

EA Alert Dated: 28 Mar 2017

EA Alert (02/2017): EA alert and FAQs on Review of Certificate of Employment Intermediaries course and test

Dear EA personnel,

1 The Ministry of Manpower (MOM) will be making major changes to the Certificate of Employment Intermediaries (CEI) course and test. As you may have new staff, please note the following information.

2 The CEI was introduced in 2011 to ensure that all EA personnel understand and discharge their obligations under the law and are able to advise individuals seeking employment and employers on their rights and responsibilities. While attendance of the CEI course is optional, EA personnel and EA Key Appointment Holders must pass the CEI test. MOM has progressively enhanced the CEI course since 2011 to better equip EA personnel with the requisite knowledge to perform their EA work.

3 As part of our continuous effort to ensure that it remains relevant to the industry, MOM embarked on a review of the CEI course and test in the second half of 2016, and consulted the industry associations, the Association of Employment Agencies (Singapore) and the Singapore Accredited Employment Agencies Associations on the changes. We have taken into account the feedback on the course content, the test format, and the inclusion of learning objectives for the CEI course.

### **Key Changes**

4 The new CEI programme introduces the following changes:

#### **A. Course and Test**

<b>Course</b>	<b>Test</b>
<ul style="list-style-type: none"><li>• Revised structure and content</li><li>• Inclusion of learning objectives for each legislation</li><li>• Sample questions for course participants</li></ul>	<ul style="list-style-type: none"><li>• Test questions have been reviewed</li><li>• Reduced number of multiple-choice questions for better time management</li><li>• Scenario-based questions will continue, to reflect actual work situations</li><li>• Candidates will see their final scores</li></ul>

#### **B. Changes to Content**

<b>Employment legislation</b>	<b>Other essential legislation</b>
Employment Agencies Regulatory Framework	Immigration Act
Employment of Foreign Manpower Act	Contract Law

Employment Act	Competition Act
Work Injury Compensation Act	Business Organisation (course only, not in test)
<b>Central Provident Fund Act*</b>	<b>Personal Data Protection Act*</b>
<b>TAFEP &amp; Fair Consideration Framework*</b>	<b>Prevention of Human Trafficking Act*</b>

*\*New Topics*

### **Key Timelines**

5 The new CEI course will start from **5 June 2017 (Monday)**, and the revised tests will be in place from **8 June 2017 (Thursday)**. To help us transit from the existing programme to the new, the course and test will be suspended according to the schedule below.

<b>Key Dates</b>	<b>Key Activity</b>
1 May 2017	CEI Course suspended <sup>^</sup>
26 May 2017 (Friday)	Last day to take current test
29 May 2017	Test suspended
5 June 2017 (Monday)	New course starts
8 June 2017 (Thursday)	New test starts

<sup>^</sup> *appointed training providers will be making the necessary preparations*

6 Find out more about the CEI Review from our [FAQs](#) below. You can also email [mom\\_fmmd@mom.gov.sg](mailto:mom_fmmd@mom.gov.sg) if you have any enquiries.

Thank you.

Yours sincerely

Brian Wong

Senior Assistant Director, Foreign Manpower Management Division, Ministry of Manpower  
Assistant Commissioner for Employment Agencies