

**Centre for Lifelong Education
Nanyang Academy of Fine Arts**

VITAE APPLICATION GUIDE

Version July 2026

Table of Contents

INTRODUCTION	3
BROWSING FOR A COURSE	5
CREATING A LEARNER ACCOUNT	7
APPLYING FOR A COURSE AND MAKING PAYMENT	12
FREQUENTLY ASKED QUESTIONS	19
Learner's Account Matters	19
Application Matters	20
Prerequisites and Exemptions	22
Payment and Subsidies	24
Course Administration	27
Academic Matters	29
USEFUL CONTACT INFORMATION	31

INTRODUCTION

This Vitae Application Guide outlines how to use the Vitae Portal for course application and payment. It is written with the aim of helping you navigate the portal.

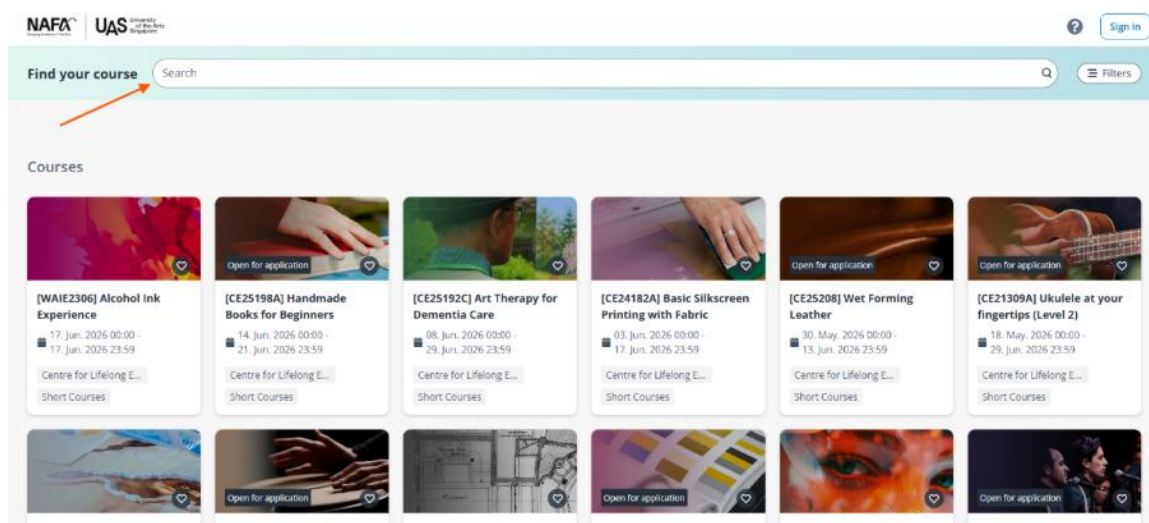
We wish you a pleasant learning journey ahead.

Important note:

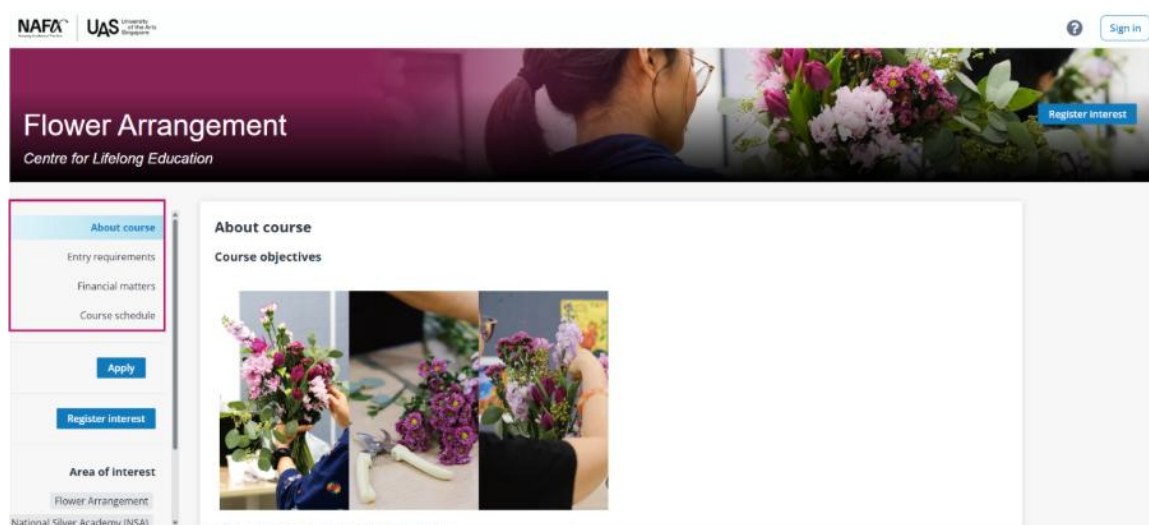
The information published is accurate at the point of publication.

BROWSING FOR A COURSE

1. Browse for the course or type the course title in the search bar on <https://cle.nafa.edu.sg/>



2. View the course information via the sub headers (E.g., About Course, Entry Requirements, Financial matters, and Course schedule)



Note: The different course schedules are indicated in the blue box.

