



***S*ports
*E*ducation
*P*rogramme**

**Sports Service Providers
Briefing**

20 OCT 2008, 4.00 PM

new in SEP 09

- Risk Management Plan for each programme submitted
- Inclusion of Special Education Schools
- Feedback Module for schools

new in SEP 09

Feedback Module for schools



Delivery of Programme	Rating: 1 (Poor) to 5 (Excellent)					
How well did the programme meet its stated learning objectives?	Poor	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/> Excellent
How well-managed was the timing of the programme? (e.g. programme started punctually, smooth transitions between segments, reduced waiting time)	Poor	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/> Excellent
How well would you rate the quantity and quality of equipment?	<input type="checkbox"/> N/A (no equipment needed)					
	Poor	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/> Excellent
Competency of coaches						
How exemplary was the coach as a role model? (e.g. exemplary conduct, properly attired, punctuality)	Poor	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/> Excellent
How well was the coach able to engage the interest of the students?	Poor	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/> Excellent
How well was the coach able to teach? (e.g. clearly articulated and effective transfer of programme-specific knowledge)	Poor	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/> Excellent
Safety precautions						
How thoroughly did the coach check on the condition of the facility/venue and environment prior to the start of the programme? (e.g. weather condition)	Poor	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/> Excellent
How thoroughly did the coach check on the condition of the equipment / safety gear prior to the start of the programme?	<input type="checkbox"/> N/A (no equipment needed)					
	Poor	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/> Excellent
How clearly did the coach communicate to the students about the safety precautions required for the activity?	Poor	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/> Excellent
Service Quality of Provider						
How willing was the service provider in going the extra mile for you / your students?	Poor	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/> Excellent

