MindFORCE ACADEMY

Pre-Course Counseling

Version 11.7

Contents Page

- About the School
- How To Get Here?
- Governance of the School
- MindForce Academy Course Information
- Contact Information
- Student Support Services
- Pre-Couse Counseling
- Student Application Procedure
- Post-Secondary Education Account (PSEA)
- WSQ Courses

- Professional Certificate
- Mind-Tap and Course Materials
- Academic Structure
- Withdrawal of Modules
- Graduation
- MindForce Academy Student Criteria
- MindForce Academy Holistic School Environment
- Mode of Payment
- Course Admission Requirements and Exemptions
- Useful Government Websites

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 Private Education Act in Singapore was enacted in December 2009 to regulate the private education sector and enhance the quality of private education providers in the country. The act serves to protect students enrolled in private schools, ensuring that these institutions meet certain standards and are accountable.

MINDFORCE ACADEMY 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

- ## Operations Executive
  - Class schedules, leave requests, assessment and exam-related enquiries and instructor feedback, technical help-desk support
    - opsmanager@asasedu.com

- ## Student Support Services
  - For other academic-related enquiries, complaints and feedback
    - 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.
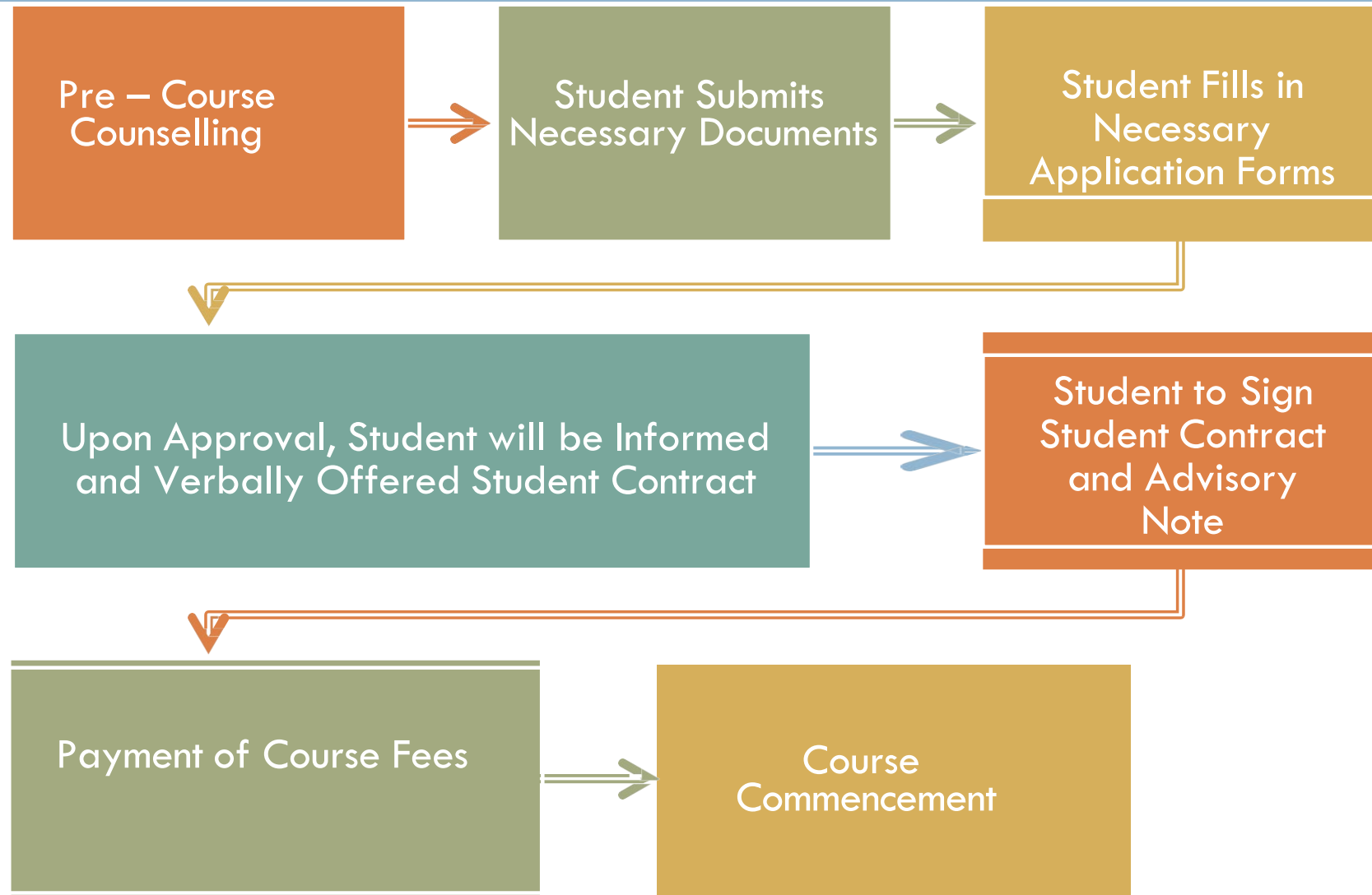
PRE – COURSE COUNSELING