Course schedule

▼ Course intake: CE22144-260002

Plenty of slots available: 5 seats

View schedule details

Course intake No.	CE22144-260002	Registration period	14. Apr. 2026 - 25. May. 2026
Course date	13. Jun. 2026 - 20. Jun. 2026	Venue	Nanyang Academy of Fine Arts (Campus 1)

Course intake schedule information

Course Date: 13 Jun - 20 Jun 2026 (Every Sat)
No. of sessions: 2
Time: 10am - 5pm
Trainer: Cedric Ng

Apply

▼ Course intake: CE22144-260004

Plenty of slots available: 10 seats

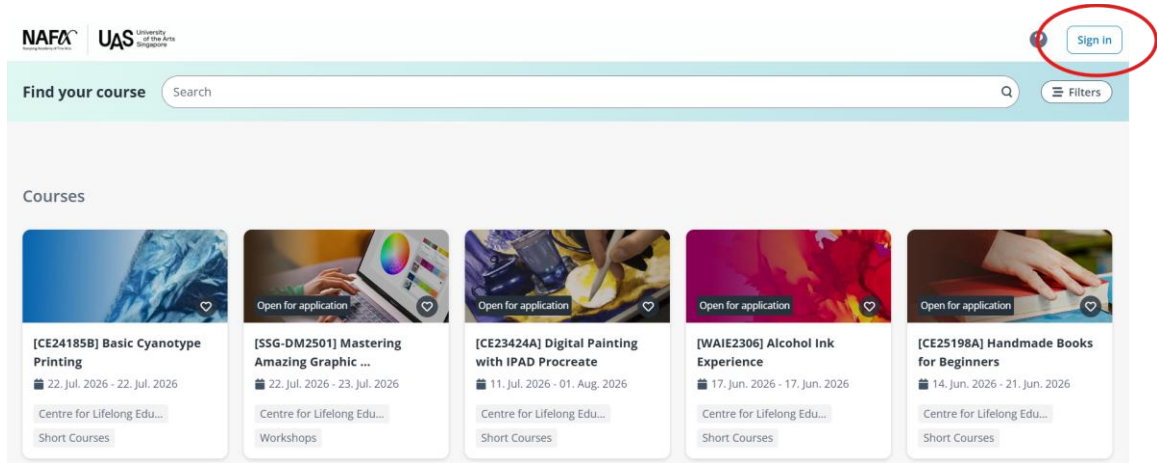
Course intake No.	CE22144-260004	Registration period	01. Jun. 2026 - 06. Jul. 2026
Course date	25. Jul. 2026 - 01. Aug. 2026	Venue	Nanyang Academy of Fine Arts (Campus 1)

Course intake schedule information

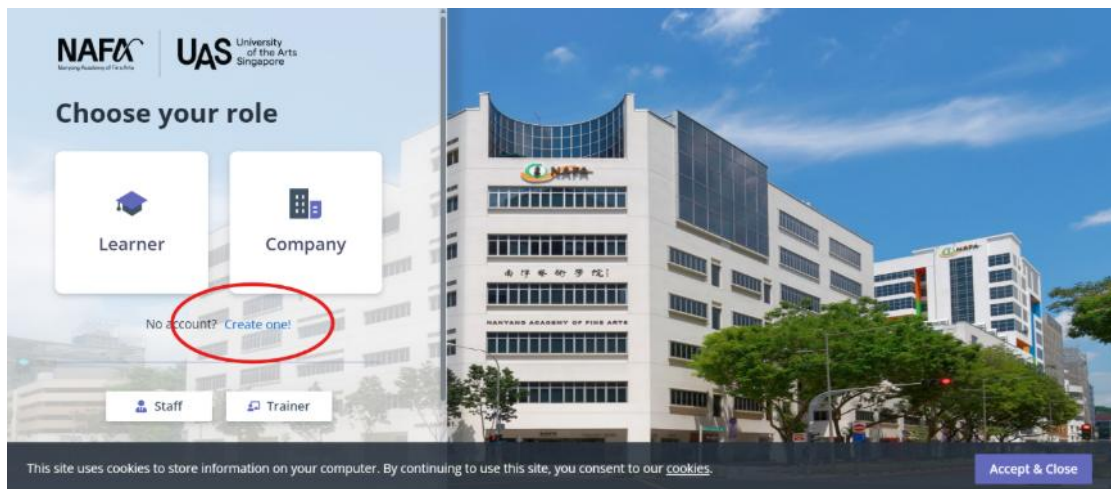
Course Date: 25 July - 1 Aug 2026 (Every Sat)
Time: 10.00am - 5.00pm
No of sessions: 2
Trainer: Cedric Ng

CREATING A LEARNER ACCOUNT

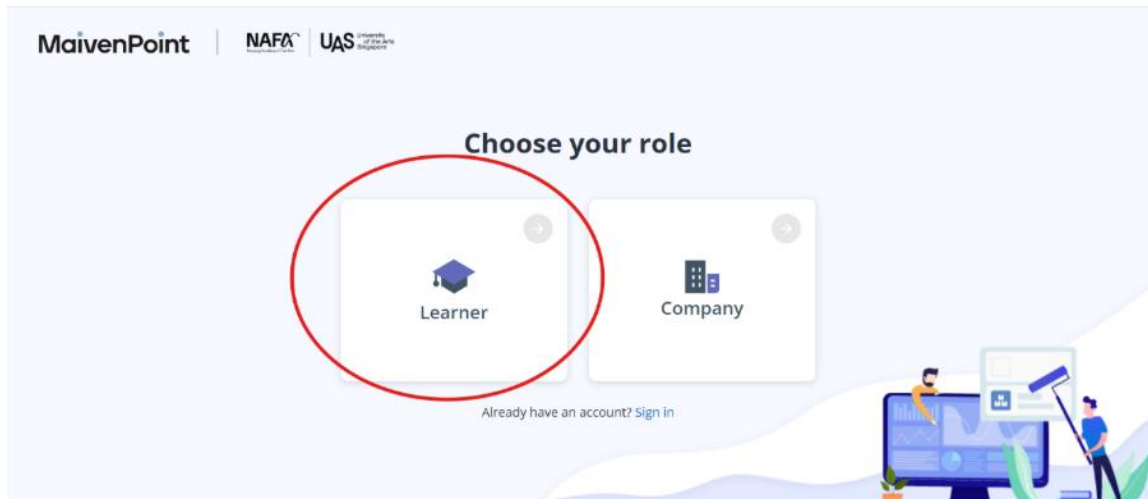
3. Please click 'Sign In':