Submit Feedback

Reset Form

Cancel

new in SEP 09

Feedback Module for schools



Feedback Details

Programme Name Pilates Workshop

Provider Name provider03

Delivery of Programme



Competency of coaches



Safety precautions

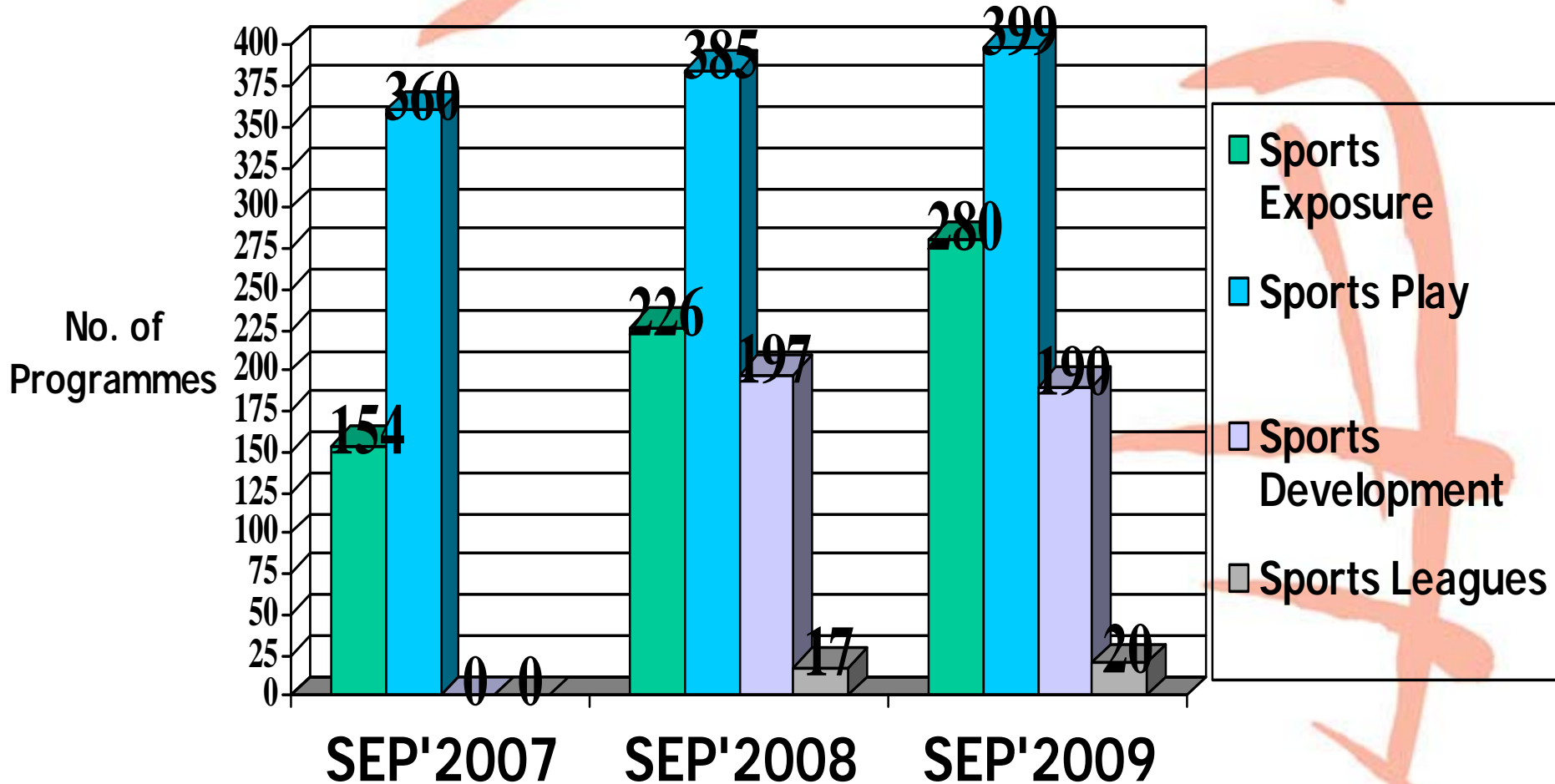


Service Quality of Provider



Close

comparison



summary of SEP 2009



Received: 1551 programmes
245 companies , 9 NSAs and 37 individuals

Assessment Categories:

Recommended: 826 programmes
Not Recommended: 660 programmes
Pending: 63 programmes

NSAs which have assisted in the evaluation of programmes for SEP 09 :

- | | |
|----------------------------------------|-----------------------------------------|
| 1) Archery Assoc of Singapore | 11) Singapore Lifesaving Society |
| 2) Singapore Baseball & Softball Assoc | 12) Singapore Motorsports Assoc |
| 3) Basketball Assoc of Singapore | 13) Singapore Mountaineering Federation |
| 4) Singapore Dancesport Federation | 14) Netball Singapore |
| 5) Singapore Dragonboat Assoc | 15) Singapore Disability Sports Council |
| 6) Singapore Floorball Assoc | 16) Singapore Table Tennis Assoc |
| 7) Singapore Gymnastics | 17) Singapore Taekwondo Federation |
| 8) Singapore Hockey Federation | 18) Triathlon Assoc of Singapore |
| 9) Singapore Judo Federation | 19) Singapore Underwater Federation |
| 10) Singapore Karate-Do Federation | 20) Singapore National Wushu Federation |

evaluation criteria

Programme

- Uses the Games Concept Approach
- Is suitable for non-elite athletes

Coach / Instructor Certifications

- Valid Standard First Aid
- NCAP Theory level 1 (Applicable for Sports Exposure, Sports Play & Sports Development programmes)
- Relevant recognized Technical certifications
- Relevant Testimonials from schools or recognised bodies

Risk Management Plan

- A relevant risk management plan have to be submitted for each programme

pending cases

63 programmes will be pending because:

- Awaiting for NCAP theory course / results
- Awaiting their first aid certifications

Note:

If you only have pending programmes, you will not be able to take part in the SEP 2009 Showcase

reasons for exclusion

660 programmes were not recommended due to the following:

- No NCAP Theory level 1 certification
- No Valid Standard First Aid at point of submission
- No relevant technical certifications
- Theory-based, with no hands-on component
- Insufficient description of programme provided for our evaluation
- No risk management plan submitted / Risk management plan submitted is not suitable for the programme
- Not suitable for Special Education Schools

Procedures to Acknowledge SEP Agreement

- Step 1 SSC activates agreement in provider's account
(For Recommended Programmes only.
Pending Programmes will be activated after receiving proof)
- Step 2 Upon receiving notification email, provider to login into SEP Portal (<http://sep.ssc.gov.sg>) to acknowledge SEP Agreement within **7 days**
- Step 3 After acknowledgement, print copy to retain
- Step 4 Receive email notification to complete process. You are now officially carrying endorsed programmes under SEP 2009!

SEP agreement & SEP logo

(SEP logo will only appear after acknowledgement of SEP Agreement)

Education Programme

Home > Service Provider

Service Provider

Welcome, **PROVIDER03**

Update Profile: This function allows you to update your profile at any time. (e.g. Contact person, Address, Contact Numbers etc. Please note that these information are displayed on the SEP portal)

Submit New Programmes: This function allows you to submit new programmes for endorsement for SEP 2008. Application window for submission will be from 13 Aug - 10 Sep 2007, 1200hrs.

