

“An Introduction to Safe Dance Practice in MOE schools”

Frequently Asked Questions for Instructors

SECTION A – GENERAL

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

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

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

Q2. Who has to attend the course?

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

Instructors only need to attend and pass this course once.

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

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

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

It is recommended for existing MOE dance instructors to register for the course **at least six months** before the expiry of their MOE-instructor registration, to allow ample time for the re-registration process and prevent disruption to their contracts with schools.

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

[Updated as of 31 December 2021]

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

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

SECTION B – ONLINE VERSION OF COURSE

Q5. How is the online version of the course conducted?

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

Q6. What are the devices required to attend the online version of the course?

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

Q7. I am not IT-savvy and do not own any laptop or tablet. Can NAFA loan me the IT equipment for the course?

NAFA does not loan out any IT equipment to participants.

Q8. Will face-to-face session be offered concurrently with online version of the course?

NAFA have no plans to offer face-to-face sessions after the launch of the online version of the course since February 2021.

Q9. Will the online version of the course be conducted within one day?

The eight-hour course will be conducted within one day. Course schedule for the online course will be indicated on [NAFA website](#).

Q10. Can I get my friend to attend the online version of the course in my place if I've registered but suddenly cannot attend?

Training places are not transferable. Lecturers will mark attendance and participants will be required to show their NRIC for verification upon logging on and keep their video on throughout the session.

SECTION C – EXEMPTION RELATED MATTERS

Q11. I have attended similar courses in the past. Can I be exempted from taking the course?

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

1. O School – Urban Dance Teaching and Learning Programme
2. LASALLE College of the Arts – Dance Pedagogy: Essential Learning Module
3. NAFA – Dance Diploma students graduating from 2019
4. NAFA – An Essential Understanding of Safe Dance Practice (Pilot Course)

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

Q12. What is the deadline to submit the exemption request?

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

SECTION D – COURSE REGISTRATION RELATED MATTERS

Q13. How many vacancies are there in the course? What is the frequency and duration of the course and when does it begin?

The online course is a one-day course (eight hours in total), and the class size is capped at 25 participants per class. From January 2022, sessions will be scheduled on half a year basis in June & December and the registration will open in May and November respectively.

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

Q14. I cannot make it for any of the current scheduled course dates, will more sessions be made available?

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

Q15. How do I register for the course?

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

To register in person, applicants may visit

Address: 80 Bencoolen Street

NAFA Campus 1, Tower Block
Level 9, Centre for Lifelong Education Office
Singapore 189655

Q16. What do I need to provide during registration?

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

Q17. Why do I need to bring my NRIC for registration? PDPA now states that it's not necessary to show my NRIC.

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

SECTION E – PAYMENT RELATED MATTERS

Q18. I understand the “An introduction to Safe Dance Practice in MOE Schools” Course is mandatory for all Dance CCA instructors and there is a cost to it. How will I be supported in attending the course?

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

MOE, NAC and NAFA have worked with the relevant agencies to reduce the out-of-pocket cost for instructors in completing this course before 2022.

Singaporeans are still entitled to use their SkillsFuture Credit (SFC) to offset the course fees. Training benefit such as the Union Training Assistance Programme (UTAP) is also available, subject to conditions.

Q19. Am I eligible to use my SkillsFuture Credit (SFC) to and the Union Training Assistance Programme (UTAP) to claim for part or all of the course fee?

Singapore Citizens, PR and Foreigners may be eligible for the following benefits to offset the course fee:

Benefit	Singapore Citizen	Singapore PR	Foreigner	When to make claim
SkillsFuture Credit (SFC)	✓	x	x	Within <u>60 days</u> before course start date. Please inform NAFA the intention to utilise the SFC in part or in full at point of registration.

¹ Only applicable to Singaporeans aged 25 years and above.

[Updated as of 31 December 2021]

Union Training Assistance Programme (UTAP) [for NTUC members only]	✓	✓	✓	Within <u>six months</u> after course end date
---	---	---	---	--

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

For further information about the benefits, please refer to the following websites:

- <https://www.myskillsfuture.gov.sg/>
- <https://www.ntuclearninghub.com/funding-claims-old/union-training-assistance-programme-utap>

Q20. What is the payment process?

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

Alternatively, applicants may wish to make payment in person at

Address: 80 Bencoolen Street
NAFA Campus 1, Wing B
Level 1, Finance Cashier counter
Singapore 189655

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

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

SECTION F – POST COURSE RELATED MATTERS

Q21. How will I be issued a certificate upon completion of the course and when can I receive it?

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

You will need to collect the certificate in person at NAFA’s Centre for Lifelong Education office within 30 days upon receiving your result.

[Updated as of 31 December 2021]

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

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

Q22. What happens if I fail the assessment?

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

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

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

Q23. If I lose my certificate, how can I get a replacement certificate?

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

SECTION H – MISCELLANEOUS QUESTIONS

Q24. What is the language of instruction?

Classes will be conducted in English.

Q25. How will I be notified of the course commencement details once I have registered and paid for the course?

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

Q26. Can this course be a replacement for the Standard First-Aid Course?

This course is not the same as a Standard First-Aid Course². The Standard First-Aid Course is NOT one of the requirements for Dance CCA instructors to register on MOE's Registry of Instructors.

Q27. I have registered and paid for the course; can I reschedule to another date in the event of unforeseen circumstances?

Applicants are advised to select course dates that best suit their schedule and availability prior to registration. In the event that participants are unable to attend the

² Conducted by centres accredited by the Singapore Resuscitation First Aid Council.

[Updated as of 31 December 2021]

registered course schedule, they are to write to NAFA's Centre for Lifelong Education at lifelongeducation@nafa.edu.sg **at least three weeks** before the new course start date.

Q28. What is the refund policy if I wish to withdraw from the course?

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

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

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

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

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