

NAC-AEP E-Services Portal

User Guide for Applications (2023 Cycle)



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About NAC-AEP 2023 Cycle

Applications are now open for new programmes for the National Arts Council Arts Education Programme (NAC-AEP) 2023 cycle. Individual artists and Representatives from arts groups/ organisations can submit applications for their arts education programmes to be part of NAC-AEP. This document will guide you in submitting an application.

For more information on NAC-AEP and open call for applications, visit [For Artists/Arts Groups | National Arts Council \(nac.gov.sg\)](#).

Key Dates

March to April 2022	2023 Cycle Application Window Applications open online on 21 March 2022 and close at 23:59 (SGT) on 29 April 2022 based on system clock. Late applications will <u>not</u> be accepted.
May to July 2022	Programme Content Assessment Period NAC will review the applications and may contact you if clarifications are needed. Refer to section on Next Steps (p.24) for more details on the assessment process.
August to November 2022	Notification of Application Results and Registration of Instructors Application results will be released in August 2022. Providers with approved programmes will then inform the instructors they are working with to submit their CVs. Providers are responsible for engaging qualified arts instructors who meet the instructor's credentials (outlined in the assessment criteria) required to deliver the approved programme to schools. Providers can subsequently tag the relevant approved instructors to their programmes.
December 2022	Publication of 2023 Cycle Directory Programmes will be published on the NAC-AEP directory.

Before You Start

Register or login to your account

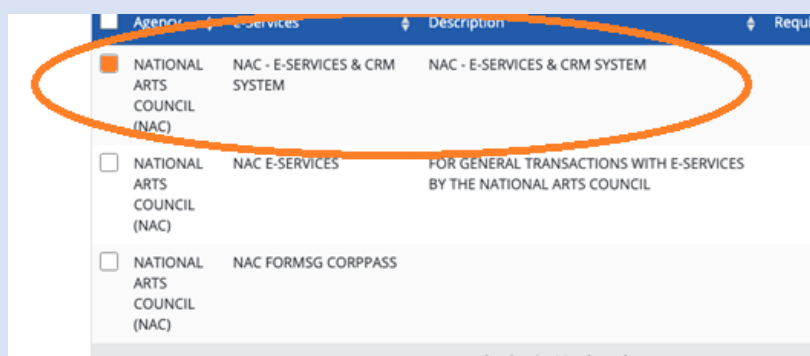
To submit applications for NAC-AEP in the 2023 cycle as part of a Company/Collective or as an Individual, you will need an account. For assistance on creating an account, refer to [New User Guide Registration](#).

You do not need to create an account if you are already a/an:

- NAC-AEP registered Company/Collective or Individual
- Instructor teaching/conducting NAC-AEP

Note Not sure if you have an account? Check by logging into the NAC-AEP E-Services portal with your Singpass/Corppass.

Tip For existing users, if you are unable to login, or do not see user/representative accounts, **do not create a new account**. Instead, log into the [Corppass Administrator site](#) and ensure that your account is linked correctly to “NAC E-SERVICES & CRM SYSTEM” under Account Permissions.



Agency	E-Services	Description	Required
<input checked="" type="checkbox"/>	NATIONAL ARTS COUNCIL (NAC)	NAC - E-SERVICES & CRM SYSTEM	NAC - E-SERVICES & CRM SYSTEM
<input type="checkbox"/>	NATIONAL ARTS COUNCIL (NAC)	NAC E-SERVICES	FOR GENERAL TRANSACTIONS WITH E-SERVICES BY THE NATIONAL ARTS COUNCIL
<input type="checkbox"/>	NATIONAL ARTS COUNCIL (NAC)	NAC FORMSG CORPPASS	

Fig. 3 Corppass ‘NAC – E-services & CRM System’

Update your individual or company particulars

The portal now allows for upload of personal profile picture for all users. For Company and Collective reps, we strongly encourage you to upload your organisation logo and a description of what your organisation does in terms of arts and arts education. Refer to the page 13-15 of the [User Guide for Account Registration and Maintenance](#) or more information.

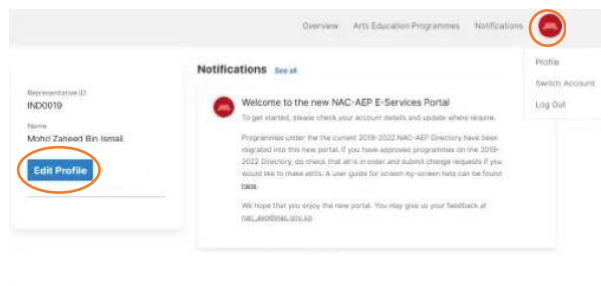


Fig. 4 Updating Individual or Company particulars

Reading up in advance

In addition to the NAC Arts Education Framework, we strongly recommend reading on the Application Process outlined in this guide.

- Applicants should:
 - i. Download and familiarise with the [Assessment Criteria](#) and [Terms and Conditions](#) as well as the Programme Design Guide for both mainstream and preschool programmes before submitting an online application. Applicants must read and accepted all the Terms and Conditions of NAC-AEP before submitting an application.
 - ii. You are encouraged to prepare for the application in advance by referring to the [Sample Application Form](#) for the information you will be required to provide.
 - The application would require you to provide mandatory details of the proposed NAC-AEP in four sections:
 - Programme Description including title, synopsis, student profile
 - Lesson Plan(s) and goals, up to 8 sessions
 - Programme Cost(s)
 - Contact information for schools
 - The application process will take about 90 minutes.
 - Save your draft application regularly to avoid potential loss of data during the application process. You can also opt to save and continue working on your draft application later by clicking the '**Save and Continue Later**' button.
 - Review your application before submission by clicking the '**Submit**' button. Draft application(s) will not be considered as submitted and will not be assessed.
 - iii. For new Programme Providers, with no previous approved programmes in the 2019-2022 directory, you will need to upload a list of potential instructors using the [Potential Instructor\(s\) List](#) form. Complete the form and have it ready beforehand.
- To support schools in better programme discovery, you may also wish to include optional details including Images links (1 cover image and 3 carousel images) and customisable add-ons. Alternatively, you can do so after your programme has been approved.

Submission of New NAC-AEP Application

- Navigate to [NAC-AEP Directory](#) website and click on the 'Login' menu at the top right corner.
- Click on any of the appropriate options under '**Existing Users**', e.g. '**Company Representatives/ Collective Representatives/ Individual Programme Providers**'.