Manage Coach / Instructor: This function allows you to make changes to details of instructors/ coaches submitted. You may also add new instructors/ coaches for your company at any point of time. (subject to assessment and approval)

Manage Programmes: This function allows you to retrieve draft and submitted programmes during the Application Window. You may make changes to all your draft and submitted programmes before 10 Sep, 1200hrs. You are reminded to submit your draft programmes by the closing date. No changes will be entertained after the closing date on 10 Sep 2007, 1200 hrs.

Please also use these definitions for the 4 categories in the programme submission:

Sports Exposure - These would involve one-off events aimed at introducing a sport or a sporting lifestyle to the masses and should convey the message that sport is fun and that it is easy to do. Sports Exposure event/programme(s) can be in the form of sports clinics, tryouts, events or carnivals within the school.

Sports Play - These are structured, regular instructional courses that facilitate the learning of a sports skill at the beginner level. Students will have learnt basic information and skills about the sport after attending such programmes which will enable them to participate in the sport and enjoy it at a recreational level.

Sports Development - These are structured, regular instructional courses that facilitate the learning of a sports skill at a more advanced level. These programmes should follow on from Sports Play programmes, providing higher-level and age-appropriate skills that are still presented in a fun and engaging way. As an end-result, students will have learnt higher skills and gained more knowledge needed to play the sport after attending these programme(s).

Sports Leagues - These Leagues comprise intra-school competitions (e.g., inter-class

