

# FROM ITE TO

*many  
opportunities*

DECEMBER 2023

EDUCATION & CAREER GUIDANCE (ECG)  
INSTITUTE OF TECHNICAL EDUCATION (ITE)

# LET'S GET STARTED

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# CONGRATULATIONS TO ALL GRADUATES AND GRADUATING STUDENTS!

As you embark on the next phase of your educational and career journey, you will be thinking about what your next steps should be.

What can you do to build your resilience and adaptability in the ever-changing working environment? How can you upgrade your skills to boost your competitiveness in the workforce?

We hope that this ITE Graduate Starter Pack will give you the information and tools you need to thrive in the path ahead. Let's work together to navigate your way.

# WHERE DO I START?

Tap on the circles below to find out more



## STUDY

Learn more about  
how you can  
further your  
studies



## WORK

Apply your skills  
to the real world

## WORK-STUDY

Deepen your  
knowledge and  
gain new skills

Unsure of what options are available for you?  
Need some quick information on pathways?  
Talk to our EduChoice Chatbot today.



[for.edu.sg/ite-chatbot](https://for.edu.sg/ite-chatbot)



# APPLYING FOR FULL-TIME STUDIES?

## WHAT YOU NEED TO KNOW

To further your studies, you can apply for progression to *Higher Nitec*, Polytechnic or Technical Diploma courses.

### **NITEC TO HIGHER NITEC**

School of Business & Services **≥2.8**  
School of Hospitality

School of Applied & Health Sciences **≥2.3**  
School of Design & Media  
School of Engineering  
School of Electronics & InfoComm Technology

Visit <https://for.edu.sg/nitec-progression> to see more.

### **NITEC TO POLYTECHNIC** **≥3.5**

Mapped courses

### **HIGHER NITEC TO POLYTECHNIC** **≥2.0**

Mapped courses

Visit <https://jpae.polytechnic.edu.sg> to see more.

### **NITEC TO TECHNICAL DIPLOMA** **≥3.0**

Mapped courses

### **HIGHER NITEC TO TECHNICAL DIPLOMA** **≥2.0**

Mapped courses

Visit <https://www.ite.edu.sg/courses/full-time-courses/technical-diploma> to see more.

### **Applications are merit-based.**

The higher your GPA, the better your chances of getting your choice. Students who have successfully accepted a place via EAE will need to meet the minimum entry requirements for the course.

# ***DEEPEN YOUR KNOWLEDGE AND GAIN NEW SKILLS WITH CONTINUING EDUCATION & TRAINING (CET)***

Upgrade yourself with ITE's part-time courses. There are many short courses to learn new skills or SkillsFuture Series courses to acquire emerging skills for the future. Click on the icons below to find out more!



**Online courses**



**Certificate of  
Competency (CoC)**



**Short courses**

## ***Higher Nitec***

In these part-time *Higher Nitec* courses, students who are interested in upgrading your skills have the flexibility of choosing modules according to your needs. Each module can be completed in 6 months.

For more information, visit <https://www.ite.edu.sg/courses/part-time-courses/higher-nitec>

## **Polytechnic**

Part-time diploma courses are for learners with working experience and ITE qualifications. It equips you with the knowledge and skills to take on and add value to jobs in your industry.

Entry requirements differ from course to course.

# ARE YOU THINKING ABOUT PRIVATE STUDIES?

HERE'S WHAT TO CONSIDER

- 1 How would you finance your studies, as most private courses may not have government subsidies?
- 2 Do you know whether the qualification is recognised by the industry?
- 3 How much income could you be earning if you were working instead?
- 4 For male students, have you checked if you qualify for NS deferment for private studies?

You need to weigh the costs and benefits so that you can make an informed decision about your educational choices.





# CRITICAL CORE SKILLS

Critical Core Skills are 16 universal soft skills that apply to any job role. Keep these useful skills in mind and work on mastering them as you progress through your career!

To find out more, visit <https://for.edu.sg/critical-core-skills>

## THINKING CRITICALLY



Creative Thinking



Decision Making



Problem Solving



Sense Making



Transdisciplinary Thinking



Building Inclusivity



Collaboration



Communication



Customer Orientation



Developing People



Influence

## INTERACTING WITH OTHERS

## STAYING RELEVANT



Adaptability



Digital Fluency



Global Perspective



Learning Agility



Self Management





# Launch Your Career



## MySkillsFuture

A one-stop portal that enables Singaporeans of all ages to make informed learning and career choices, so that they can pursue their skills and career development throughout their lives.

<https://www.myskillsfuture.gov.sg>

## MyCareersFuture

MyCareersFuture is a portal that aims to provide Singapore Citizens and Permanent Residents with a fast and smart job search service to match them with relevant jobs, based on their skills and competencies.

<https://www.mycareersfuture.gov.sg>

## Career Opportunities

Subscribe to ITE's Telegram channel specially created to share the latest updates on available career opportunities for ITE graduates.

