



# ARIUM SCHOOL OF ARTS AND SCIENCES

27-June-24

Pre-Course Counseling

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# ABOUT THE SCHOOL

## □ Our Objective

□ <https://asasedu.com/about-us/>

## □ Our Milestones

□ <https://asasedu.com/about-us/>

## □ Our Mission, Vision and Core Values

□ <https://asasedu.com/mission-vision-and-core-values/>

## □ Organizational Chart

□ <https://asasedu.com/about-us/organization-chart/>

## □ Academic and Examination Board

□ <https://asasedu.com/academic-board/>

## □ School Facilities

□ <https://asasedu.com/about-us/facilities/>

# HOW TO GET HERE?

- Visit us at
  - 51 Cuppage Road #06-23 Singapore 229469
    - Behind Orchard Centerpoint
- Public Transportation
  - Mrt – Somerset
  - Buses (B09038)
    - 7,14,14E,16,106,111,123,175,502&502A



# GOVERNANCE OF THE SCHOOL

- Private Education Act
  - The committee of Private Education (CPE) was appointed by SkillsFuture Singapore (SSG) Board in October 2016 to carry out its functions and powers relating to private education under the Private Education Act. The CPE is supported by a team of dedicated staff from SSG to regulate the sector, provide student services, consumer education and facilitate capability development efforts to uplift standards in the local private education industry

# ASAS COURSE INFORMATION

- Graduate Diplomas
- Specialist Diplomas
- Advanced Diplomas of Arts
- Professional Certificates
- WSQ Courses
  
- <https://asasedu.com/all-programs/>

# CONTACT INFORMATION

## □ Marketing Executive

- For all admissions, course-related enquiries & program progression
  - [enquiry@asasedu.com](mailto:enquiry@asasedu.com)

## □ Operations Executive

- Class schedules, leave requests, assessment and exam-related enquiries and instructor feedback, technical help-desk support
  - [opsmanager@asasedu.com](mailto:opsmanager@asasedu.com)

## □ Student Support Services

- For other academic-related enquiries, complaints and feedback
  - [advisor@asasedu.com](mailto:advisor@asasedu.com)

## □ Trainer Support (Synchronous E-Learning)

- For clarification of learning materials during E-Learning
  - [Email address of the trainer will be provided during the course](#)

# Student Support Services

## For all Current & Enrolled Students

The school aims to provide all students with an academic education of the highest standards through the provision of these services:

- Student Orientation Program
- Certified counsellor
- For students under 21 yrs old, informing parents through emails or calls on student admission matters, students issues, including attendance rate, academic performance etc.



# Student Support Services

## For International Students

- VISA/ Student Pass Application
- The school have appointed agents to provide the following services to ensure that students make a smooth transitions to Singapore
  - Inform them on arrival arrangements, airport pick up, accommodation support service
  - Arrangement fro Medical Screening