SEP agreement – to acknowledge within 7 days



[Home](#) > Service Provider

Service Provider

Update Profile

Manage Coaches

Manage Programmes

Submit New Programmes

SEP Agreement

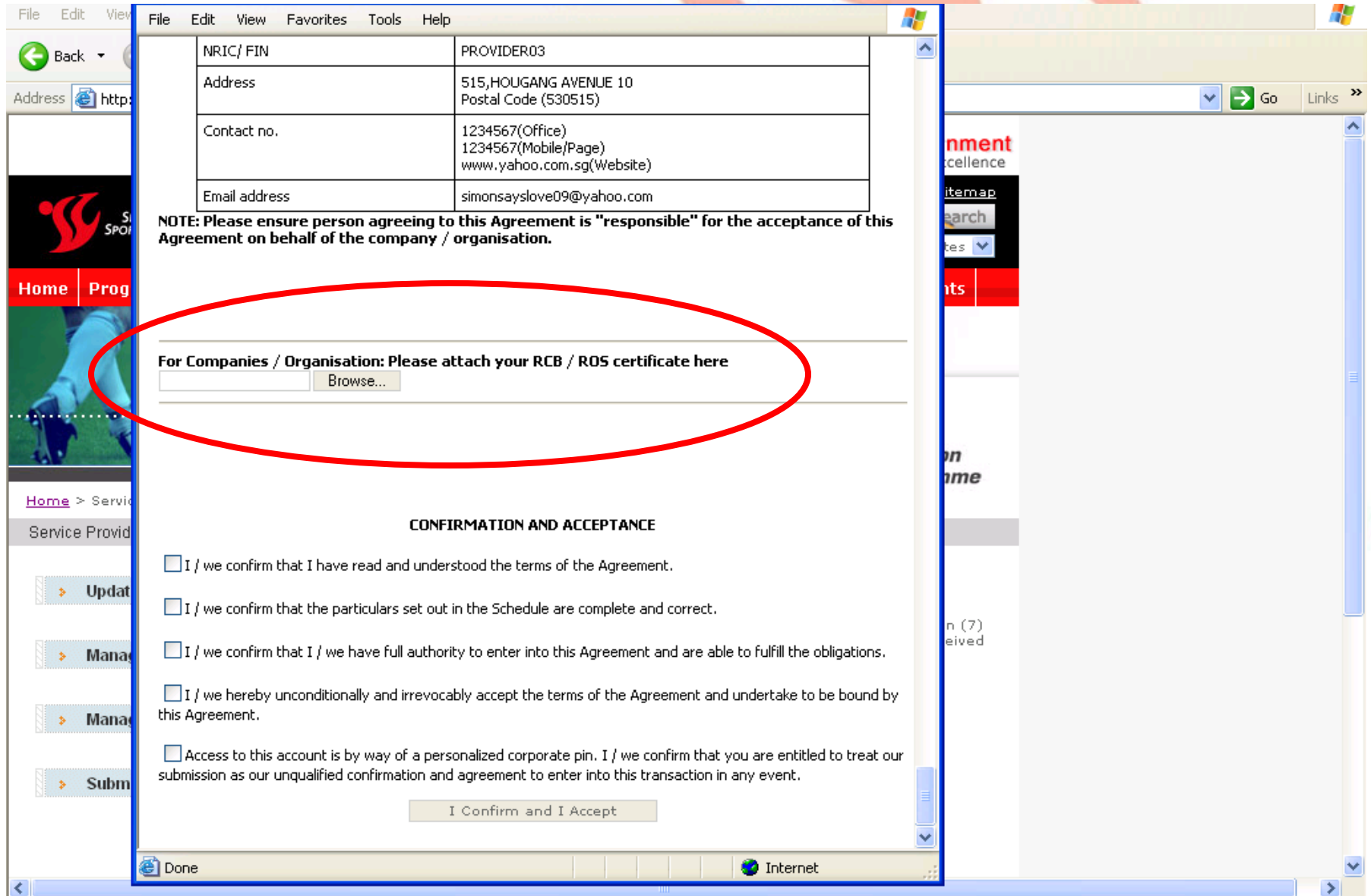
Welcome, **PROVIDER03**

Please acknowledge the Terms and Conditions listed in the Agreement within seven (7) days, with effect from **21/10/2007**. Please note that if no acknowledgement is received by **27/10/2007**, your programmes will not be endorsed under SEP 2008.

Thank you.

[View SEP Agreement](#)

SEP agreement – attach RCB/ ROS certificate



File Edit View Favorites Tools Help

NRIC/ FIN	PROVIDER03
Address	515,HOUGANG AVENUE 10 Postal Code (530515)
Contact no.	1234567(Office) 1234567(Mobile/Page) www.yahoo.com.sg(Website)
Email address	simonsayslove09@yahoo.com

NOTE: Please ensure person agreeing to this Agreement is "responsible" for the acceptance of this Agreement on behalf of the company / organisation.

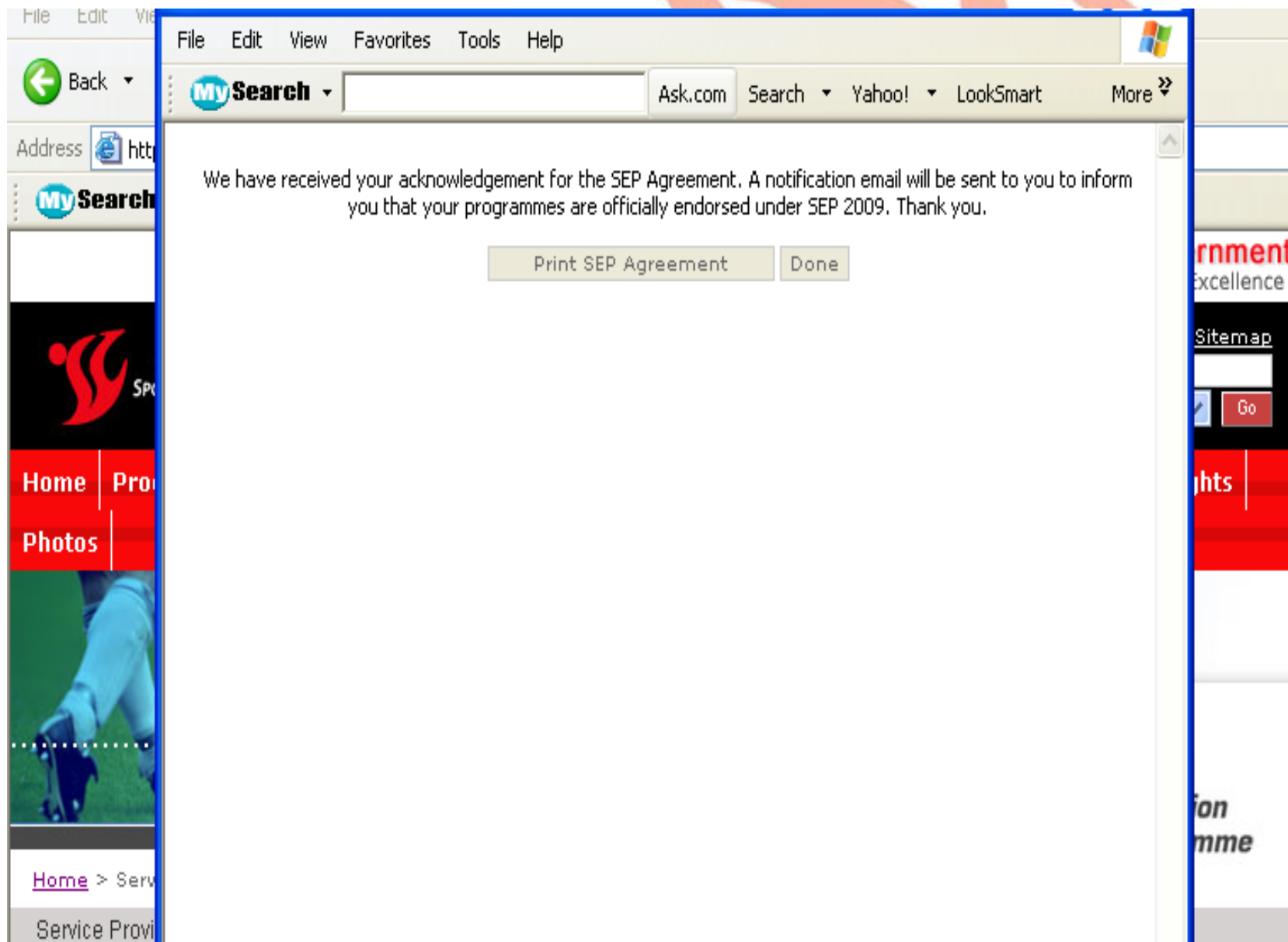
For Companies / Organisation: Please attach your RCB / ROS certificate here