<https://t.me/s/itegradcareers>

SKILLS*future*  
Work-Study



# SKILLSFUTURE WORK-STUDY PROGRAMMES

Calling all ITE Graduates!

Deepen your knowledge and gain new skills through studying and on-the-job training with Institutes of Higher Learning and industry partners.

Singaporeans and Singapore PRs can apply for Work-Study Programmes. However, only Singaporeans will be eligible for any sign-on incentives.



# ITE Work-Study Diploma

1

2.5-year **apprenticeship-based** programme

Curriculum **co-designed with industry**

2

3

Earn a **competitive starting salary** and enjoy **employee benefits**

**Deepen skills** through structured workplace learning and mentorship

4

5

Get a **fully-sponsored** and **industry-recognised Diploma**

Opportunity for **further academic progression**

6

**Nitec graduates with a minimum cGPA of 2.0 and all Higher Nitec graduates (no minimum GPA requirements) may apply.**

# ITE Work-Study Diploma

## Business & Services Sector

- Accountancy – **New!**
- Airport Operations
- Community Engagement & Development
- Culinary Arts & Management
- Customer Experience Management (Aviation)
- Customer Experience Management (Lifestyle & Consumer)
- E-Commerce & Retail
- Event Management
- Fitness Management
- Hotel & Restaurant Management
- Lifestyle & Recreation Management
- Logistics & Supply Chain Management
- Nursing – **New!**
- Opticianry
- Patient Management & Services
- Rehabilitation Care
- Security Operations
- Tourism Management – **New!**

## Engineering Sector

- Agriculture & Aquaculture Technology
- Aircraft Cabin Engineering
- Aircraft Engine Maintenance
- Aircraft Maintenance Engineering
- Arboriculture & Horticulture
- Architectural BIM & Design
- Automation Engineering
- Chemical Process Technology
- Electrical Engineering
- Facilities Management
- Land Transport Engineering (Rail)
- Land Transport Engineering (Vehicle)
- Marine & Offshore Engineering (Engineering Design)
- Marine & Offshore Engineering (Production)
- Mechanical & Electrical Services Supervision
- Mechanical Systems Engineering
- Microelectronics (Equipment)
- Microelectronics (Process)
- Port Automation Technology
- Security Systems Engineering
- Vertical Transportation

## Infocomm & Media Sector

- AI & Data Intelligence (AI) – **New!**
- AI & Data Intelligence (Data Engineering) – **New!**
- Cloud Management & Operations (Cloud Operations)
- Cloud Management & Operations (Infrastructure Support)
- Cyber Security & Forensics
- Data Centre Infrastructure & Operation
- Electronics & Computer Engineering (Applied Electronics & AI) – **New!**
- IT System Integration
- Media Communication & Digital Marketing

**Over 40 WSDip  
Courses across  
3 Sectors!**



# Did You Know?

Our WSDip graduates command a median salary of \$2,680/month\* six months after they complete their WSDip, comparable to that of Polytechnic diplomas' graduates.

73%\* of WSDip graduates remain employed with their WSDip companies.

WSDip graduates can apply to related full-time or part-time degree programmes in our local universities (NTU, NUS, SIT, SMU, SUTD, SUSS), subject to their admission requirements.

Applications open in November.  
<https://www.ite.edu.sg/admissions/work-study-diploma>



# WORK-STUDY CERTIFICATE FOR ITE GRADUATES

**1**

## Complete this in 12-18 months

Structured training programme related to your course of study.

**2**

## Get started on a Polytechnic Diploma

Upon completion, participants have the option to complete the remaining modular certificates if they wish to obtain a CET Diploma\*.

**3**

## Industry-recognised certificate

At the end of the programme, you will receive an industry-recognised certificate and potential wage progression or career advancement based on performance.

\*For selected programmes

To see more Work-Study Diplomas and Work-Study Certificates, visit

<https://for.edu.sg/work-study-programmes>

# DIPLOMAS AT A GLANCE

## ITE Work-Study Diploma

- Course duration: 30 months
- Trainees are considered full-time employees of sponsoring company (Males can get NS deferment)
- Curriculum jointly developed by ITE and industry
- 70% to 80% on-the-job training at company
- 20% to 30% off-the-job training at ITE

## ITE Technical Diploma

- Course duration: 24 - 30 months
- Trainees are considered full-time students (Males can get NS deferment)
- Curriculum co-designed with overseas education partners
- Overseas learning opportunities

## Poly Full-Time Diploma

- Course duration: 36 months
- Trainees are considered full-time students (Males can get NS deferment)
- Hands-on, practice-based learning experience with an emphasis on theories and concepts
- 3 - 6 months internship

## Poly CET Diploma

- Course duration: Up to 60 months
- Trainees are considered part-time students, usually with day jobs
- 5 CET modules taken in the evenings
- Learning may not be in full alignment with trainees' job roles at their workplace

