

Industry Advisory

2 April 2015

New Streamlined Administrative Processes

To: Manager

Private Education Institutions (PEIs) can expect more time- and cost-savings as the Council for Private Education (CPE) introduces its latest¹ round of measures to ease PEIs' administrative burden.

Notification of Teacher Deployment – Supporting documents no longer need to be submitted

2. From today, PEIs do not need to submit supporting documents when notifying CPE on the deployment of all teachers – both new and existing.

3. Instead, CPE will conduct scheduled checks to ensure that PEIs continue to comply with regulatory requirements. These checks will require PEIs to submit supporting documents of sampled teachers to show their academic qualification and working experience. CPE may conduct a site inspection as part of the process. For these scheduled checks, PEI's inspector-in-charge will email a list of sampled teachers pre-selected from the PEI's full list of deployed teachers and PEIs will have to submit the required supporting documents within a given timeframe. The frequency and sample size for these checks will depend on the risk profile of each PEI. For PEIs with at least a 4-year registration period, CPE will conduct checks once every 12 months in March. For PEIs with a 1-year registration period, checks will be done once every 6 months in March and September.

4. PEIs are reminded that the following requirements under the Private Education Regulations (2009) still remain:

- a. (Regulation 10) The Manager is required to notify CPE at least 7 days before the deployment of both new and existing teachers;
- b. (Regulation 15) The Academic Board of the PEI is required to approve every teacher's deployment after determining that the teacher is a 'fit and proper' person and possesses the minimum qualification and working experience;
- c. (Regulation 21) The Manager is required to keep proper records of the deployed teachers for at least 5 years for CPE's inspection; and
- d. (Regulation 26) Deployed teachers must meet the specified requirements i.e. is a 'fit and proper' person, possesses the minimum qualification and working experience.

¹ The previous exercises in October 2013 and January 2014 included initiatives that also eased administrative burden and compliance costs, such as 1. a simpler PEI-student contract, 2. reduced need for supporting documents for the deployment of existing teachers, 3. a simplified and more convenient Annual Returns exercise, and 4. reduced data submission for Fee Protection Scheme (FPS) under the EduTrust Certification Scheme (EduTrust).

5. For PEI found contravening the regulatory requirements, a warning or a financial penalty of up to S\$5,000 may be imposed. The PEI may also be liable on conviction to a fine not exceeding \$10,000 and/or to imprisonment for a term not exceeding 12 months. Any contravention committed during the registration period will be taken into consideration when renewing the PEI's registration status and period.

Data Submission for Fee Protection Scheme (FPS)² – Frequency reduced further

6. From today, FPS data submission frequency will be further reduced. PEIs with 4-year EduTrust award will need to submit the data once every 12 months in February. PEIs with 1-year EduTrust Provisional award will need to submit the data once every 6 months in February and August. In view of the change, a revised version 2.1 of the FPS Instruction Manual has also been released.

7. PEIs are reminded that proper implementation of the FPS is one of the pre-requisites of EduTrust. Non-compliance with FPS requirements may subject PEIs to a warning, downgrade, suspension or termination of award.

Other Enhancements

PEI Profile Page

8. CPE will be enhancing the PEI profile pages on the CPE website. These profile pages currently provide general information on PEIs, including their ERF status and list of permitted courses. From April 2015, PEIs' former name(s)³ and enforcement action(s) against the PEIs and its Managers, if any, will be published on these pages. These additional features will help members of public to better understand the profile of each PEI and facilitate search of PEIs that have changed their names over the years.

PEI-Student Contract

9. CPE has reviewed the PEI-student contract template further after taking PEIs' feedback into consideration to further enhance its clarity. A revised PEI-student contract template version 3.1 has been released today. All PEIs are encouraged to adopt the latest version within six months of its release i.e. by 1 October 2015.

Summary

10. The enhancements detailed above are summarised in Table 1.

Table 1: Enhancements Summarised

	Initiative	Current	New	Effective From
1	Notification of Teacher Deployment	<ul style="list-style-type: none"> PEIs submit supporting documents to notify CPE on the deployment of new teachers 	<ul style="list-style-type: none"> Supporting documents are <u>no longer required</u> at the point of notifying CPE on teacher deployment CPE will conduct scheduled checks on all PEIs on required documents of sampled teachers every March PEIs with 1-year registration period will undergo additional checks every September 	2 April 2015

² Applicable to EduTrust-certified PEIs

³ CPE will reflect former names that were previously approved under the Private Education Act and this goes as far back as December 2009.

	Initiative	Current	New	Effective From
2	Data Submission for FPS	<ul style="list-style-type: none"> All EduTrust-certified PEIs submit FPS data every May and November PEIs with EduTrust Provisional submit data additionally every February and August 	<ul style="list-style-type: none"> Data submission frequency is <u>halved</u> for all EduTrust-certified PEIs <ul style="list-style-type: none"> All EduTrust-certified PEIs will submit data every February PEIs with EduTrust Provisional award will submit data additionally every August 	2 April 2015
3	PEI Profile Page	Carries general information about PEIs	Add PEI's former name(s) and enforcement action(s), if any	April 2015
4	PEI-Student Contract	Version 3.0	Version 3.1	2 April 2015

Clarifications

11. For further clarification, PEIs may write to the following:

Topic	Email Address
Notification of Teacher Deployment	CPE_Registration@cpe.gov.sg or PEI's inspector-in-charge
FPS Data	CPE_FPS_Data@cpe.gov.sg
Other enquiries	CPE_Contact@cpe.gov.sg

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