



**ADVANCED DIPLOMA IN
PROFESSIONAL CHINESE
TEACHING (FULL-TIME)**

COURSE BROCHURE

ADVANCED DIPLOMA IN PROFESSIONAL CHINESE TEACHING (FULL-TIME)

Objectives

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

- **15 months (Full-time course)**

Lesson Time: 15 hours per week

No lessons conducted during public holidays and school holidays.

Course Intake:

January, March, May, July, September, November of the year

Course Modules

There are 15 modules in total:

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

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Pre-requisites

Age: 16 years old and above

Academic Level: Relevant SCI Diploma OR at least 12 years of formal education OR any equivalent qualification to the above

*Other institution's diploma will be based on a case by case basis to the academic level requirement.

Language Proficiency: 9 years of studying in a Chinese School OR obtain C6 and above for GCE 'O'-Level Chinese OR pass the SCI language proficiency test or equivalent.

Mode of Assessment

Internal Assessment: 10% class participation and 90% of written examinations

Course Completion

- Local students (Singaporean & PR) and students with Dependent Pass - at least **75%** attendance and not absent from class for more than **7 days in a row**.
- International students (Student's Pass holders) - at least **90%** attendance and not absent from class for more than **7 days in a row**.
- Upon completion of the 9 modules, those who fulfill the required attendance and pass all the assessments will be awarded a **Advanced Diploma in Professional Chinese Teaching** certificate by SCI.

Course Fee

ITEMS	CHARGES
Application Fee	\$350.00 (For those who need student pass)
GST	\$31.50
Total Application Fee*	\$381.50*
Course Fee	\$6,500.00
Material Fee	\$100.00
Examination Fee	\$250.00
FPS Insurance Fee	\$300.00
Medical Insurance Fee	\$100.00
GST	\$652.50
Sub Total	\$7,902.50
Total	\$8,284.00 (inclusive of GST, exclusive of International Students Service Fee)

***Application fee is not refundable. For students who do not require student's pass, the application fee is \$218**

- **Optional Add On:** International Students Service Fee of \$545 includes the following: 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 old and above), collection of Student Pass at ICA, opening of bank account, purchasing of public transport card, familiarising Singapore's environment.

Fee Protection Scheme (FPS)

As required by the CPE, SCI has set up an "FPS Insurance Account" with "Great Eastern General Insurance Limited" as assigned by CPE.

For more information on the FPS, please log on to

[https://www.tpgateway.gov.sg/resources/information-for-private-education-institutions-\(peis\)/protection-of-course-fees](https://www.tpgateway.gov.sg/resources/information-for-private-education-institutions-(peis)/protection-of-course-fees)

Information to be provided by the applicant

1. One copy of the duly completed student enrolment application form
2. Photocopy of 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 documents with English translation (To be prepared first. After the approval of student pass, relevant information must be provided in accordance with ICA's requirements)
 - Copy of the student's birth certificate
 - 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)
 - Copy of the student's transcripts (students who are currently studying may request the school to produce a verification letter before the notarization)

***Students holding China passport** are also required to submit a notarized copy of the student's or his/her parents' bank account savings (savings period must be longer than 3 months, and must have more than RMB150,000 in the account).

Applicants should know

1. The application fee of \$218 or \$381.50 is non-refundable and non-transferable.
2. After paying the application fee, the school will verify if the student fulfils the admission requirements before issuing a Letter of Offer. Students are then required to pay 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 have to sign the student contract and make full payment of all fees one month before the commencement of the course.
6. Local students (Singaporeans and PRs), as well as international students who do not need a student pass and already have their own medical insurance, may choose not to purchase the school's medical insurance. However, they are required to submit their existing insurance documents to the school.
7. Payment methods: Cheque/Telegraphic Transfer(TT)/NETS/Cash. For every remittance, an extra \$30 must be added for bank commission.