

# MEDIA RELEASE

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FOR IMMEDIATE RELEASE

## CPE Further Streamlines Administrative Processes

The administrative burden and compliance costs of Private Education Institutions (PEIs) are expected to ease further as the Council for Private Education (CPE) introduces further streamlining measures today. This follows the CPE's announcement on 30 October 2013 that it would be looking into reducing documentation to be submitted to the CPE.

### A simpler PEI-student Contract

2. The PEI-student Contract, which was a 19-page document, has been reduced to a 6-page document following the removal of information such as contractual clauses and specific provisions under the EduTrust Certification Scheme. This information is already available in other relevant documentations.

3. As a result of this revision, the PEI-student Contract is now more succinct and the use of simple language makes it easier for all PEIs to use and for students to understand. It continues to include all the mandatory information and will help both PEIs and students understand their rights and obligations. Students embarking on their studies with PEIs will begin to see a [revised PEI-student Contract](#) as PEIs phase in the new document over the next three months.

### Reduced need for supporting documents - Teacher deployment

4. From today, PEIs will no longer need to submit documents, such as certified true copies of relevant academic qualifications, when notifying the CPE of the deployment of existing teachers. They must however continue to keep all teacher records and supporting documents as the CPE may request for these documents when processing teacher notifications or during site inspections. For new teachers, there is no change to the existing processes and supporting documents must still be submitted as part of the notification process.

### Reduced need for supporting documents – Non-degree courses

5. For new non-degree courses that are developed, accredited or approved by another local government agency, PEIs are only required to submit an approval or accreditation letter from the government agency, or a website link pertaining to the course and teachers instead of the course write-up. PEIs will still have to notify the CPE on new and existing teachers' deployment, submit a sample certificate of the course if awarded in the PEI's name, and industrial attachment plans, if any.

### **More insurer options for Industry-Wide Course Fee Insurance Scheme**

6. The Industry-wide course fee insurance scheme (IWC) provides insurance coverage for student fees in the event that a PEI is unable to continue operating due to insolvency and/or regulatory closure. An open tender was called in October 2013 and four insurance providers were selected based on criteria including business track record and competitiveness of rates. With four insurers on board, this will provide PEIs with more options and enable more competitive premiums and services compared to just one previously. The CPE-appointed IWC insurance providers are:

- i. AXA Insurance Singapore;
- ii. First Capital Insurance;
- iii. Liberty Insurance; and
- iv. Lonpac Insurance Bhd.

~The End~

### **About the Council for Private Education**

The Council for Private Education (CPE) is a statutory board established in December 2009 to regulate the private education industry. The council has implemented two schemes – the mandatory Enhanced Registration Framework (ERF) and the EduTrust Certification Scheme – to uplift and maintain standards in the private education sector. Besides its role as a sectoral regulator, the council also provides student services and public education through its Student Services Centre, and promotes the development of the private education industry. For more information, please visit our website at <http://www.cpe.gov.sg>

### **About the Industry-Wide Course Fee Insurance Scheme (IWC)**

The IWC is a mandatory insurance scheme for all PEIs undergoing registration and non-EduTrust certified PEIs that wish to collect more than two months, but capped at six months, of course fees under the Enhanced Registration Framework introduced in December 2009. These PEIs must subscribe to an IWC offered by any of the four CPE-appointed insurance providers. PEIs that do not collect more than two months of fees must submit a written declaration. For an overview of the measures to protect student fees, please visit the [Protection of Course Fees](#) page on the CPE website.