

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. You will have to undergo a **compulsory medical check-up**. 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 on the **first day of class during the orientation**. 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 and class has started) if the medical report is not submitted OR/AND should the result of the medical screening deems the applicant to be unfit for deployment.

**PRACTICUM ASSIGNMENT**

9. You will be required to submit a 15-20 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**

10. 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.

**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:**

Please tick where applicable.

(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: \_\_\_\_\_                    iii. Current Pay: \_\_\_\_\_

ii. Frequency of work: \_\_\_\_\_                    iv. CPF Contribution: Yes / No

(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

Please note that priority is given to applicants who are currently unemployed and is able to be deployed by the recruitment agency any time between Mondays to Fridays.

**All applicants are subjected to SEED Institute's approval. SEED Institute reserves the right to reject an applicant (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