The Centre for Professional Development (CPD) drives Ngee Ann Polytechnic's (NP) continuing education initiative.

Its vision is to provide opportunities for the workforce to professionally upgrade themselves through various diploma, specialist and advanced diploma courses, and to harness the knowledge and skills of the workforce through short courses and customised in-company training.

Since 1985, CPD has been providing a spectrum of high-quality and affordable training programmes that cater to professionals in various sectors of our economy. The Centre provides training for more than 8,000 working adults each year. Relying on its track record, CPD has established itself as one of Singapore's key training providers in Continuing Education and Training (CET).

FACILITIES & STAFF

CPD's facilities for training and development include a Teaching Hub that houses 54 classrooms. CPD, which provides administrative support to part-time students, is located at this hub.

For the convenience of adult learners, the Centre has also developed a series of online services and extended the office counter's opening hours to enhance its services.

Trainers for these part-time courses comprise experienced and highly-qualified lecturers from both the polytechnic and industry.

BLUEPRINT FOR LIFELONG LEARNING

CPD plays a prominent role in workforce training and re-training, which are part and parcel of the Manpower 21 blueprint. In line with the Ministry of Manpower's concept of Workforce 21, and the Life-long Learning Agenda, the polytechnic helps to provide more opportunities for working adults to upgrade their skills and enhance their job-hanldiness.

The Centre seeks to better understand the needs and demands of the workforce, and continues to expand and expand opportunities for the workforce to upgrade through various pathways, such as by allowing for credit transfers, and recognising relevant academic qualifications and work experience. These adult learners help to add value to the courses by sharing their knowledge and experience.

CPD continues to offer bite-sized short courses to cater to the immediate needs of learners at their workplaces. This enables the Centre to meet the immediate needs of the industry and also the long-term aspirations of individual learners.

COLLABORATIONS WITH INDUSTRIES & GOVERNMENT AGENCIES

NP has developed strong partnerships with trade associations, professional bodies, unions, and government agencies to ensure that the courses offered are relevant to industries, and are in tandem with the latest economic and technological trends.
CIPD courses are usually developed in consultation with relevant partners through focus group discussions. This has resulted in the introduction of a number of joint programmes that cater to the needs of specific industry sectors.

COURSE INFORMATION

CIPD offers a wide range of training courses and programmes, spanning the fields of Business, Finance & Accounting, Language, Life Skills, Media & Arts, InfoComm Technology, Engineering, Health, Life Sciences, Humanities and Early Childhood Education. The Centre also designs customised courses to help companies enhance the life skills and management acumen of their staff so that the latter can help to meet their companies’ organisational goals and strategies.

Flexibility is built into these courses to allow for self-paced learning. Students can choose from a wide variety of modules to match their job schedules and interests.

A combination of delivery modes, such as lectures, workshops, seminars and conferences, are used to facilitate a learning process that allows students to apply their knowledge at the workplace. In fact, some modules are delivered online so that students can engage in virtual learning.

Besides the wide range of short courses, CIPD also offers the following part-time diploma, specialist and advanced diploma courses:

ENGINEERING
- Diploma in Technology
  - NA’s comprehensive Diploma in Technology programme has close to 1,200 students. Since its inception in 2003, the programme has produced more than 700 graduates. The programme offers a choice of eight majors:
    - Building Services
    - Electrical
    - Electronics
    - Mechatronics
    - Marine & Offshore
    - Logistics
    - Water Technology
- Advanced Diploma in Industrial Engineering & Management

BUSINESS/FINANCE & ACCOUNTING
- Specialist Diploma in Franchise & Enterprise Management
- Advanced Diploma in International Business

HEALTH & LIFE SCIENCES
- Specialist Diploma in Molecular Biotechnology
- Advanced Diploma in Critical Care Nursing

LANGUAGE/SKILLS/MEDIA & ARTS
- Advanced Diploma in Film Production

HUMANITIES & EARLY CHILDHOOD EDUCATION
- Specialist Diploma in Early Childhood Education
- Advanced Diploma in Early Childhood Intervention (Special Needs)

INFOCOMM TECHNOLOGY
- Specialist Diploma in Data Communications & Networking

ADMISSION REQUIREMENTS

Admission requirements vary, depending on the type of course selected. The course calendar and details are advertised regularly in the print media to provide up-to-date information for the public. Interested participants may log on to www.nap.edu.sg/cipd for further details.

APPLICATION PROCEDURES

Online application is available at www.nap.edu.sg/cipd

WITHDRAWAL/DEFERMENT/TRANSFER/REFUND POLICY

To check out the refund policy, and to request for withdrawal, deferral, or course transfer, log on to www.nap.edu.sg/cipd

QUOTAS

Classes are normally conducted in the evenings at the NA campus. For customised in-house programmes, training can be conducted at the company’s premises.

DISCOUNTS ON COURSE FEES

NA graduates and NA Alumni Association members are entitled to discounts of 10% and 20% respectively, when they enrol in any of the Polytechnic’s part-time CET courses. Current full-time students and staff at the Polytechnic are also eligible to apply for 10% and 20% discounts respectively on any CET courses conducted by the Polytechnic.

CONTACT US

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