Dear Students,

A warm welcome to ITE College West and the start of an engaging, enriching and enjoying learning journey.

As you embark on this new journey, I hope you will find college life at ITE College West interesting, challenging and meaningful. ITE College West offers a wide range of exciting training programmes which cater to the needs of secondary school leavers, adult learners for the global economy.

Besides industry-relevant technical training and multi-disciplinary education, you will get hands-on, authentic learning experience in our state-of-the-art laboratories. Not only that, you will also enjoy opportunities in local and overseas attachment with our industry partners as well as global education projects and overseas learning trips.

Being student focused, my staff and I are dedicated to make ITE College West to be a College of Service and Innovation, and provide you with a positive rewarding experience as well as a meaningful learning journey towards your future success.

Whether you are coming to ITE College West for the first time as a student, or returning to continue with your studies, we hope you will enjoy the campus facilities and come forward to share your ideas on how to make the College a more vibrant place.

I wish you every success in your new course of study with ITE College West.

Yours faithfully,

Dr Goh Mong Song
Principal / ITE College West
ITE College West Focus

A College of Service and Innovation
GENERAL INFORMATION
Hands-On, Minds-On, Hearts-On

With hands-on, minds-on and hearts-on
Our lifelong learning will stand strong
Building dreams up to the sky
Now we have the wings to fly
And work to turn our dreams to reality
We're the life, the soul and the heart of ITE

We are carers, innovators and achievers
We are leaders, implementers and believers
Our imagination soars
In search of what we're striving for
ITE will shine the light that will lead us there
With integrity, team work and excellence we care

And we'll share our hopes with each other
Like sister and brother
Now the keys to our lives are in our hands
We're ITE, we're Singapore, united we stand
With hands-on, minds-on and hearts-on
Together and feeling we belong
To a special kind of love
See it shine from all of us
We are ready to be our best, be all that we can
We're ITE, we're Singapore, with a dream we can't ignore
We know what we're working for
Together, hand in hand

By Dylan Foster
In delivering excellence in technical education to develop a quality workforce, it is ITE's desire that:

“ITE graduates to be equipped with technical skills to function effectively and remain relevant in the workplace and be imbued with sound values as a responsible individual in the community”.

Specifically, ITE graduates should:

1. Be morally upright, be culturally rooted yet understanding and respecting differences, be responsible to family, community and country.
2. Believe in our principles of multi-racialism and meritocracy; appreciate the national constraints but see the opportunities.
3. Be constituents of a gracious society.
4. Be willing to strive, take pride in work, value working with others.
5. Be able to think, reason and deal confidently with the future, have courage and conviction in facing adversity.
6. Be able to seek, process and apply knowledge.
7. Be innovative – have a spirit of continual improvement; a lifelong habit of learning and an enterprising spirit in undertakings.
8. Think global, but be rooted to Singapore.
9. Believe in opportunity for all and a place for everyone who is willing to work and contribute to society.
10. Believe in being trained to stay ahead for global competition.
All ITE College West Students are expected to:

» Attend classes regularly

» Be punctual in reporting for lessons, handing in assignments & participating actively in CCA activities

» Love your Campus and take care of Campus properties

» Observe the rules & regulations of the Campus

» Be committed to your studies
EVACUATION

1. 1st Stage Alarm
This is the Alert Signal. When the fire alarm is activated, the alarm bells on all floors shall ring for not less than one minute before it is isolated.

2. 2nd Stage Alarm
This is the signal to commence total evacuation. Upon confirmation of a fire situation, the evacuation announcement shall be made via the public address system and the second continuous fire alarm will ring on all floors.

3. ACTION TO BE TAKEN IN THE EVENT OF AN OUTBREAK OF FIRE
a. Informant
The person who discovers the fire shall immediately:
   (1) raise the alarm by activating the nearest fire alarm “break-glass” call point.
   (2) attempt to extinguish any incipient fire with the available fire fighting equipment and without taking personal risk.

b. All Staff including ITE Student
   (1) Upon hearing the fire alarm, all staff shall lock important files, cash, shut down machinery etc and remain alert. Do not make unnecessary telephone calls to verify the nature of the alarm.

   2) All staff guided by the respective Fire Wardens should immediately evacuate by using the nearest exit and proceed to the assembly point when:
       (a) the announcement for evacuation announcement is declared over the public address system; or
       (b) the second fire alarm is activated; or
       (c) instructed by their Fire Wardens.

   (3) When evacuation is declared, all hotel staff/ITE staff/Tenants should guide customers/guest/visitors on their respective floor/department to immediately evacuate.
(4) **When evacuating**, do not panic but quickly walk down the staircase by the nearest exit and proceed to the assembly point. **Do not use lifts.**

(5) The assembly point is located at **Sports Stadium**.

