

*institute of
education*



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This booklet is prepared for the general guidance of students of the Institute of Education. The information given, including rules and regulations, is not intended to be definitive. If a student requires any further information about courses or facilities, he is advised to address his enquiry to the Registrar, the Deputy Registrar or Heads of Departments. A list of departments is given on pages 4 and 5.

With the Compliments of
the Director
Institute of Education
Republic of Singapore

PROSPECTUS
INSTITUTE
OF EDUCATION
PATERSON
ROAD
SINGAPORE 9
TEL 374511

NATIONAL INSTITUTE OF EDUCATION
LIBRARY, SINGAPORE

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1 INSTITUTE OF EDUCATION

The Institute of Education was established when the Institute of Education Act came into effect on 1 April 1973. The Institute is responsible for the pre-service training of primary and secondary school teachers in all the four official language media, for the continuing education of qualified practising teachers through the provision of in-service courses, the Pre-School Teacher Education Course, the Advanced Certificate in Education course, and for the preparation of university graduates for the Diploma in Education, and the degrees of Master of Education and Ph. D. in Education awarded by the University of Singapore. The Institute, which is now the only institution responsible for teacher education in Singapore, is also charged with the responsibility of promoting research in education.

2 COUNCIL AND MAIN COMMITTEES

2.1 IE Council

Chairman : Mr. Chan Kai Yau
Secretary : Mr. Tan Khoon Chua
Members : Dr. R. S. Bhathal
Mr. Chang Kwang Seh
Dr Hew Choy Sin
Asso. Professor (Mrs.) Lam Lay Yong
Bro Joseph Kiely
Dr. Alan Phillips
Miss Lim Hsiu Mei
Mr. Lim Jit Poh
Mr. F. A. Vasenwala
Dr. Tan Wee Kiat
Mr. Robert Yeo Cheng Chuan
Ex-officio : Dr. Lau Wai Har

2.2 IE Establishment Committee

Chairman : Miss Lim Hsiu Mei
Secretary : Mr. Tan Khoon Chua
Members : Dr. R. S. Bhathal
Mr. Chang Kwang Seh
Asso Professor (Mrs.) Lam Lay Yong
Mr. F. A. Vasenwala
Ex-officio : Dr. Lau Wai Har

2.3 IE Finance Committee

Chairman : Mr. Lim Jit Poh
Secretary : Mrs. Michelle Choong Ah Lan
Members : Dr. Hew Choy Sin
Bro Joseph Kiely
Dr. Alan Phillips
Ex-officio : Dr. Lau Wai Har

2.4 Board of Studies

Chairman : Dr. Lau Wai Har
Secretary : Mr. Lee Chee Yea

Members : Mr. Chan Weng Cheong
Miss Chen Ai Yen
Miss Louise Cheng Shao-Chang
Mr. Chia Wai Hon
Dr. Chin Long Fay
Mrs. Michelle Choong Ah Lan
Mr. S. Dheivanayagam
Mr. Foo Chee Min
Mr. Hee Ah Ngot
Mr. Kwek Ah Kow
Mr. Lee Goon Yee
Mr. Leong Min Fatt
Dr. Leong Weng Kee
Mr. Liaw Beng Teck
Mr. Lim Yoke Seng
Mr. Francis Ma Kou Chih
Encik Mohd. Ali bin Hussin
Mr. Wallace Muthu
Mr. Ng Kim Beng
Mr. Oliver Seet Beng Hean
Mr. Sim Tong Khern
Mr. Suen Y-Chern
Mr. Tan Khoon Chua
Dr. Tan Wee Kiat
Mr. Tham Tuck Onn
Miss Tng Sai Tin
Mr. Wong Hee Sing
Mr. Wong Heng
Mr. Yap Boon Chuan
Mr. Yeo Keng Hoe

2.5 Board of Admissions

Chairman : Dr. Lau Wai Har
Secretary : Mr. Lee Chee Yea
Members : Dr. Chin Long Fay
Mr. Tham Tuck Onn
Mr. Chia Wai Hon
Mr. Hee Ah Ngot
Mr. Ng Kim Beng
Dr. Leong Weng Kee
Mr. Oliver Seet Beng Hean
Mr. Sim Tong Khern
Miss Tng Sai Tin
Miss Louise Cheng Shao-Chang
Mr. Yap Boon Chuan
Mr. Chan Weng Cheong

2.6 Examinations Board

Chairman : Dr. Lau Wai Har
Secretary : Mr. Tan Khoon Chua
Members : Dr. Chin Long Fay
Mr. Tham Tuck Onn
Mr. Chia Wai Hon
Mr. Ng Kim Beng
Mr. Hee Ah Ngot
Dr. Leong Weng Kee
Mr. Oliver Seet Beng Hean
Miss Louise Cheng Shao-Chang
Mr. Wong Hee Sing
Mr. Wallace Muthu
Mr. Lee Goon Yee
Mr. Lim Yoke Seng

2.7 Board of Postgraduate Studies and Research

Chairman : Dr. Lau Wai Har
Secretary : Mr. Lee Chee Yea
Members : Dr. Chin Long Fay
Dr. Tan Wee Kiat
Dr. Then Lian Mee

2.8 Prize Awards Committee

Chairman : Dr. Lau Wai Har
Secretary : Mr. Lee Chee Yea
Members : Dr. Chin Long Fay
Mr. Tham Tuck Onn
Mr. Chia Wai Hon
Mr. Hee Ah Ngot
Mr. Ng Kim Beng
Dr. Leong Weng Kee
Mr. Foo Chee Jan
Miss Chen Ai Yen

3. HEADS OF ADMINISTRATION

	Office
Director: Dr. Lau Wai Har	Admin Block 1st Floor
Deputy Director: Dr. Chin Long Fay	Admin Block 1st Floor
Registrar: Mr. Tan Khoon Chua	Admin Block 1st Floor
Deputy Registrar: Mr. Lee Chee Yea	Admin Block 2nd Floor
Bursar: Mrs. Michelle Choong Ah Lan	Admin Block Ground Floor
Assistant Bursar: Mr. Leong Min Fatt	Admin Block Ground Floor
Librarian: Mr. Wong Heng	Library
Administrative Assistant/Staff and General Affairs: Mrs. Tan Siu Lay	Admin Block Ground Floor
Administrative Assistant/Students and Examinations: Mrs. Suang Koh	Admin Block 2nd Floor
Administrative Assistant/ Public Relations: Miss Pearlle Ang	Admin Block Ground Floor

4. HEADS OF DIVISIONAL SCHOOLS AND DEPARTMENTS

School of Professional Studies

Head: Mr. Tham Tuck Onn

Office: S Block Room 17

Department	Head	Office
Comparative Studies	Mr. Francis Ma Kou Chih	S Block Room 13
Psycho-Social Studies	Mr. Suen Y-Chern	S Block Room 11
Evaluative Studies	Dr. Tan Wee Kiat	S Block Room 11

School of Curriculum Studies

Head: Mr. Chia Wai Hon

Office: D Block Room 3

Department	Head	Office
Art Education	Mr. Sim Tong Khern	Art Block
Home Economics	Miss Tng Sai Tin	S Block Top Floor
Language Chinese	Dr. Leong Weng Kee	B Block Room 3A
Studies: English	Mr. Oliver Seet Beng Hean	Library Building Top Floor
Malay	(covered by Head/School of Curriculum Studies)	D Block Room 3
Tamil	Mr. S. Dheivanayagam	B Block Room 3C
Mathematics	Mr. Wong Hee Sing	S Block 2nd Floor
Music Education	Miss Louise Cheng	M Block 1st Floor
Physical Education	Mr. Yap Boon Chuan	C Block Room 3
Science	Mr. Lim Yoke Seng	S Block Room 9
Social Studies	Mr. Liaw Beng Teck	B Block Room 2

School of Continuing Studies

Head: Mr. Ng Kim Beng

Office: D Block, Room 3

Department	Head	Office
Extra-Mural Studies	Mr. Wallace Muthu	C Block, Top Floor, Room 11
Associated Schools and School Practice	Mr. Lee Goon Yee	C Block Top Floor, Room 12
Educational Technology	Miss Chen Ai Yen	C Block Room 3/7

School of Technical Studies

Head: Mr. Hee Ah Ngot

Office: Technical Block, 1st Floor

DEPARTMENTS

	Department	Head	Office
	Woodwork	Mr. Chan Weng Cheong	Technical Block 1st Floor
	Metalwork	Mohd Ali Bin Hussin	Technical Block 1st Floor
	Electricity and Electronics	Mr. Yeo Keng Hoe	Technical Block 1st Floor
Office S Block Room 13 S Block Room 11 S Block Room 11	Drafting	Mr. Kwek Ah Kow	Technical Block 1st Floor
	Industrial Standards	Mr. Foo Chee Min	Technical Block 1st Floor

5. GENERAL INFORMATION**5.1 Academic Year**

The Academic Year consists of two semesters of two terms each as follows:

January Semester 1978	Term I	3 January	– 11 March
	Term II	20 March	– 27 May
July Semester 1978	Term I	3 July	– 2 September
	Term II	11 September	– 25 November

5.2 Examination Weeks

May 78 Examination	27 May – 3 June
November 78 Examination	18 November – 25 November

6 COURSES**6.1 Postgraduate Courses in Education**

The Institute of Education offers postgraduate courses leading to the degrees of Master of Education (M.Ed.) and Doctor of Philosophy (Ph. D.) in Education. These degrees are conferred on successful candidates by the University of Singapore. For admission as a candidate for the degree of M.Ed., a person must be a graduate of the University of Singapore or of such other university as the Senate of the University of Singapore may approve. The candidate must normally have a Diploma in Education with evidence of at least 2 years experience in the education service.

