

**LETTER OF UNDERTAKING FOR WSQ RELIEF STAFF PROGRAMME
(EARLY CHILDHOOD CARE & EDUCATION)**

Dear Student,

IMPORTANT CONDITIONS FOR STUDENTS TO NOTE:

ATTENDANCE

1. You will be expected to fulfil at least **75% attendance per module**, and **100% attendance for ‘Supervised Field Practicum’**.

EMPLOYMENT

2. You have the option to enter into a recruitment agreement with the recruitment agency appointed by SEED Institute for deployment of relief work upon completion of the programme.
3. Please be informed that the appointed recruitment agency will ensure its best in deployment near to your residential area. However, some travelling may still be required.
4. The estimated hourly rate for deployment through our appointed recruitment agency is S\$8/ hour. There will also be CPF contribution to your CPF account.
5. In view of course fee funding received, trainees are strongly encouraged to remain active in the sector for a minimum of 6 months after completion of the course in any of the ECDA registered childcare centres and /or kindergartens.

MEDICAL SCREENING

6. A **compulsory medical check-up** is required to work in any ECDA registered childcare centre. You are required to complete the medical check-up by the stipulated date in the cover letter and submit the original medical report to SEED Institute **within ONE week of your registration confirmation**. The medical form is appended with this letter of undertaking.
7. The standard pre-employment check-up and any additional tests required/advised by the clinic will have to be paid by applicant and is non-claimable.
8. SEED Institute reserves the right to reject an applicant (even if the Letter of Acceptance and Terms of Agreement has been received by applicant) if the medical report is not submitted before SEED’s stipulated deadline OR/AND should the result of the medical screening deems the applicant to be unfit for deployment.

PRACTICUM ASSIGNMENT

9. Trainees will not be able to select their practicum centre if the allocation is done by School, some form of traveling will be required.
10. You will be required to submit a 10-15 min video of a non-structured activity carried out with the children of a particular age group and provide an evaluation of the activity. The video is to be submitted in a thumb drive or CD-rom.

DUTIES AS A RELIEF STAFF

11. You are required to provide support in pre-schools in carrying out play, non-structured (i.e. storytelling, songs, simple art activities, assist in bringing children outdoors), routine care activities (i.e. changing of diapers and showering the children) and any other duties required by the pre-schools.

WITHDRAWAL AND REFUND POLICY

11. A written notice must be submitted and received by SEED before course commence. The following refund policy applies:

REFUND POLICY ON COURSE FEE PAID (% OF REFUND)	IF STUDENT'S WRITTEN NOTICE OF WITHDRAWAL IS RECEIVED
100%	30 calendar days or more before the course commencement date
75%	14 calendar days to 29 calendar days before the course commencement date
0%	Less than 14 calendar days before the course commencement date

12. SEED reserves the right to claim the full course fees of the consumed modules and any training allowance extended to student during course of study.

DECLARATION OF MEDICAL HISTORY:

1. Do you have any medical history? Please tick the appropriate box. If “Yes”, please give details on a separate sheet of paper.

	Yes	No
1. Mental Illness		
2. Epilepsy		
3. Tuberculosis		
4. Hepatitis B Carrier		
5. HIV / AIDS		
6. Others (To specify): _____		

2. If you have answered “Yes” to Question 1, please state if you are currently on medication, or seeking treatment for your condition.

No Yes, please provide details: _____

DECLARATION OF EMPLOYMENT:

All fields are compulsory. If not applicable, please indicate N.A.

(1) I am currently unemployed.

(2) I am currently employed/on a part time basis.

If you have selected (2), please provide information on your current employment status:

i. Job Designation: _____ iv. No. of Working Hours Per Week: _____

ii. Company Name: _____ v. CPF Contribution: Yes / No

iii. Monthly Salary: _____

(3) Have you been suspended/dismissed/terminated from previous employment before?

No Yes

(4) Have you had a criminal record or are undergoing probation in Singapore or any other country?

No Yes

CHECKLIST FOR REGISTRATION:

Please make sure that you have prepared/submitted the following documents during your registration:

- i. Front & Back of NRIC
- ii. Highest Academic Qualification (Min Secondary 2/O Level/N Level/ITE/Diploma/University Degree/Others)
- iii. PSEA Form (during payment) – e.g. \$534.60*
- iv. Indicate SkillsFuture Credit amount during registration (e.g. MCES: \$336.60*, SSG: \$534.60*)
- v. Registration Fee: \$21.40 (Separate payment - cannot be deducted with PSEA/SkillsFuture)
- vi. Medical Report

**This amount is our full course fees after subsidy, the exact amount to be indicated in your PSEA/SkillsFuture is subjected to your own discretion.*

All applicants are subjected to SEED Institute’s approval.

SEED Institute reserves the right to reject an applicant if the above documents and payment, including medical report are not submitted before SEED’s stipulated deadline (even if the Letter of Acceptance and Terms of Agreement has been received by applicant and class has started) and not disclose any information on rejection.

I have read through the above conditions and fully understand them. SEED Institute reserves the right to amend the conditions of the Letter of Undertaking from time to time without prior notice.			
_____	_____	_____	_____
Name of Student	Intake	Signature	Date