

## **Checklist of Items/Documents to Prepare for Your Diploma (Conversion) in Early Childhood Care & Education – Teaching [DECCE-T (Conv)] Course Application**

### **1. List of admission documents to prepare in soft copy format (Please note that the maximum file size limit is 2MB and the acceptable formats are .JPG, .JPEG, .PNG and .PDF):**

- Image of your NRIC (front and back)
- Passport-Sized Photograph with a white background
- All academic qualifications from secondary education level onwards (both certificates and transcripts)

#### **Additional Document(s):**

If you are currently working in a preschool:

- Employment Letter (dated within 3 months or supplemented with recent payslip)

If you are under company sponsorship by a preschool employer:

- [Company Sponsorship Declaration Form](#) (to be completed by you and your employer)
- Resume (with your latest employment details included)

### **2. Securing a Practicum Centre**

Applicants must secure a practicum centre at an early childhood development centre by the first practicum module (about 2 months from the course commencement date). In the event that you are unable to secure a practicum centre by the first practicum module or fulfil all the practicum hours that is required for graduation, you may have to defer your course. This may result in the inability to complete your course within the maximum candidature period.

Total Number of Practicum Hours for DECCE-T (Conv): 300 hours. Practicum centre must ECDA-licensed and have children from 18 months to 6 years old

- Company-sponsored applicants: Your practicum centre can be the preschool you are currently working at.
  - Self-sponsored applicants: Click [here](#) for a list of early childhood development centres. Please contact the centres directly to apply.
- Successfully secured a practicum centre at an early childhood development centre.