CONFIRMATION AND ACCEPTANCE

- I / we confirm that I have read and understood the terms of the Agreement.
- I / we confirm that the particulars set out in the Schedule are complete and correct.
- I / we confirm that I / we have full authority to enter into this Agreement and are able to fulfill the obligations.
- I / we hereby unconditionally and irrevocably accept the terms of the Agreement and undertake to be bound by this Agreement.
- Access to this account is by way of a personalized corporate pin. I / we confirm that you are entitled to treat our submission as our unqualified confirmation and agreement to enter into this transaction in any event.

Done Internet

email notificaition



The screenshot shows a web browser window with the following elements:

- Browser Menu:** File, Edit, View, Favorites, Tools, Help.
- Search Bar:** My Search, Ask.com, Search, Yahoo!, LookSmart, More.
- Address Bar:** http://
- Main Content:**

We have received your acknowledgement for the SEP Agreement. A notification email will be sent to you to inform you that your programmes are officially endorsed under SEP 2009. Thank you.

Print SEP Agreement Done
- Left Sidebar:**
 - My Search
 - Home | Pro
 - Photos
 - Home > Serv
 - Service Provi
- Right Sidebar:**
 - Government Excellence
 - Sitemap
 - Go
 - hts
 - ion
 - mme

SEP logo



[Home](#) > Service Provider

Service Provider

> Update Profile

> Manage Coaches

> Manage Programmes

> Submit New Programmes

> SEP Agreement

> SEP Logo

> Change Password

Welcome, **PROVIDER03**

SEP Logo

- The Sports Service Provider is allowed to use the SEP Logo for all publicity materials related to the Event(s) / Programme(s).
- The Sports Service Provider must only use the SEP Logo in the form that is provided by SSC.
- The Sports Service Provider shall use only this form of acknowledgement in all publicity materials related to the Event(s) / Programme(s): "**This Programme is endorsed under the Sports Education Programme (SEP)**".
- The SEP Logo and form of acknowledgement are to be used strictly for the Event(s) / Programme(s) without exception.
- SSC reserves the right to order withdrawal of materials printed / issued, issue warning letter and take suitable legal action under legal advice in the event that the Sports Service Provider acts in breach of this clause.

[Click on this link to access the SEP logo](#)

email notificaiton

New Memo Reply Reply To All Forward Delete Follow Up Folder Copy Into New Chat Tools



SSC SEP/SSC/SINGOV@SINGOV

17 Oct, 2008 10:36 AM

To Ai Ling HONG/SSC/SINGOV@SINGOV
cc
bcc
Subject Re: ENDORSEMENT OF PROGRAMME FOR SEP 2009 -ACKNOWLEDGEMENT

SSC Confirmation Email

provider01

Dear Sir/Mdm,

RE: ENDORSEMENT OF PROGRAMME FOR SEP 2009 -ACKNOWLEDGEMENT

1. We acknowledge receipt of your unconditional and irrevocable acceptance of the terms of the Agreement.
2. Your programme, Get Wild with basketball (737), is now an officially endorsed programme for the period 1st January 2009 to 31st December 2009.
3. You are reminded that you are to fully comply with all the obligations stated in the Agreement, and to ensure a high standard of delivery for the endorsed programme.
4. Thank you.