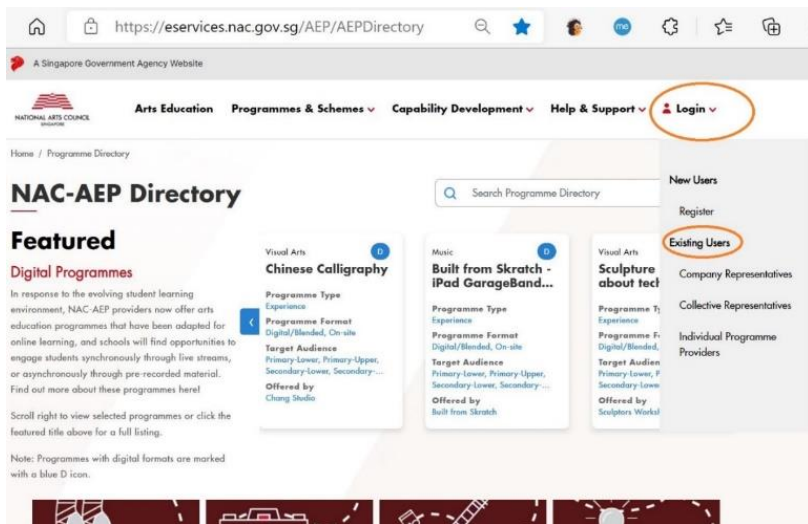


Fig. 5 Login Page

- Login with Singpass

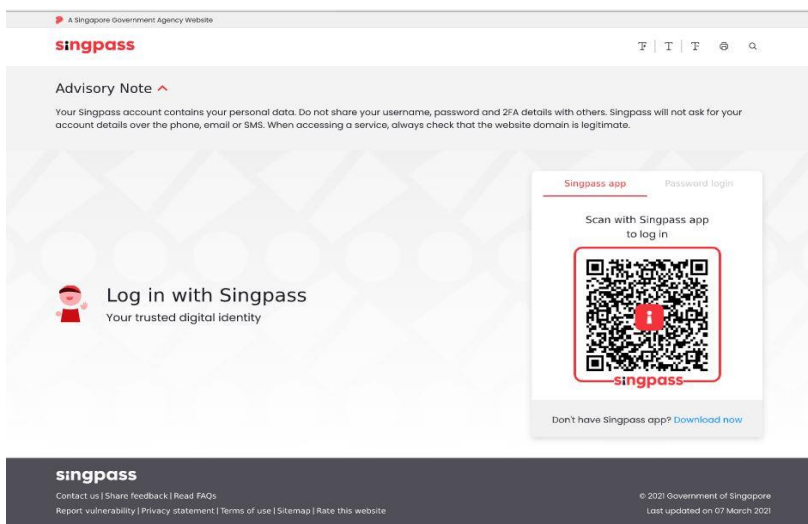


Fig. 6 Log in with Singpass Page

- After a successful log in, you will be brought to your **Provider Profile** page.

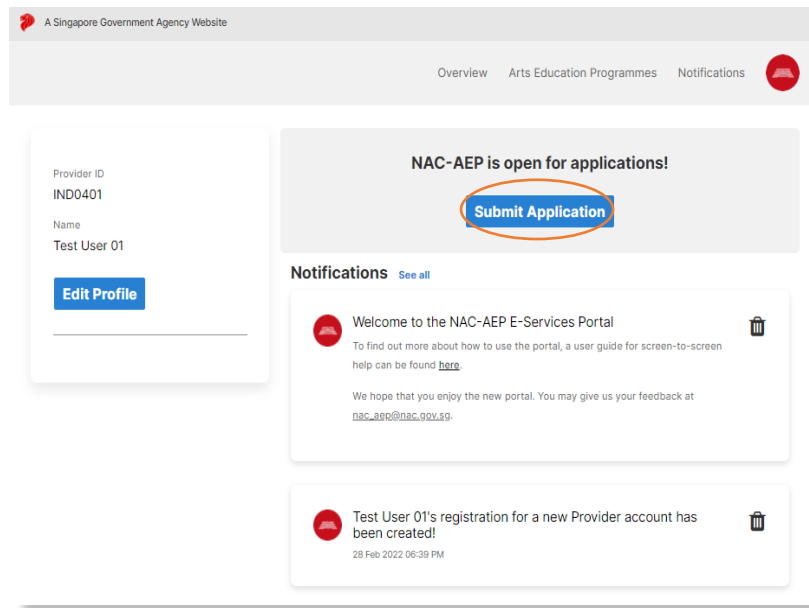


Fig. 7 Provider Profile Landing Page

- Click **'Submit Application'**.
- You will be redirected to **'Important notes'** page before accessing the application form. Read the information as well as the terms and conditions, and click on the acknowledgement before submitting any application.

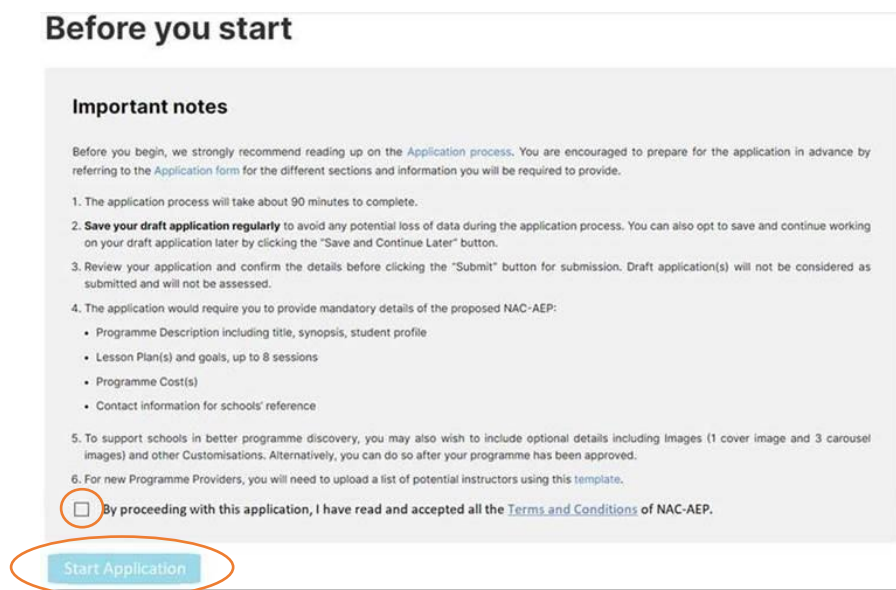


Fig. 8 Introductory Page

- You will not be allowed to submit any applications after the application submission deadline.
- When ready, click on the **'Start Application'** button. You will then be brought to the first of four sections – **Programme Description**.

NOTE: All applications must be submitted through the [NAC-AEP E-Services Portal](#). by **23:59 (SGT) on 29 April 2022**. Draft applications saved within the system that were not submitted will not be considered.

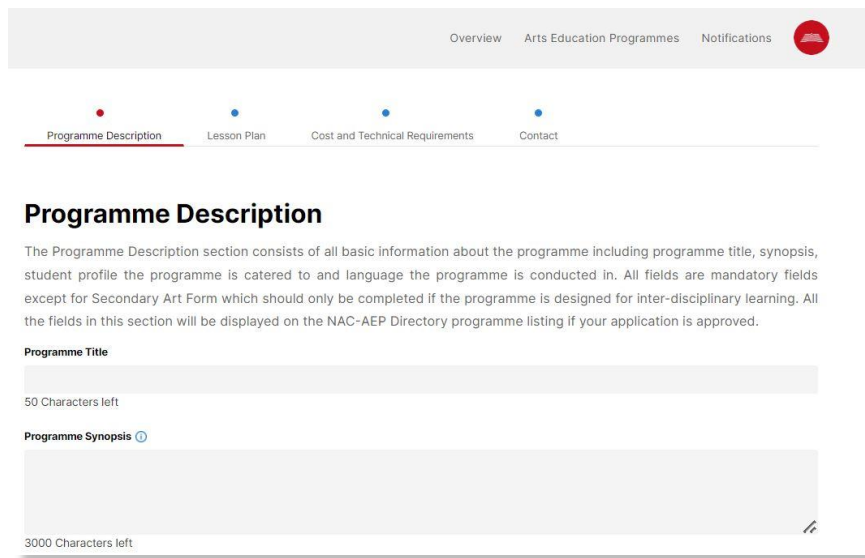


Fig. 9 Programme Description Page

Application Process

1. Programme Description

The Programme Description section consists of basic information about the programme including Programme Title, Programme Synopsis, Student Profile the programme is catered to and Language the programme is conducted in. All fields are mandatory fields except for Secondary Art Form which should only be completed if the programme is designed for inter-disciplinary learning. All the fields in this section will be displayed on NAC-AEP Directory programme listing if your application is approved.

Tip For more information on each field, mouse over the blue information icon and tooltips will be displayed.



