

**ENHANCED LEARNING IN  
INFOCOMM  
TECHNOLOGY (ELITE)**

PROGRAMME  
DETAILS

# ENHANCED LEARNING IN INFOCOMM TECHNOLOGY (ELITe) PROGRAMME DETAILS

## CONTENT

<b>1</b>	<b>BACKGROUND .....</b>	<b>2</b>
<b>2</b>	<b>AIM .....</b>	<b>2</b>
<b>3</b>	<b>OVERVIEW OF ELITE PROGRAMME.....</b>	<b>2</b>
3.1	COMPONENTS OF ELITE .....	2
3.2	INFOCOMM POLICY THINKING.....	2
3.3	INDUSTRY-RELEVANT PROJECTS .....	3
3.4	INTERNSHIP OPPORTUNITIES .....	4
3.5	MENTORSHIP AND INDUSTRY EXPOSURE BY INDUSTRY LEADERS.....	5
3.6	CERTIFICATIONS & COURSES IN VENDOR-SPECIFIC & SOFT SKILL AREAS	5
3.7	MONITORING AND TRACKING OF STUDENTS' PROGRESS .....	6
<b>4</b>	<b>IMPORTANT DETAILS.....</b>	<b>7</b>
4.1	ELIGIBILITY CRITERIA .....	7
4.2	MENTOR-MENTEE MATCHING PROCESS.....	8
<b>5</b>	<b>CONTACT DETAILS.....</b>	<b>9</b>
5.1	NANYANG TECHNOLOGICAL UNIVERSITY (NTU).....	9
5.2	NATIONAL UNIVERSITY OF SINGAPORE (NUS) .....	9
5.3	SINGAPORE MANAGEMENT UNIVERSITY (SMU) .....	9
5.4	INFOCOMM DEVELOPMENT AUTHORITY OF SINGAPORE (IDA) .....	9
<b>6</b>	<b>FREQUENTLY ASKED QUESTIONS .....</b>	<b>10</b>
6.1	QUESTIONS & ANSWERS .....	10

## 1 BACKGROUND

The Enhanced Learning in Infocomm Technology (“ELITE”) programme is a talent development initiative by IDA with the aim to nurture infocomm undergraduates to be “industry-ready” upon graduation for the infocomm industry and various economic sectors.

## 2 AIM

The key aim of this programme is to equip infocomm students with “beyond-academic” skills during their undergraduate studies to enhance their industry-readiness.

The programme details provide information on the following:

- Components of ELITE; and
- Roles and Responsibilities of the respective parties in the ELITE programme.

## 3 OVERVIEW OF ELITE PROGRAMME

### 3.1 Components of ELITE

Component	Frequency (During Programme Duration)
Infocomm policy thinking	At least one seminar, lecture or workshop
Industry-relevant projects	At least one project
Internship opportunities	At least one internship stint
Mentorship and Industry exposure by industry leaders	To be mutually decided between mentor and students
Certifications and Courses in vendor-specific and Soft skill areas	At least one endorsed certification or course
Monitoring and Tracking of Progress	Yearly submission

### 3.2 Infocomm Policy Thinking

- 3.2.1 Students under the ELITE programme enjoy exposure to infocomm policy thinking through attending infocomm seminars, lectures and workshops. Advance notice of these events will be provided to the universities for dissemination, or emailed to the students. Students should attend at least one of these seminars or lectures during his undergraduate studies and log in his attendance in his progress report.

3.2.2 The roles and responsibilities of the respective parties are as follows:

IDA

- Organise and coordinate seminars, lectures, workshops and speaker series, exposing students to the macro perspective of infocomm policy thinking and the overall infocomm industry's development.

Student

- Attend at least one seminar, lecture, workshop or speaker series during his undergraduate studies; and
- Log in his attendance in his progress report.