Issued for and on behalf of:

timeline

Description	Providers with "Recommended programmes"	Providers with "Pending programmes"
Action	T&C to be activated by 21 Oct 08	Supply SSC with certification
Acknowledge SEP Agreement	Latest by 27 Oct 08	
Release of endorsed programmes for SEP 2009	1 Nov 08	

Agreement Clauses

procedure with schools

Funding for Schools:

Gvt / Gvt aided: SEP Funds will be downloaded in the schools' SEP IFAAS account at beginning of SEP 2009. Schools to use funds to pay providers

Non-Gvt aided: Schools will pay full amount to providers. At end of SEP 2009, SSC will reimburse Schools the SEP Funds used.

procedure with schools

Pre-Programme:

- Get into contact with the school
- Meet teacher, lay out expectations. Come to an agreement
- No need to quote through GeBIZ
- Set date to conduct programme for students

Post Programme:

- Advise teacher to send in feedback to SEP (via SEP Portal)
- Advised to send invoice in soft copy
- 1 mth after programme ends, school to pay provider
- At end of year, school to submit all invoices to SSC
(All payment should be settled before 26 Dec)

procedure with schools

Procurement Procedures

- Schools need **NOT** go through GeBiz to procure your programmes
 - Less than \$3,000: School can proceed to engage the vendor directly
 - More than \$3,000 but less than \$70,000: School to compare it against 2 other similar programmes from the endorsed list, and justify their decision to your school's Quotation Assessment Panel (QAP). Thereafter, school may proceed to engage the vendor directly.
- SEP Grant cannot be used with other government grants except from MOE
- GST is claimable under the SEP grant (applicable to companies that are GST registered only)

suggested marketing opportunities

To schools and out-of-schools:

- Survey students and teachers, collect database
- Distribute pamphlets targeted at parents
- Run promotions for “after school hours” programmes
- Take photographs and videos
- Do up a website
- Get testimonials from schools
- SEP Sports Showcase



***S*ports *E*ducation *P*rogramme**

Sports Safety

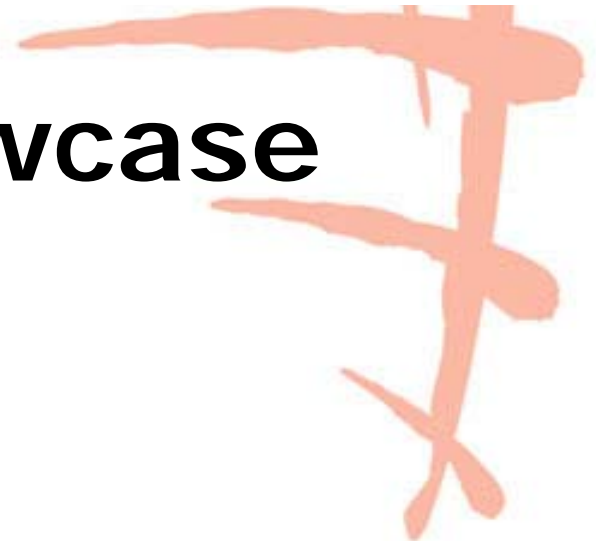
By Delphine Fong - Deputy Director (Sports Safety Division)





Sports
Education
Programme

SEP 2009 Showcase



SEP showcase 2009

Benefits

A chance and platform to:

- Meet and interact with principals and teachers
- Showcase your sport to principals and teachers
- Distribute marketing materials of your endorsed programmes to schools
- Network and touch base with other sports service providers

