



DDC CLASSROOM LEARNING Process

1

A client intending to do a DDC Classroom Learning (CL) makes a booking and pays for the appropriate course at the nearest LTA Office.
Level 1 (Class 1, 2, 8) - \$34.10
Level 2 (Class 3, 4, 5) - \$72.50 (Fees are subject to changes)

2

Upon completion of payment, client checks receipt to confirm DDC date.

3

Client attends DDC as per the scheduled date on receipt.

6

ARRIVING LATE

Any client arriving after 9.30 without a valid reason will be advised to reschedule to another day and will be required to pay the reschedule fee of \$8.55.

5

UPON RECEIPT OF APPLICATION FORM, THE CLIENT THEN SIGNS THE MORNING ATTENDANCE.

4

During registration, each participant **must** produce a valid receipt and photo ID for verification. Once correct identity is confirmed then client is issued an application form.

7

ONCE VERIFICATION AND REGISTRATION IS COMPLETED, THE INSTRUCTOR IS ADVISED TO BEGIN THE CLASS.

8

9.00am - 3:00pm

The DDC Instructor conducts the class from 9.00am to 3.00pm.

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UPON COMPLETION OF THE CLASS BY THE INSTRUCTOR, THE TEST SUPERVISOR CONFIRMS PARTICIPANTS PRESENT BY RECHECKING ID'S AND THEN DISTRIBUTING TEST PAPERS WITH THE ID'S.

12

MARKING TAKES A DAY

Marking takes a day

11

THE SUPERVISOR UPON COMPLETION OF THE TEST THEN HANDS OVER THE TEST PAPERS TO THE DESIGNATED OFFICER FOR MARKING.

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ALL PARTICIPANTS UPON COMPLETION OF THE TEST SIGNS ON THE AFTERNOON ATTENDANCE BEFORE LEAVING THE TRAINING ROOM.

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DDC RESULTS ARE VERIFIED, BEFORE IT IS UPLOADED INTO THE LTAsoft

14

CLIENTS CAN INQUIRE WITH THE CSO WHETHER THEY HAVE PASSED OR FAILED.

15

IF FAIL

THE CLIENT WILL BE ADVISED TO PAY A RE-SIT FEE AND ADVISED ABOUT THE ONE-TO-ONE SESSION THAT THE CLIENT NEEDS TO DO. IT IS MANDATORY FOR ALL WHO FAIL TO GO THROUGH THE PROCESS.
Level 1 (Class 1, 2, 8) - \$17.05 (Fees are subject to changes)
Level 2 (Class 3, 4, 5) - \$36.25

16

ONCE RE-SIT FEE IS PAID, CLIENT WILL BE ADVISED ON RE-SIT DATE AND TIME.

17

THE CLIENT ATTENDS DDC RE-SIT AS PER SCHEDULE. THE MARKER WILL EXPLAIN TO THE CLIENT HIS PERFORMANCE RESULT BEFORE CLIENT ATTEMPTS THE TEST AGAIN FOR AN HOUR.

20

CLIENTS CAN THEN COLLECT THEIR CERTIFICATE THE NEXT DAY OR AUTHORISE A THIRD PARTY TO COLLECT ON THEIR BEHALF.

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ONCE MARKED, RESULT IS UPLOADED INTO THE LTAsoft.

18

THE SUPERVISOR COLLECTS THE TEST PAPER FOR VERIFICATION AND MARKING.