### **3.3 Industry-Relevant Projects**

3.3.1 Students must undertake at least one industry-relevant project during his undergraduate studies with his mentor or undertake an industry-relevant project accepted by the university. The project can either be proposed by the student or scoped jointly with his mentor. For projects proposed by the student, the mentor's advice should be sought to ensure that the project is industry relevant. Students should check with their university if the project undertaken through the ELITE programme fulfils their undergraduate Final Year Project requirements, or equivalent.

3.3.2 The roles and responsibilities of the respective parties are as follows:

Mentor

- Scope an industry-relevant project jointly with the student (if needed);
- Advise the student if a project proposed by the student is industry relevant; and
- Review project report submitted by the student (if applicable).

University

- Advise the student if the proposed project through the ELITE programme fulfils his undergraduate Final Year Project requirements; and
- Review project report submitted by the student (if applicable).

Student

- Source for industry-relevant project with mentor or;
- Propose an industry-relevant project and seek the mentor's advice;
- Verify with the university if the proposed project under the ELITE programme fulfils his undergraduate Final Year Project requirements, or equivalent;
- Submit the project report to the mentor and university if the project fulfils towards his undergraduate Final Year Project, or equivalent, on completion; and
- Log in the project in his progress report.

### 3.4 Internship Opportunities

3.4.1 Students must undertake at least one internship during his undergraduate studies with an industry partner, preferably with his mentor. If his mentor is unable to provide an internship, the student is required to inform his university and source for internships opportunities from other ELITE industry partners. If no suitable internships are available, students may pursue an internship sourced through their universities. The minimum duration of the internship should be at least 10 consecutive weeks with an infocomm-related focus.

3.4.2 Students can check with their university if the internship undertaken through the ELITE programme fulfils their undergraduate internship requirement.

3.4.3 IDA will subsidise the cost of living and airfare of overseas internship per student at:

- S\$800 per month for a maximum of six (6) months, for cost of living allowance; and
- 100% of return economy class airfare and airport tax, capped at S\$1,200. Reimbursements can only be paid after the completion of the overseas internship stint.
- Upon his/her return, the student has to submit the progress report for overseas internship and the airfare invoice to IDA through the university.



ELITE\_progress  
report\_overseas intern

- Upon receipt of the progress reports and airfare invoices submitted by the individual students through the university, IDA will pay the aggregated amount due to the students to the university. The university will, thence, be responsible for ensuring that the reimbursements due to the respective students are disbursed accordingly.



Template for  
uni\_overseas internst

3.4.4 The roles and responsibilities of the respective parties are as follows:

#### Mentor

- Assist to source for internship opportunities (where required).

#### University

- Advise the student if the internship undertaken through the ELITE programme fulfils his undergraduate internship requirement; and
- Liaise with IDA to find out about internship opportunities with other ELITE industry partners.

Student

- Arrange for an internship during the university vacation if internship is not mandatory under the undergraduate requirements;
- Source for internship opportunities with mentor's company;
- Check with the university if the internship fulfils both the ELITE programme and their undergraduate internship requirements; and
- Inform university if mentor is unable to provide internship, and find opportunities with other ELITE industry partners (through ELITE Programme Manager), or through university's internship office;
- Log in the internship in his progress report.

### **3.5 Mentorship and Industry Exposure by Industry Leaders**

3.5.1 Students are strongly encouraged to proactively engage their mentor. The mentor not only facilitates project and/or internship opportunities, recommend suitable certifications and courses, but can also potentially offer good industry perspectives on career development. Students should take the initiative to leverage on their mentors to understand the industry needs and equip themselves with industry-relevant skills before graduation.

3.5.2 The roles and responsibilities of the respective parties are as follows:

University

- Facilitate mentor-student matching. IDA will facilitate the matching process after the first round of mentor-student matching.

Mentor

- Indicate number of students required for the programme;
- Request for interviews if necessary;
- Arrange for company visit or orientation session for the selected students (if available); and
- Commit to a mutually agreed engagement frequency e.g., once a month/quarterly meet-ups to know the students better.