A person admitted as a candidate for a Master's degree may, subject to a satisfactory report from his supervisor, be subsequently admitted as a candidate for the degree of Doctor of Philosophy.

Persons seeking direct admission to the Ph. D. programme must have already obtained a Master's degree acceptable to the University of Singapore.

6.2 Diploma in Education Course

This course, offered as a 1-year (two-semester) or a 1½-year (three semester) course*, leads to the award of a Diploma in Education of the University of Singapore. It is open to university graduates who intend to make teaching their career. It is aimed at imparting a basic understanding and a critical appreciation of the principles and issues of education in a national and social context, the development and behaviour of children, problems and modes of learning, and the necessary and effective skills of educating the young.

Admission qualifications: A good university degree with two academic subjects acceptable for teaching in schools. Additionally, candidates will be expected to perform satisfactorily in an Entrance Proficiency Test and at an interview.

6.3 Advanced Certificate in Education

This is a course covering a period of 4 semesters of work normally spread over 2 years. It leads to the award of the Advanced Certificate in Education, which is a further qualification beyond the Certificate in Education of the Institute. It aims at enabling serving teachers to upgrade content and methodology for teaching, through the informed use of educational technology and evaluative methods, and through knowledge of current developments in educational theory and practice.

Admission requirements: A full or partial Higher School Certificate, or its equivalent, with trained teaching experience of 3–5 years; or a School Certificate with teaching experience at upper secondary level of 8–10 years, or specialist qualifications in Music, PE, Art and Home Economics. Candidates must have a good record of teaching performance. Where necessary, a proficiency test in the subjects of study or in English may be conducted by the Institute.

6.4 Certificate in Education Course ('A' Level)

This course, offered as a 2-year (four-semester) or a 3-year (six semester) course*, leads to the award of the Certificate in Education of the Institute. It offers both professional and academic education for students who have obtained a Higher School Certificate. A student pursuing this course is trained to teach at the primary and lower secondary school levels. Options are open to a student for specialisation either in two of the following subject areas: Art, Home Economics, Language, Mathematics, Physical Education, Science, School Music and Social Studies, or in Technical subjects. Specialisation will be determined by entry qualifications.

Admission requirements: A full Higher School Certificate, or passes at 'A' level in 2 subjects and at 'O' level in 2 subjects including General Paper obtained at one and the same GCE 'A' level Examination. For selection to specialisation courses, preference will be given to candidates who possess qualifications in the relevant subject areas. Candidates who intend to take School Music must possess either a pass at GCE 'O' level in Music, or a minimum music qualification of Grade 5 of the Associated Board of Royal Schools of Music Examination in Theory and in one practical study. Candidates will have to appear for an audition. Candidates who intend to take Home Economics must pass at GCE 'O' level in one of the Home Economics subjects. Candidates who intend to take Physical Education will have to pass a skills proficiency test.

The specialist course in Technical Subjects is also open to candidates with the Technician Diploma or the Industrial Technician Certificate.

Candidates for all courses will, in addition, be expected to perform satisfactorily in an Entrance Proficiency Test and at an interview.

*See note on Teaching Cadetship (p. 9)

6.5 Certificate in Education Course ('O' Level)

This course, offered as a 3-year (six-semester) course, leads to the award of the Certificate in Education of the Institute. It offers both professional and

academic education for students who have obtained a GCE 'O' level Certificate. A student pursuing this course is trained to teach in the primary school.

Admission requirements: Good passes at 'O' Level in the GCE 'O' Level Examination in at least 5 teaching subjects including Language and one of the following subjects: Literature/Mathematics/Science subjects (excluding Human & Social Biology).

6.6 Pre-School Teacher Education Course

This is a two-stage course comprising:—

- (a) a 60-hour Basic stage (1 semester)
- (b) a 300-hour Advanced stage (3 semesters)

This Basic stage course is open to serving kindergarten teachers who have no previous formal training and the Advanced stage course is open to those who have successfully completed the Basic stage training. Successful completion of the Basic stage course leads to the award of the Institute's Educational Statement and on successful completion of the Advanced-stage training, students will be awarded the Pre-School Teacher Education Certificate.

Admission requirements: (a) 60-hour Basic stage course: Candidates must be currently attached to kindergartens and possess passes in 3 subjects at "O" level, or its equivalent, including a pass in the language of instruction.

(b) 300-hour Advanced stage course: Candidates must have successfully completed the Basic stage course, and must be currently teaching in kindergartens.

6.7 In Service Courses

These courses are offered to serving qualified teachers as part of the continuing teacher education programme of the Institute. A variety of courses is offered to cover a diversity of educational fields. All these courses are held during term time and their lengths vary according to the nature of the subjects.

Copies of the Prospectus for In-Service courses offered in each semester can be obtained from the office of the Extra-Mural Studies Department of the Institute (C Block, Top Floor, Room 11)

6.8 NO STUDENT MAY PURSUE CONCURRENTLY ANY COURSE OF STUDY AT OTHER INSTITUTIONS OF LEARNING WHEN ENROLLED AS A STUDENT AT THIS INSTITUTE.

7 FEES

7.1 Current rates

The fees charged for each course are given below. The Institute reserves the right to revise the fees at any time.

For Certificate students, fees are payable on a term basis. For Diploma students, fees are payable on a semester basis. All fees due must be paid within the first two weeks of the term (for Certificate students) or the semester (for Diploma students).

If fees are not paid within the specified period, a late fee of \$10/- will be imposed. A student whose fees are still not paid after the third week of the term/semester will be suspended from lectures until all fees (including any late fees) are paid in full.

Diploma in Education Course

Tuition fee	— \$225/- per annum
Supplementary fees	— \$ 28/- per annum
University Registration fee	— \$ 5/- payable on admission
Caution money	— \$ 50/- payable on admission and refundable only on the student's completion of the course or on his having to leave the course, subject to his conduct being satisfactory.
Diploma fee	— \$ 50/- payable on the student's successful completion of the course.

Advanced Certificate in Education Course

Tuition fee	— \$180/- per annum
Supplementary fee	— \$ 28/- per annum
Caution money	— \$ 50/- payable on admission and refundable only on the student's successful completion of the course or on his having to leave the course, subject to his conduct being satisfactory.
Certificate fee	— \$ 10/- payable on the student's successful completion of the course.

Certificate in Education Course

Tuition fee	— \$120/- per annum
Supplementary fee	— \$ 28/- per annum
Caution money	— \$ 50/- payable on admission and refundable only on the student's successful completion of the course or on his having to leave the course, subject to his conduct being satisfactory.
Certificate fee	— \$ 10/- payable on the student's successful completion of the course.

Pre-School Teacher Education Course

— \$ 60/- per course for Basic Stage
— \$180/- per course for Advanced Stage

7.2 Remission of fees

Students may apply to the Registrar for remission of tuition fees on grounds of hardship after having been admitted to the Institute. A notice inviting applications is normally issued by the Registrar's Office at the beginning of the academic year. The remission is granted for tuition fees only. Students granted the remission of fees will have to pay other fees. The remission of fees is granted on a yearly basis. Students may, however, apply for extension.