4. Click 'Create one!'



5. Select 'Learner'

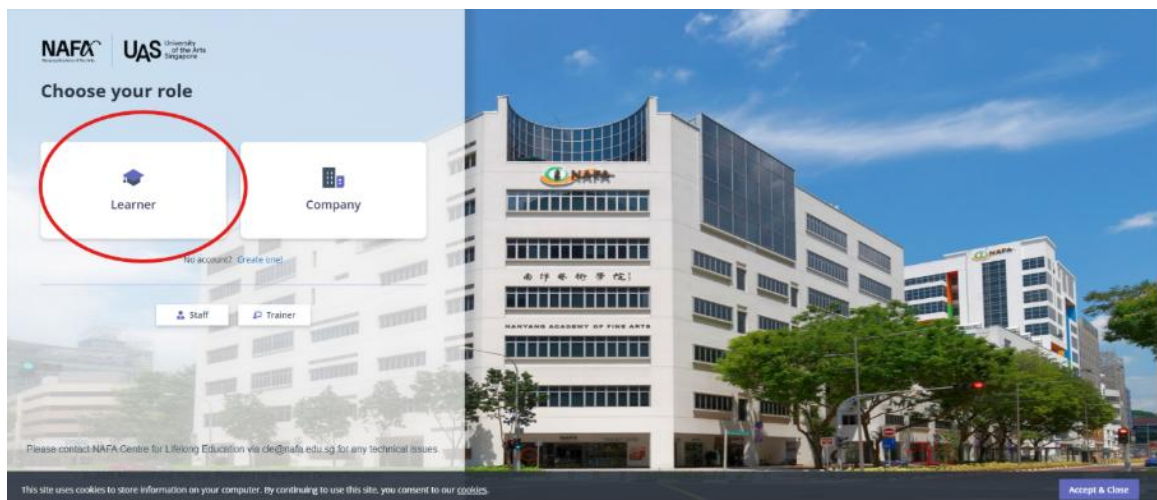
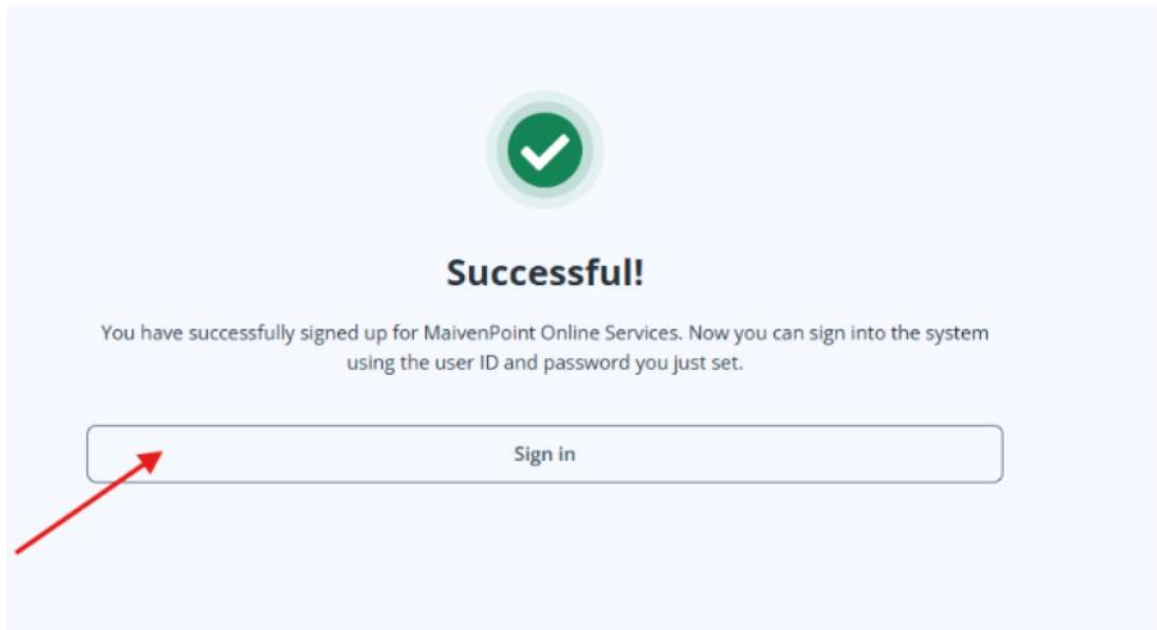


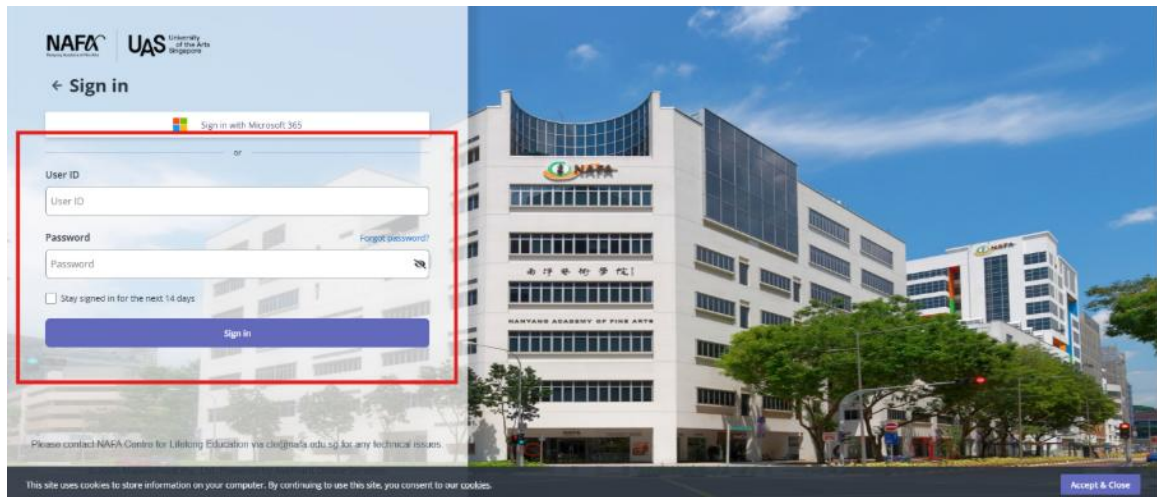
6. Complete all required fields and click '**Get verification code**'. The verification code will be sent to the email address that you indicated. Once done, click '**Submit**'