Fig.10 Blue Information icon

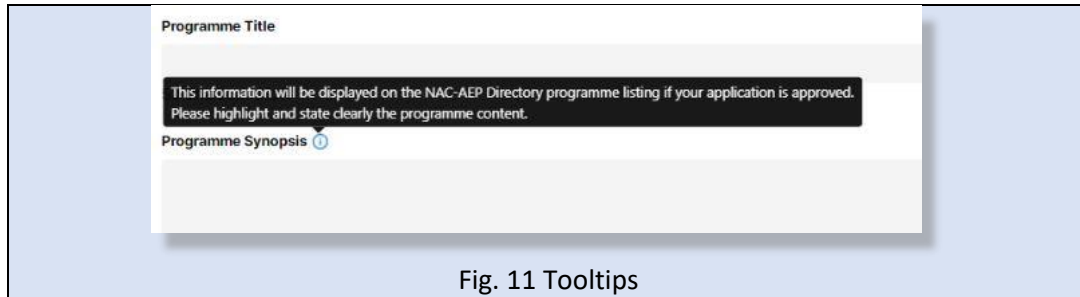


Fig. 11 Tooltips

a. Programme Title

Enter the name/title of your programme in the box/field. Note: There is a 50-character limit, do not include cycle year e.g. 2019-2020 in your title. There are now filters for you to sort your programmes by cycle so this is no longer necessary.

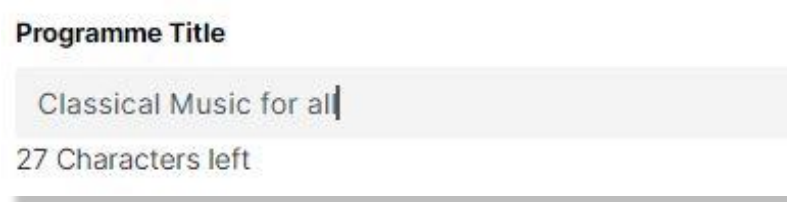


Fig. 12 Programme Title

b. Programme Synopsis

Enter a short summary of your programme (3,000-character limit). This information will be displayed on the NAC-AEP Directory programme listing if your application is approved. Highlight and state clearly the programme content. You may give more detail in Part 2 Lesson plan.



Fig. 13 Programme Synopsis

c. Primary Art Form

Select one main art form of your programme by clicking on the dropdown arrow. Your programme will be listed under the selected Primary Art Form category on the Directory.

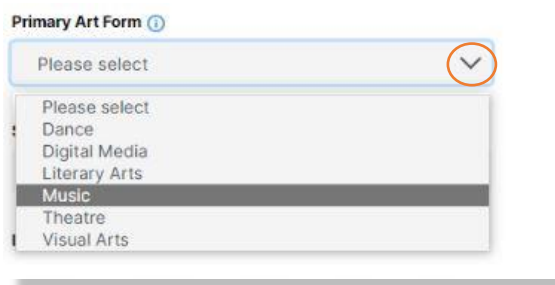
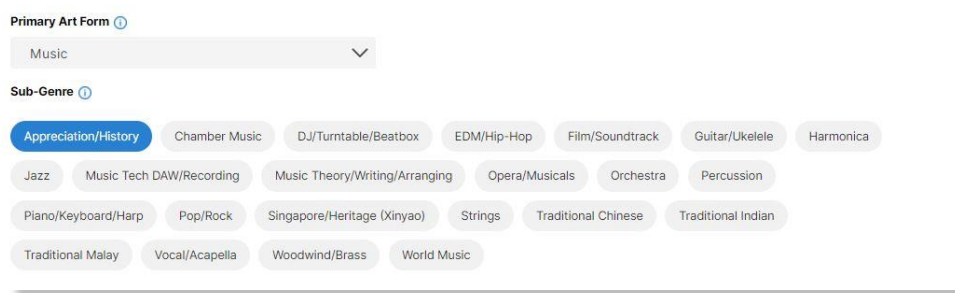


Fig. 14 Primary Art Form

d. Sub-Genre

Once an Art Form is selected, a list of sub-genres available will be displayed. Select a genre (up to 3) that best describes your programme. Your programme will be listed under the selected sub-genre filters on the Directory.

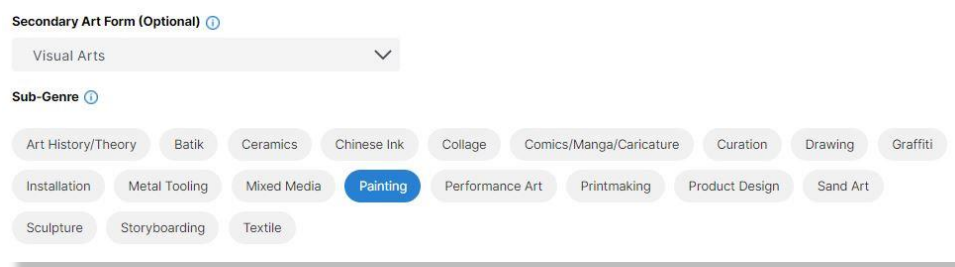


The screenshot shows a form for selecting sub-genres. At the top, there is a dropdown menu for 'Primary Art Form' with 'Music' selected. Below it is a 'Sub-Genre' section with a grid of buttons. The buttons are arranged in four rows and six columns. The first row contains: 'Appreciation/History' (selected), 'Chamber Music', 'DJ/Turntable/Beatbox', 'EDM/Hip-Hop', 'Film/Soundtrack', 'Guitar/Ukelele', and 'Harmonica'. The second row contains: 'Jazz', 'Music Tech DAW/Recording', 'Music Theory/Writing/Arranging', 'Opera/Musicals', 'Orchestra', and 'Percussion'. The third row contains: 'Piano/Keyboard/Harp', 'Pop/Rock', 'Singapore/Heritage (Xinyao)', 'Strings', 'Traditional Chinese', and 'Traditional Indian'. The fourth row contains: 'Traditional Malay', 'Vocal/Acapella', 'Woodwind/Brass', and 'World Music'.

Fig. 15 Sub-Genre

e. Secondary Art Form and sub-genre

Add a secondary art form with the relevant sub-genre(s) *only* if the programme is designed for inter-disciplinary learning.

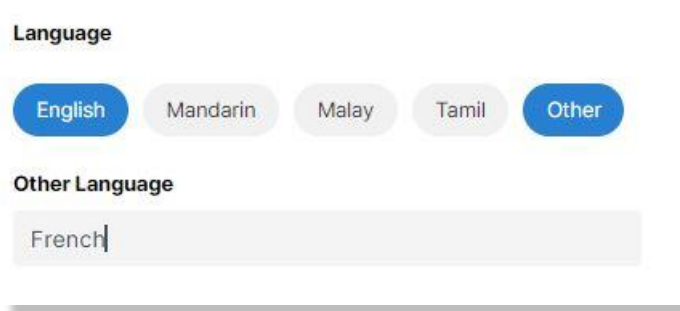


The screenshot shows a form for selecting a secondary art form and sub-genre. At the top, there is a dropdown menu for 'Secondary Art Form (Optional)' with 'Visual Arts' selected. Below it is a 'Sub-Genre' section with a grid of buttons. The buttons are arranged in four rows and six columns. The first row contains: 'Art History/Theory', 'Batik', 'Ceramics', 'Chinese Ink', 'Collage', 'Comics/Manga/Caricature', 'Curation', 'Drawing', and 'Graffiti'. The second row contains: 'Installation', 'Metal Tooling', 'Mixed Media', 'Painting' (selected), 'Performance Art', 'Printmaking', 'Product Design', and 'Sand Art'. The third row contains: 'Sculpture', 'Storyboarding', and 'Textile'.