8 TEACHING CADETSHIP, SPECIAL ALLOWANCES, SCHOLARSHIPS, AWARDS & PRIZES

8.1 Teaching Cadetship

A student may, at the time of application for admission, apply for a teaching cadetship. If awarded the cadetship, a Diploma student will follow the 1½-year (3-semester) course, whereas a Certificate student will follow the 3-year (6-semester) course. They will concurrently undergo continuous attachment to schools, bearing two thirds of a regular teacher's work-load.

The allowances payable to cadet-teachers per month are as follows:

Diploma in Education Course

Pass degree holders	1st Year	:	\$625/-	(1st & 2nd semester)
	2nd Year	:	\$650/-	(3rd semester)

Honours degree holders:	1st Year	:	\$820/-	(1st & 2nd semester)
	2nd Year	:	\$850/-	(3rd semester)

Certificate in Education (General) Course

GCE	1st Year	:	\$400/-	GCE	1st Year	:	\$260/-
'A' Level	2nd Year	:	\$425/-	'O' Level	2nd Year	:	\$270/-
Holders	3rd Year	:	\$450/-	Holders	3rd Year	:	\$285/-

Certificate in Education (Technical) Course

Technician Diploma Holders

1st Year	:	\$625/-
2nd Year	:	\$650/-

Industrial Technician Certificate Holders

1st Year	:	\$425/-
2nd Year	:	\$450/-

Cadet-teachers are expected to enter upon and diligently continue the prescribed course of study at the Institute, and complete the course within the stipulated time. They are regarded as full-time students of the Institute and are expected to participate in the activities of the Institute. While on teaching attachment in schools, they are also expected to maintain a standard of work and personal behaviour worthy of the profession. In the event of their work or conduct being found to be unsatisfactory, the allowances may be terminated and they may be required to leave the course.

8.2 Special allowances

Diploma students who do not hold teaching cadetships may apply for the special allowances indicated below:

Pass degree holders	:	\$200/- pm
Honours degree holders	:	\$260/- pm

8.3 Scholarships, Awards and Prizes

Wong Hee Hua Memorial Scholarship — This scholarship was donated by Dr Ruth Wong in memory of her sister, Miss Wong Hee Hua. It is awarded to the final-year Certificate-in-Education Course students who have shown outstanding performance in the study of music or mathematics as their Special Academic subject. Two scholarships are awarded annually.

Sng Yew Chong Medal — This award was donated by the Board of Trustees for the Sng Yew Chong Memorial Fund. It is awarded to the top science graduate of IE (Diploma in Education Course or Certificate in Education Course) who has shown outstanding performance in the teaching of science.

Best All-round Student Prize — One prize each is awarded to the best student of the Diploma in Education Course, the Advanced Certificate in Education Course and the Certificate in Education Course.

Theory Prize — One prize each is awarded to the Diploma in Education Course and Certificate in Education Course students who have achieved the best results in the main theory subjects in the final year examination.

Teaching Practice Prize — One prize each is awarded to the Diploma in Education Course and Certificate in Education Course students who have shown outstanding performance in Teaching Practice.

Special Merit Prize — This is a prize awarded to the Advanced Certificate in Education Course students who have shown outstanding performance in their final year examination.

Public Spiritedness and Service to IE Prize — This prize is awarded to students who have shown leadership in and dedication to student activities in IE.

Bilingual Prize — This prize is awarded to the Certificate in Education Course students who have the highest achievement in attaining effectiveness in two languages.

9 LIBRARY

The Library has an approximate total book collection of 70,330 volumes in the four official languages. The collection covers all the subjects taught in the Institute curriculum with special emphasis on education.

The Library subscribes to 225 periodicals.

Lending library service

Students may borrow 5 books at a time for a period of three weeks. The sixth library card is used to borrow 'red spotted' books.

Reference library service

Library staff are available to assist students to utilise the reference collection. Re-

served books are 'red spotted' and are available for two-hourly loans at the library counter.

Photocopying and Binding Services

Xerox photocopying is available at the library office. Students can have their projects bound at the library for a fee.

Rules and regulations governing the use of the library are obtainable from the Librarian.

The opening hours are:

During Term

Monday to Friday 8.30 am – 6.00 pm
Saturday 8.30 am – 5.00 pm

During Vacation

Monday to Friday 8.30 am – 5.00 pm
Saturday 8.30 am – 1.00 pm

10. STUDENT FACILITIES

10.1 Junior Common Room

All registered students of regular courses of the Institute are members of the Junior Common Room. Activities conducted by this student body aim to promote the interest and welfare of students. The Junior Common Room aims to:

- uphold the dignity and honour of the Institute by supporting all measures taken for the maintenance of good order and discipline,
- inculcate the right attitudes, develop leadership qualities and promote esprit de corps,
- participate in group endeavours and community service,
- promote and strengthen educational and cultural ties with student organisations of other tertiary institutions, and
- maintain liaison, between students, staff and the administration.

The management of the Junior Common Room is vested in the Student's Council comprising the President, two Vice-Presidents, and ten Secretaries. Members of the Student's Council are elected into office annually. Of the ten secretaries, six are in charge of the the following broad areas of activity which are served by various committees, societies and clubs:

Culture	Art Club Institute Christian Fellowship Literary, Dramatic and Debating Society Music Club Photography Club
Education	Social Studies Club Mathematics & Science Society
Publication	Publications Committee
Social	Social Welfare Committee
Sports	Athletics Club Badminton Club

	Basketball and Volleyball Club
	Folk Dancing Club
	Gymnastics Club
	Netball Club
	Soccer Club
	Softball Club
	Swimming Club
	Table Tennis Club
	Tennis Club
Welfare	Canteen Club
	Community Service Club
	Horticultural Club
	Library Club

The Junior Common Room has two or more honorary staff advisers.

Each club or society may levy a small subscription on its members for special projects to supplement the funds provided for it by the Institute Administration.

10.2 Auditorium

The Auditorium has a seating capacity of 750. It is used for ceremonies, assemblies, seminars, mass lectures, and social and cultural gatherings.

10.3 Gymnasium and Games Facilities

The Gymnasium, situated below the Auditorium, is equipped with facilities for the teaching of basic gymnastic skills.

Other facilities for games include one football field, two basketball courts, one tennis court, one netball field, one volleyball court and one multi-purpose hall (known as the Lower Hall) next to the Gymnasium.

10.4 Students' Study/Council Room

The Students' Study/Council Room is situated in Block B (top floor) and serves as a centre for student activities.

10.5 Students' Common Room

The Students' Common Room, in Block B (first floor), is a rest-room for students.

10.6 Canteens

There are two canteens on the campus. One is located on the ground floor of Block B and the other is in the Lower Hall below the Auditorium. The Block B Canteen stalls provide cooked food and cold and hot drinks from 8.00 am to 4.00 pm on weekdays, and from 8.00 am to 1.00 pm on Saturdays. The Lower Hall Canteen observes the same hours of business and provides only cold and hot drinks and snacks. The prices charged at these canteens are reasonable. All matters concerning the canteens may be referred to the Assistant Bursar.

10.7 Accommodation for foreign students

Since the Institute is not a residential institution, foreign students admitted

to the Institute are advised to make their own arrangements for living accommodation during the period of their stay in Singapore.

11 COURSE REQUIREMENTS

11.1 Course credit

Each of the courses of study at the Institute is offered in terms of a full-credit or a half-credit unit.

A **full-credit** course normally requires 4 hours of work per week through one semester.

A **half-credit** course normally requires 2 hours of work per week through one semester.

In general, Co-curricular subjects, Personal Growth, Special Methods, and Special Education courses are listed in half-credit units, while the main courses – The Principles and Practice of Education and the Special Academic courses – rate as two full credits each. All other courses rate as one-credit courses.