Note: User ID – Create your own

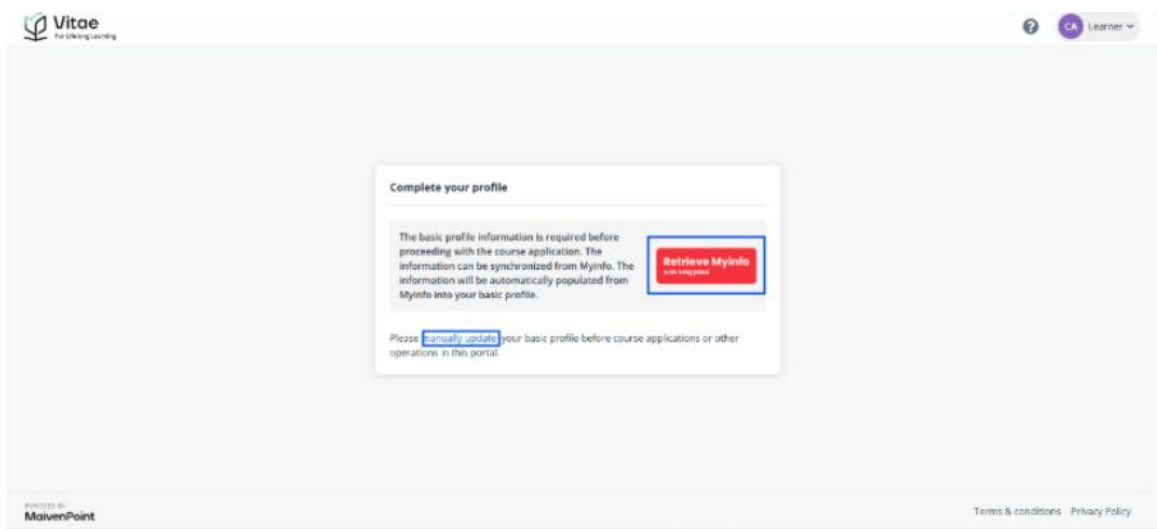
Display name – Full Name as per NRIC

7. Click '**Sign-in**' again, followed by '**Learner**' and log in with your User ID and password.





8. Please **update your particulars** either via Singpass or manually update your basic profile



9. Upon completion of personal particulars, please click on '**Back to Previous Page**'



Successfully submitted

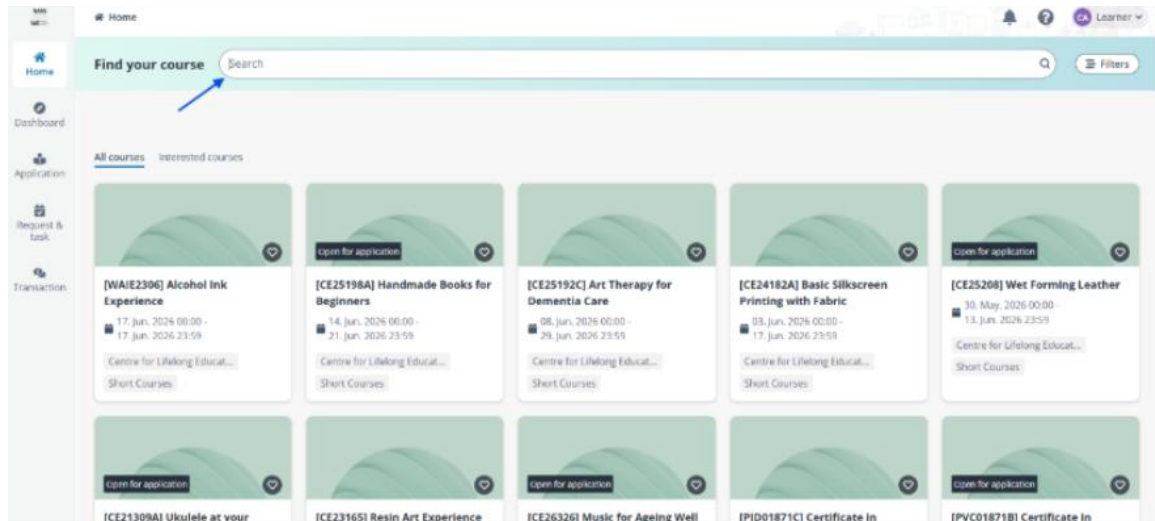
Your profile information was submitted. [View personal particulars](#)



Back to previous page

APPLYING FOR A COURSE AND MAKING PAYMENT

10. Enter the course title that you wish to sign up via the Search Bar



11. Click on '**Apply**' on your preferred course schedule (if there are multiple schedules available for the course)

Note: The different course schedules are indicated in the blue box.

Course schedule

Course intake: CE22144-260002 Plenty of slots available: 5 seats [View schedule details](#)

Course intake No.	CE22144-260002	Registration period	14. Apr. 2026 - 25. May. 2026
Course date	13. Jun. 2026 - 20. Jun. 2026	Venue	Nanyang Academy of Fine Arts (Campus 1)

Course intake schedule information

Course Date: 13 Jun - 20 Jun 2026 (Every Sat)
No. of sessions: 2
Time: 10am - 5pm
Trainer: Cedric Ng

[Apply](#)

Course intake: CE22144-260004 Plenty of slots available: 10 seats

Course intake No.	CE22144-260004	Registration period	01. Jun. 2026 - 06. Jul. 2026
Course date	25. Jul. 2026 - 01. Aug. 2026	Venue	Nanyang Academy of Fine Arts (Campus 1)

Course intake schedule information

Course Date: 25 July - 1 Aug 2026 (Every Sat)
Time: 10.00am - 5.00pm
No of sessions: 2
Trainer: Cedric Ng

12. Please complete the following application process as highlighted in the red box on the left panel and click **'Save and Next'**.