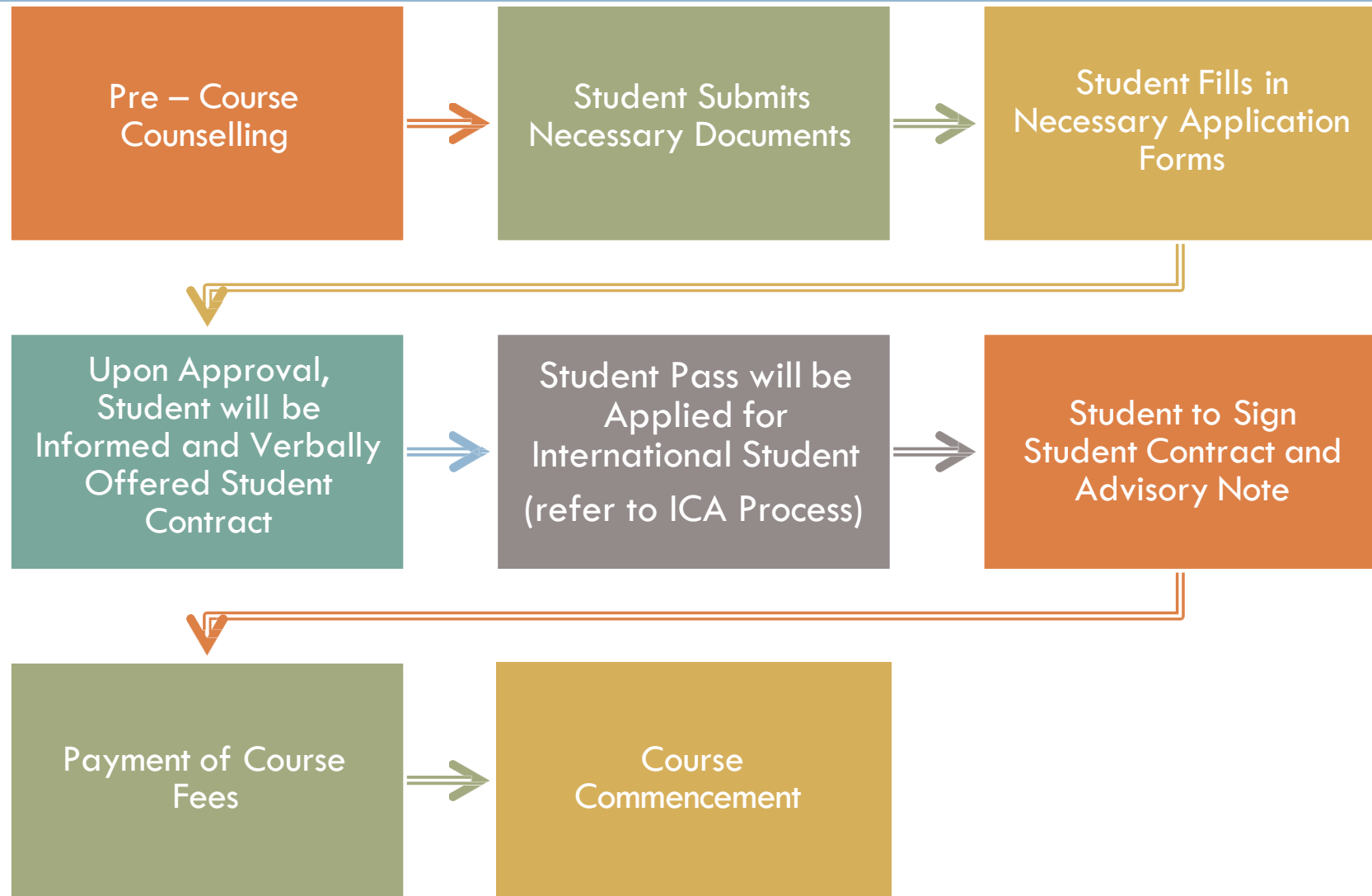
# PRE – COURSE COUNSELING

- All students must certify through a Pre-Course Counseling and Orientation Survey Form that they have received counselling services from an Agent / Course Consultant
- Agent / Course Consultant are required to:
  - Ensure proper matching of students' needs and ASAS's courses.
  - Ensure students are briefed on future career prospects upon completion of courses
  - Ensure all components of the standard student contract are clearly explained to the students
  - Ensure that students understand all policies governing ASAS
  - Provide APA referencing guidelines to students

# PRE – COURSE COUNSELING

- Student need to understand that ASAS provides Adult Learning Education; students should have the discipline to do their readings before the first day of class
- Each module has a unique schedule. Students should refer to the schedule in the Course Outline, which is given on the first day of class
- The first day of class is important. Students who miss the first day of class will need to check with their respective lecturers whether they have missed out on any important content or announcements
- All essays and assignments use APA referencing format. Students can access an online copy of these guidelines on the ASAS website, under the “Admissions” tab, in Student “Handbook & Policies”

# STUDENT APPLICATION PROCEDURE



# WSQ Courses

- Students must register online to confirm their attendance for their WSQ courses for their respective intakes.
- A link will be sent to students via email to register for the class 1 month before the commencement date.
  - Registrations are on a first come, first served basis.
  - Students who do not respond will not be allowed to attend this intake.
  - Students who miss the current intake may be rescheduled to a later run.
- Prior to registering, students should not have any outstanding payments. Students with late fees will not be allowed to attend WSQ courses.
- Students need to attain a minimum of 75% attendance and pass the in-class assessment to be eligible for Government subsidies. If you fall short of the 75% attendance requirement in a module, you will not be allowed to take assessments. You may request a re-scheduling of session(s). Terms and conditions with an applicable fee apply.