Fig. 16 Secondary Art Form and Sub-Genre

f. Language

Select language(s) used in the teaching and/or presentation of your programme. If **Others** is chosen, a new field box **Other Language** will appear for you to indicate the specific language the programme is conducted in.



The screenshot shows a form for selecting a language. At the top, there is a 'Language' section with five buttons: 'English', 'Mandarin', 'Malay', 'Tamil', and 'Other'. The 'Other' button is selected. Below it is an 'Other Language' section with a text input field containing the word 'French'.

Fig. 17 Language Options

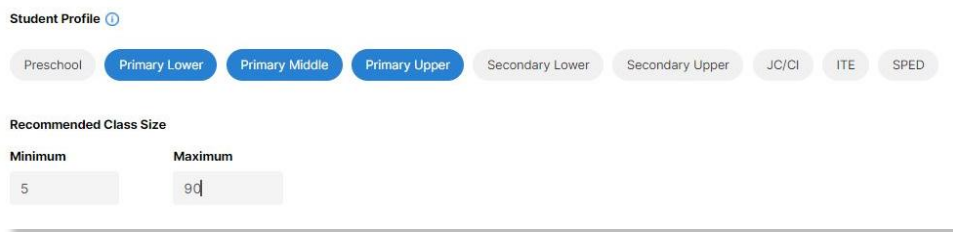
g. Student Profile(s)

Select the student profile(s) that your programmes cater to. Programmes will be assessed according to how they are designed intentionally for the student profile. If selecting a range, ensure that strategies for differentiation are elaborated upon in the Lesson Plan.

NOTE: Programmes targeted at pre-schools must be submitted separately from mainstream school programmes.

h. Recommended Class Sizes

Fill in the indicative Minimum and maximum limits to the class/cohort sizes that the programme was intended for.

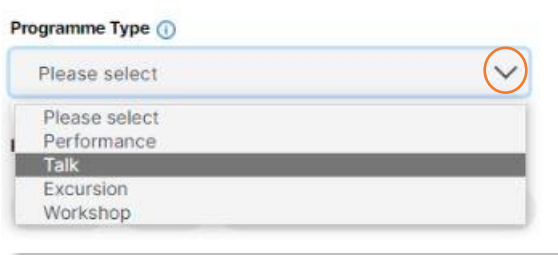


The screenshot shows a form with two sections. The first section, 'Student Profile', contains a row of buttons: 'Preschool', 'Primary Lower', 'Primary Middle', 'Primary Upper', 'Secondary Lower', 'Secondary Upper', 'JC/CI', 'ITE', and 'SPED'. The 'Primary Lower' button is highlighted in blue. The second section, 'Recommended Class Size', has two input fields: 'Minimum' with the value '5' and 'Maximum' with the value '90'.

Fig. 18 Student Profile and Recommended Class Size

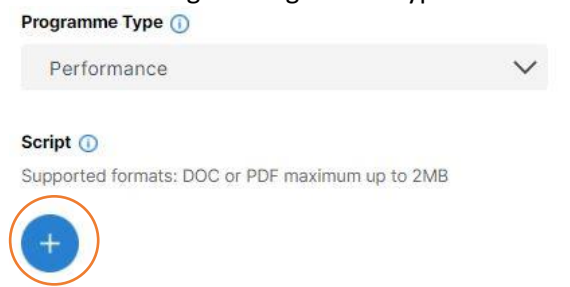
i. Programme Type

Select the appropriate Programme Type by clicking on the dropdown arrow. If performance is selected, upload a copy of your script/repertoire in word or pdf format using the “+” button.



The screenshot shows a dropdown menu for 'Programme Type'. The menu is open, showing options: 'Please select', 'Performance', 'Talk', 'Excursion', and 'Workshop'. The 'Performance' option is highlighted.

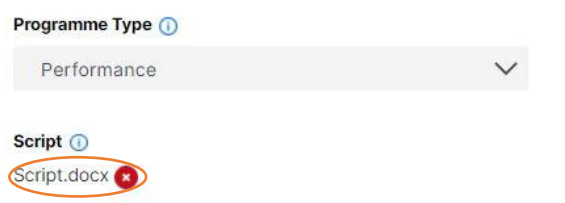
Fig.19 Programme Type



The screenshot shows the 'Programme Type' dropdown menu set to 'Performance'. Below it, the 'Script' section is visible, with the text 'Supported formats: DOC or PDF maximum up to 2MB'. A blue circular button with a white plus sign is highlighted with an orange circle.

Fig.20 Programme Type – Upload Script Button

Once upload is successful, the filename will be displayed. To delete, click on the red “X” beside the filename.



The screenshot shows the 'Script' section with the filename 'Script.docx' displayed. A red circle highlights the filename, and a red 'X' icon is visible to its right, indicating a successful upload.

Fig. 21 Successful Upload of Script

If Excursion is selected, a new field **Venue** will appear. Fill in the Venue.



The screenshot shows a form with two sections. The first section is titled "Programme Type" with an information icon. It contains a dropdown menu with "Excursion" selected and a downward arrow. The second section is titled "Venue" and contains a text input field with "Goodman Arts Centre" entered. Below the input field, it says "81 Characters left".

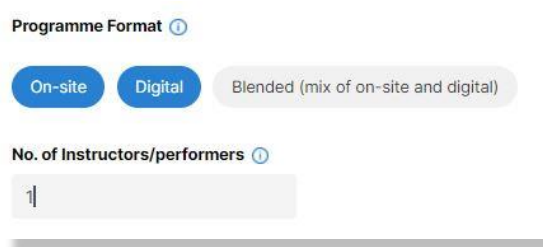
Fig. 22 Programme Type – Excursion and Venue

j. Programme Format(s)

Select the available formats (online/digital/blended) that is available for your programme. If you select more than one, elaborate on this in the **Lesson Plan** Section, the ways in which the programme will be delivered. NAC will assess the different formats proposed accordingly.

k. No. of Instructors/Performers Required

Indicate the minimum number of instructors or performers required to conduct this programme.



The screenshot shows a form with two sections. The first section is titled "Programme Format" with an information icon. It contains three buttons: "On-site" (blue), "Digital" (blue), and "Blended (mix of on-site and digital)" (grey). The second section is titled "No. of Instructors/performers" with an information icon. It contains a text input field with "1" entered.

Fig. 23 Programme Format and No. of Instructors/Performers

l. Cover Image

This cover image will be displayed as a banner on the NAC-AEP Directory programme listing page, as well as in the search pages (Figs. 21 and 22).

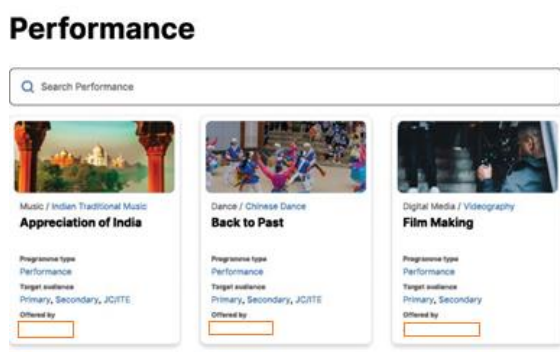


Fig. 24 Sample cover image on search listing

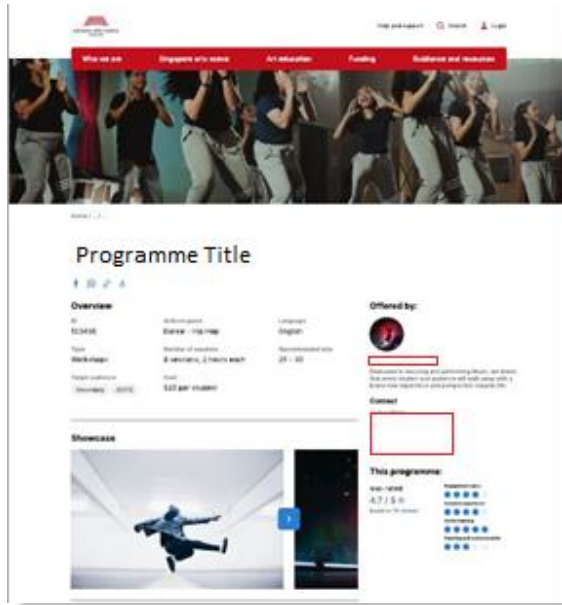


Fig. 25 Sample Cover image (Banner) and Carousel Images/Videos

This will be a mandatory field after your programme is approved. To upload, click on the “+” button.

