



Date: 11 May 2016

OJT Agreement and Understand

Party A: American Center for Education (ACE)

Party B: _____ (Student)

This is the Agreement and Understand between Party A and Party B for Party A to grant Party B the eligibility to apply an On-job-training (OJT) session in Singapore. The OJT is not guaranteed by Party A and is solely subject to the approval from the Ministry of Manpower of Singapore (MOM).

As a compulsory component of Hospitality Management courses of ACE, the OJT should be completed by the hospitality students successfully before they are able to graduate from the courses. The students may apply for a waiver of OJT by submitting a waiver request with sufficient supporting documents. The approval of a waiver is not guaranteed and is on a case by case basis.

To be able to start the OJT, the OJT provider (the relevant Hotels or Restaurants in Singapore) will help the students to submit the Training Pass application to MOM. The approval of the Training Pass is not guaranteed and it is solely subject to MOM decision.

Party B declares that he/she understands it clearly that the OJT is NOT any form of employment. The OJT is only training and study session in the practical industry and the OJT is also called as Industry Attachment (IA) sometimes. The student in the OJT session will not enjoy any benefit/protection under the employment Act of Singapore. The student and OJT provider must ensure the OJT engagement agreement is not an employment contract. The OJT engagement agreement shall state it clearly about the relevant safety/protection/compensation/dispute arrangement and measures for the student.

After Party B starts the OJT, Party B agrees to follow the relevant laws and regulations and also commit her/his time and effort in the OJT to meet the performance requirements from the OJT provider. Party B bears all the consequences from being expelled by the OJT provider.

Party B agrees that in the event when the Training Pass application is rejected by MOM, he/she will not pursue any claims or conduct any activities against Party A. Party B could request to finish the 2 months' project instead of the OJT to meet the graduation requirement. 2 months' project is to be approved on a case by case basis.

With the acceptance of the above terms and conditions, Party B will be granted with a Letter of Acceptance issued from ACE to be submitted to MOM for training pass application.

Thank you,

Yours Sincerely,
Mr. Nathan Wang
Management Representative
American Center for Education

Accepted by the student:

Signature: _____

Date: _____