*Note: WSQ Courses are strictly based on availability as there are limited vacancies for each intake. Students are required to register for the modules even if they appear on the Study Plan.*

# WSQ Courses

## Procedures of downloading E-certificates

### For Competent Students

If you certified COMPETENT during your assessment, your WSQ e-Certificate can be downloaded within one week after you've received this email.

You may refer to the instructions below on how to access your e-Certificate.

#### For Singaporeans and Permanent Residents:

Step 1: Visit [MySkillsFuture.gov.sg](https://myskillsfuture.gov.sg)

Step 2: Click on 'Access E-Services'.

Step 3: Select 'Download Certificates' and you will be prompted to log in.

Step 4: Log in via SingPass and you will be redirected to the Skills Passport page, where you can select your desired training records and download the e-Certs accordingly.

#### For foreigners:

Step 1: Visit [MySkillsFuture.gov.sg](https://myskillsfuture.gov.sg)

Step 2: Click on 'Access E-Services'.

Step 3: Select 'Download Certificates' and you will be prompted to log in.

Step 4: Log in with the Portal ID issued to you to access your certificates.

Step 5: If you do not have a Portal ID, click 'No Portal ID' and enter the relevant information to download your e-Certs.

# Professional Certificate

- Students can receive a Professional Certificate if they attend the course with at least 75% attendance.
- Students attending the Professional Certificate courses have the option of taking the examination. There is no additional charge to take the exam
  - If they pass the exam, they will be provided with a transcript which reflects their grade.
- Student who opt to take the exam are encouraged to get the textbook or e-book to aid in exam preparations
  - *Prices of the course materials are shown in the next slide*
- Both the e-certificate and transcript will be issued **within 3 months after the last lesson.**

# Mind-Tap and Course Materials

## □ Course materials in each module may include:

- Course notes (up to \$30)
- MindTap (e-book) *[if applicable]* (up to \$100)
- Hardcopy textbook or Chapter Notes (up to \$150)

*We accept payment by PayNow/cheque only*

## □ Mindtap

- Students may purchase MindTap which includes ebook and course notes for every module. Access to MindTap includes 1-year access, valid from the day before class commencement.
- Students will receive an email with the MindTap account link **7 working days** after purchase. For advanced payment, access to the account will only be activated on the first day of class.
- For all technical issues and matters concerning the use of MindTap, please contact [asia.techsupport@cengage.com](mailto:asia.techsupport@cengage.com)



# ACADEMIC STRUCTURE

- The following types of direct assessment methods are used as evaluation tools for each module:
  - Assignments (60%)
    - Assignments may consist of Multiple choice, True/False, Short answer questions and written assignment such as essays, Case Studies, Critical Reviews and Research Papers.
  - Exam (40%)
    - The exam is held within 1 to 4 weeks after the last lesson.
    - We discourage students from using handphone for assessment/TOFA
    - Stable internet is required for taking assessment/TOFA

# WITHDRAWAL of Modules

- ❑ A non-refundable administrative fee of S\$50.00 is applicable for withdrawal of each module request. Requests are subjected to review by ASAS and the decision is final. ASAS reserves the right to request for supporting document(s).
  
- ❖ Refund is not applicable to learners who:
  - ❖ Withdraw midway from their module
  - ❖ Submitted Re-scheduling

# GRADUATION

- Students can graduate once they fulfil the following criteria
  - Pass all necessary modules with all grades released
    - Minimum 2.0 GPA (Specialist Diploma and Advanced Diploma)
    - Minimum 2.3 GPA (Graduate Diploma)
  - All fees have been cleared, inclusive of admin fee and graduation fee
- Processing time: 3 months (earliest) – 6 months (latest) from release of final grade
- Consists of:
  - Hardcover booklet
  - Diploma course
  - Transcript with all modules and grades
- Self-collection at ASAS office only
- More information in Student Contract, SCHEDULE C under Miscellaneous Fees.