*Optimal dimensions 730*480*

Supported formats: PNG or JPG maximum up to 2MB

m. Carousel Images

These images (up to 3) will be displayed on your programme listing page and will be included after your programme is approved. To upload, click on the “+” button. If upload is successful, thumbnail images will be displayed.

*Optimal dimensions 1400*370*

Supported formats: PNG or JPG maximum up to 2MB

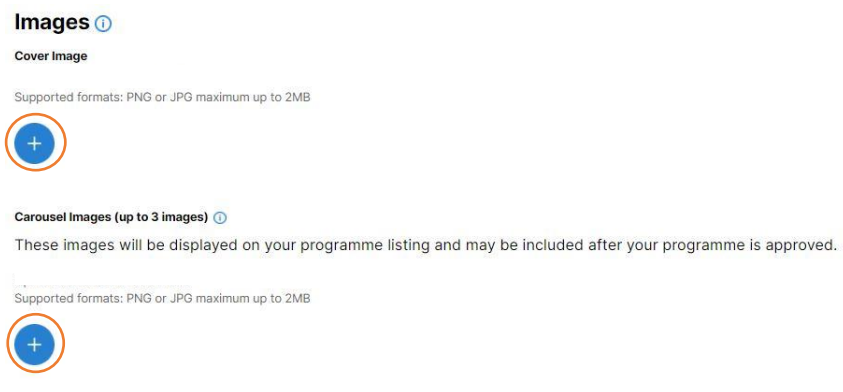


Fig. 26 Upload of Cover and Carousel Images

If upload is successful, a thumbnail image will be displayed.

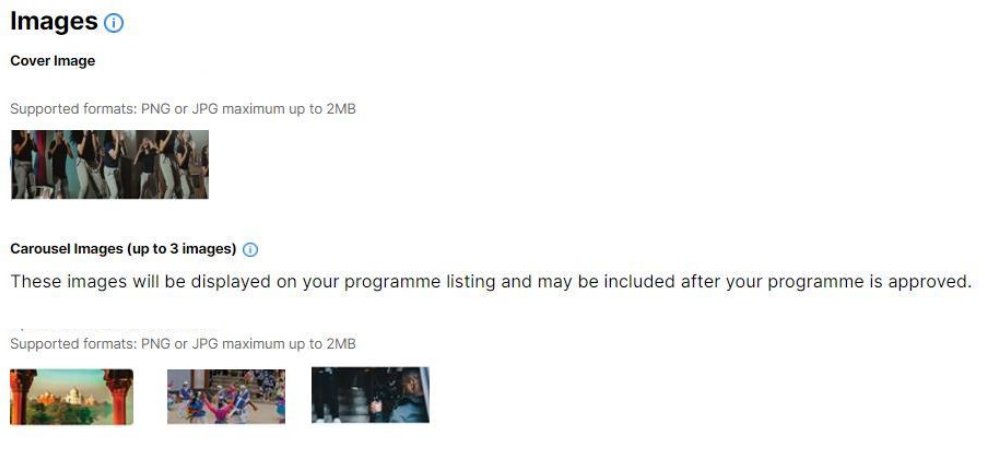


Fig. 27 Successful upload of images

Tip If your image looks stretched, Resize to the optimal dimensions provided. This affects how your image will be displayed on the NAC-AEP directory.

Important If your image features students or children, you are required to seek permission and receive consent for the use for the photos from the relevant parties.

Complete this section of the form and remember to save before going on to the next section by clicking on the “**Save**”, and “**Next >**” buttons.

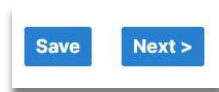


Fig. 28 “**Save**” and “**Next >**” Buttons

2. Lesson Plan

The Lesson Plan section requires you to demonstrate how the programme is designed to achieve the intended learning objectives that are guided by one or more of the Focus Areas (and one of the 5 Points of Emphasis if applicable) in the NAC Arts Education framework. This section also requires you to show how the programme adopts various active learning strategies that would cater to the student profile(s) identified. If you have selected more than one student profile, describe how the lessons would be differentiated. Lesson plan breakdown and supporting documents provided for assessment will not be publicly listed or distributed.

The section consists of overall Lesson Goals and Lesson Plan Breakdown based on sessions, and customisation options that you can offer to schools.

In addition, NAC will also assess applicants’ track record and experience in delivering arts education programmes. New programme providers will be required to provide additional information to illustrate their capability in providing quality arts education experiences for students.

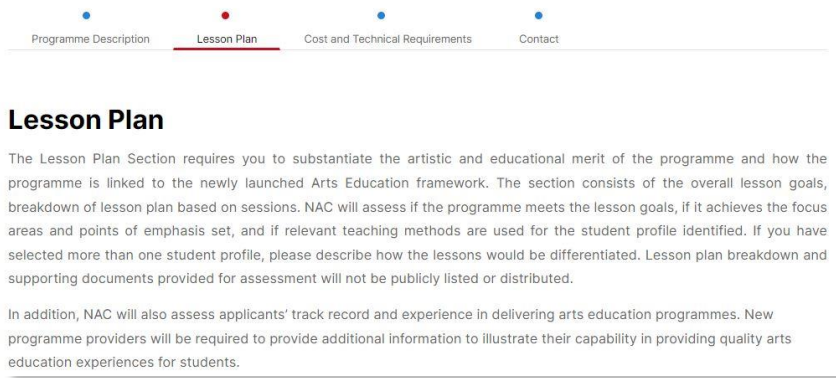


Fig. 29 Lesson Plan Page

a. Focus Areas

Choose the Focus Area(s) that features prominently in your programme. More information on the Arts Education Framework can be found on the NAC-AEP Website.



Fig. 30 Selection of Focus Areas

b. Points of Emphasis (PoE)

Programmes will be further assessed for their relevance if a Point of Emphasis is selected. Select only one PoE.

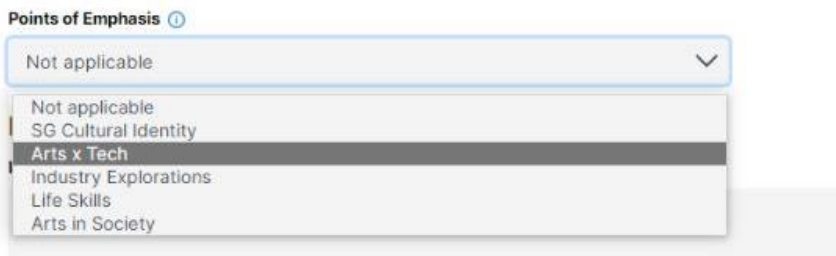


Fig. 31 Points of Emphasis

c. Lesson Goals

Fill in up to three Lesson Goals. These are the specific programme objectives for the whole programme that provide details on the selected Focus Area(s) and Point of Emphasis (if any). To add more goals, click the “+ Add Lesson Goal” and a new row will appear. To remove, click on the ‘Trash’ icon. Do indicate how your learning objectives map to the Focus Area(s) and/or Points of Emphasis if selected.



