

“An Introduction to Safe Dance Practice in MOE schools”

Frequently Asked Questions for Instructors

SECTION A – GENERAL

Q1. Why is there a need for the course, “*An Introduction to Safe Dance Practice in MOE Schools*”? What are the benefits of participating in the course?

Ministry of Education (MOE) and National Arts Council (NAC) value the importance of safe dance practice. It is of utmost importance that Dance Co-Curricular Activity (CCA) instructors acquire the essential knowledge and skills of safe dance practice so that they can adopt sound training approaches to help students build dance skills progressively, with minimal risk of injury.

In view of this emphasis, MOE, in partnership with NAC, has appointed Nanyang Academy of Fine Arts (NAFA) to mount a mandatory baseline training course, “An Introduction to Safe Dance Practice in MOE Schools” for all Dance CCA instructors in schools. This introductory course aims to equip instructors with basic working knowledge and skills, to ensure students’ well-being and optimal learning.

With effect from 1 February 2021, all sessions of “*An Introduction to Safe Dance Practice in MOE Schools*” will be conducted online, replacing all face-to-face classes.

Please refer to **SECTION B** of this FAQ for more information on the online version of the course.

Q2. Who has to attend the course?

All Dance CCA instructors who are currently working in MOE schools, and new Dance CCA instructors who plan to apply to be an MOE-registered instructor with a specialisation in Dance must attend and pass this course.

Instructors only need to attend and pass this course once.

Q3. When will the new MOE-instructor registration requirement for Dance instructors commence and how do I ensure that the processing period of my application is not affected?

With effect from 1 January 2021, all instructors applying to be a MOE-registered instructor with specialisation in Dance, are required to have completed the course.

All dance instructors are encouraged to register early and complete the course **as soon as possible** to avoid possible delays to their application to be an MOE-instructor.

As the courses are run by NAFA every month from 2021, it is recommended for existing MOE dance instructors to register for the course **at least six months** before

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the expiry of their MOE-instructor registration, to allow ample time for the re-registration process and prevent disruption to their contracts with schools.

Q4. Will some other courses be made mandatory for all Visual and Performing Arts (VPA) CCA instructors in the future, before they are allowed to instruct in MOE schools? Will there be other courses that I need to attend in order to instruct in MOE schools?

MOE and NAC share the fundamental belief that quality arts instruction has a positive and significant impact on children.

MOE and NAC will regularly review the skills required of VPA CCA instructors to support students' lifelong interest and appreciation of the arts. In alignment with NAC's Our SG Arts Plan, NAC will partner relevant agencies to build diverse capabilities in the arts sector through a range of capability development efforts, and to enable VPA CCA instructors to stay up-to-date. They will also partner our schools in delivering VPA CCA experiences for our students.

SECTION B – ONLINE VERSION OF COURSE

Q5: Why has the course “*An Introduction to Safe Dance Practice in MOE Schools*” been converted to an online course?

As MOE and NAC value the importance of safe dance practice and Dance CCA instructors' capability development, MOE and NAC worked in partnership with NAFA to re-design the course to an online version so that training can continue uninterrupted. With online training, instructors can continue to attend this course safely, and more training placements can be made available to ensure instructors complete the course in a timely manner. Courses will also be conducted more frequently, with at least 2 course runs offered monthly (subject to minimum number of registered participants) starting February 2021.

Q6: Would the rigour of the course be compromised when it is conducted online?

MOE and NAC worked closely with NAFA to re-design and trial the online version of the course so that the course is as rigorous as the face-to-face version, and participants can still achieve the same learning outcomes.

The online version of the course also provides the opportunity for the participants to learn and revisit the course material at their own pace before and after the course, and the activities and discussion during the course itself also allow the participants to self-assess their understanding of the course content.

Q7. When will the online version of the course replace face-to-face sessions?

With effect from **1st February 2021**, all sessions of *An Introduction to Safe Dance Practice in MOE Schools* will be conducted in an online format replacing all face-to-face classes.

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Q8. How is the online version of the course conducted?

Lessons will be conducted via Zoom. Participants will receive a user guide on how to use Zoom via email.

Q9. What are the devices required to attend the online version of the course?

