**JUNIOR GUIDE TRAINING PROGRAMME INFORMATION SHEET**

**Duration**

* 7 hours in total.
* Please indicate in paragraph 2 below if you prefer a full-day programme of 7 hours or two 3.5-hours sessions.

**Objectives**

* Training of public speaking skills.
* Oral, presentation and writing skills.
* Learn how to react to questions and create responses.

**Notes for teachers**

* This programme requires a higher commitment level. Please ensure that your students are able to complete the programme.
* This programme requires a bit of walking. Please ensure that your students are fit and able to do that.
* Students who complete the entire programme would be awarded a Certificate of Participation and an exclusive SINGAPO人 badge.
* Halal snacks would be provided during this programme. Please submit a name list of participating students and their dietary requirements.
* As we would be taking photographs during the session, please return the signed release form to us (Annex A).
* After completing the Programme, trained guides must bring their peers around. Please indicate the dates of the peers’ visit in paragraph 4 below. For such visits, schools need not fill up the Self-Guided Booking Form.

**Booking request**

* Booking requests must be made at least 5 weeks prior to the session.
* Bookings are limited to a maximum of 20 students.

**Changes and cancellations**

* Changes to confirmed bookings must be sent at least 2 weeks before the session.

**JUNIOR GUIDE TRAINING PROGRAMME FORM**

Email this completed form and send to [education@singaporeccc.org.sg](mailto:education@singaporeccc.org.sg).

Please title your email subject as “Junior Guide Training Programme” or “JGTP” followed by your school’s name.

**All programmes are confirmed only upon email confirmation from SCCC.**

***I have read and understood all the terms and conditions stated in the Junior Guide Training Programme Information Sheet. Please notify all teachers accompanying the students as well.***

1. Basic information

|  |  |
| --- | --- |
| **Name of School/ Organisation** | Click or tap here to enter text. |
| **Type of school/ organisation** | Government agency  Non-profit organisation  Private agency |
| **Department** | Click or tap here to enter text. |
| **Teacher in-charge** | Click or tap here to enter text. |
| **Mobile number** | Click or tap here to enter text. |
| **Email address** | Click or tap here to enter text. |
| **Education Mailing List** | We want to stay connected with you.  Click [here](https://goo.gl/forms/WAZWFHqPdg1jgR1s1) to sign up for our emails of upcoming educational programmes or let us know if you wish to be included:  Yes, please include me  No |

1. Programme booking details

|  |  |
| --- | --- |
| **Preference** | Full day programme (7 hours)  Two half-day programmes (3.5 hours per day)  Others |
| **Date** | Click or tap here to enter text. |
| **Time** | Click or tap here to enter text. |
| **Class** | Click or tap here to enter text. |
| **No. of students** | Click or tap here to enter text. |
| **No. of teachers** | Click or tap here to enter text. |
| **Choose a preferred language** | English  Mandarin |
| **No. of students per level**  **(K: Kindergarten; P: Primary; S: Secondary)** | |
| P5: Click or tap here to enter text.pax  P6: Click or tap here to enter text.pax  International Schools: Click or tap here to enter text.pax  Others(please specify):Click or tap here to enter text. pax | S1: Click or tap here to enter text.pax  S2: Click or tap here to enter text.pax  S3: Click or tap here to enter text.pax  S4: Click or tap here to enter text.pax  S5: Click or tap here to enter text.pax  Post-Secondary (JC, ITE, etc): Click or tap here to enter text.pax  Tertiary (Polytechnics, Universities): Click or tap here to enter text.pax |
| **Additional information/ Requests (if any)** |  |

1. Name list of students

Please ensure that names are correctly spelt as they would be used for the printing of the certificates.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name in English** | **华文名字** | **Class** | **Dietary requirements** |
|  |  |  | No preference  Vegetarian  Allergy: Click or tap here to enter text. |

1. Booking request details

Trained students must bring their peers for a visit of the exhibition. Please indicate your proposed booking dates:

|  |  |  |
| --- | --- | --- |
| **Date of visit** | | Click or tap here to enter text. |
| **Time of arrival** | | Click or tap here to enter text. |
| **School which trained students would be leading** | | Click or tap here to enter text. |
| **No. of students** | | Click or tap here to enter text. |
| **No. of teachers** | | Click or tap here to enter text. |
| **Duration of group visit**  **(Please arrive 15 minutes earlier to register your visit)** | | Please inform us of your estimated duration in the gallery for our scheduling purpose.  1 hour or less  1 – 2 hours  more than 2 hours. Specify estimated duration: Click or tap here to enter text. |
| **No. of students per level**  **(K: Kindergarten; P: Primary; S: Secondary)** | | |
| K1: Click or tap here to enter text.pax  K2: Click or tap here to enter text.pax  P1: Click or tap here to enter text.pax  P2: Click or tap here to enter text.pax  P3: Click or tap here to enter text.pax  P4: Click or tap here to enter text.pax  P5: Click or tap here to enter text.pax  P6: Click or tap here to enter text.pax  Special Education Schools: Click or tap here to enter text.pax  International Schools: Click or tap here to enter text.pax | S1: Click or tap here to enter text.pax  S2: Click or tap here to enter text.pax  S3: Click or tap here to enter text.pax  S4: Click or tap here to enter text.pax  S5: Click or tap here to enter text.pax  Post-Secondary (JC, ITE, etc): Click or tap here to enter text.pax  Tertiary (Polytechnics, Universities): Click or tap here to enter text.pax  Others (please specify):Click or tap here to enter text.pax | |
| **Additional information/ Requests (if any)** | |  |

**RELEASE FORM FOR PHOTOGRAPHY/ VIDEOGRAPHY**

I, parent/ guardian/ teacher-in-charge\* of the child/ ward/ students\*, am aware that there will be photography and/ or videography carried out during the session. The Singapore Chinese Cultural Centre owns the rights to these images and may use them for its marketing and promotional purposes. These images may appear in, but are not limited to, our printed publications, collaterals, outdoor banners, on our website, social media platforms, presentations etc.

I hereby agree that the said child/ ward/ students\* and I will be bound by all the provisions contained herein.

|  |  |  |
| --- | --- | --- |
| Name of child/ ward/ students\* | : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| School | : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |  |  |
| --- | --- | --- | --- |
| Name of parent/ guardian/ teacher-in-charge\* | : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Address | : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Telephone number | : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Email address | : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Signature of parent/ guardian/ teacher-in-charge\*** | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date** |

\*delete accordingly