11.2 Table showing credit equivalents and the duration of the various courses

Course	Credit Equivalents	Duration of Course	
		Non-Cadet	Cadet
1. Diploma in Education	8½ credits	1 year	1½ years
2. Advanced Certificate in Education	8 credits	2 years	
3. Certificate in Education 'A' Level	16½ credits	2 years	3 years
4. Certificate in Education (Technical)	14 credits for Technician Diploma holders 15½ credits for Industrial Technician Cert. holders	2 years	
5. Certificate in Education 'O' Level	16½ credits	3 years	

12. COURSE PROGRAMMES

DIPLOMA IN EDUCATION

COURSE PROGRAMME

Courses	No. to be taken	Abbreviation used	Number of Hours	Credits	Course Objectives and Description	Mode of Assessment and Examinations
Principles and Practice of Education	1	CE	120 hours of work extending over two semesters	2	This is a compulsory core course bringing together those specific theories and research findings from the psycho-social and other basic educational disciplines which will help to promote enlightened practice. The content of this course comprises the study of Philosophy of Education, Psychology of Education, Sociology of Education, General Methodology in Education, Education in Singapore, Guidance and Counselling, and Health Education.	Objective Test and Two examination papers
Special Education	2	SE 1 SE 2	30 30	½ ½	These are electives and the specific aim of each of these courses is to enable prospective teachers to select an area of professional interest for study in depth. (Please see Appendices (List A on page 39)	Submission of 2 academic exercises requiring analysis of current and local problems and the gathering of data from the classroom situation outside course time.
Special Methods	2	SM Major SM Minor	30 30	½ ½	The SM Major and SM Minor must be teaching subjects relevant to the needs of schools. The SM Major is related to the academic subject read by the student at 3rd year university level and beyond, while the Minor level course will be a subject that he had studied from GCE 'A' to 2nd Year university level. The specific aim of these courses is to provide the student with the methodology for teaching his specialised subject up to pre-university level and his supporting subject to secondary four level.	The SM Major course demands the submission of an academic exercise. The SM Minor will be assessed by 3 course assignments.
Co-Curricular Subject	1	CCS	30	½	This is an elective, meant to enhance the usefulness of the teacher in extra-curricular concerns at school. (Please see Appendices (List D) on page 43 for the courses available)	Progress rating of course work/class assignments
Speech Training	1	Sp Tg	30	½	This is meant to improve the practical speech skill of the would-be-teacher.	Attendance Progress rating of course work/class assignments
Physical Education	1	PE	30	½	This is meant to improve the practical skill of the would-be-teacher.	Attendance Progress rating of course work/class assignments
School Practice	1	SP		2½	School practice takes the form of a daily half-day attachment for five days a week throughout the course.	Supervision of classroom teaching by lecturer-in-charge Progress rating and assessment
Introduction to Teaching	1	ITT	30	½	This is a compulsory month-long course to prepare the student for posting to school. Basic knowledge and practice of class room teaching and management are dealt with. The course is designed to give a broad perspective of the Singapore school system the teaching/learning process including the methods of managing and evaluating learning situations and outcomes. The course will also expose the student to the essentials of the communicative process and the use of media materials and equipment that help to bring about effective teaching/learning.	Assignments
Personal Growth	1	PG	30	NIL	This is an optional elective course additional to the stipulated number of credit requirements. It provides the student with the opportunity to engage in a subject area suited to his personal interest.	

TOTAL 8½ credits to be completed in 1 year (2 semesters) by a non-cadet and 1½ years (3 semesters) by a cadet

ADVANCED CERTIFICATE IN

EDUCATION COURSE PROGRAMME

Courses	No. To Be Taken	Abbreviation Used	Number of Hours	Credits	Course Objectives and Description	Mode of Assessments and Examinations
Methodology Studies including (i) Methods, (ii) Curriculum Development (iii) Educational Measurement (iv) Educational Technology	— 1 1 1	— CD EM Ed. Tech	— 30 hours 30 hours 30 hours	— ½ ½ ½	The Methodology Studies are closely related to the study of the two elective Special Academic subjects. (i) The METHODS course forms part of the Special Academic subject. (ii) CURRICULUM DEVELOPMENT is a study of principles of curriculum development, and specific curriculum analysis in terms of the topics taught and an examination of basic concepts and relationships. Students will study the determinants of curriculum planning and organisation and apply such principles to their selected subjects of study. (iii) EDUCATIONAL MEASUREMENT is a study of educational and Instructional objectives, types of evaluation, measurement and assessment and the construction and use of different kinds of Instruments necessary for these purposes. (iv) EDUCATIONAL TECHNOLOGY is aimed at developing communicative skills in support of teaching. It has a practical approach and students learn to prepare and use the appropriate methods, media and materials for their special subjects.	Assignments
School Practice Supervision					This is aimed at enabling the students to identify the elements that make for effective teaching and learning.	
English Language (L1)	1	L1	60 hours	1	This course is designed to develop course member's linguistic skills, in terms of greater fluency, precision and coherence.	Progress rating
The Learner and Learning	1	L & L	30 hours	½	A study to enable the teacher to help his pupils learn at their optimal level in terms of knowledge, skills and attitudes. The focus will be on pupils as people, how they learn, why they behave as they do and how to arrange the learning environment to achieve such desirable outcomes as are specified or implicit in our educational goals.	Assignments
Special Interest Subjects (a) Guidance and Counselling (b) Dietetics and Nutrition (c) Textbook Writing (d) School Librarianship	1	SI	30 hours	½	This has to do largely with the development of student's special interests, which are relevant to education. One of the subjects listed in List D on page 43 must be elected for study.	Assignments

Total: 8 credits to be completed in 2 years

CERTIFICATE IN EDUCATION (GENERAL)

COURSE ('A' Level) PROGRAMME

Courses	No. To Be Taken	Abbreviation used	Number of Hours	Credits	Course Objectives and Description	Mode of Assessments and Examinations
Principles and Practice of Education	1	CE	120 hours of work extending over four semesters	2	This is a compulsory core course bringing together those specific theories and research findings from the psycho-social and basic educational disciplines which will help to promote enlightened practice. The content of this course comprises the study of Philosophy of Education, Psychology of Education, Sociology of Education, General Methodology in Education, Education in Singapore, Guidance and Counselling, and Health Education.	Objective Test Two 3-hour papers
Language Studies English/Chinese/Tamil Language (L1)	1	L1	120 hours	2	This course is designed to assist students to use their language of instruction (L1) with greater fluency, coherence and precision.	One 2½-hour paper Progress rating
Language Studies English/Chinese/Malay/Tamil as a Second Language (L2)	1	L2	60 hours	1	This course is to help students develop a more efficient command of the language they have studied as L2	Class assignments
Special Education	1	SE	60 hours	1	This is an elective course. Its specific aim is to enable prospective teachers to select for study in depth a subject related to their professional practice.	An academic exercise requiring analysis of current and local problems and the gathering of data from the school/classroom situation.
Special Academic Subject	2	SA 1 SA 2	120 hours per course extending over two semesters	4	Each of these courses is an in-depth study of an academic subject relevant to the needs of Singapore schools. Students are normally expected to complete one course before beginning the second course. Unless for very special reasons acceptable to the Board of Studies, students must have obtained a pass at GCE ('A' level) or HSC (Principal level) in the subject chosen (Please see also 'Admission requirements, p. 6) Please refer to List B of the Appendices on page 40 for the courses available.	Two 3-hour papers Class assignments
Special Method in Subject Teaching	2	SM 1 SM 2	30 hours 30 hours	½ ½	Students are required to follow two such courses related to the two Special Academic subject courses chosen. The specific aim of these two courses is to provide students with the methodology for teaching the chosen SA subjects up to secondary two level.	For each of the two SM courses a problem-oriented academic exercise is required
Co-curricular Subject Course	4	CCS 1 CCS 2 CCS 3 CCS 4	30 hours per course	½ ½ ½ ½	These courses are meant to enhance the usefulness of the teacher in curricular and extra-curricular concerns at school. It is intended that CCS options work towards two objectives:— (a) methodology in support of student's knowledge of subject contents or (b) helping students to be more useful in ECA. For CCS with objective (a) a pre-requisite qualification of a GCE 'O' level pass is required. No pre-requisite is required for CCS with objective (b) Please refer to List D of the Appendices on page 42, 43 for CCS options NOTE: (i) A student may not select any Co-curricular course from the same area of study as his Special Academic Subject course (ii) A student accepted for NPCC/NCC training will be exempted from TWO CCS Courses.	Each CCS course is assessed on progress rating of course work/class assignments.