Fig. 32 Lesson Goals

d. Lesson Plan Breakdown

(For Internal Assessment, not shared or distributed for other purpose)

Lesson plans breakdown is a planned outline of the different sessions and activities that make up the complete programme. Each programme can have one or more sessions (up to 8 Sessions) and each session can have any number of activities and of any duration (minimum of at least one activity).

Start with Session 1 and click on **“+ Add Row”** to add different activities and provide details for different components/learning activities of the session.

To delete, click on the **“X”**.

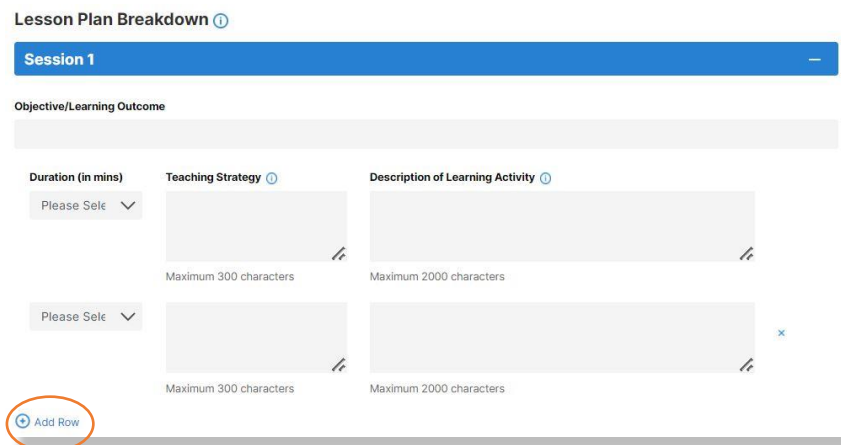


Fig. 33 Adding Rows to Session

You may add up to eight sessions per programme. Use the **“+ Add Session”** button to add additional sessions. To delete, click on the **“Delete Session”** button.

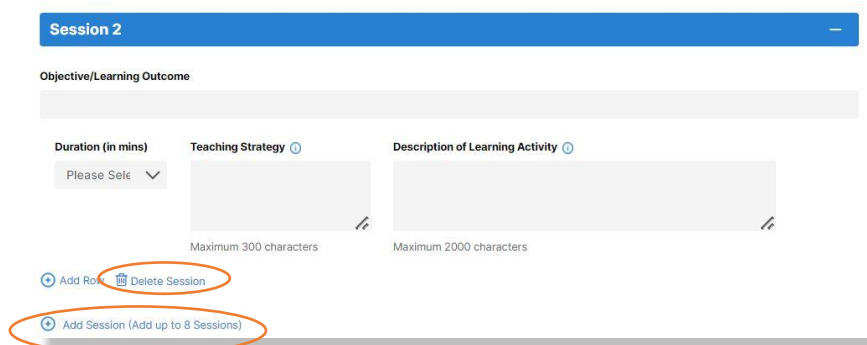


Fig. 34 Adding of Sessions

e. Sessions

For each session, complete the following:

i. Objective/Learning Outcome

Fill in the lesson objective of the specific session

ii. Duration – Enter the duration of each learning activity (in 5 min increments).

iii. Teaching Strategy – Provide details of the teaching strategy used to engage students in learning. (e.g. think-pair-share to allow students to think independently before sharing with a peer; working in small groups to brainstorm ideas; pose open-ended question to encourage thinking about the topic.) Teaching Strategy could also include art form specific strategies or rationale/purpose of learning activities. The plan should include differentiated strategies for different student profiles.

iv. Description of Learning Activity – Fill in detailed descriptions for all learning activities. Give sufficient detail of the activities conducted in the programme and include differentiated activities for different student profiles where relevant. Your proposal will be assessed for suitability for each student profile indicated (i.e. Primary vs Secondary etc).

Objective/Learning Outcome

Students will be able to...

Duration (in mins)

Please Select

- 5 Mins
- 10 Mins
- 15 Mins
- 20 Mins
- 25 Mins
- 30 Mins

Teaching Strategy

Peer to Peer Teaching..

Maximum 300 characters

Description of Learning Activity

In pairs, students will..

Maximum 2000 characters

Session

Fig.35 Objective/Learning Outcome, Duration, Teaching Strategy and Description of Learning Activity

f. Duration and Number of Sessions

The following are auto calculated upon completion of **“Duration”** and **“Number of Sessions”** indicated:

i. No. of Sessions

ii. Total Duration

No. of sessions: 2
Total hours: 0 hour(s) and 55 minute(s)

Fig. 36 Auto-calculation of session and duration

g. Customisation Options (optional)

Programme providers can provide schools with the option to customise certain components of the programmes e.g. programme duration (including number of sessions), class size and add-ons to cater to different interests and learning needs. Programme cost can vary based on the customisation required by schools and agreed by providers. Please put the price of your customisation component into the description of learning activity.

You may choose to offer add-ons to your programme. Additional materials may be requested for assessment purposes. If you would like to offer further add-ons, elaborate in the appropriate fields – **“Additional Component/resources”, “Teaching Strategy”** and **“Description of Learning Activity”**. To add more customisation options, click **“+ Add Row”**. To delete, click on the **“X”** button.

i. Only **Additional Components/Resources** will be publicly displayed on the programme detail page. Click on the dropdown arrow to reveal possible customisation options. For **Others**, specify the additional customisation.

- Additional Component – Performance
- Additional Component – Excursion
- Additional Component – Talk
- Additional Component – Workshop
- Additional Resource – Learning materials
- Additional Resource – Videos/links to online content
- Additional Resource – Teachers guides/assessment tools
- Others

Customisation Option (optional) ⓘ

Programme providers are permitted to make changes to the following aspects of an NAC-AEP, according to the school's needs:

- Programme duration, including no. of sessions
- Cost of programme
- Class size

If you would like to offer further add-ons, please select and elaborate.

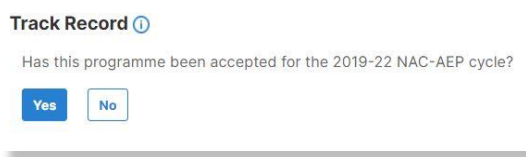
The screenshot shows a form with three rows of input fields. The first row has a dropdown menu open for 'Additional Components/Resources' with options: 'Additional Component - performance', 'Additional Component - excursion', 'Additional Component - talk', 'Additional Component - workshop', 'Additional Resource - learning materials', 'Additional Resource - videos/links to online content', 'Additional Resource - teachers Guides/assessment tools', and 'Others'. The 'Add row' button is circled in red. The 'Description of Learning Activity' field for the first row has a character count of 3000 and a delete button (X). The second row has a character count of 300 for 'Additional Components/Resources' and 3000 for 'Description of Learning Activity'. The third row has a character count of 3000 for 'Description of Learning Activity'.