Participants should have **a laptop or tablet** and **stable internet connection** to attend the course via Zoom, complete the assignments and access course materials via the NAFA learning platform. Detailed information will be shared with participants one week before the class start-date.

Q10. I am not IT-savvy person and do not own any laptop or tablet. Can NAFA loan me the IT equipment for the course?

NAFA does not loan out any IT equipment to participants.

Q11. Will face-to-face session be offered concurrently with online version of the course?

NAFA have no plans to offer face-to-face sessions after the launch of the online version of the course.

Q12. Will the online version of the course be conducted within 1 day?

To prevent online fatigue, the 8-hour course will be conducted over 2 days (4 hours per session). Course schedule for the online course will be indicated on [NAFA website](#).

Q13. Can I get my friend to attend the online version of the course if I've registered and unable to attend?

Training places are not transferable. Lecturers will mark attendance and participants will be required to show their NRIC for verification upon logging on and keep their video on throughout the session. As part of SSG's requirements, the entire session of the online course will be recorded.

SECTION C – EXEMPTION RELATED MATTERS

Q14. I have attended similar courses in the past. Can I be exempted from taking the course?

Dance CCA instructors who have completed the following courses can request for exemption:

1. O School – Urban Dance Teaching and Learning Programme
2. LASALLE College of the Arts – Dance Pedagogy: Essential Learning Module

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3. NAFA – Dance Diploma students graduating from 2019
4. NAFA – An Essential Understanding of Safe Dance Practice (Pilot Course)

To request for an official exemption letter, please submit your name, NRIC number and a scanned copy of your Certificate / Transcript for any of the above courses to NAFA's Centre for Lifelong Education at lifelongeducation@nafa.edu.sg

Q15. What is the deadline to submit the exemption request?

Dance CCA instructors may submit their request to NAFA's Centre for Lifelong Education (lifelongeducation@nafa.edu.sg). Please refer to [NAFA website](#) to view the exemption request period.

SECTION D – COURSE REGISTRATION RELATED MATTERS

Q16. How many vacancies are there in the course? What is the frequency and duration of the course and when does it begin?

The face-to-face course is a one-day course (eight hours in total), and the class size is pegged at 25 participants per class. The course commenced on 14 March 2020 and has been scheduled every three months during the school holidays.

The online course is a two-day course (eight hours in total, 4 hours per session), and the class size is pegged at 25 participants per class. The online course will commence on 1st February 2021 and 2 runs will be scheduled every month.

Instructors may visit the [NAFA website](#) to view the latest schedule of course dates.

Q17. I cannot make it for any of the current scheduled course dates, will more sessions be made available?

Upcoming course dates in 2021 and registration information will be updated on NAFA's website. Kindly check the website for the release of new course dates.

Q18. How do I register for the course?

Interested applicants may register online via the [Application Form](#) or register in person at NAFA's Centre for Lifelong Education office during business operating hours: Monday – Friday, 9.30am – 5.00pm.

To register in person, applicants may visit

Address: 80 Bencoolen Street
NAFA Campus 1, Tower Block
Level 9, Centre for Lifelong Education Office
Singapore 189655

Operating hours: Monday – Friday, 9.30am – 5.00pm

Q19. What do I need to provide during registration?

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The applicants will need to provide a copy of their NRIC during registration. Singaporean applicants who wish to utilise their SkillsFuture Credit¹ for this course will need to check their available SkillsFuture Credit balance prior to registration.

Q20. Why do I need to bring my NRIC for registration? PDPA now states that it's not necessary to show my NRIC.

Under regulation 21(1)(C)(ii) of the Private Education Regulations, NAFA is a registered private education institution and therefore is required to keep proper records of our enrolled participants' NRIC number, amongst other information.

SECTION E – PAYMENT RELATED MATTERS

Q21. I understand the “*An introduction to Safe Dance Practice in MOE Schools*” Course is mandatory for all Dance CCA instructors and there is a cost to it. How will I be supported in attending the course?

The course is part of capability development for Dance CCA instructors, who play an important role in shaping our students' learning experiences.