Application / Apply for course

Select system files

Drag files here, or [browse](#)
Up to 10 MB (DOC, DOCX, PPT, MORE)

Step 1. Applicant details

The system retrieves your personal information from your profile.

Name	Cle Artspace	User ID	CLE_Artspace
Date of birth	*****	Age	35
Citizenship type	Singapore citizen	NRIC/FIN	S****444G
Race	CHINESE	Gender	Female
Country/Region of birth	SINGAPORE		

Contact information

Mobile number		Email address	
---------------	--	---------------	--

Residential address

Singapore			
Country or region	SINGAPORE	Postal code	189655

Cancel Save as draft **Save and next**

13. At **'Declaration form'**, ensure to select **'Data Consent and Declaration'**, tick the declaration checkbox, then click **'Save'**, followed by **'Save and Next'**.

Application / Apply for course

Step 3. Declaration form

Click declaration form to consent and acknowledge the declaration.

Data consent and declaration

Declaration form details

- Data consent and declaration:**
We acknowledge and accept that the information we have provided may be used for the purpose of the application and we agree to the terms and conditions of the application.
- Data consent and declaration (for applicants who are applying for the application):**
By submitting the form, you are acknowledging and accepting the terms and conditions of the application and you agree to the terms and conditions of the application.

I have read and understand the declaration and agree to the terms and conditions of the application.

Cancel Save

14. Click **'Confirm and Pay'**

Application / Apply for course

Step 1. Applicant details

1 Applicant details
2 Other information
3 Declaration form
4 Preview application form
5 Module selection
6 Payment summary

Name Cle Artspace
Date of birth *****
Citizenship type Singapore citizen
Race CHINESE
Country/Region of birth SINGAPORE

User ID CLE_Artspace
Age 35
NRIC/FIN S****444G
Gender Female

Contact information
Mobile number +65 9798342
Email address hftan@nafa.edu.sg

Residential address
Singapore
Country or region SINGAPORE
Block/Building No. 80
Street name Bencoolen Street

Postal code 189655
Building name
Floor number - Unit number

Mailing address
Same as the residential address

Cancel Save as draft Back **Confirm and pay**

15. Select 'Pay Now' and 'Confirm'.

Application / Apply for course

Step 1. Applicant details

1 Applicant details
2 Other information
3 Declaration form
4 Preview application form
5 Module selection
6 Payment summary

Name Cle Artspace
Date of birth *****
Citizenship type Singapore citizen
Race CHINESE
Country/Region of birth SINGAPORE

User ID CLE_Artspace
Age 35
NRIC/FIN S****444G
Gender Female

Contact information
Mobile number +65 979
Email address hftan@nafa.edu.sg

Residential address
Singapore
Country or region SINGAPORE
Block/Building No. 80
Street name Bencoolen Street

Postal code 189655
Building name
Floor number - Unit number

Mailing address
Same as the residential address

Confirm and pay

You have completed the application form. Once submitted, information of all steps cannot be edited anymore.

Select your payment option *

☒ Pay now
☐ Pay later with other pending applications in Application > Pending submission

Close **Confirm**

Cancel Save as draft Back **Confirm and pay**

16. At 'Module selection', click on 'Confirm'

Application Apply for course

1 Applicant details
2 Other information
3 Declaration form
4 Preview application form
5 **Module selection**
6 Payment summary

Step 5. Module selection

View the modules that you need to complete for this course. You need to meet the **minimum** requirement of completing all modules to get the course certificate.

You need to finish all core modules to get the certificates.

Module name	Module code	Credit units	Module type	Semester/Term
Flower Arrangement	CE22144		Core	

Supplementary fees

Supplementary fees	Supplementary fee type	Rate type	Rate
Material fee (\$200)	Supplementary fee	Flat	\$5183.49
Application fee (\$48) V1	Supplementary fee	Flat	\$544.04

[View payment summary](#)

Cancel Save **Confirm**

Application Apply for course

1 Applicant details
2 Other information
3 Declaration form
4 Preview application form
5 **Module selection**
6 Payment summary

Step 5. Module selection

View the modules that you need to complete for this course. You need to meet the **minimum** requirement of completing all modules to get the course certificate.

You need to finish all core modules to get the certificates.

Module name	Module code	Credit units	Module type	Semester/Term
Flower Arrangement			Core	

Supplementary fees

Supplementary fees	Supplementary fee type	Rate type	Rate
Material Fee (\$200)		Flat	\$5183.49
Application Fee (\$48) V1		Flat	\$544.04

[View payment summary](#)

Confirm

You are about to complete the module selection. Please view and check your payment summary. You cannot edit your selection after you submit it. Are you sure you want to proceed?

Cancel **Confirm**

Cancel Save **Confirm**

- At the **'Payment summary'** page, select payment modes via SkillsFuture Credits or Other Payment modes (online credit card payment or Paynow)

Application / Apply for course

Step 6. Payment summary

Billing reference No. TI-2026-000649

Payment due date 14. Apr. 2026 23:59

Course Fee	\$5440.37
Course Fee - GST (9%)	\$539.63
Application Fee (\$48) V1	\$544.04
Application Fee (\$48) V1 - GST (9%)	\$53.96
Material Fee (\$200)	\$5183.49
Material Fee (\$200) - GST (9%)	\$516.51
Total amount payable	\$5728.00
Outstanding amount	\$5728.00

I would like to pay with *

☐ SkillsFuture Credits (SFC)

☐ Other payment modes

Close

18. If making payment via SkillsFuture Credits, tick SkillsFuture Credits (SFC) and click on the blue box. Please note the highlighted amount to enter.

If you are **not utilising** your SkillsFuture Credits, you may skip to Step 11.