Fig. 37 Customisation Options

Important Programme costs (artists fees, materials necessary to conduct the programme) are claimable but not the purchase of equipment or assets, transportation of students or video productions/recordings for showcases).

h. Track Record

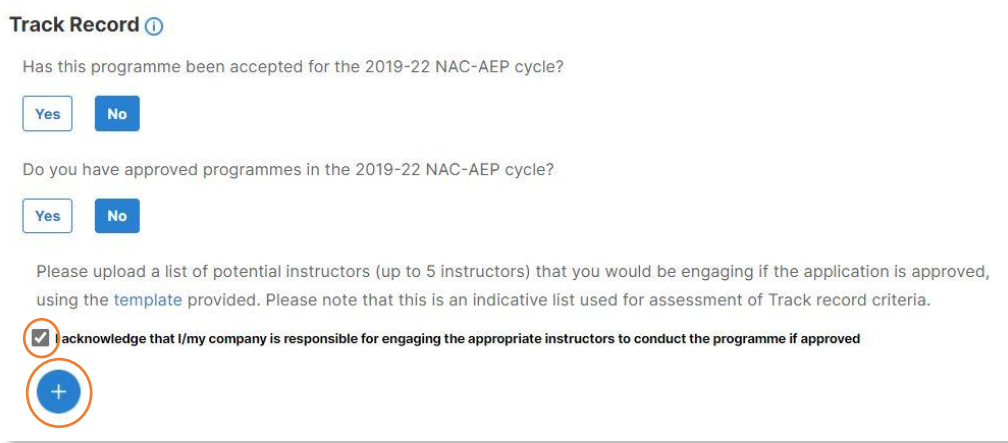
Important Indicate if the programme was previously approved, or if you currently have approved programmes in the 2019-2022 NAC-AEP cycle.



Track Record ⓘ
Has this programme been accepted for the 2019-22 NAC-AEP cycle?

Fig. 38 Track Record (Yes)please

If not, select **“No”** and a new question **‘Do you have approved programmes in the 2019-22 NAC-AEP Cycle?’** will appear. If **“No”** is selected again, you will be directed to upload a list of potential instructors that you would be engaging if the application is approved using [Potential Instructor List](#) provided. To upload, click the **“+”** button. Acknowledge the declaration by clicking on the empty box, a tick will appear.



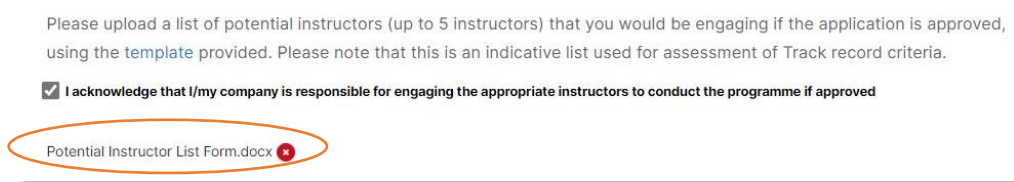
Track Record ⓘ
Has this programme been accepted for the 2019-22 NAC-AEP cycle?

Do you have approved programmes in the 2019-22 NAC-AEP cycle?

Please upload a list of potential instructors (up to 5 instructors) that you would be engaging if the application is approved, using the [template](#) provided. Please note that this is an indicative list used for assessment of Track record criteria.
 I acknowledge that I/my company is responsible for engaging the appropriate instructors to conduct the programme if approved

Fig.39 Track Record (No) with Additional Question, Declaration and File Upload Button

If successful, the name of the file will be displayed. To delete, click the red **“X”** button.



Please upload a list of potential instructors (up to 5 instructors) that you would be engaging if the application is approved, using the [template](#) provided. Please note that this is an indicative list used for assessment of Track record criteria.
 I acknowledge that I/my company is responsible for engaging the appropriate instructors to conduct the programme if approved
Potential Instructor List Form.docx

Fig. 40 Successful File Upload

Complete this section of the form and remember to save before going on to the next section by clicking on the **‘Save’** and **‘Next >’** button. Alternatively, you may click on **‘< Previous’** to change information in Part 1.

3. Cost and Technical Requirements

The Cost and Technical requirements section is to provide logistics information about the programme for teachers. Programme costs indicated are for reference and can be adjusted based on customisation upon request from schools. Technical requirements are particularly important for

teachers to assess if they have the necessary equipment and facilities to support your programme so do provide clear information. All the fields in this section will be displayed on the NAC-AEP Directory programme listing if your application is approved.

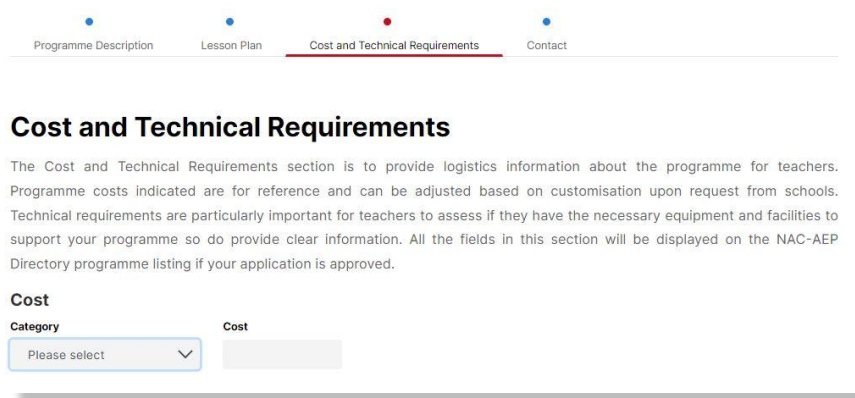


Fig. 41 Cost and Technical Requirements Page

a. Cost

Fill in the amount in SGD and corresponding values by clicking on the dropdown arrow (per session, hour, student). To add different costs, click on **“Add another cost”**. You may include up to three different costs.

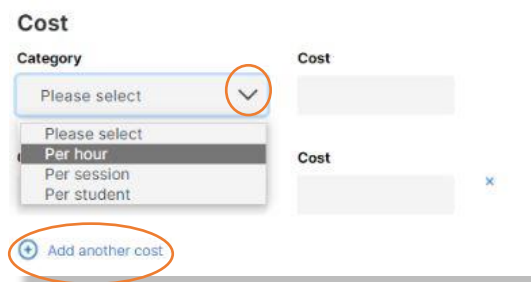


Fig. 42 Addition of Different Costs

b. Technical Requirements

Where relevant, select the any of the following option(s) that schools would need to provide to conduct the programme. A tick will appear when selected.

c. Other Requirements

You can indicate any other technical requirements required for the different programme format(s) such as description of room sizes, flooring or stable internet connection, or if students would need personal devices, etc in the free text box. If you are offering multiple programme formats or digital/hybrid version(s) of the programme, share more information about how schools can support you in the delivery of the programme.

Technical Requirements

Audio/Sound System Microphone Piano Visualiser

Other Requirements ⓘ

|

3000 Characters left

Save **< Previous** **Next >**

Fig. 43 Technical Requirements

Complete this section of the form and remember to save before going on to the next section by clicking on the **“Save”** and **“Next >”** button. Alternatively, you may click on **“< Previous”** to change information in Part 2.

4. Contact

The Contact Section consists of contact information for schools to reach you. Do ensure that your profile and contact information is up to date. All the fields in this section as well as the company logo/profile picture and description you upload as part of your user account profile will be displayed on the NAC-AEP Directory programme listing if your application is approved. To add additional contact personnel, click on ‘Add another contact person’.

● Programme Description ● Lesson Plan ● Cost and Technical Requirements ● **Contact**

Contact

The Contact Section consists of contact information for schools to reach you. Do ensure that your profile and contact information is up to date. All the fields in this section as well as the company logo/profile picture and description you upload as part of your user account profile will be displayed on the NAC-AEP Directory programme listing if your application is approved.

Programme Website (optional)

Contact person ⓘ

Name

Email

Contact Number (optional)

+ Add another contact person

Save **< Previous** **Next >** **Save and continue later**

Fig. 44 Contact page

Complete this section of the form and remember to save before going on to the next section by clicking on the 'Save' and 'Next >' button. You will be brought to the **Summary View** Page. You may click on '< Previous' to change information in Part 3.

Tip Alternatively, if you would like to come back to the application, click on **"Save and Continue Later"**. Your programme will also appear as a draft under the 2023 cycle on your provider profile landing page.