SEP showcase 07 & 08



SEP 2008 showcase at OCC

SEP 2007 showcase at ACJC



SEP showcase 2009

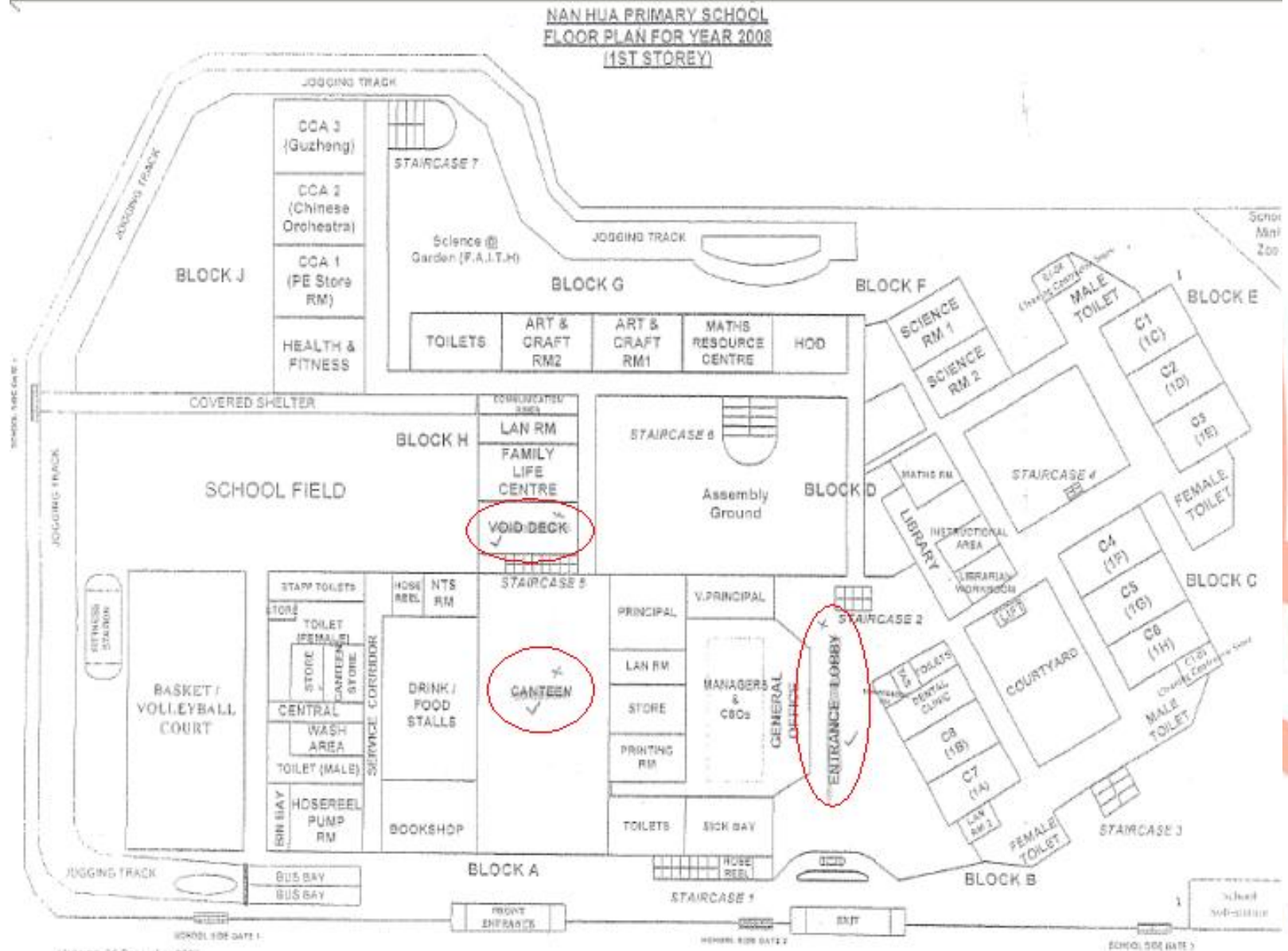


- Date** : 15 Nov 2008 (Sat)
- Time** : 9am – 2pm
- Venue** : Nan Hua Primary School
- Address** : 30 Jalan Lempeng Singapore 128806
- Event** : Schools' Briefing cum sports showcase
- Attendees** : School Principals
PE HODs / SEP Administrators
Students
- Venues** : Auditorium, Hall, Canteen, Void Deck,
Classrooms