CERTIFICATE IN EDUCATION (GENERAL)

COURSE ('A' Level) PROGRAMME

Courses	No. To Be Taken	Abbreviation Used	Number of	Credit	Course Objectives and Description	Mode of Assessments & Examinations
			Hours			
Physical Education	1	PE	30	½	This is meant to improve the practical skill of the would-be teacher.	Progress rating of course work / class assignments Attendance
Introduction To Teaching	1	ITT	30	½	This is a compulsory month-long course to prepare the student for posting to school. Basic knowledge and practice of classroom teaching and management are dealt with. The course is designed to give a broad perspective of the Singapore school system, the teaching/learning process including the methods of managing and evaluating learning situations and outcomes. The course will also expose the student to the essentials of the communicative process and the use of media materials and equipment that help to bring about effective teaching/learning	Assignments
School Practice	1	SP		2	In the case of students holding teaching cadetships, school practice takes the form of a three-year continuous attachment to schools where the cadet-teacher will carry about two-thirds of a regular teacher's work load. Students not holding teaching cadetships will do school practice in two 'block' stages – the first stage being a one-semester 'block' attachment to schools in the first year of the course, and the second stage being a one-term 'block' attachment to schools in the second year of the course.	Supervision of classroom teaching by lecturer-in-charge. Progress rating and assessment.
Personal Growth	1	PG	30	½	This is an elective course which provides the student with the opportunity to engage in a subject area suited to his personal interest. A student may choose any one of the courses from List E on page 44. A student accepted for NPCC/NCC training will be exempted from this course.	Progress rating of course work

TOTAL 16½ credits to be completed in 2 years (4 semesters) by a non-cadet and 3 years (6 semesters) by a cadet

CERTIFICATE IN EDUCATION

(TECHNICAL) COURSE PROGRAMME

Courses	No. To Be Taken	Abbreviation Used	Number of		Course Objectives and Description	Mode of Assessments and Examinations
			Hours	Credits		
Principles and Practice of Education	1	CE	120 hours of work extending over two semesters	2	This is a compulsory core course bringing together those specific theories and research findings from the psychosocial and other basic educational disciplines which will help to promote enlightened practice. The course includes study of the following: The Education System and the Curriculum; Fundamental Issues in Education; The Psychosocial Processes in Education; and Educational Measurement and Evaluation.	Objective Test Two 3-hour papers
Language Studies English and Oral Expression	1		120 hours	2	This is a course in English designed to enable the student to use the language more precisely, coherently and fluently.	Progress rating
Special Education	1	SE	60 hours	1	The specific aim of such a course is to enable prospective teachers to select for study in depth a subject related to their professional practice.	An academic exercise requiring analysis of current and local problems and the gathering of data from the school/classroom situation.
Professional Courses Technical Drawing Woodwork/Metalwork/ Electricity & Electronics	1 1		60 hours 120 hours	1 2	These courses are offered to enable the students to develop in depth and breadth subjects in their chosen fields of specialization.	Continuous Assessment
Special Method in teaching	2	SM	30 hours per course	1	These course are for the teaching of the chosen craft subjects from the Professional Courses above.	2 Academic exercises
Related Craft	1		60 hours	1	This course provides prospective teachers with basic skills and knowledge outside their area of specialisation to handle simple occasional demands.	Continuous assessments
Co-curricular Subject	2 for Technician Diploma holders 5 for Industrial Technician Certificate holders	CCS	30 hours per course	1 credit for T. D. holders 2½ credits for I.T.C. holders	These are to enhance the usefulness of the prospective teacher.	Progress rating/class assignments
Technique of Producing Printed Teaching Materials	1		30 hours	½	This course aims at teaching students how to prepare and produce printed materials for workshop sessions.	Continuous assessments
Workshop Safety and First Aid	1		30 hours	½	This course aims at promoting safety awareness and equipping students with sufficient knowledge for dealing with minor accidents in the school workshop.	Workshop Safety — assessment First Aid Test set by St. John's Ambulance
Introduction To Teaching	1	ITT	30 hours	½	Same as for Certificate in Education (General) Course ('A' Level)	Assignments
School Practice	1	SP		2	School practice takes the form a three-day-per-week attachment to schools (20 teaching periods per week) throughout the duration of the Certificate in Education Course.	Progress rating and assessment.

TOTAL 14½ credits for Technician Diploma holders
16 credits for Industrial Technician Certificate holders

CERTIFICATE IN EDUCATION COURSE

("O" Level) PROGRAMME – English Stream

Courses	No. To Be Taken	Abbreviation Used	Number of		Course Objects and Description	Mode of Assessments & Examinations
			Hours	Credits		
Principles and Practice of Education	1	CE	180 hours of work extending through 3 semesters	3	This is a compulsory core course bringing together those special concepts, theories and research findings from the basic educational disciplines which will help to promote enlightened practice. The content of the course comprises the study of Philosophy of Education, Educational Psychology, Sociology of Education, General Methodology in Education (including Educational Technology) Education in Singapore, Evaluation in Education, Guidance and Counselling, and Health Education.	Objective Test 2 three-hour papers
Language Studies English (L1)	1	L1	120 hours	2	This course is designed to assist students to use their language of instruction (L1) with greater fluency, coherence and precision.	One 2½-hour paper Progress rating
Language Studies Chinese/Malay/Tamil as a Second Language (L2)	1	L2	60 hours	1	This course is designed to help students develop a more efficient command of the language they have studied as L2.	Assignments
Teaching Subjects Group A: English Mathematics Science	3	TG Gp. A	90 hours per course	4½	All three courses are compulsory and the main objective is to ensure that students are knowledgeable in the content of the primary school curriculum as well as the methodology for these subjects. Students are expected to complete one course before beginning another.	One 1-hour paper for each of the three subjects One group assignment for each subject
Teaching Subjects Group B: Art, PE, Music	2	TS Gp. B	60 hours per course	2	The aim is to enable students to be more functional in the primary school. Students are to choose two of the three courses offered.	Progress rating/class assignments
Physical Education	1	PE	30 hours	½	This is meant to improve practical skills.	Progress rating/class assignments Attendance
Introduction To Teaching	1	ITT	30 hours	½	This is a compulsory month-long course to prepare the student for posting to school. Basic knowledge and practice of class room teaching and management are dealt with. The course is designed to give a broad perspective of the Singapore school system, the teaching/learning process including the methods of managing and evaluating learning situations and outcomes. The course will also expose the student to the essentials of the communicative process and the use of media materials and equipment that help to bring about effective teaching/learning	Assignments
Personal Growth	2	PG	30 hours per course	1	These are elective courses which provide students with the opportunity to engage in subject areas suited to their personal interest. Students may choose any two courses from List E on page 44.	Progress rating
School Practice	1	SP		2	School practice takes the form of a three year continuous attachment to schools where the cadet teacher will carry about two-thirds of a regular teacher's work load.	Supervision of classroom teaching by lecturer-in-charge Progress rating and assessment

TOTAL 16½ credits to be completed in 3 years (6 semesters)

CERTIFICATE IN EDUCATION COURSE ("O" Level) PROGRAMME – Non-English Stream

Courses	No. To Be Taken	Abbreviation Used	Number of		Course Objectives and Description	Mode of Assessments and Examinations
			Hours	Credits		
Principles and Practice of Education	1	CE	180 hours of work extending through 3 semesters	3	Same as for Certificate in Education Course ("O" Level) – English Stream. Chinese/Tamil will be the medium of instruction	Same as for English Stream
Language Studies Chinese/Tamil/Malay (L1)	1	L1	120 hours	2	Same as for Certificate in Education Course ("O" Level) – English Stream	Same as for English Stream
Language Studies English as a Second Language (L2)	1	L2	60 hours	1	Same as for Certificate in Education Course ("O" Level) – English Stream	Same as for English Stream
Teaching Subjects Group A: Chinese/Malay/Tamil, Education For Living, <u>Art/Mathematics/ Science</u>	3	TS Gp A	90 hours per course	4½	Same as for Certificate in Education Course ('O' Level) – English Stream The subjects underlined will be conducted in English	Same as for English Stream
Teaching Subjects Group B: Art PE Music	2	TS Gp B	60 hours per course	2	Same as for Certificate in Education Course ("O" Level) – English Stream Art is available as a Group B subject if it has not already been selected as a Group A subject	Same as for English Stream
Physical Education	1	PE	30 hours	½	Same as for Certificate in Education Course ("O" Level) – English Stream	Same as for English Stream
Introduction To Teaching	1	ITT	30 hours	½	Same as for Certificate in Education Course ("O" Level) – English Stream	Same as for English Stream
School Practice	1	SP		2	Same as for Certificate in Education Course ("O" Level) – English Stream	Same as for English Stream
Personal Growth	2	PG	30 hours per course	1	Same as for Certificate in Education Course ("O" Level) – English Stream Students may be permitted to take an extra 30-hour course in English in lieu of one PG course.	Same as for English Stream

TOTAL 16½ credits to be completed in 3 years (6 semesters)

13. RULES TO BE OBSERVED WHEN MAKING UP INDIVIDUAL COURSE PROGRAMMES

- 13.1 Except where permitted by the Board of Studies of the Institute, no student may pursue more than the required number of credit courses in any one semester.
- 13.2 Normally, a non-cadet Diploma Course student may not pursue courses exceeding the equivalent of $3\frac{1}{4}$ credits (excluding Introduction to Teaching and School Practice) in any one semester. A teaching cadet may not pursue courses exceeding $2\frac{1}{4}$ credits.
- 13.3 Similarly, a non-cadet Certificate Course 'A' level student may not pursue courses exceeding the equivalent of $3\frac{1}{4}$ credits (excluding Introduction to Teaching and School Practice) in any one semester. A teaching cadet may not pursue courses exceeding $2\frac{1}{4}$ credits per semester.
- 13.4 In selecting courses for study, students are advised not to pursue in any one semester more than two courses which require the writing of an academic exercise.
- 13.5 A student may not select any Co-curricular Course from the same area of study as his Special Academic or Special Method courses. However, the choice of courses from Personal Growth areas of study is not similarly restricted.