(6) All staff/guests/customers/visitors/students shall not re-enter the building once at the assembly point unless instructed otherwise by the SCDF Officer in attendance.

**Evacuation Route at Level 1**
Evacuation Route at Level 2
Assembly Area
If there is an accident:

- Call your Class Advisor or Department Safety Coordinator (if accidents happen in class)

Or

- Call the Helpdesk (if accidents happen in common area)

Helpdesk: 1800 342 5483 (1800 DIAL ITE)
Use the correct and safe methods to perform your task. Always check with your lecturers if you are in doubt.

For your protection, wear the proper workshop or laboratory attire for the module you attend.

Follow the safety rules pertaining to the particular workshop or laboratory.

Report immediately to your lecturer any defective machinery, tools, or equipment.

Always use the safety devices furnished with the machine or equipment.

Use the right tool or equipment for your job.

Do not daydream while attending practical lesson.

Do not horseplay as it is likely to cause accidents.

If you are not feeling well, do not operate any machine or do physical exercise. Consult a doctor.

Do not attempt work or physical exercise (e.g. weight lifting and wall climbing) that you are not authorized.

Keep the workshop/training area clean and tidy. Good housekeeping is important.
1. ATTIRE AND APPEARANCE

- Students must be properly attired in ITE uniform or prescribed attire while in College during term time and at all ITE-organised activities, events or functions.

- No modification to the uniform or prescribed attire is allowed.

- Male students are not allowed to put on earrings or studs.

- During Industry Attachment, students must follow the company's dress code.

- Trainees, under the ITE's Traineeship Programme, attending Off-the-Job Training at ITE must be attired in either company uniform or ITE uniform.
COLLEGE RULES AND REGULATIONS

• Students must wear their lanyards with their student identity card (Ez-link card) at all times.

• Students must be in proper footwear and socks. No slippers or sandals shall be allowed.

• Exposed tattoos are not allowed. All tattoos must be covered.

CW Dress Up Day

"CW Dress-Up Day" takes place every Monday. Students from School of Electronics and Info-comm Technology are to wear a tie (for male students) or a bow tie (for female students). Students from other courses would continue to wear their customized uniforms on "CW Dress-Up Day".

2. ATTENDANCE AND PUNCTUALITY

• Students should attend lessons punctually and regularly

• Absence from lessons or official College functions must be accompanied by medical leave form or prior leave approval granted by teaching staff concerned.
3. **SMOKING**  
*Smoking is prohibited within the campus, near its vicinity & when in ITE uniform*

- All ITE premises are gazetted as NO SMOKING areas. Students caught in possession of cigarettes or tobacco products would be disciplined.

- Students caught smoking within the campus premises would be penalized or referred to the relevant authorities such as NEA (above 18 years old) or National Health Authority (NHA) (below 18 years old).

- Students wearing ITE uniform are also prohibited from smoking outside the campus premises.

4. **VANDALISM**  
*Students should take care of ITE and public properties*

- Students should not commit any act of disturbances within the campus and its neighbourhood.

5. **ACTS OF DISTURBANCE**  
*Students should behave themselves at all times*

- Students should not commit any act of disturbances within the campus and its neighbourhood.

6. **LITTERING**  
*Students should keep the campus clean at all times*

- Rubbish and items to be disposed must be thrown into assigned disposal bins provided by the campus

7. **GAMBLING**  
*Any form of gambling is prohibited*

- Gambling is not allowed in the campus and its vicinity.
8. FIGHTING, ASSAULT OR POSSESSION OF DANGEROUS WEAPON

_Fighting, assault or possession of dangerous weapon is a criminal offence_

- Offenders will be reported to the police.

9. POSSESSION OF UNDESIRABLE VISUAL MATERIALS, DRUGS AND DRUG TAKING

_Possession of drugs and drug taking is against the law_

- Offenders will be reported to the police and/or the Central Narcotics Bureau.

10. CHEATING DURING EXAMINATIONS

_Students who cheat during examinations will be punished according to the ITE Examination Rules & Regulations_

- Offenders will be subjected to punishment accordingly.

11. POSSESSION, POSTING OR BROADCASTING OF UNDESIRABLE MATERIALS ON INTERNET

_Possession, distributing, viewing and showing of vulgar and pornographic materials is a criminal offence. Rules & Regulations_

- Offenders will be reported to the police.