- 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 MindForce Academy'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 MindForce Academy

  - Provide APA referencing guidelines to students

PRE – COURSE COUNSELING

☐ Student need to understand that MindForce Academy 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

STUDENT APPLICATION PROCEDURE

Pre – Course Counselling

Student Submits Necessary Documents

Student Fills in Necessary Application Forms

Upon Approval, Student will be Informed and Verbally Offered Student Contract

Student to Sign Student Contract and Advisory Note

Payment of Course Fees

Course Commencement

Post-Secondary Education Account (PSEA)

1. Final course amount will be withdrawn from PSEA after deductions from SkillsFuture Credit, if applicable.
2. If Trainee is using sibling's PSEA, sibling authoriser must be 21 years old at the time of applying. If sibling authoriser is below 21 years old, a parent must authorise on behalf.
3. All PSEA withdrawals will be made from trainee's own PSEA first. Withdrawals will only be made from sibling's PSEA when there are insufficient funds in the trainee's own PSEA.
4. PSEA will be closed in May in the year a trainee turns 31. Able to extend the validity of their PSEA until 31 December of that year.
5. If you wish to learn more about PSEA, check PSEA balances or contact MOE, you may do so via the PSEA hotline at 6260 0777 or https://www.moe.gov.sg/feedback.

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.

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

❑ Students need to attain a minimum of <u>75% attendance</u> 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.

❑ Our School requires a <u>75% response rate</u> for the for the Training Quality and Outcomes Measurement (TRAQOM) Quality Survey. Your feedback is crucial in helping us meet this goal.

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
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
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 <u>75% attendance</u>.

- 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:

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

  We accept payment by PayNow/cheque only

□ Mindtap

- o 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.
- o 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.
- o For all technical issues and matters concerning the use of MindTap, please contact asia.techsupport@cengage.com

❏ We do not allow downloading of our PowerPoint slides as students are given learners guide.

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 MindForce Academy and the decision is final. MindForce Academy 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 MindForce Academy office only
- More information in Student Contract, SCHEDULE C under Miscellaneous Fees.

MINDFORCE ACADEMY Holistic School Environment

- MindForce Academy provides FREE and CONFIDENTIAL pastoral counseling services for all students

- Students having emotional concerns are welcome to approach our qualified counsellors.

- Students are to notify the Student Support Team to book an appointment with our counsellor.

- Internship opportunities – We work with companies for internship and job placements. For further information, please visit: https://asasedu.com/internship/

MODE OF PAYMENT

- MindForce Academy 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

- The PEI considers a payment made [7] days/month after the scheduled due date(s) for the Course Fees and [7] days/month after the scheduled due date(s) in the invoices for the Miscellaneous Fees as late.

- The PEI will explain to the Student its policy for the late payment of Course Fees and Miscellaneous Fees, and any impact on the Course/module completion (if applicable).

COURSE ADMISSION REQUIRMENTS AND EXEMPTIONS

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

USEFUL GOVERNMENT WEBSITE

MINISTRY OF EDUCATION (MOE)

For more details of the Singapore Education System, please visit

www.moe.gov.sg

SkillsFuture Singapore

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

www.skillsfuture.gov.sg

THANK YOU

HOPE TO SEE YOU IN OUR NEXT INTAKE