## Poly Work-Study Certificate

- Course duration: 12 - 18 months
- Trainees are considered full-time employees of sponsoring company
- Work-Study Certificate issued upon completion of required skills-based Modular Certificates (MCs)
- Trainees have the option to complete remaining MCs to obtain a Part-Time Diploma

# PREPARING YOUR RESUME?

HERE'S A CHECKLIST FOR YOU

## **PERSONAL INFORMATION**

How to contact you for an interview

## **CAREER GOALS**

What you would like to achieve in your career or internship

## **EDUCATIONAL QUALIFICATIONS**

Show you are trained to perform the tasks for the job

## **WORK EXPERIENCE**

What industry experience you have

## **SKILLS AND COMPETENCIES**

What skills you have that might benefit the company

## **CCA, AWARDS AND ACHIEVEMENTS**

Other significant information about you

## **REFERENCES**

Who they can contact to verify your information





## **Make sure you ...**

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- Customise your resume for each job
- Proofread to make sure there are no spelling or grammatical mistakes
- Update your resume regularly

# **Do's & Don'ts of Resume Writing**

## **Check that you ...**

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- Don't give false information about your education or work experience
- Don't use an informal tone of writing
- Don't use too many colours and fonts

PRACTICE AND PREPARE YOUR ANSWERS FOR THESE

# COMMONLY ASKED INTERVIEW QUESTIONS

## BIODATA

*Questions to learn more about you*

**"Tell me more about yourself."**

- What course did you graduate from?
- What are some of your hobbies?

**"What are your strengths and weaknesses?"**

- What do you do well? Give examples.
- What do you hope to improve on and how?

## CHOICES

*Questions to find out more about your choices*

**"Why did you choose this course/ job?"**

- What relevant experiences do you have?
- What relevant interests do you have?

**"What do you know about this course/ job?"**

- What attracts you about this school/ company?
- What do you know about the course modules/ job responsibilities?

PRACTICE AND PREPARE YOUR ANSWERS FOR THESE

# COMMONLY ASKED INTERVIEW QUESTIONS

## SITUATIONAL

*Questions on how you handle different situations*

**"Tell me about a positive or negative school/ work experience you had in the past."**

- What did you do and how did you overcome it?
- What did you learn from that experience?

**"How would you react in a given scenario?"**

- How would you apply your strengths to the given situation?

## INDUSTRY

*Questions to check your industry knowledge*

**"What are some current news you know about this industry?"**

- What are some trends in this industry?
- What have you read about this industry (e.g. newspapers, trade magazines, social media)?

# VIRTUAL INTERVIEW TECHNICAL SET-UP CHECKLIST



- Download the necessary software
- Ensure your username is professional
- Test the webcam and audio
- Ensure lighting is good and clear
- Decide if you want to use a headset or earpiece
- Ensure the background is appropriate
- Ensure your Internet connection is working
- Close unnecessary web browsers and applications on your device



# SAY HELLO TO CAREER SERVICES

## EDUCATION & CAREER CENTRE

Explore your career and education pathways! The Education & Career Centre is a one-stop centre providing assistance and support to our students and graduates about their education, training and career choices.

The Education & Career Coaches can help you with:

- Discovering your career values, interests, and strengths
- Resume writing, interview coaching, workforce integration & job search skills for pre-industrial attachment and job readiness preparation
- Finding suitable further education after ITE
- Job Matching

## EDUCHOICE CHATBOT

Speak with our EduChoice Chatbot to get quick information on pathways after graduating.

<https://for.edu.sg/ite-chatbot>



## ITE ALUMNI NETWORK

Stay connected with us and fellow graduates by joining our ITE Alumni Network community! Follow us to stay in the loop on the latest posts on jobs, courses and more.



fb.com/ITEAlumni



@itealumni

# CAREER SERVICES

Do you have questions on your education or career pathways? Look no further, scan the QR code and contact one of our Education & Career Coaches today!

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## EDUCATION & CAREER CENTRE @ CC



### **ITE College Central**

Block A, Level 3

[cc\\_career\\_services\\_centre@ite.edu.sg](mailto:cc_career_services_centre@ite.edu.sg)

<https://for.edu.sg/ecc-cc>

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## EDUCATION & CAREER CENTRE @ CE



### **ITE College East**

Admin Block, Level 1, #01-02

[ce\\_career\\_services\\_centre@ite.edu.sg](mailto:ce_career_services_centre@ite.edu.sg)

<https://for.edu.sg/ecc-ce>

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## EDUCATION & CAREER CENTRE @ CW



### **ITE College West**

Block 3, Level 2

[cw\\_career\\_services\\_centre@ite.edu.sg](mailto:cw_career_services_centre@ite.edu.sg)

<https://for.edu.sg/ecc-cw>

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Institute of Technical Education



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