14. SUGGESTED PATTERNS OF COURSES SUITABLE FOR INDIVIDUAL COURSE – PROGRAMMES

14.1 Patterns of courses for non-cadet Diploma Students

Pattern A

1st Semester

Courses	Credits
CE	1
SE ₁	$\frac{1}{2}$
SM ₁	$\frac{1}{2}$
PE	$\frac{1}{4}$
ST	$\frac{1}{4}$
CCS	$\frac{1}{2}$
Total	3

Pattern B

1st Semester

Courses	Credits
CE	1
SE ₁	$\frac{1}{2}$
SM ₁	$\frac{1}{2}$
PE	$\frac{1}{4}$
ST	$\frac{1}{4}$
Total	$2\frac{1}{2}$

2nd Semester

Courses	Credits
CE	1
SE ₂	$\frac{1}{2}$
SM ₂	$\frac{1}{2}$
PE	$\frac{1}{4}$
ST	$\frac{1}{4}$
Total	$2\frac{1}{2}$

2nd Semester

Courses	Credits
CE	1
SE ₂	$\frac{1}{2}$
SM ₂	$\frac{1}{2}$
PE	$\frac{1}{4}$
ST	$\frac{1}{4}$
CCS	$\frac{1}{2}$
Total	3

14.2 Patterns of courses for Cadet Diploma Students

Pattern C

1st Semester

Courses	Credits
CE	1
SM ₁	$\frac{1}{2}$
SE ₁	$\frac{1}{2}$
PE	$\frac{1}{4}$
Total	2$\frac{1}{4}$

2nd Semester

Courses	Credits
CE	1
SM ₂	$\frac{1}{2}$
PE	$\frac{1}{4}$
ST	$\frac{1}{4}$
Total	2

3rd Semester

Courses	Credits
CCS	$\frac{1}{2}$
SE ₂	$\frac{1}{2}$
ST	$\frac{1}{4}$
Total	1$\frac{1}{4}$

Pattern E

1st Semester

Courses	Credits
CE	1
SM ₁	$\frac{1}{2}$
SE ₁	$\frac{1}{2}$
PE	$\frac{1}{4}$
Total	2$\frac{1}{4}$

Pattern D

1st Semester

Courses	Credits
CE	1
SM ₁	$\frac{1}{2}$
PE	$\frac{1}{4}$
ST	$\frac{1}{4}$
Total	2

2nd Semester

Courses	Credits
CE	1
SM ₂	$\frac{1}{2}$
ST	$\frac{1}{4}$
SE ₁	$\frac{1}{2}$
Total	2$\frac{1}{4}$

3rd Semester

Courses	Credits
CCS	$\frac{1}{2}$
PE	$\frac{1}{4}$
SE ₂	$\frac{1}{2}$
Total	1$\frac{1}{4}$

Pattern F

1st Semester

Courses	Credits
CE	1
SM ₁	$\frac{1}{2}$
SE ₁	$\frac{1}{2}$
PE	$\frac{1}{4}$
Total	2$\frac{1}{4}$

2nd Semester

Courses	Credits
CE	1
SM ₂	½
SE ₂	½
ST	¼
Total	2¼

2nd Semester

Courses	Credits
CE	1
SM ₂	½
PE	¼
ST	¼
Total	2

3rd Semester

Courses	Credits
CCS	½
PE	¼
ST	¼
Total	1

3rd Semester

Courses	Credits
CCS	½
SE ₂	½
PE	¼
Total	1¼

Note: It is possible to have additional patterns by interchanging SE, SM and CCS Courses.

14.3 Patterns of Courses for Non-Cadet "A" Level Certificate Students

Pattern A

1st Semester

Courses	Credits
CE	½
SA ₁	1
SM ₁	½
SE	½
L ₁	½
CCS ₁	½
PE	¼
Total	3¼

Pattern B

1st Semester

Courses	Credits
CE	½
SA ₁	1
SM ₁	½
L ₁	½
L ₂	½
CCS ₁	½
PE	¼
Total	3¼

2nd Semester

Courses	Credits
CE	½
SA ₁	1
PG	½
SE	½
L ₁	½
CCS ₂	½
PE	¼
Total	3¾

2nd Semester

Courses	Credits
CE	½
SA ₁	1
PG	½
L ₁	½
L ₂	½
CCS ₂	½
PE	¼
Total	3¾

3rd Semester

Courses	Credits
CE	½
SA ₂	1
SM ₂	½
L ₂	½
L ₁	½
CCS ₂	½
Total	3½

3rd Semester

Courses	Credits
CE	½
SA ₂	1
SM ₂	½
L ₁	½
SE	½
CCS ₃	½
Total	3½

4th Semester

Courses	Credits
CE	½
SA ₂	1
L ₂	½
L ₁	½
CCS ₄	½
Total	3

4th Semester

Courses	Credits
CE	½
SA ₂	1
L ₁	½
SE	½
CCS ₄	½
Total	3

14.4 Patterns of Courses for Cadet "A" Level Certificate Students

Patterns X

1st Semester

Courses	Credits
CE	$\frac{1}{2}$
SA ₁	1
SM ₁	$\frac{1}{2}$
L ₁	$\frac{1}{2}$
PE	$\frac{1}{4}$
Total	2$\frac{3}{4}$

Pattern Y

1st Semester

Courses	Credits
CE	$\frac{1}{2}$
SA ₁	1
SM ₁	$\frac{1}{2}$
L ₁	$\frac{1}{2}$
PE	$\frac{1}{4}$
Total	2$\frac{3}{4}$

2nd Semester

Courses	Credits
CE	$\frac{1}{2}$
SA ₁	1
L ₁	$\frac{1}{2}$
PE	$\frac{1}{4}$
CCS ₁	$\frac{1}{2}$
Total	2$\frac{3}{4}$

2nd Semester

Courses	Credits
CE	$\frac{1}{2}$
SA ₁	1
L ₁	$\frac{1}{2}$
PE	$\frac{1}{4}$
CCS ₁	$\frac{1}{2}$
Total	2$\frac{3}{4}$

3rd Semester

Courses	Credits
CE	$\frac{1}{2}$
SA ₂	1
SM ₂	$\frac{1}{2}$
L ₁	$\frac{1}{2}$
Total	2$\frac{1}{2}$

3rd Semester

Courses	Credits
CE	$\frac{1}{2}$
SE	$\frac{1}{2}$
L ₁	$\frac{1}{2}$
L ₂	$\frac{1}{2}$
CCS ₂	$\frac{1}{2}$
Total	2$\frac{1}{2}$

4th Semester

Courses	Credits
CE	½
SM ₂	1
L ₁	½
CCS ₂	½
Total	2½

4th Semester

Courses	Credits
CE	½
SE	½
L ₁	½
L ₂	½
CCS ₃	½
Total	2½

5th Semester

Courses	Credits
SE	½
L ₂	½
PG	½
CCS ₃	½
Total	2

5th Semester

Courses	Credits
SA ₂	1
SM ₂	½
CCS ₄	½
Total	2

6th Semester

Courses	Credits
SE	½
L ₂	½
CCS ₄	½
Total	1½

6th Semester

Courses	Credits
SA ₂	1
PG	½
Total	1½

15. ASSESSMENTS AND EXAMINATIONS

15.1 Assessment of student's achievement at the Institute takes a diversity of forms. The examination will not be the only criterion by which a student shall be deemed to have satisfactorily completed a course for the award of the Diploma or Certificate.

To give students the opportunity to demonstrate their skills in

- a data retrieval,
- b the analysis and organisation of information, and
- c the presentation of sustained and reasoned prose,

an academic exercise in the form of a project/experiment will be required for all special education and methods courses. An academic exercise is normally completed by the end of a semester.

