Road, Blk B #04-02 Goodman Arts Centre, Singapore 439053
    - c. Indicate your full name and course title at the back of the cheque
  - (c) PayNow
    - a. UEN Number: T02SS0123G
    - b. SG QR Pay
  - (d) Bank Transfer
    - a. Beneficiary Name: Singapore Drama Educators Association
    - b. Bank Name: OCBC Bank
    - c. Bank Code: 7339
    - d. Bank Branch Code: 501
    - e. Bank Account No. : 501577175001
    - f. Indicate your full name and 'SDEA 5<sup>th</sup> Intake' on the reference box



### 3. Funding (if applicable)

3.1. The full course fee is **S\$1250.00**, inclusive of admin and registration fee.

#### 3.2. NAC-AEP Subsidy

Arts instructors who meet the following criteria may enjoy a 50% course fee subsidy:

3.2.1. Have at least **two years** of teaching experience in schools **AND**

3.2.2. Proficient in **English** language **AND**

3.2.3. Are **Approved** to conduct programmes under the NAC-AEP 2015/2016 and 2017/2018 **OR**

3.2.4. Have **Conducted** NAC supported programmes

Arts instructors who meet the above criteria will pay only **S\$625.00** after the course fee subsidy.

Arts instructors who meet 3.2. and is a member of SDEA will enjoy a 70% course fee subsidy. They will pay only \$375.00 after the course fee subsidy. Applicants may apply to be an SDEA member [here](#).

Applicants must attain 100% attendance in the course and must be certified competent in order to be eligible for the funding. Failure to meet the stated requirement, the individual is liable bear the full course fee without any subsidy.

#### 3.3. SDEA Member Discount

Arts instructors who are SDEA members are entitled to 20% off from the full course fee and pay only **\$1000.00** (including admin and registration fees).

#### 3.4. SkillsFuture Credit Eligibility

Singaporeans above 25 years old who are eligible for SkillsFuture Credit can apply for a claim for this course [here](#). Applicants who request for school e-billing will not be eligible for SkillsFuture Credit.

#### 3.5. UTAP (Union Training Assistance Programme) Eligibility

This course has been approved for UTAP support.

Please note that members are required to fulfil the following conditions to be eligible for UTAP reimbursement:

3.5.1. Paid-up union membership before course commencement, throughout whole course duration and at the point of claim

3.5.2. Course by training provider must be supported under UTAP, and training must commence within the supported period

3.5.3. Course must not be funded through company sponsorship or other types of funding

3.5.4. Unfunded course fee must be S\$20.00 and above

3.5.5. Member must achieve a minimum of 75% attendance for each application and sat for all prescribed examination(s), if any

3.5.6. UTAP application must be submitted within 6 months after course completion

You may find this course at the course directory [here](#).

#### 3.6. SDEA Tina Sergeant Professional Development Initiative (TSPDI)

You may apply for TSPDI [here](#) if you meet the application criteria for TSPDI.

### 4. Course Cancellation, Changes or Modifications

4.1. SDEA reserves the right to cancel or postpone the course at its discretion without assigning any reason for such cancellation or postponements.

4.2. If the applicant wishes to withdraw from the course prior to its commencement and has already paid, the applicant must notify SDEA as soon as possible. SDEA will then make a refund to the applicant. No refund will be granted on or after date of course commencement.



## 5. Missed Classes

- 5.1. There will be no replacement nor refund for missed classes.
- 5.2. Applicants must attend all the classes and there will be no make-up class for modules missed. Certification will not be granted for those who miss any of the classes.

## 6. Certification

- 6.1. It is compulsory for all participants to sign their attendance at every module session.
- 6.2. Certificate will be presented to participants with full attendance and assessed with a competent grade.

## 7. Limited Liability Clause

- 7.1. SDEA shall not be liable for any loss, damages and or injury which participants may suffer arising out of, or in connection with the course and whether the loss, damages and or injury was suffered on any of the premises in connection with the course.

## B) Code of Conduct

### 1. Satisfactory Standard of Conduct

- 1.1. During the course, participants are expected to:
  - 1.1.1. Be punctual and meet deadlines
  - 1.1.2. Maintain a high standard of integrity in work submitted
- 1.2. All work submitted must be the participant's own work.
- 1.3. Participants must not infringe on SDEA's intellectual property rights.

### 2. Attendance and Punctuality

- 2.1. In the following paragraphs, 'scheduled class' includes teaching hours, practicum, microteaching and assessments.
- 2.2. Participants are obliged to attend every scheduled class from the start to the end of each session.
- 2.3. If a participant falls ill, an original medical certificate by any certified general practitioner or approved public medical institution must be submitted and subject to the assessors' approval.
- 2.4. Punctuality is a sign of professional courtesy to the facilitators and fellow participants. A grace period of 5 minutes will be given for latecomers.
- 2.5. A full 100% attendance is required for participants to obtain certification. Participants who miss or fail to complete any modules are required to retake the whole course to be successfully certified.