12. ILLEGAL COPYING OF COMPUTER SOFTWARE OR DISCLOSURE OF COMPUTER PASSWORD

_Use of unlicensed software, illegal copying or distribution of such software and using accounts or passwords assigned to others without authorization is a criminal offence_

- Offenders will be reported to the police.
13. PLAGIARISM

*Plagiarism occurs when you copy a piece of work and pass it off as your own. This is a serious offence for which you may face severe consequence.*

Some examples of plagiarism include:
- Quoting or paraphrasing material from a source without acknowledgement
- Submitting work which has already been submitted previously
- Presenting as own work assignment, information, text, figures, statistics, artwork, graphics or other materials taken from any source

Always make sure that you give credit/recognition to the original author whenever you use information, ideas or pictures etc from someone else

It is important that you respect and acknowledge the intellectual property of others.

If found guilty of plagiarism, you may be

I. issued a verbal warning with re-submission of alternative assignment for assessment or

II. be given outright failure and required to repeat the failed module.
ADMINISTRATIVE INFORMATION
STUDENT FEEDBACK CHANNEL

Customer & Visitor Centre  Tel:  65902628  
HQ Customer Service Hotline  Tel:  1800-CALL-ITE (1800-2255-483)  
HQ Student Feedback Hotline  Tel:  67720133

ITE College West Directorate

**Principal**  
Dr Goh Mong Song  
Goh_Mong_Song@ite.edu.sg  
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**Deputy Principal (Academic)**  
Mr Liew Beng Keong

**Deputy Principal (Development)**  
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**Director**  
School of Hospitality  
Ms Denise Tan  
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Tel: 6411 1012
Facilities

Convention Centre & Sky Plaza

Innovation Walkway

Events Plaza
FACILITIES

Radio DJ Room

Lighting System Lab

Autotronics Lab

Retail Training Lab

22-room Training Hotel

Training Kitchen
FACILITIES

Amber@West

Workshops

Lecture Theatre and Classrooms
FACILITIES

Cafeteria

Library
FACILITIES

- Sports Village
- Running track
- Soccer field
- Swimming Pool
- Indoor Sports Hall
- Student Gym
ACADEMIC INFORMATION
Available Courses
Go to http://west.ite.edu.sg/SitePages/Courses.aspx to check out the available courses at ITE College West.

Academic Calendar
Go to https://www.ite.edu.sg/wps/portal/fts to check out the academic calendar for all courses.

Examinations and Training Schedules
Students can view or print the course timetable and the examination timetable from the student portal at http://myportal.ite.edu.sg
The Career Services Centre (CSC) at ITE College West is a one-stop centre providing a range of Education and Career Guidance (ECG) services to assist and support ITE students and graduates to plan and make well-informed decisions about their education progression, training and career choices.

Our team of ECG Counsellors at the CSC will help and guide students to:

- explore available options and pathways;
- develop educational and career goals and plans; and
- support them to progress towards fulfilling their aspirations.

Our ECG Counsellors are certified Career Development Facilitators by the National Career Development Association in the United States and have experience in counselling.

**Our Services**

- **Individual / group counseling** using suitable assessment tools to help you discover and assess your strengths, interests, skills, and explore your options.

- **Advice on career preparation and job seeking skills**
  - job search techniques
  - resume writing / cover letter critique
  - mock interview sessions

- **Advice on further education progression** options and opportunities for those who may aspire to pursue further education.

- **ECG / Career Preparation Workshops** to help you further explore your options, maximize your potential and enhance your employability

- **ECG Experiences**
  - ITE Career Fair
  - Career Roadshow
  - Education Fair
  - Industry / Career Talk
  - Learning Journey / Industry visit

Browse through our online resources and visit our CSC for books, collaterals and ECG resource information to help you research on your potential education and career options.
STUDENT SERVICES
ITE offers financial assistance to students who have difficulty paying their school fees and/or require financial support for other reasons. This is to ensure that all students, regardless of their financial background, are given the opportunity to continue their studies. Needy students are able to apply for assistance through the following scheme:

- CDC & CCC-ITE Bursary
- MOE Bursary

(Go to https://www.ite.edu.sg/wps/portal/fts.admission.ft#AwardsBursaries for more details)

Other schemes available are:

**Special Student Assistance Scheme (SSAS)**

This scheme is aimed at providing financial assistance to help needy full-time students who require financial support. The financial assistance could comprise cash award and/or remission of course fees.

Needy students should first apply for the CDC & CCC-ITE Bursary or MOE Bursary, if they are eligible. If the application for SSAS is successful for cash award, this will be credited to the student's bank account via GIRO. As such, students must apply for GIRO arrangement with ITE. GIRO application forms are available at CVC.

**Opportunity Fund (OF) For PC Purchase**

The OF is a scheme to subsidies students from low-income families to own personal computers or laptops.

The approval of subsidy and approved amount given (subjected to cap) are based on assessment of hardship circumstances and any other forms of financial assistance already given to the student. The subsidy is given one-off to a student during his/her studies in ITE. Successful applicants are not eligible to apply for another subsidy from the Opportunity Fund.