Examination papers for each course will be set in the following fields of study only:

Course	Subject	No. of Papers	Duration of each paper
Diploma in Education	Principles and Practice of Education	2	3 hours
Advanced Certificate in Education	Special Academic Subjects	4	3 hours
Certificate in Education (General) 'A' Level	Principles and Practice of Education	2	3 hours
	Special Academic subjects	2	3 hours
	L1	1	2½ hours
Certificate in Education ('O' Level)	Principles and Practice of Education	2	3 hours
	Teaching Subjects Group A	3	1 hour
	L1	1	2½ hours
Pre-School Teacher Education (Basic Stage)		1	2 hours
Pre-School Teacher Education (Advanced Stage)		1	

Co-curriculum subject courses and Personal Growth courses will be rated on the student's progress.

To be awarded a pass for the Diploma in Education or for the Certificate in Education, a student must have satisfied the Examinations Board in school practice for which there will be progress ratings and a final assessment grade.

Thus at the end of the **Diploma in Education Course** a student will have satisfactorily completed:

- a 3 academic exercises — two for the 2 Special Education courses and one for the Special Methods (Major) course.
- b 3 assignments for the Special Methods (Minor) course.
- c 2 examination papers and objective test on the Principles and Practice of Education, and
- d school practice.

and shown acceptable progress in his Co-curricular subjects.

At the end of the **Advanced Certificate in Education Course** a student will have satisfactorily completed:

- a 2 academic exercises, each of which has to be related to the special academic subject chosen and should show sound knowledge of the application of the principles of the various methodology studies pursued. Each of these exercises should be about 7,000 words in length;
- b 4 examination papers on the Special Academic subjects; and
- c school practice supervision;

and shown acceptable progress in the Education, Language and Co-curricular subjects.

Examinations will be held at the completion of each specific course.

Likewise, at the end of the **Certificate in Education (General) Course ('A' level)** a student will have satisfactorily completed:

- a 3 academic exercises — one for a Special Education course and two for the 2 Methods courses.
- b 5 examination papers — two papers and an objective test in the Principles and Practice of Education, two in the Special Academic subjects and one in L1, and
- c school practice.

and shown acceptable progress in his Co-curricular subjects and Personal Growth courses.

At the end of the **Certificate in Education (Technical) Course** a student will have satisfactorily completed:

- a 2 examination papers and an objective test in the Principles and Practice of Education.
- b a first-aid test,
- c 3 academic exercises — one for a Special Education course one for the Method course, and one for Technical Drawing
- d school practice,

and shown acceptable progress in all other areas of study.

A student, at the end of the **Certificate in Education Course ('O' level)** will have satisfactorily completed:

- a 3 practical group assignments for the 3 Group A Teaching Subjects i.e. one *each* for English, Mathematics and Science (English stream students) and Chinese/Malay/Tamil, Education For Living, and Art/Maths/Science (for non-English stream students)
- b 6 examination papers — 2 papers and an objective test in the Principles and Practice of Education, one in L1, and one for each of the Group A Teaching Subjects.

c. school practice.

and shown acceptable progress in his Group B Teaching subjects and Personal Growth courses.

A student, at the end of the **Pre-School Teacher Education Course (Basic Stage)** will have satisfactorily completed:

- a course work assessments
- b 1 examination paper
- c an oral examination

A student, at the end of the **Pre-School Teacher Education Course (Advanced Stage)** will have satisfactorily completed:

- a course work assessments
- b 1 examination paper.

15.2 Registration for Examination

Every student entering for the written examination or deciding to submit the academic exercises must complete a form of registration for examination obtainable from the Examinations Office during the last two weeks of Term 1 of the July Semester (for the November Examination) and Term 1 of the January Semester (for the May Examination).

Only students who have registered during the specific period to sit for the examination and submit their academic exercises and who have been certified by the Bursar as having paid all fees will be permitted to sit for the examination and submit their academic exercises.

Once a student registers for an examination, no withdrawal will be allowed.

APPENDICES

I Key to the Code for Courses

a) Letter Code

The letter prefixes represent departments offering the respective courses.

i) School of Professional Studies

Department	Abbreviation
Comparative Studies	CS
Evaluative Studies	ES
Psycho-Social Studies	PS

ii) School of Curriculum Studies

Department	Abbreviation
Art Education	AR
Chinese Language	CL
English Language	EL
Home Economics	HE
Malay Language	ML
Mathematics	MA
Music Education	MD
Physical Education	PE
Science	SC
Social Studies	SS
Tamil Language	TL

(EC denotes Economics. This is a subject prefix).

iii) School of Continuing Studies

Department	Abbreviation
School Librarianship	SL

iv) School of Technical Studies

Department	Abbreviation
Drafting	DR
Industrial Standards	IS
Metalwork	MW
Woodwork	WW

b) Number Code

The 1st digit indicates level of course

	Level of Course
0	Certificate in Education 'O' Level
1	Certificate in Education 'A' Level
2	Diploma in Education
3	For both Certificate in Education and Diploma in Education
4	Advanced Certificate in Education
7	M. Ed.
X	Extra Mural Studies

The 2nd digit indicates type of course

	Type of Course
0	Extra Mural Studies
1	Compulsory Course – Principles and Practice of Education, Speech Training, Physical Education, Language, Audio Visual Education and School Practice.
2	Special Education Course
3	Special Academic Course
4	Special Method Course
5	Co-Curricular Subject Course
6	Personal Growth Course
7	Specialist Professional Course
8	Teaching Subjects

The 3rd digit indicates language medium

	Language Medium
1	English
2	Chinese
3	Malay
4	Tamil

The 4th and 5th digits refer to the departmental course number.

II COURSES LISTS AND CODES

List A – Special Education Courses (SE)

Course Title	Course Code No. (Absence of a code indicates that the course is not available)	
	Cert Ed	Dip Ed
English Medium		
The Teacher And Instructional Materials	CS 12101	–
Development Of Education In Singapore	–	CS 22102
Moral Education: A Philosophical Analysis	CS 12103	CS 22103
Education in SEAMEO Countries	–	CS 22105
Lifelong Education	–	CS 22107
Educational Changes In Singapore: A Comparative Analysis	–	CS 22108
Educational Measurement	–	ES 22101
The Home And The School	PS 12103	–
Motivation In Learning	–	PS 22104
The Language of Communication	–	PS 22107
Guidance In The Classroom	PS 12113	–
Mental Health In The Classroom	–	PS 22114
Teaching Slow Learners To Read	PS 12115	–
The Teacher's Roles	–	PS 22115
Chinese Medium		
The Home And The School	–	PS 22203
Curriculum Development	CS 12204	CS 22204
Education And Personality Development	–	PS 22210

List B – Special Academic Courses (SA)

Course Title	Course Code No. (Absence of a code indicates that the course is not available)	
	Cert Ed	ACE
Art Education	AR 13101	AR43102
	AR 13201	–
Chinese	–	CL 43201
Chinese Literature	CL 13201	–
English	EL 13103	EL 43101
Geography	SS 13111	SS 43117
	SS 13212	–
History	SS 13101	SS 43107
	SS 13202	–
Home Economics	HE 13101	HE 43101
		–
Mathematics	MA 13101	MA 43101
* Music – Comprehensive Musicianship and Band	MD 13101	–
	MD 13201	–
* General Music Course at Secondary School Level	–	MD 43101
Physical Education	PE 13101	PE 43101
	PE 13201	–
	PE 17101	–
	PE 17201	–
Biological Science	–	SC 43101
Physical Science	–	SC 43102
Biology	SC 13102	–
Chemistry	SC 13103	–
Physics	SC 13104	–
Stenography	CM 13101	
Modern Malay Literature	ML 13302	–
The Teaching of Malay Language and Literature	–	ML 43304
Tamil Language and Literature	TL 13403	TL 43409

* Pre-requisite – Grade V, ABRSM, Practical and Theory

List C – Special Method Courses (SM)