Application / Apply for course

Step 6. Payment summary

Billing reference No. TI-2026-000649

Payment due date 14. Apr. 2026 23:59

Course Fee	\$5440.37
Course Fee - GST (9%)	\$539.63
Application Fee (\$48) V1	\$544.04
Application Fee (\$48) V1 - GST (9%)	\$53.96
Material Fee (\$200)	\$5183.49
Material Fee (\$200) - GST (9%)	\$516.51
Total amount payable	\$5728.00
Outstanding amount	\$5728.00

I would like to pay with *

☒ SkillsFuture Credits (SFC)

Ensure you have sufficient SkillsFuture Credit balance before submitting your claim.
Do note that the Mid-Career SkillsFuture Credit (\$4000) is not applicable to CLE courses.

SkillsFuture Credits (SFC)

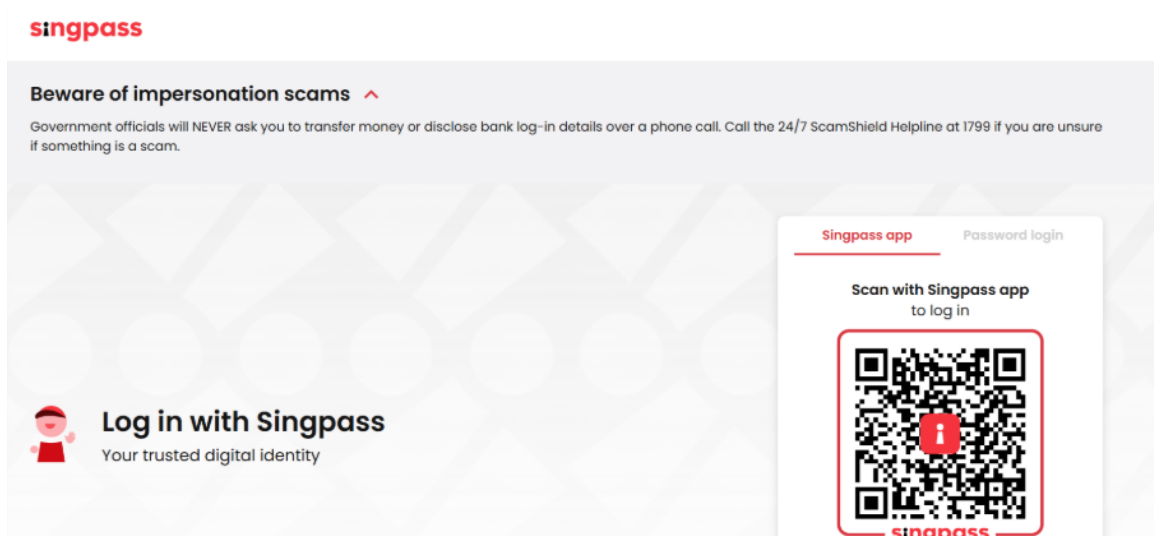
Please enter no more than \$5480.00 in the MySkillsFuture Portal.

Proceed to apply for SkillsFuture Credit (SFC)

☐ Other payment modes

Close

19. You will be redirected to a new window to **log in with your Singpass** and **submit your SkillsFuture Credit claim**.



20. Once you have submitted your SkillsFuture Credits claim for the course fee. Please return to the application portal to complete the remaining fee via Other Payment Modes (Paynow/Credit Card)

Application Apply for course

Step 6. Payment summary

Billing reference No. TI-2026-000649

Payment due date 14. Apr. 2026 23:59

Course Fee	\$5440.37
Course Fee - GST (9%)	\$539.63
Application Fee (\$48) V1	\$544.04
Application Fee (\$48) V1 - GST (9%)	\$53.96
Material Fee (\$200)	\$183.49
Material Fee (\$200) - GST (9%)	\$16.51
Total amount payable	\$5728.00
Outstanding amount	\$5728.00

I would like to pay with *

☐ SkillsFuture Credits (SFC)

☒ Other payment modes

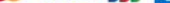
☒ 2C2P (Online payment)

You can pay via **PayNow QR** or **Credit/Debit Card**. For your security, we use 2C2P to process all payments.

Proceed to payment

Close

d8094fbb-7ea8-4bc8-a4d4-c435070a2db8



0000-0000-0000-0000

CONTINUE PAYMENT

PAY NOW 

FREQUENTLY ASKED QUESTIONS

Learner's Account Matters

Q1: I forgot my password. How can I reset it?

A1: You may click on 'Forgot Password' and proceed to provide your User ID and the verification code that shows on your screen. Once submitted, an email will be sent to your mailbox with the link to reset password, allowing you to log into your account again.

Q2: I forgot my User ID. What can I do?

A2: Please contact us at cle@nafa.edu.sg, and we will advise you.

Q3: My account has been deactivated. Why did it happen and how do I reactivate it?

A3: Account deactivation occurs due to inactivity for at least 8 months. Please contact us at cle@nafa.edu.sg, and we will assist you in reactivating it.

Application Matters

Q4: Who can apply for CLE certificate and short courses?

A4: CLE certificate and short courses are open to adults aged 17 years old and above.

Q5: I have applied for a course and completed the payment. When will I receive the commencement details?

A5: Registered learners will receive a detailed materials list and other course information 1 - 2 weeks via email before class begins to prepare.

Q6: I am interested in taking a course at CLE; however, I cannot find the application and intake details on the website.