Student

- Indicate their preferred ELITE industry partner;
- Attend interview upon request by the ELITE industry partner;
- Arrange for a mutually agreed engagement frequency e.g., once a month/quarterly meet-ups to know the mentor and his organisation better; and
- Log in the learning points and activities with the mentor in his progress report for feedback and endorsement by the mentor.

### **3.6 Certifications & Courses in Vendor-specific & Soft Skill Areas**

3.6.1 Students can take up certifications and courses in technical and soft skill areas. The endorsed courses and certifications are listed in the online training incentive management system ([idaicms.gov.sg](http://idaicms.gov.sg)). Students can take

up more than one certification and course as long as the total amount does not exceed the cap for each student.

3.6.2 IDA supports endorsed certifications and courses undertaken by students at:

- 100% of the technical course(s) and/or certification fee(s), capped at S\$6,000 per student.



ELITe CE Guide\_1st  
Aug 2009\_31st July 2

- IDA will arrange and provide 100% funding support for customised soft-skills courses to be conducted for the ELITe students.

3.6.3 Students should refer to the attached Claim Guide on the claim process for the technical course(s) and/or certification(s).



ELITe CE Guide\_1st  
Aug 2009\_31st July 2

### 3.7 Monitoring and Tracking of Students' Progress

3.7.1 Students must maintain a progress report throughout the duration of the programme i.e., from enrolment to the ELITe programme till graduation from the university. The progress report allows the students to monitor his progress and for his mentor to provide feedback.

3.7.2 Items in the progress report include:

- Number of workshops and seminars attended, including the event name and date attended;
- Number of industry-relevant projects undertaken, including the title and period of the project;
- Number of internships undertaken, including the company name, period of internship and areas of work;
- Number of certifications or courses taken, including the certification or course name and period;
- Action Plan for the next year

3.7.3 Students should refer to the attached Progress Report template for details.



ELITe Student  
Progress Report.xls

3.7.4 The roles and responsibilities of the respective parties are as follows:

#### University

- Consolidate progress reports from all students for submission to IDA.

Mentor

- Endorse and provide feedback to student.

Student

- Update progress report regularly on activities completed;
- Seek feedback and endorsement from mentor and/or company which internship or industry-relevant project is completed; and
- Submit progress report to university.