MOE, NAC and NAFA have worked with the relevant agencies to reduce the out-of-pocket cost for instructors in completing this course. The cost is \$267.50, and Singaporeans and Permanent Residents will pay \$152.45 (Including GST) after SkillsFuture Singapore (SSG) subsidy. The SSG subsidy is currently valid for all eligible applicants from January 2020 – March 2021. Other subsidies such as Mid-Career Enhanced Subsidy and Union Training Assistance Programme (UTAP) are also available, subject to conditions. Additionally, in response to COVID-19, the NTUC Training Fund (SEPs) is also available to help Self-Employed Persons to supplement their income and earn as they train.

Singaporeans are also entitled to use their SkillsFuture Credit to further offset the remaining course fees.

Q22. What is the payment process?

Once applicants have submitted their applications online, an email response will be sent within four working days with payment details. Payment can be made online via debit/credit card. In addition, NAFA accepts Cash, NETs, and cheque. Cheque payments should be made payable to *Nanyang Academy of Fine Arts*. Applicants will receive an e-receipt upon successful payment.

Alternatively, applicants may wish to make payment in person at

Address: 80 Bencoolen Street
NAFA Campus 1, Wing B

¹ Only applicable to Singaporeans aged 25 years and above.

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Level 1, Finance Cashier counter
Singapore 189655

Operating hours: Monday – Friday, 9.30am – 5.00pm

Applicants are to quote their full name and the course title “An Introduction to Safe Dance Practice in MOE Schools” that they have registered for when making payment. Applicants are encouraged to make payment as soon as possible upon registration to secure a seat.

SECTION F – SUBSIDY MATTERS

Q23. What are the subsidies available for “An Introduction to Safe Dance Practice in MOE Schools”?

The following subsidies are applicable to this course:

- SkillsFuture Subsidy (SSG)
- SkillsFuture Credit (SFC)
- Mid-Career Enhanced Subsidy (MCES)
- Union Training Assistance Programme (UTAP)

Eligibility for Subsidies

Subsidy	Singapore Citizen	Singapore PR	Foreigner	When to apply?
SkillsFuture Singapore (SSG)	✓	✓	x	Automatic for eligible individuals
SkillsFuture Credit (SFC)	✓	x	x	Within <u>60 days before</u> course start date
Mid-Career Enhanced Subsidy (MCES)	✓	x	x	Automatic for eligible individuals
Union Training Assistance Programme (UTAP)	✓	✓	✓	Within <u>six months after</u> course end date

Please note that these are **one-time subsidies**, which will not be available for subsequent applications to the course if applicants were to fail the course assessment on their first try.

For further information about the subsidies, please refer to the details in the following sections:

SkillsFuture Credit (SFC)

SFC aims to encourage individual ownership of skills development and lifelong learning. All Singaporeans aged 25 and above will receive an opening credit of \$500

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from January 2016. The Credit will not expire, and the Government will provide periodic top-ups, so individuals may accumulate their credit.

Applicants can use their SFC to pay for or offset the course fees of approved courses by applying through www.skillsfuture.sg/credit.

At the point of course registration, please inform NAFA the intention to utilise the SFC in part or in full to pay for or to offset the course fees. Applicant should then submit the claim via MySkillsFuture within 60 days before the course start date. SSG will disburse the equivalent amount to the Training Provider.

Mid-Career Enhanced Subsidy (MCES)

The SkillsFuture Mid-Career Enhanced Subsidy supports and encourages lifelong learning and helps Singaporeans stay responsive to a changing workplace. Recognising that mid-career individuals may face greater challenges in undertaking training, the Government has implemented this programme to encourage mid-career Singaporeans to upskill and reskill.

Singaporeans aged 40 years old and above are eligible for this subsidy. More information can be found on the [website](#).

Union Training Assistance Programme (UTAP)

UTAP is a training benefit for NTUC members to defray their cost of training. This benefit is to encourage more NTUC members to go for skills upgrading. NTUC members who initiate training on their own could **enjoy 50% off unfunded course fee² (for up to \$250 each year)** for courses under UTAP.

NTUC members aged 40 and above can enjoy higher funding support up to \$500 per individual each year, capped at 50% of unfunded course fees, for courses attended between 1 July 2020 to 31 December 2022.

All NTUC members can apply for UTAP, if they have met the following conditions:

- Paid NTUC membership before course commencement, throughout the whole course duration and at the point of claim;
- Course by training provider must be supported by UTAP, and training must commence within the supported period;
- Course fee is not funded through company sponsorship or other types of funding;
- Unfunded course fee must be S\$20.00 and above;

² This excludes miscellaneous fees such as GST, exam fee and registration fee, etc. The UTAP amount disbursed to all members is the same for all nationalities.