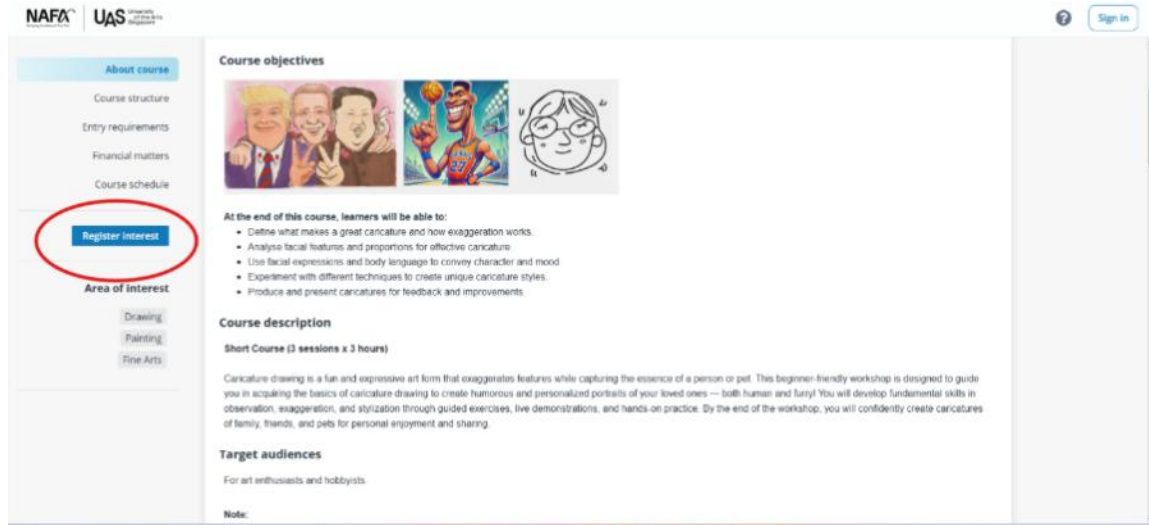
A6: There are specific intakes in a year for our certificate and short courses.

Course	Intake	Estimated month for application
Certificate Course	January	November
	May	March
	September	July
Short Course	January	November
	March	February
	July	May
	September	August

You can find more details on <https://cle.nafa.edu.sg/> when the courses are open for application.

Q7: The course I want to apply for is fully enrolled. When can I apply for the course again?

A7: You may select 'Register Interest' as seen below to be notified once the new course schedule is available:



Q8: What happens if my course is cancelled?

A8: If the class is unable to proceed due to unforeseen circumstances, NAFA will process a full refund of paid fees, or alternative courses will be offered to you in these circumstances.

Q9: Why is there a need to provide a health declaration when I apply for the courses?

A9: Our courses are mainly skills-based, and we wish to identify those who require special attention to explore specific solutions to meet their learning needs.

Q10: What is the difference between certificate courses and short courses?

A10: Certificate courses have a longer duration and are more detailed compared to short courses. Each certificate course has 12 sessions. Typically, certificate courses are suitable for individuals wishing to further their professional development. In contrast, short courses (2 sessions to 8 sessions) are ideal for those wishing to learn more about a subject without the pressure of assessment.

Prerequisites and Exemptions

Q11: I am interested in your courses, but I am a beginner. Are there any prerequisites to applying for your courses?

A11: Unless stated in the course description, most of our courses are suitable for beginners without prior knowledge of the subject. For computer-based courses, learners are required to have basic IT knowledge and computer skills. Certificate courses that are offered at the intermediate, advanced, and post-advanced studio levels have prerequisites.

Q12: I have taken similar courses in the past. For certificate courses, can I be exempted from the basic level and take the intermediate class instead?

A12: Our intermediate level is catered for learners who have graduated from our basic course as they have learned the requisite skills to progress to the next level. We encourage learners to apply for the basic level.

If you wish to apply for exemption, please email us at cle@nafa.edu.sg, and submit the [\[CE00001\] Application for Course Exemption](#) once applications for the course have opened. You may submit the completed form together with relevant artwork samples for our trainer's review.

Please note that the exemption application fee is S\$109.00 (inclusive of GST), and the fee is non-refundable. All exemptions are subject to the final approval of our academic team.

Q13: I have prior experience in a similar short course. Can I be exempted from the prerequisite level and enrol in the next level instead?

A13: Some short courses have prerequisite requirements. For example, learners are generally required to complete the basic or Level 1 course before progressing to the intermediate or Level 2 course. We encourage learners to apply for the prerequisite level to build a strong foundation before advancing to the next level.

If you have prior background or relevant experience and wish to be considered for exemption from the prerequisite level, you may submit three recent and relevant samples of your work for review.

Please email cle@nafa.edu.sg your portfolio samples once applications for the course have opened. Your submission will be forwarded to the trainer-in-charge for assessment, and all exemptions are subject to the final approval of our academic team.

Payment and Subsidies

Q14: What are the fees that I am required to pay?

A14: You are required to make payment for the course fees. There will also be a one-time payment of \$48 for the Application Fee for the certificate and short courses (valid for 24 months). The materials fee is applicable for some courses only.

Q15: When am I required to make payment for the course?

A15: You are required to make payment upon application to secure a place in the selected course.

Q16: What are the subsidies available for the courses?

A16: The available subsidies are as follows:

Types of Subsidies	Eligibility
SkillsFuture Credit	Applicable to Singaporeans, 25 years old and above
National Silver Academy (NSA)	Applicable to Singaporeans, 50 years old and above
Union Training Assistance Programme (UTAP)	Applicable to NTUC Union Members
Tier 1 SkillsFuture Funding	Applicable to Singaporeans and PRs, 21 years old and above

Q17: Do I still need to make any payment if I am using my SkillsFuture credit?

A17: If you are using SkillsFuture credit to pay the full course fees, you do not need to self-initiate payment. If you do not have sufficient credits to cover the full course fees, you are required to top up the balance.

Q18: Can I use SkillsFuture credit to pay for the Application fee or materials fee?

A18: You will not be able to use SkillsFuture credit to pay for the Application fee or materials fee.

Q19: How do I submit SkillsFuture Credit claims?

A19: Please refer to pages 11 –17 of this guide. If you encounter any issues while submitting the claim, please screenshot the error and email us at cle@nafa.edu.sg.

Q20: How do I submit a claim for UTAP?