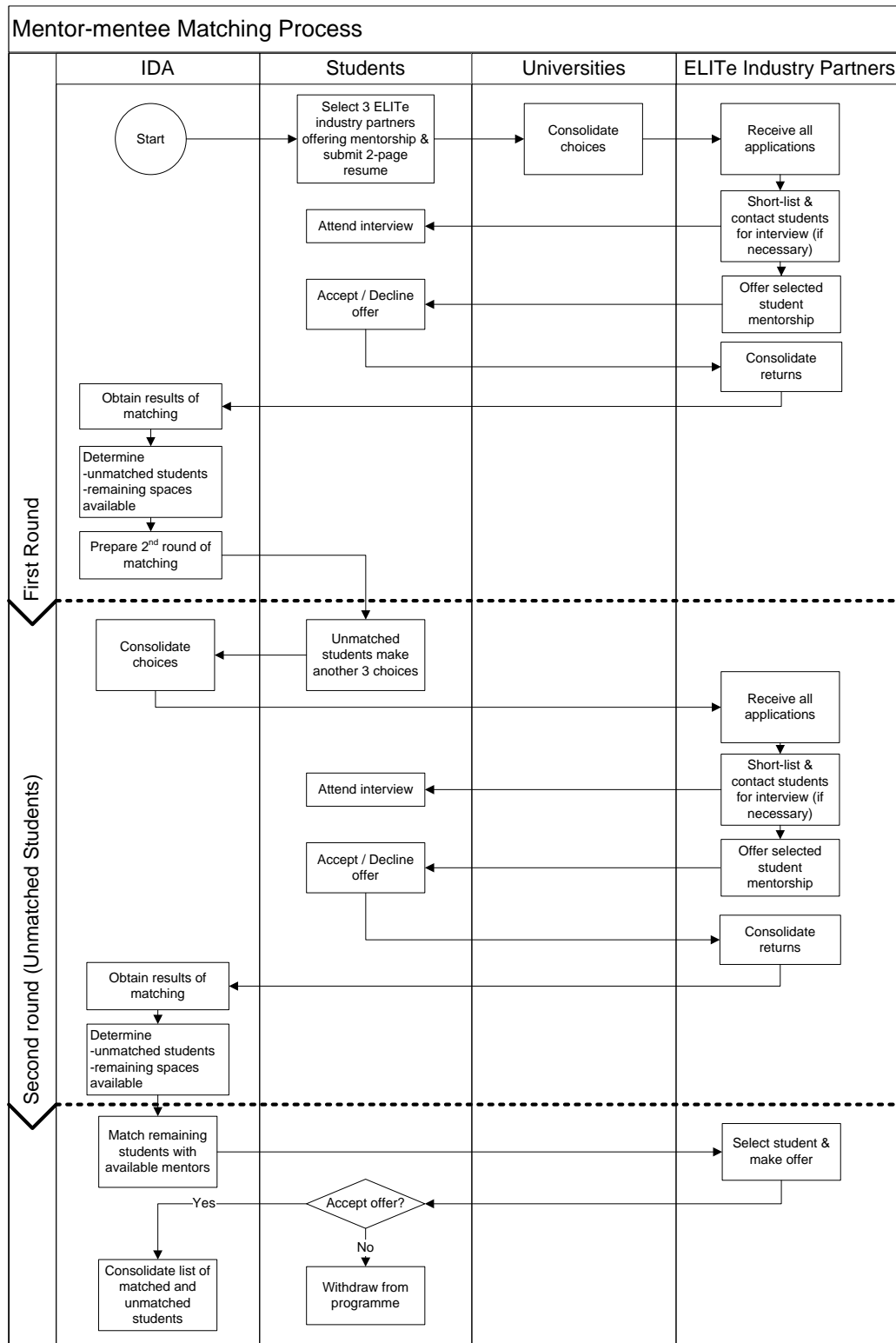
## **4 IMPORTANT DETAILS**

### **4.1 Eligibility Criteria**

- 4.1.1 Students must be either Singapore Citizens or Permanent Residents.
- 4.1.2 Students must not hold a scholarship or have any bond liabilities upon graduation.
- 4.1.3 Short-listed students must be infocomm undergraduates who have completed their first year of studies and are eligible to be promoted to their second year. Infocomm studies include any full-time undergraduate programme offered by:
  - Nanyang Technological University, School of Computer Engineering;
  - National University of Singapore, School of Computing; or
  - Singapore Management University, School of Information Systems.

## 4.2 Mentor-Mentee Matching Process

4.2.1 The mentor-mentee matching process is as follows:



## **5 CONTACT DETAILS**

### **5.1 Nanyang Technological University (NTU)**

School of Computer Engineering (SCE)

Tel : (65) 6790 4139

Fax : (65) 6793 4927

Email : asmcchan@ntu.edu.sg

### **5.2 National University of Singapore (NUS)**

School of Computing (SoC)

Tel : (65) 6516 2727

Fax : (65) 6779 4580

Email : bcomp@comp.nus.edu.sg

### **5.3 Singapore Management University (SMU)**

School of Information Systems (SIS)

Tel : (65) 6828 0630

Fax : (65) 6828 0919

Email : dorcasho@smu.edu.sg

### **5.4 Infocomm Development Authority of Singapore (IDA)**

Velda Oh (Ms)

Manager, Infocomm Manpower Development

Email : velda\_oh@ida.gov.sg

Norhikmah Sohoi (Ms)

Assistant Manager, Infocomm Manpower Development

Email : norhikmah\_sohoi@ida.gov.sg

## **6 FREQUENTLY ASKED QUESTIONS**

### **6.1 Questions & Answers**

#### **6.1.1 Are there any bonds under this programme?**

There is no bond imposed on the students under this programme.

