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 Yek Tiew Ming
Principal / ITE College West
General Information
ITE College West Focus

A College of Service and Innovation
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; and
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.
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 2

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

Call your Class Advisor, or Department Safety Coordinator (if accident happened in class or Helpdesk (if accident happened in common area).

Helpdesk: 1800 342 5483 (1800 DIAL ITE)
Safety Rules and Regulations

- 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.
1. ATTIRE AND APPEARANCE

- Students should be well-groomed and attired in ITE Uniform at all times within the campus.
- Students must wear their lanyards with their student identity card (ez-link card) at all times.
- PE T-shirts and event T-shirts are not part of the uniform and are only allowed to be worn during PE lessons and at specific events.
- Caps are not permitted as this headwear is not part of the uniform.
- Students must be in proper footwear and socks. No slippers or sandals shall be allowed.
- Male students must not wear ear-rings or ear studs in the College.
- Female students are allowed to wear only one pair of ear-rings or ear studs at any one time.
- Exposed tattoos are not allowed. All tattoos must be covered.

continue next page...
1. ATTIRE AND APPEARANCE

- CW Dress-Up Day

"CW Dress-Up Day" takes place every Monday. Students are to wear the standard set of uniform comprising a white shirt/blouse, pants / skirt and a CW tie (for male students) or a bow tie (for female students). Students from courses with customized uniforms 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.
Administrative Information
Visitor Reception Centre
Block 2 Level 2

Opening Hours:
0800 hours – 1800 hours
ITE COLLEGE WEST STUDENT HANDBOOK

Student Feedback Channels

Visitor Reception 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 Yek Tiew Ming
Yek_Tiew_Ming@ite.edu.sg
Tel: 6411 1011

Deputy Principal (Academic)
Dr Goh Mong Song
Goh_Mong_Song@ite.edu.sg
Tel: 6411 1011

Director
School of Electronics & Info-Comm Technology
Dr Eric Cheung Lai Yip
Eric_Cheung@ite.edu.sg
Tel: 6411 1012

Director
School of Business & Services
Mr Peh Wee Leng
Peh_Wee_Leng@ite.edu.sg
Tel: 6411 1012

Director
College Services
Mr Yeow Swee Soon
Yeow_swee_soon@ite.edu.sg
Tel: 6411 1011

Director
School of Hospitality
Ms Denise Tan
Denise_y_m_tan@ite.edu.sg
Tel: 6411 1012

Director
School of Engineering
Mr Seng Chin Chye
Seng_chin_chye@ite.edu.sg
Tel: 6411 1012

Institute of Technical Education, Singapore
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

continue…
Facilities

Amber@West

Workshops

Lecture Theatre and Classrooms

continue…
Facilities

Cafeteria

Library
Facilities

Sports Village

Running track  Soccer field

Swimming Pool  Indoor Sports Hall  Student Gym
Academic Information
Visit course available at:

www.ite.edu.sg/wps/portal/fts
ACADEMIC CALENDAR FOR ALL COURSES:

http://www.ite.edu.sg/college_west/FactSheet1.htm
Examination and Training Schedules

Students can view or print the course timetable and the examination timetable from the Student Portal at [www.ite.edu.sg](http://www.ite.edu.sg)
ITE Career Services Centre

The ITE Career Services Centre is a one-stop centre that provides a range of career services to ITE students and graduates who may need some help in seeking employment or planning their career.

**How can the ITE Career Services Centre help you?**

- Placement in jobs through its web-based job portal CareerNet@ITE. Please visit [http://ite.jobscentral.com.sg/registration/php](http://ite.jobscentral.com.sg/registration/php) to register to use CareerNet@ITE.

- Broadcast relevant job opportunities to you via email.

- Career counselling services to assess your job interest, personality, abilities, and to help you develop career plans.

- Advice on job application skills (e.g. job interview, resume writing, job search techniques).

- Career information (e.g. occupations, market trends, salaries) and resource materials to help you make the right employment decision.

**Location & Contact Details**

ITE Career Services Centre
ITE Headquarters
Block A Level 2
2 Ang Mo Kio Drive
Singapore 567720
Tel No: 65902566
Email: [csc@ite.edu.sg](mailto:csc@ite.edu.sg)
Student Services
COMMUNITY DEVELOPMENT COUNCIL & CITIZENS’ CONSULTATIVE COMMITTEE - INSITUTE OF TECHNICAL EDUCATION (CDC & CCC - ITE) BURSARY

Eligibility Criteria
❖ The criteria for the award of bursary are:
❖ Applicant is a Singapore Citizen;
❖ Has enrolled as a full-time student in a course at any ITE College;
❖ Has gross monthly household per capita income (PCI) ≤ $950 at the time of application;
❖ Is not in receipt of the CDC & CCC-ITE Scholarship or any other ITE or Government-funded scholarship/bursary award (excluding Edusave Merit Bursary).

General Rules
❖ The award will be for ONE academic year only. Recipients undergoing training in 2-year courses will be required to re-apply for the award at the beginning of the second year.
❖ Sponsored students and trainees who receive a monthly training allowance are not eligible for the CDC & CCC-ITE Bursary.
❖ All recipients of the bursary are required to pay course fee, except Malay students who are eligible for course fee exemption.

Quantum of Award
The quantum of the award, pegged to the PCI of the eligible applicant, is as follows:

<table>
<thead>
<tr>
<th>Gross Monthly Per Capita Income (PCI)</th>
<th>CDC &amp; CCC-ITE Bursary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to $570</td>
<td>$1,200</td>
</tr>
<tr>
<td>$571 - $950</td>
<td>$900</td>
</tr>
</tbody>
</table>

Calculation of PCI
The gross monthly household per capita income (PCI) is calculated as:

Total gross household income of immediate and non-immediate family members staying in the same household.