To apply for financial assistance, go to [http://myportal.ite.edu.sg](http://myportal.ite.edu.sg) to submit an online application.

Supporting documents must be submitted to Customer & Visitor Centre (Block 2 Level 2) within 3 working days from the date of application.
What are the various schemes available to students? Is it compulsory for students to buy them? What if a student already has an existing hospitalisation policy?

All full-time students registered with ITE are covered under the Group Personal Accident (GPA) Insurance Policy. With effect from Year 2010, all full-time international students studying in ITE are also required to purchase the Group Hospitalisation & Surgical Insurance (GHSI) policy. The purpose of the GHSI is to help defray the hospitalisation expenses for international students in the event that they are hospitalised. The GHSI will enable international students to overcome the need to put up a cash deposit at B1 class rates for hospitalisation in government and government restructured hospitals in Singapore.

How much are the students required to pay and what is the coverage?

Part of the supplementary fees collected from students is used to purchase the Group Personal Accident Insurance Policy. No additional sum of monies needs to be paid by the student. Students may contact Student Services Office to enquire on the insurance premium and details of the insurance coverage.

If the accident does not occur in the College ground, can student claim the insurance?

Yes. The policy has a 24-hour worldwide coverage.

What is the claiming procedure? How long does it take for the whole procedure to be completed?

The injured student is required to complete a claim form which is obtainable through the Class Advisor or at Student Services Office. The Class Advisor will then submit the completed form together with the student’s original receipts of claim to Student Services Office. All claims must be submitted to the Insurer within 30 days from the date of the accident. Usually, a student can expect to be reimbursed within 2 weeks to a month from the date of submission of the claim to the Insurer.
Every full-time student is issued with a personalized ITE student Ez-link card. The Ez-link card entitles them (those who are not under sponsorship) to concessionary travel on public transport.

It is the responsibility of each student to observe all rules governing the use of the ITE student Ez-link card. Misuse of the ITE Ez-link card will lead to immediate withdrawal of the student's concessionary travel.

If an ITE student progresses to or takes another course in ITE and his/her issued ITE student Ez-link card has expired, he/she can extend its expiry date by topping/extending the Ez-link card without any charges through these channels:

- TransitLink Ticket Office
- Passenger Service Centre
- General Ticketing Machine
- Add Value Machine
- 7-Eleven

However, if he/she is unable to produce his/her previously issued ITE student Ez-link card, he/she will have to pay $15 for making another Ez-link card.

If an ITE student loses his/her issued ITE student Ez-link card, he/she will have to pay $18 for replacement of the lost Ez-link card.
Who needs to apply for NS Deferment?

Under the Enlistment Act, NS liable persons are enlisted at the earliest opportunity upon turning 18 years old. For those who are studying, MINDEF does allow some flexibility for them to complete their full-time studies up to the GCE 'A' Level or Polytechnic Diploma (or their equivalent), both locally and overseas, before enlisting for NS. For ITE, NS liable persons will be granted deferment for Nitec or Higher Nitec courses if they are able to commence the course before 19 years old (for Secondary 4 Express and Normal Stream students) or 20 years old (for Secondary 5 Normal Stream students) as at 1st January of the course commencement year.

What is the procedure to apply for NS deferment?

NS liable persons may apply for deferment online at the NS portal (www.ns.sg) during NS registration and pre-enlistment documentation. Documentary proof is generally not required for those applying for deferment for local studies. However, students may be randomly selected to provide documentary proof for verification. If selected, student will be required to submit to CMPB a letter from the school, certifying the enrolment, the course of study as well as the course commencement and completion dates. The letter can be obtained from the Customer & Visitor Centre (CVC) at College West.

If students changed their course of study, they are required to obtain approval from CMPB before they proceed to switch their course or institution.

If students need to repeat modules, and the repeat in modules requires an extension in course duration, they are required to inform CMPB personally and obtain approval from CMPB.

If students are not granted deferment by CMPB, the training places in ITE will then be given to other applicants on the waitlist. Students can re-apply for studies in ITE as fresh applicants after they have completed their National Service. ITE will not reserve training place for students who are not granted deferment.

Who can I contact for further details on NS Deferment?
For further details, students may wish to contact the MINDEF eServices Centre at contact@ns.sg or Tel: 1800-3676767 (eNSNSNS).
LOCKER RENTAL

Students may apply for usage of locker at student portal http://myportal.ite.edu.sg. Locker allocation is based on first-come-first-serve basis.

Students are responsible for the safety and security of their belongings stored in the lockers. The College is not liable for any losses or damages for the belongings kept in the lockers.

Please note that unauthorized use of lockers is strictly forbidden. The College shall have the authority to open the lockers and dispose of all property found therein.

For more details, please approach Student Services Office at Block 3 Level 2.