your booth

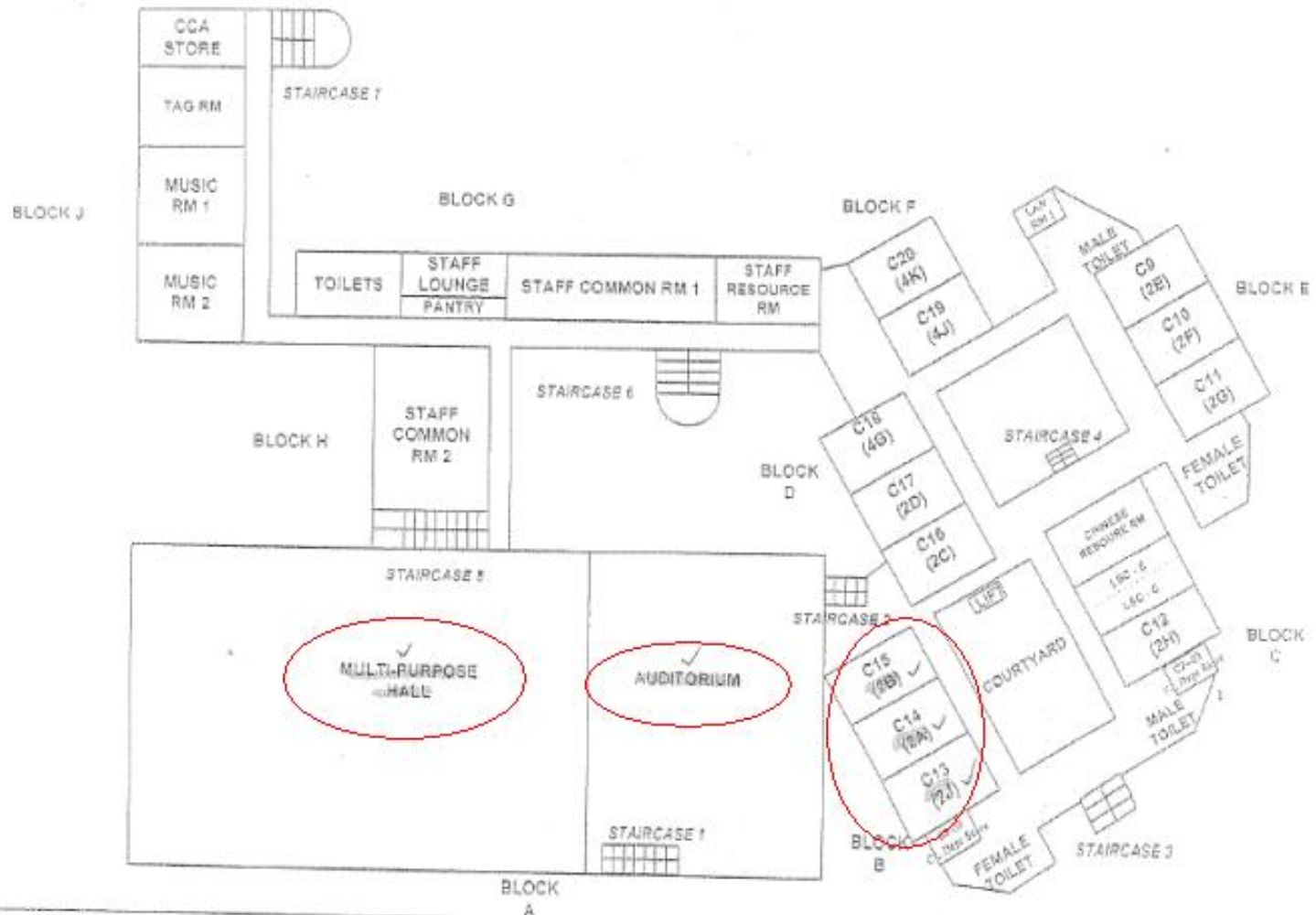
- 100 booths – each booth provided with 1 power point, table (minimum 2m x 1m) with skirting, 2 chairs
- Each booth will cost \$100 (inclusive of GST) per booth
- Registration will end on the **31 Oct 08**
- Registration is based on a 1st come 1st serve basis
- Payment modes (Cash/Cheque)
- SSC reserves the right to reject registration by providers that do not acknowledge their agreement by 27 Oct 08 even though payment is made
- Showcase providers with programmes pertaining to the 26 sports included under the Youth Olympic Games
- Programme for showcase

floorplan



floorplan

NAN HUA PRIMARY SCHOOL
FLOOR PLAN FOR YEAR 2008
(2nd STOREY)



timeline for SEP 2009

End Oct 08	1st batch of endorsed programmes
Nov 01 – 31 Dec 08	Schools opt in period for SEP 09
15 Nov 08	SEP Showcase
Jan – Dec 09	<ul style="list-style-type: none">•Add / Delete / Edit Coach details•Change provider details
1 Jan 09	Full list of Programmes

Q & A

contact info

Enquiry:

Email: ssc_sep@ssc.gov.sg

Call: 6342 5368

Website: <http://sep.ssc.gov.sg>

Thank You!