#### **6.1.2 Are there any minimum requirements on the GPA score?**

There is no minimum GPA score that the student needs to maintain for the ELITE programme. However, students should strive for a good balance between their academic studies and pursuing the opportunities in the ELITE programme. Students should seek advice from their academic mentor or ELITE Programme Managers from the university if they face difficulties.

#### **6.1.3 Does the ELITE programme cover the student's tuition fees?**

The ELITE programme does not support tuition fees.

#### **6.1.4 How can a student participate in the programme?**

Students need to first satisfy the eligibility criteria set out in Clause 4.1. The short-listing of students for the ELITE programme is done by the respective schools in the universities. Current first year infocomm students are encouraged to find out more about the programme from their ELITE Programme Manager at their undergraduate office.

#### **6.1.5 Is the student still eligible to join the programme if he receives an award with no bond?**

The student is eligible for the programme if the award does not carry any bond obligations upon graduation.

#### **6.1.6 What if the student wants to drop out of the programme? Is there any penalty imposed on the student?**

While there are no penalties if students withdraw from the ELITE programme, we strongly encourage students to resolve any difficulties they face with their schools, so that they can complete the ELITE programme. Students who withdraw from the programme will not be issued the joint-certificate awarded by IDA and the university, and will no longer be eligible for the benefits available to ELITE undergraduates.

**6.1.7 Will the student have job rotations while doing their internships?**

Students are encouraged to express their interests with the company early and explore opportunities for job rotations, if available. Students should take the initiative to establish a good relationship with their mentor and demonstrate their capability to contribute to the company.

**6.1.8 Is there a minimum duration for the internship period?**

There is no minimum duration for internship period. However, for a student to learn and contribute to the company during the internship, the attachment period is typically at least 10 weeks or more.

**6.1.9 Is the student guaranteed a job after he completes the ELITE programme and graduate from the university?**

Industry partners in this programme are not obligated to offer employment opportunities to the students. However, this does not preclude the industry partners from doing so if the student is found suitable. Hence, students are encouraged to create a positive impression in their engagement with the industry partners.

**6.1.10 Must the student undertake all the components in the programme?**

Students should strive to fulfil all the components of the programme. Students who are unable to complete all the programme components will not be issued the joint-certificate awarded by IDA and the university.

**6.1.11 Will participating in the ELITE programme consume much time?**

Students are encouraged to work out a mutually agreed time with their mentor for mentorship, industry-relevant projects and internship throughout the programme.

**6.1.12 Are students at liberty to enrol in any courses & certifications and submit a claim under the ELITE programme?**

Courses and certifications must be endorsed by IDA before the ELITE students can enrol and subsequently apply for claims.

Students may inform IDA if there are courses or certifications they like to undertake that are not listed in the ICMS portal (<http://www.idaicms.gov.sg>) under "ELITE: Enhanced Learning in Infocomm Technology". IDA will assess the suitability of these courses or certifications for endorsement. If approved, students can then register for these courses or certifications at the training providers' websites.

**6.1.13 Can the student claim for reimbursement if he fails the certification examination?**

Students are required to pass all examinations and achieve the final certification status to qualify for reimbursement. If the course does not lead to a certification, the student must complete and pass the post-course assessment. Failure to do so will result in an unsuccessful claim application.

**6.1.14 Can the student change mentors during the course of the programme?**

Students are encouraged to deepen their relationship with their mentors, and it is not advisable for students to change mentor during the course of the programme. Requests for change of mentors will be managed on a case-by-case basis.