A20: You may submit your UTAP claim application via the [U Portal account](#) within six months after the course ends. You may need to provide a copy of your course certificate, course invoice, and attendance when requested.

Q21: Is it possible for me to use SkillsFuture Credit and UTAP to pay the course fees?

A21: Union Training Support Programme (UTAP) is a training benefit for NTUC members to defray their cost of training. An NTUC member enjoys up to 50% *unfunded course fee support each year.

** Unfunded course fee refers to the balance course fee payable after applicable government subsidy. The unfunded course fee must be S\$20.00 and above. This excludes material fees, registration fees, misc. fees, etc.*

If you have sufficient SkillsFuture credit to pay for the full course fee, you will not be eligible to utilise UTAP as there is no unfunded course fee amount where you need to top up.

Q22: Are the costs of materials (e.g., paintbrushes and watercolour paper) included in the course fees?

A22: The costs of materials are not included in the course fees. For certain courses, the material fee is collected upon application as stated on the website. Registered learners will receive a

detailed materials list and other course information 1 - 2 weeks via email before class begins to prepare. You can then purchase the listed materials. Additionally, you may bring along your own materials in the first lesson and consult the trainer on their suitability for use.

Q23: What are the modes of payment for the courses?

A23: We only accept online payment via PayNow or using a credit/debit card (VISA or Mastercard).

Q24: I have difficulty making payment and utilising the relevant subsidies for the courses. What can I do?

A24: Please contact us at cle@nafa.edu.sg, and we will guide you through the steps. Alternatively, you may wish to visit the CLE office in person to complete your application and payment. Our team will be happy to assist you on-site.

Please let us know when you plan to visit the CLE office so we can ensure that someone is available to assist you.

Course Administration

Q25: How frequently are the classes held?

A25: Our classes are typically held once a week unless otherwise stated on the website.

Q26: How many learners are there in each class?

A26: Most courses have a limit of 12 learners in each class. Courses held in the computer lab have a limit of 15 to 18 learners in each class.

Q27: Do I need to bring my laptop to class?

A27: Courses that involve practical sessions on software will be held in the computer lab. You are not required to bring your laptop to class. However, please ensure that you have the necessary software installed on your laptop before the class if you do not wish to use the desktop in the computer lab.

Q28: Which platforms do you use for online learning?

A28: We use either Microsoft Teams or Zoom for online learning.

Q29: Do you loan any equipment for online learning?

A29: We do not loan any IT equipment to the learners. For the Applied Arts courses, the software will be provided to the learners.

Q30: Can I attend another class if I cannot attend my class for a particular week?

A30: This will not be possible as there are strict enrolment limits per class to adhere to the trainer-learner ratio. There are also no replacement classes for missed lessons by the learner. All CLE learners must fulfil a minimum of 75% attendance for each course/module.

Q31: If my lesson falls on a public holiday, will there be a replacement lesson?

A31: Yes. There will be no lessons on public holidays. Affected lessons will be rescheduled to the following week (same day and time). A replacement lesson will also be arranged if the trainer is unwell or on official leave. The trainer will arrange the replacement lesson on an agreeable date and time based on the majority consensus.

Q32: I have applied for the course, but I cannot attend it now. Can I withdraw from the course?

A32: Withdrawal requests should be made in writing to cle@nafa.edu.sg. For withdrawals made before the course commencement date, the full course fee paid will be refunded. For withdrawals made on or after the course commencement date, no refund will be issued.

Q33: I have misplaced my hardcopy certificate for a previously completed course. How can I get a replacement?

A33: NAFA Centre for Lifelong Education has introduced the issuance of digital certificates since January 2021 and have discontinued the issuance of hardcopy certificates. You may email us at cle@nafa.edu.sg with your request for the reissue of a digital replacement certificate. There is an administrative charge of \$20 per certificate.

Academic Matters

Q34: Who are your trainers for the courses?

A34: Our trainers are all suitably qualified and experienced to teach the courses. Many of them are NAFA alumni and teach in the diploma and degree programmes in NAFA and Centre for Lifelong Education.

Q35: Can you provide the full course curriculum?

A35: The course content is outlined in the course description on the website. The trainer will share more details of the course for learners on the first day of the course.

Q36: Will marks and grades be stated on my assignments?

A36: For certificate courses, learners will receive a final grade for each module at the end of the course. Learners will receive the final grade in one of the following grade band descriptors: 'Competent' or 'Not Yet Competent'. There is no assessment for Short Courses.

Q37: I won't be able to attend some of the classes. Will I still be able to receive a certificate if I pass the assessments?

A37: To receive the certificate, all certificate course learners MUST pass the assessments and fulfil a minimum of 75% attendance for each module. You are advised to consider your schedule first before applying for a course.

Q38: Will I receive a certificate upon completion of the course?

A38: If you fulfil the assessment requirements for the certificate course, you will be presented with a digital certificate certifying your skill and knowledge in the subject. For the short course, there is no assessment. You will receive a digital certificate of participation in the course if you meet the minimum attendance criteria of 75%.

Q39: How do I receive my certificate upon successful completion of the course?

A39: Upon successful completion of the course, you will be presented with a digital certificate via [OpenCerts](#). You will receive email notifications to download the digital certificate. The digital certificates will be available in learners' Skills Passport accounts, and learners will be able to search and download the certificates at their convenience.

[OpenCerts](#) is part of a national-level initiative that was jointly developed by SkillsFuture Singapore (SSG), the Government Technology Agency (GovTech) and the Ministry of Education (MOE). For more information, please refer to <https://www.opencerts.io/>.

USEFUL CONTACT INFORMATION

Email: cle@nafa.edu.sg

Address: NAFA Campus 1, Wing A, Level 2,
Student Services Office (next to IT Office),
80 Bencoolen Street, Singapore 189655

Operating Hours: Monday - Friday (excluding Public Holidays)
9.30am – 5.00pm (Please avoid 12pm - 2pm)