Course Title	Course Code No. (Absence of a code indicates that the course is not available)		
	Cert Ed	Dip Ed	ACE
Teaching of Accountancy	–	CM 24103 (Major)	–
Method in Art Education	AR 14101	AR 24101 (Major)	–
	AR 14201	AR 24102 (Minor)	–
	–	AR 24201 (Major)	–
	–	AR 24202 (Minor)	–
Teaching of Chinese Language	CL 14201	–	CL 43201
Teaching of Chinese Language and Literature	–	CL 24201 (Major)	–
Teaching of Chinese Language and Literature	–	CL 24203 (Minor)	–
Teaching of English	EL 14101	EL 24101 (Major)	–
	–	EL24102 (Minor)	–
Teaching of Commerce	–	CM 24101 (Minor)	–
Teaching of Economics	–	EC24101 (Major)	–
Teaching of Principles of Management	–	CM 24102 (Major)	–
Teaching of Geography	SS 14113	SS 24115 (Major)	–
	SS 14214	SS 24216 (Major)	–
	–	SS 24119 (Minor)	–
Teaching of History	SS 14103	SS 24105 (Major)	–
	SS 14204	SS 24206 (Major)	–
	–	SS 24109 (Minor)	–
* Education For Living	SS 14401	–	–
Teaching of Home Economics	HE 14101	–	–
Teaching of Malay Language and Literature	ML 14303	ML 24305	–
Teaching of Mathematics	MA 14101	–	–
Teaching of Mathematics in Upper Secondary School	–	MA 24101 (Major)	–
Introduction to Statistics (A prerequisite for Dip Ed MA 24101)			
Teaching of Mathematics students who did not offer Statistics or Applied Mathematics at the University)			
Teaching of Mathematics in Secondary School	–	MA 24102 (Minor)	–
Teaching of Music	MD 14103	MD 24103 (Major)	–
	MD 14203	MD 24104 (Minor)	–
Teaching of Science	SC 14101	–	–
Teaching of Biological Science	SC 14102	SC 24101 (Major)	–
Teaching of Physical Science	SC 14103	–	–
Teaching of Biological Science	–	SC 24105 (Minor)	–
Teaching of Chemistry with a special bias towards Physical Science	–	SC 24102 (Major)	–
Teaching of Chemistry with a special			

bias towards Physical Science Teaching of Physics with a special bias towards Physical Science	—	SC 24106 (Minor)	—
bias towards Physical Science Teaching of Physics with a special bias towards Physical Science	—	SC 24103 (Major)	—
bias towards Physical Science Teaching of Physical Education	PE 14101 PE 14201	SC 24107 (Minor) PE 24101 (Major)	— —
		PE 24102 (Minor) PE 24202 (Minor)	— —
Teaching of Tamil	TL 14404	—	—
Teaching of Stenography	CM 14101	—	—
+ Methods of Teaching Technical Drawing	TE 14122	—	—
+ Methods of Teaching Metalwork	TE 14123m	—	—
+ Methods of Teaching Woodwork	TE 14123w	—	—

* Available to Cert Ed 'O' Level – Tamil stream.

+ Available only to Cert Ed (Technical) students.

List D – Co-Curricular Courses (CCS)

Course Title	Course Code No. (Absence of a code indicates that the course is not available)		
Type A	Cert Ed.	Dip Ed	ACE
Chinese Language	CL 15201	—	—
Education For Living (No pre-requisite)	SS 15201	—	—
Elements Of Geography	SS 15103	—	—
English	EL 15101	—	—
Malay Language	ML 15306	—	—
Biology) These 3 courses are	SC 15101	—	—
Chemistry) offered only to 'A' Level	SC 15102	—	—
Physics) Science students who have not attained proficiency in a particular Science subject beyond Sec II level. Each is meant to supplement the science contents of students	SC15103	—	—
Mathematics	MA 15101	—	—
School Music	MD 15103	—	—
(Pre-requisite-Grade V ABRSM in practical and theory, or its equivalent)	MD 15203	—	—

Type B

Art Education	AR 15102	AR25101	—
	AR 15202	AR 25201	—
Contemporary History Of South East Asia	SS 15202	—	—
Contemporary Trends And Issues In Singapore	SS 15105	—	—
(will be offered in July Semester to Cert Ed Students who are not opting for History or Geography)			
	Cert Ed	Dip Ed	ACE
Basic Music – Functional Musicianship	MD 15101	MD 25101	—
	—	MD 25201	—
Guidance and Counselling	—	—	PS 45110
Dietetics And Nutrition	HE 15101	HE 25101	HE 45102
School Librarianship	SL 15101	SL 25102	SL 45103
Textbook Writing	—	—	CS 45108
Translation (Chinese/English)	CL 15202	CL 25101	—
Typewriting II	CM 15102	—	—
(Pre-requisite – ‘O’ level pass in Commercial Studies or an LCC pass in Typewriting at the Intermediate Level)			
Basic Metalwork For Non-technical Teachers	TE 15133	—	—
Basic Woodwork For Non-technical Teachers	TE 15134	—	—
For Technical students only			
Related Craft For Metalwork/ Woodwork Teachers (60 hours)	TE 15131	—	—
Metal Fabrication	TE 15132	—	—
Industrial Orientation	TE 15135	—	—

Notes:

- (1) A student may not select any Co-Curricular course from the same area of study as his Special Academic or Special Method courses.
- (2) Type A courses are Methodology biased and the pre-requisite for admission is a GCE ‘O’ Level pass unless otherwise stated.
- (3) Type B courses are ECA biased and no pre-requisite is required unless otherwise stated.

List E — Personal Growth Courses (PG)

Course Title	Course Code No.
	Cert Ed & Dip Ed
Basic Dressmaking	HE 36102 (Dip. Ed. only)
Cake Making	HE 36101 (Cert. Ed 'A' and 'O' only)
Ceramics	AR 36104
Chinese Painting	AR 36203
Introduction to Computer Programming	*MA 36101
Creative Writing	EL 36102
Folk Dancing	PE 36102
An Introduction to Music History and Literature	MD 36104 MD 36204
Swimming	PE 36109 PE 36209
Table Tennis Coaching	PE 36105 PE 36205
Volleyball Coaching	PE 36108 PE 36208
Handicraft Course	TE 36101
Typewriting I	+ CM 36101

*Available in the July Semester for Cert Ed 'A' level students and in the January Semester for Dip Ed and Cert Ed 'O' level students

+Available to Cert Ed students in the January Semester only.

List F — Professional Courses (Technical)

Course Title	Course Code No.	Applicable to holders of the following entry qualifications:	
Technical Drawing	TE 17122	ITC	TD
Metalwork	TE 17119	ITC	TD
Woodwork	TE 17120	ITC	TD

List G – Compulsory Courses

Course Title	Course Code No.			
	(Absence of a code indicates that the course is not available)			
	Cert Ed (General) 'A' Level	Cert Ed (Technical)	Dip Ed	ACE
Principles and Practice of Education	CE 11101 CE 11201	CE 11103 —	CE 21102 CE 21202	— —
Educational Measurement	—	—	—	ES 41102
The Learner and Learning	—	—	—	PS 41111
Introduction to Teaching	ET 31101	—	ET 31101	—
Education Technology	—	—	—	ET 41101
Techniques of Producing Printed Teaching Materials	—	TE 11117	—	—
Workshop Safety	—	TE 11131	—	—
First Aid	—	TE 11132	—	—
English Language (L1)	EL 11101	EL 11103	—	EL 41101
Chinese Language (L1)	CL 11201	—	—	—
Tamil Language (L1)	TL 11401	—	—	—
English as a Second Language (L2)	EL 11102	—	—	—
Chinese as a Second Language (L2)	CL 11202	—	—	—
Malay as a Second Language (L2)	ML 11301	—	—	—
Tamil as a Second Language (L2)	TL 11402	—	—	—
Speech Training	—	—	EL 21101 CL 21202	— —
Physical Education	PE 11101	— —	PE 21101 PE 21201	— —
	Cert Ed (General) 'O' Level			
Principles and Practice of Education	Offered by School of Professional Studies			
Introduction To Teaching	ET 31101			
English Language (L1)	EL 01101			
Chinese Language (L1)	CL 01201			
Tamil Language (L1)	TL 01401			
Malay Language (L1)	ML 01301			

English as a Second Language (L2)	EL 01102
Chinese as a Second Language (L2)	CL 01202
Malay as a Second Language (L2)	ML 01302
Tamil as a Second Language (L2)	TL 01402
Physical Education	PE 01102 PE 01402

Teaching Subjects

Group A

English	EL 08101
Mathematics	MA 08101
Science	SC 08101
Tamil	TL 08405
Education For Living	SS 08401
Art	AR 08101
Malay	ML 08309

Teaching Subjects

Group B

Art	AR 08102
Elementary Music (Pre-requisite-Grade V ABRSM, Practical and Theory, or its equivalent)	MD 08102
PE	PE 08102 PE 08402

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