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- Applicant must have achieved a minimum of 75% attendance for the course, and have sat for all prescribed examination(s) if any; and
- UTAP application must be submitted within six months from course completion date.

Please refer to the [UTAP Step by Step](#) guide on how to submit the claim.

Q24. What is the fee payable after the subsidies?

Please refer to the table listed for an overview of the fees payable based on one's eligibility for the subsidies.

Singapore Citizen		Permanent Resident	Others
SkillsFuture Singapore (SSG)	Mid-Career Enhanced Subsidy (MCES)	SkillsFuture Singapore (SSG)	SSG and MCES (Not applicable)
<i>Applicable to Singaporeans</i>	<i>Applicable to Singaporeans, aged 40 years old and above</i>	<i>Applicable to PR</i>	-
Fee Payable (incl GST)			
\$152.45	\$42.50	\$152.45	\$267.50
Additional Training Benefit Available			
SkillsFuture Credit (\$500 Credits) Union Training Assistance Programme (UTAP)	SkillsFuture Credit (\$500 Credits) Union Training Assistance Programme (UTAP)	Union Training Assistance Programme (UTAP)	Union Training Assistance Programme (UTAP)
<i>Final fee payable depends on the individual's balance in their SkillsFuture Credit.</i>			

Q25. Why are the participants eligible for Workfare Training Scheme no longer entitled up to 95% course fee subsidy?

The Workfare Training Scheme will be replaced by Workfare Skills Support (WSS) scheme that supports low-wage workers in area of training that are likely to lead to better jobs.

There are 3 funding components under WSS: Training Commitment Award (TCA), Training Allowance (TA) and Absentee Payroll (AP) that participants can benefit.

Participants may also be eligible for course fee funding at the current rates offered by SkillsFuture Singapore (SSG). Participants who are aged 40 and above may also be eligible for SkillsFuture **Mid-Career Enhanced Subsidy (MCES)**.

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Singaporeans may use their SkillsFuture Credit to offset course fees payable.

Q26. With effect from 1 July 2020, Workfare Training Support (WTS) scheme has been replaced by Workfare Skills Support (WSS) Scheme. What are the changes that will affect my eligibility and grants?

The WSS Scheme encourages low wage workers to undertake training that leads to more impactful employment outcomes.

You may receive:

- Training allowance for selected courses that you have paid for yourself.
- A cash reward for completing training

For more details on the WSS Scheme, please visit the [website](#).

Q27. I am eligible for WSS and my course fees are sponsored by my company. What are the grants available to my company?

Your company will be eligible to apply and claim for Absentee Payroll. Please inform your company to submit the grant through the Enterprise Portal for Jobs and Skills system. For more details, please visit the [website](#).

Q28. How do I apply for the Training Allowance?

Please refer to the table below on how you can claim the Training Allowance (TA).

Employee	If you are employed on a full-time basis, you are not required to apply for TA. However, you need to have a valid PayNow account link to your NRIC number for TA to be disbursed to you.	Please visit the website for more details.
Self-Employed	If you are <u>self-employed and do not have CPF contributions</u> , you will need to visit to any one of the <u>WSG's Careers Connect or NTUC's e2i centres</u> within 120 days after the course end date to apply and submit the claim application. You need to have a valid PayNow account link to your NRIC number for TA to be disbursed to you.	Please visit the website for more details.

Q29. What is NTUC Training Fund (SEPs)?

The COVID-19 outbreak has caused Self-Employed Persons (SEPs) to incur a significant drop in earnings. Together with the Ministry of Manpower (MOM), the National Trade Union Congress (NTUC) is introducing the NTUC Training Fund (SEPs)

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to help Self-Employed Persons to supplement their income and earn as they train. This is to prepare them to be future-ready through skills upgrading and training.

Under the Government SEP Training Support Scheme and NTUC Training Fund, a total of \$40m will now be available to support our SEPs to go for training. This training fund will allow SEPs to get paid an allowance whilst taking up training during this lull time.