# ASAS STUDENT CRITERIA

## □ Attendance for Course

### □ Non-student Pass Holders – 75%

<b>Rate</b>	<b>Actions to be taken If not obeyed</b>
</= 75%	<ul style="list-style-type: none"><li>○ 1<sup>st</sup> Warning Letter to be issued</li><li>○ Pastoral Counseling to be carried out</li><li>○ Parents or Guardian will be informed (If student is under 18)</li></ul>
</= 75% (2 <sup>nd</sup> time)	<ul style="list-style-type: none"><li>○ 2<sup>nd</sup> Warning Letter to be issued</li><li>○ Pastoral Counseling to be carried out</li><li>○ Parents or Guardian will be informed (If student is under 18)</li></ul>
</= 75% (3 <sup>rd</sup> time)	<ul style="list-style-type: none"><li>○ 3<sup>rd</sup> Warning Letter to be issued</li><li>○ Pastoral Counseling to be carried out</li><li>○ Parents or Guardian will be informed (If student is under 18)</li></ul>
</= 75% (4 <sup>th</sup> time)	<ul style="list-style-type: none"><li>○ FINAL Expulsion Letter will be issued (Subjective to Disciplinary Committee Hearing)</li><li>○ Parents or Guardian will be informed (If student is under 18)</li></ul>

# ASAS STUDENT CRITERIA

## □ Attendance for Course

### □ Student Pass Holders – 90%

<b>Rate</b>	<b>Actions to be taken If not obeyed</b>
</= 90%	<ul style="list-style-type: none"><li>○1<sup>st</sup> Warning Letter to be issued</li><li>○Pastoral Counseling to be carried out</li><li>○Parents or Guardian will be informed (If student is under 18)</li></ul>
</= 90% (2 <sup>nd</sup> time)	<ul style="list-style-type: none"><li>○2<sup>nd</sup> Warning Letter to be issued</li><li>○Pastoral Counseling to be carried out</li><li>○Parents or Guardian will be informed (If student is under 18)</li></ul>
</= 90% (3 <sup>rd</sup> time)	<ul style="list-style-type: none"><li>○3<sup>rd</sup> Warning Letter to be issued</li><li>○Pastoral Counseling to be carried out</li><li>○Parents or Guardian will be informed (If student is under 18)</li></ul>
</= 90% (4 <sup>th</sup> time)	<ul style="list-style-type: none"><li>○FINAL Expulsion Letter will be issued (Subjective to Disciplinary Committee Hearing)</li><li>○Parents or Guardian will be informed (If student is under 18)</li></ul>

# ASAS Holistic School Environment

- ASAS provides FREE and CONFIDENTIAL pastoral counseling services for all students
- Students having emotional concerns are welcome to approach our qualified counselors
- Students are to notify the Student Support Team to book an appointment with our counsellors
- Internship opportunities – We work with companies for internship and job placements. For further information, please visit: <https://asasedu.com/internship/>

# MODE OF PAYMENT

- ASAS adopt various payment methods as mentioned in the following
  - <https://asasedu.com/payment-of-fees/>
  - Payment will be collected based on the payment scheduled stated in the standard contract / invoice
- All fees that are overdue will be subjected to additional charges according to the late payment policy

# COURSE ADMISSION REQUIREMENTS AND EXEMPTIONS

- For students to be accepted into our course, the following will be considered
  - Educational Qualifications
  - Work experience
  - Age requirement



# USEFUL GOVERNMENT WEBSITE

## □ **COMMITTEE FOR PRIVATE EDUCATION (CPE)**

For more details on Fee Protection Scheme, Standard PEI – Student Contract, Medical Insurance and Dispute Resolution, please visit

[www.cpe.gov.sg](http://www.cpe.gov.sg)

## □ **MINISTRY OF EDUCATION (MOE)**

For more details of the Singapore Education System, please visit

[www.moe.gov.sg](http://www.moe.gov.sg)

THANK YOU

HOPE TO SEE YOU IN OUR NEXT INTAKE