



## **METTA SCHOOL**

### **GUIDELINES FOR REFERRAL TO VOCATIONAL PROGRAMME**

#### **1. ADMISSION CRITERIA**

- 1.1 Metta School provides vocational training for students with Mild Intellectual Disability (MID) in the following three areas: Baking, Food Preparation, and Housekeeping Skills.
- 1.2 Admission is open to Singapore Citizen and Permanent Resident of Singapore. Non-Singapore Citizen or Non-Permanent Resident of Singapore may apply for admission to vocational training subject to the terms and conditions of the Ministry of Education.
- 1.3 The applicant is between 16 to 18 years of age (as at 1<sup>st</sup> January) upon admission.
- 1.4 The applicant's cognitive functioning is within the range of Mild Intellectual Disability (IQ: 50 – 70). The applicant does not have another significant disability, such as visual or hearing impairment, so that he/she will be able to access the school programmes.
- 1.5 The applicant has achieved a Level 2 in WPL-Reading, a Level 2 in WPL-Listening, and a Level 1 in WP-Numeracy prior to his/her application.
- 1.6 The applicant is an independent traveller.
- 1.7 The applicant is required to attend vocational trainability assessment sessions to ascertain placement suitability.

#### **2. REQUIRED DOCUMENTS FOR APPLICATION**

- 2.1 To apply for admission to Metta School, please complete the **Special Education (SPED) School Application Form** which, together with its accompanying **user guide**, can be downloaded at the Ministry of Education's website: [www.moe.gov.sg/education/special-education/appform](http://www.moe.gov.sg/education/special-education/appform).
- 2.2 Please ensure that the following documents are attached -
  - Photocopy of Applicant's Identification:
    - For Singapore Citizens: Birth Certificate and NRIC
    - For Singapore Permanent Residents: Birth Certificate and Singapore Permanent Residents Re-entry Document
    - For International Applicants: Student Pass (Dependant Pass)
    - Deed Poll (if the applicant has changed his/her name)
  - Photocopy of Parents'/Guardians' Identification:
    - For Singapore Citizens and PRs: NRIC/Passport
    - For International Applicants: Passport **AND** Employment Pass (if applicable)
  - Current and/or previous school reports (if available)
  - Workplace Literacy & Numeracy (WPLN) Statements of Attainment
  - Autism Diagnostic Report or Statement (if the applicant is on the Autism Spectrum)

**3. DEADLINE FOR APPLICATION**

3.1 All application documents are to be submitted **6 months** before the commencement of vocational training in January each year. Cut-off date for application submission: **30<sup>th</sup> June**.

**4. WAITING LIST FOR ADMISSION**

4.1 Successful applicant found to be suitable for admission will be placed on the Waiting List for Admission if there is no vacancy available at the time of application.

**5. SUBMISSION OF APPLICATION DOCUMENTS**

Please send all the required documents to:

Psychologist  
Metta School  
30 Simei Street 1  
Singapore 529949

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