This joint initiative will be referred to as the “NTUC Training Fund (SEPs)” and comprises the Government’s \$36m SEP Training Support Scheme and NTUC Training Fund \$4m.

Benefits of NTUC Training Fund for SEPs:

When Self-Employed Persons attend and complete courses under SkillsFuture Series and approved sector-specific training programmes, they will receive a Training Allowance as indicated in the table below:

	Training Allowance
Government SEP Training Support Scheme	\$7.50 per training hour
NTUC Training Fund (SEPs)	\$1.00 per training hour: For Existing NTUC Union Member who join before or on 1 March 2020
	\$0.50 per training hour: For New NTUC Union Member who join after 1 March 2020.

Eligibility for NTUC Training Fund (SEPs):

All Singapore Citizens or Permanent Residents who are **Self-Employed Persons (SEPs)**, with the provision of the supporting documents as listed:

- Consolidated statement of income for the year of assessment 2020 submitted to IRAS

For More Details:

The NTUC Training Fund is administered by NTUC’s e2i (Employment and Employability Institute). You can visit the website (<https://e2i.com.sg/individuals/ntuc-training-fund>) to find out more details.

Alternatively, you may contact e2i (Employment and Employability Institute) centres at 6474 0606 or email to SEP2020@e2i.com.sg

SECTION G – POST COURSE RELATED MATTERS

Q30. How will I be issued a certificate upon completion of the course and when can I receive it?

[Updated as of 30 December 2020]

A certificate will be awarded to the participant upon passing the assessment for the course. The result will be sent via email and SMS **eight days** after course completion.

You will need to collect the certificate in person at NAFA's Centre for Lifelong Education office within 30 days upon receiving their results.

Address: 80 Bencoolen Street
NAFA Campus 1, Tower Block
Level 9, Centre for Lifelong Education Office
Singapore 189655

Operating hours: Monday – Friday, 9.30am – 5.00pm

Q31. What happens if I fail the assessment?

Participants who have failed the assessment will not be eligible for certification. They are strongly advised to sign up for the next available course.

Participants are to be mindful of the duration between the next course run date and the expiry date of their MOE-Instructor registration.

Full course fees apply for any course retake. SSG and UTAP funding will not be applicable for any course retake.

Q32. If I lose my certificate, how can I get a replacement certificate?

A fee of \$50 is chargeable for a replacement certificate. Participants are to send their requests via email to lifelongeducation@nafa.edu.sg.

SECTION H – MISCELLANEOUS QUESTIONS

Q33. What is the language of instruction?

Classes will be conducted in English.

Q34. How will I be notified of the course commencement details once I have registered and paid for the course?

An email will be sent a week before the class start date to inform the course details and other information.

Q35. Can this course be a replacement for the Standard First-Aid Course?

[Updated as of 30 December 2020]

This course is not the same as a Standard First-Aid Course³. The Standard First-Aid Course is NOT one of the requirements for Dance CCA instructors to register on MOE's Registry of Instructors.

Q36. I have registered and paid for the course; can I reschedule to another date in the event of unforeseen circumstances?

Applicants are advised to select course dates that best suit their schedule and availability prior to registration. In the event that participants are unable to attend the registered course schedule, they are to write to NAFA's Centre for Lifelong Education at lifelongeducation@nafa.edu.sg **at least three weeks** before the new course start date.

Q37. What is the refund policy if I wish to withdraw from the course?

Withdrawal request should be made in writing to NAFA's Centre for Lifelong Education at lifelongeducation@nafa.edu.sg. Please refer to the refund policy in the table below:

Withdrawal within two weeks from the course start date	50% of course fees will be refunded.
Withdrawal less than two weeks from the course start date or no show	Strictly no refund.

Fees that are paid via cash, NETS, cheque or credit card will be refunded via cheque. It will take three to four weeks for the cheque to be processed and posted out via mail.

For fees that are claimed via SkillsFuture Credit, participants are required to log in via SkillsFuture Credit website to cancel the claim.

Participants who wish to withdraw but remain registered with MOE, are to ensure that they have completed the course before their MOE Instructors Registration Status expires. All Dance instructors are encouraged to register **at least six months** before their MOE-instructor registration expires, so that their existing contracts with schools and MOE-registration status will not be disrupted.

³ Conducted by centres accredited by the Singapore Resuscitation First Aid Council.