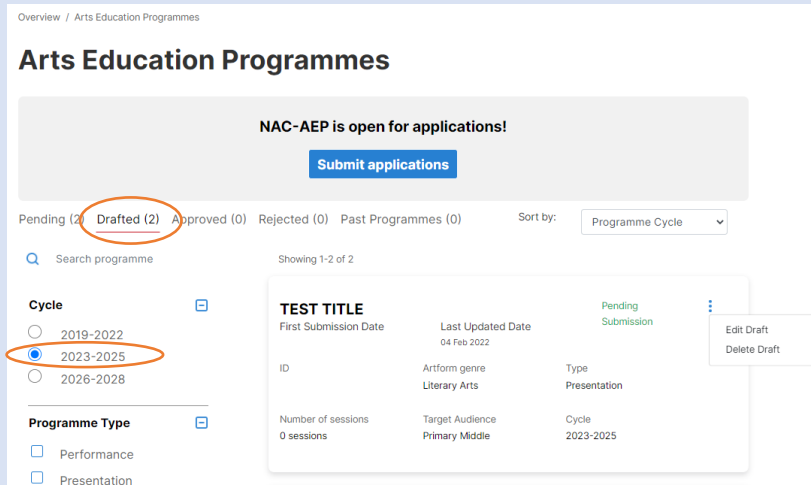


Fig. 45 Provider Profile Landing Page

6. Summary View

In this page, you will be able to make final edits to you programme application. Click on the '+' buttons to expand the various sections. Click on 'Edit' to make changes to your application. To close a section, click on '-'.

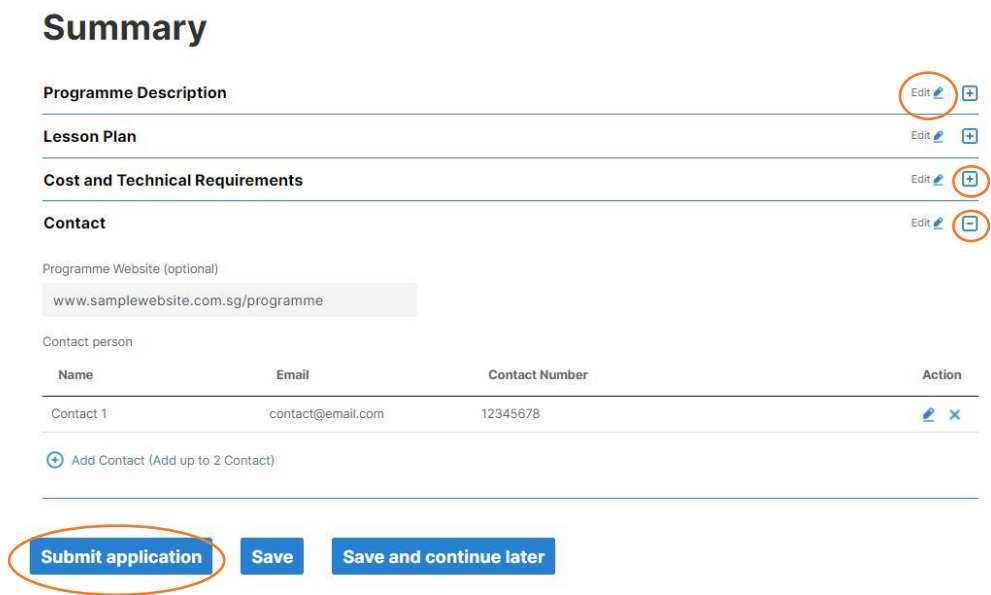


Fig. 46 Summary View.

Tip You will not be able to submit your application if any of the mandatory fields are blank. You will see this alert.



Fig. 47 Alert for Incomplete Applications

If so, check through the sections by expanding them with the “+” icons. Missing mandatory fields will be highlighted in red.

A "Summary" form with several sections: "Programme Description", "Lesson Plan", "Cost and Technical Requirements", and "Contact". Each section has an "Edit" link and a "+" icon to expand it. The "+" icons for "Cost and Technical Requirements" and "Contact" are circled in red. Below the "Contact" section, there is a table with columns "Name", "Email", and "Contact Number". The table is empty, and below it, the text "Please add at least one contact" is circled in red. At the bottom, there are three buttons: "Submit application", "Save", and "Save and continue later".

Fig. 48 Blank fields

If you are ready to submit, click the ‘**Submit application**’ button. Once submitted, you will be brought to the **Acknowledgment Page**. All applications will be issued with an **Application ID** and **Date of Submission**.

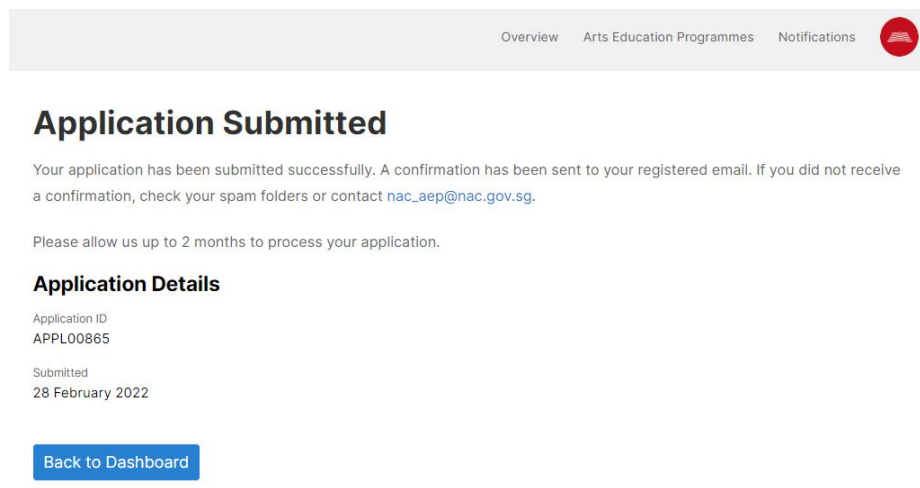


Fig. 49 Acknowledgement Page

Your programme should appear as a card in the **Pending** section under the 2023-2025 cycle.

Arts Education Programmes

NAC-AEP is open for applications!

[Submit applications](#)

Pending (2) Drafted (2) Approved (0) Rejected (0) Past Programmes (0) Sort by: Programme Cycle

Search programme

Showing 1-2 of 2

Cycle

2019-2022

2023-2025

2026-2028

Programme Type

Performance

Presentation

TEST TITLE

First Submission Date	Last Updated Date	
	04 Feb 2022	
ID	Artform genre	Type
	Literary Arts	Presentation
Number of sessions	Target Audience	Cycle
0 sessions	Primary Middle	2023-2025

Fig. 50 Pending Programmes on Provider Profile Page.

Troubleshooting If you are unable to submit an application, take a screenshot of the error page (if any) and complete your application using the [Sample Application Form](#) and/or [Potential Instructor List](#). Email both the forms and technical error page to nac_aep@nac.gov.sg.

6. Next Steps

The assessment period will take about three months from May to July 2022. During this time, NAC may contact providers directly if there are any clarifications or missing information. All applications will be rigorously reviewed by NAC and external Arts Education Representatives.

Providers that submitted applications will be notified of results in August 2022. Providers with approved programmes will then inform the instructors they are working with to submit their CVs for registration. Providers can subsequently tag the relevant approved instructors to their programmes. More information and guides for this process will be available at a later date.

In December 2022, all approved programmes will be published on the NAC-AEP directory.

If you encounter an issue not covered in this User Guide, contact the NAC Education Unit at nac_aep@nac.gov.sg. To help us better understand your issue, provide screenshots where relevant.