Total number of immediate and non-immediate family members staying in the same household.
Application Procedure (Through Web Application either at Home or at Student Services Centre)

- Go to MyPortal -> http://myportal.ite.edu.sg
- Logon with your student NRIC no. and password.
- Click on ‘Financial Assistance’
- Submit your household income declaration by keying in details of the family members staying with you in the same household.
- Print out the acknowledgement slip and submit it together with the latest payslips of the working members to the Student Services Centre (Blk 3, Level 2) before the closing date.
- After validation of application, eligible students will be notified by their Community Centres/Clubs nearest to their homes for collection of cheque.

Status of Bursary Application

- Students may check the status of their bursary application through MyPortal.

MINISTRY OF EDUCATION (MOE) BURSARY

This scheme is aimed at providing financial assistance to full-time students from low-income to middle-income families.

Eligibility Criteria

- The criteria for the award of MOE Bursary are:
- Applicant is a Singapore Citizen;
- Has enrolled as a full-time student in a course at any ITE College;
- Must not concurrently hold other bursaries or scholarships;
- Recipients of the Mendaki Tertiary Tuition Fee Subsidy can concurrently hold the MOE Bursary;
- Has gross monthly household per capita income (PCI) ≤ $1,900 at the time of application;
- Is not in receipt of the CDC & CCC-ITE Bursary or Scholarship.

General Rules

The award will be for ONE academic year only. Recipients undergoing training in 2-year courses will be required to re-apply for the award at the beginning of the second year.
Quantum of Award

The quantum of the award, pegged to the PCI of the eligible applicant, is as follows:

<table>
<thead>
<tr>
<th>MOE Bursary</th>
<th>Gross Monthly Per Capita Income (PCI)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$951 - $1,400</td>
<td>$1,401 - $1,900</td>
</tr>
</tbody>
</table>

Nitec & Higher Nitec  $450  $300
ITE Diploma          $1,500  $750

Application Procedure (Through Web Application either at Home or at the Student Services Centre)

- Go to MyPortal -> [http://myportal.ite.edu.sg](http://myportal.ite.edu.sg)
- Logon with your student NRIC no. and password.
- Click on ‘Financial Assistance’
- Submit your household income declaration by keying in details of the family members staying with you in the same household.
- **Print out the acknowledgement slip** and submit it together with the latest payslips of the working members to the Student Services Centre (Blk 3, Level 2) before the closing date.
- If the application for MOE Bursary 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 the Student Services Centre.

Status of Bursary Application

- Students may check the status of their bursary application through MyPortal.
SPECIAL STUDENT ASSISTANCE SCHEME (SSAS)

This scheme is aimed at providing financial assistance to help needy full-time students (Singapore Citizens) who require financial support for one reason or another.

Eligibility Criteria
The criteria for the award of SSAS are:
- Applicant is a Singapore Citizen;
- Has enrolled as a full-time student in a course at any ITE College;
- Has gross monthly household per capita income (PCI) ≤ $500 at the time of application;
- Is not in receipt of the CDC & CCC-ITE Bursary or Scholarship.
- Has at least 3 months to undergo till the end of the academic year.

General Rules
The award will be for ONE academic year only. Recipients undergoing training in 2-year courses will be required to re-apply for the award at the beginning of the second year.

Application Procedure (Through Web Application either at Home or at the Student Services Centre)

- Go to MyPortal -> http://myportal.ite.edu.sg
- Logon with your student NRIC no. and password.
- Click on ‘Financial Assistance’
- Submit your household income declaration by keying in details of the family members staying with you in the same household.
- Print out the acknowledgement slip and submit it together with the latest payslips of the working members to the Student Services Centre (Blk 3, Level 2) before the closing date.
- 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 the Student Services Centre.
OPPORTUNITY FUND FOR PC PURCHASE (OF)

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

Eligibility Criteria
The criteria for the award of OF is:
- Applicant is a Singapore Citizen;
- Has enrolled as a full-time student in a course at any ITE College;
- Has gross monthly household per capita income (PCI) ≤ $850 at the time of application;
- 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.

Application Procedure
- Application forms can be obtained from the Student Services Centre.
- The completed application form must be submitted with a complete set of supporting documents (i.e. latest payslips of working members) to the Student Services Centre (Blk 3, Level 2).
- If the application form is not completed, it will be rejected and the student will have to re-apply.

Quantum of Subsidy
The quantum of the subsidy from Opportunity Fund is as follow:
- Up to $200 for PC purchase under NEU PC Plus Programme (application forms are available at the Student Services Centre)
- Up to 80% of cost capped at $500 for PC purchase outside NEU PC Plus Programme.
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. For the coverage, the students can check with their Class Advisor or Student Services Centre.

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. The Class Advisor will then submit the completed form together with the student’s original receipts of claim to Student Services Department. 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 students are 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 a ITE student progresses to or takes another course in ITE and his/her issued ITE Student EZ-Link Card is expired, he/she can extend its expiry date by topping up 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 a 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 Student Services Centre at College West.

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

If students need to repeat modules, and the repeat in modules result in extended course duration for the student, students 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 (eNSNSNSNS).
If you need a listening ear or have some matters that you wish to seek for advice, you can approach our friendly Student Care Officers who are located at Student Care Centre, Blk 3 Level 3.