

SAA PARTICIPANT GUIDE

TABLE OF CONTENTS

GETTING TO SINGAPORE AVIATION ACADEMY	2
USEFUL INFORMATION FOR OVERSEAS PARTICIPANTS	3
VIRTUAL CLASSROOM BEST PRACTICES	5
VIRTUAL CLASSROOM NUTS & BOLTS	7
INTELLECTUAL PROPERTY RIGHTS & OTHER OBLIGATIONS	8

GETTING TO SINGAPORE AVIATION ACADEMY



The Singapore Aviation Academy is accessible via various modes of public transport, i.e. buses, cars and taxis.

By Bus

You may take the bus service numbers shown in the map above and alight at the Bus Terminal or bus stops along Telok Paku Road.

By Car

From TPE, you may exit via Loyang Avenue. If you are driving from ECP, you may exit via Changi Coastal Road towards Nicoll Drive. Once along Telok Paku Road, turn into Aviation Drive.

Parking rates

Date	Time	Rates
Monday to Sunday (including Public holidays)	0700h to 2359h	@1.20 per hour (\$0.020 per min)

USEFUL INFORMATION FOR OVERSEAS PARTICIPANTS

SAA's location



SAA is located at 1 Aviation Drive, off Telok Paku Road in the eastern part of Singapore.

[How to get to SAA](#)

Weather



Singapore enjoys warm tropical weather with little variation throughout the year. The average daytime temperature is 31°C (88°F), dropping to around 25°C (77°F) in the evenings. You may view Singapore's latest weather forecast at <https://www.nea.gov.sg>

Amenities nearby

Food centres

Savour a wide range of local delights at Changi Village Hawker Centre, located less than 5-minute walk from SAA.

Convenience stores

Convenience stores such as mini-marts and 7-eleven store are available Changi Village Hawker Centre.

Automated Teller Machines (ATMs)

ATMs offered by DBS, OCBC and UOB are conveniently located near the Changi Village Hawker Centre.

Transportation

Modes of Transportation

Singapore is well connected by Mass Rapid Transit (MRT), buses and taxis. The MRT system provides access to almost every part of Singapore. Train route map can be downloaded from www.smrt.com.sg. To complement the MRT system, the public buses bring you to many places island-wide. Public transport (MRT & bus) costs an average of less than \$5 per trip.

Taxis offer point-to-point transfers if you need to get to your destination swiftly. You may visit www.taxisingapore.com for more information.

© WeiTong Photography



Modes of Payment

Cash or "Ez-link" card may be used for payment of public transport. "Ez-link" cards can be purchased from MRT stations, bus interchanges, 7-Eleven stores and SingPost outlets. You may visit [Ez-link's website](#) for more information. Taxi fare may be paid by cash, Network for Electronic Transfers (NETS) and most credit cards.

Arrival Passenger Guide

Upon arriving at Singapore Changi Airport, there are airport signages to guide you through customs and immigration and to retrieve your baggage.

Accommodation

Most hotels in Singapore allow online bookings through their website. For a list of discounted hotels, you may wish to visit sites such as www.trivago.com, www.agoda.com, and www.hotels.com.

Recommended accommodations within walking distance to SAA:

Village Hotel Changi

(8 minutes walk to SAA)

1 Netheravon Road

Tel:+65 6881 8888

Website: www.FarEastHospitality.com

Civil Service Club - Changi Resort

(8 minutes walk to SAA)

2 Netheravon Road

Website: www.cscchangi.sg

Netheravon Terraces @ Changi II

(15 minutes walk or 2 bus-stops to Changi Village and 5 minutes walk to SAA)

25 Netheravon Road

Website: www.cscchangi.sg

Changi Cove

(20 minutes walk or 7 bus-stops to Changi Village and 5 minutes walk to SAA)

351 Cranwell Road

Tel:+65 6922 6122

Website: <http://changicove.com>

Useful Travel Information

To facilitate your entry into Singapore, please ensure that you have:

- ✓ Read and understand the entry requirements into Singapore and the related COVID-19 measures/tests you may have to undergo. Please visit [ICA's safe travel website](#) to find out more.
- ✓ Valid passport with **minimum 6 months validity** at the time of departure
- ✓ Visa for entry into Singapore (if applicable). Please visit https://www.ica.gov.sg/visitor/visitor_entryvisa for list of countries requiring a visa. You are required to obtain the necessary visa before departing for Singapore if there is a Singapore Overseas Mission located in your country.
- ✓ Yellow Fever Vaccination Certificate (if applicable). More information are available at <https://www.ica.gov.sg/enteranddeparting/before/yellow>.
- ✓ Personal travel/medical insurance to cover yourself for the training period in Singapore

USEFUL INFORMATION FOR OVERSEAS PARTICIPANTS

Things to do in Singapore

Some of the exciting Singapore attractions include Gardens by the Bay, Singapore Flyer, River Safari, Sentosa, Universal Studios and S.E.A. Aquarium.

Check out <https://www.visitsingapore.com/en> for more information.

© WeiTong Photography



Shopping Malls

Renowned as a shopping paradise, Singapore has wide choice of shopping malls including the famous Orchard Road Shopping Belt and Marina Bay Sands.

Nearest shopping malls to SAA includes :

Tampines Mall (Bus 19 from SAA)

4 Tampines Central 5

Direction to Tampines Mall

White Sands (Bus 89 from SAA)

1 Pasir Ris Central Street 3

Direction to White Sands

Tax Refund

You may claim a refund of the Goods and Services Tax (GST) charged on goods purchased from retailers participating in the Tourist Refund Scheme. Please visit Changi Airport's website for more information.

Telecommunication Facilities

Singapore's international dialling code is +(65).

How to make international calls?


Option 1:  Option 2: 

SIM Card

International Calling Card

Where to purchase?

Convenience stores (7-Eleven, Cheers), SingPost, retail outlets of telco (Singtel, Starhub and M1) or Singapore Changi Airport.

Complimentary Wi-Fi is available in SAA. 

Currency and Services

Currency

The local currency is Singapore dollar (S\$). US Dollars, Australian Dollars, Brunei Dollars, Yen, British Pounds and Euros are accepted at sizable departmental stores. You may visit <http://www.xe.com/?c=SGD> for exchange rates.

Money Changing Services

Money changing services are available at Singapore Changi Airport, most shopping malls and hotels. Automated Teller Machines (ATMs) that accept major credit cards such as Visa, MasterCard and American Express are conveniently located around the island.

Other Useful Information

Time

Singapore is 8 hours ahead of Greenwich Mean Time (GMT+8).

Electricity



Singapore's standard electricity supply is 230V/50Hz and a Type-G plug is used for wall sockets.

Key Information

✓ Please bring along a laptop as course materials will be given in soft copies.

✓ You might need to bring along a jacket due to the air-conditioning environment in SAA.

✓ You are advised to prepare at least S\$50 per day for meals and transportation. On training days, lunch and tea breaks are provided.

Contact Us

Singapore Aviation Academy

No. 1 Aviation Drive


Singapore 499867

Tel: (65) 6540 6220 (**Office hours**)

(65) 6540 6225 (**24 hours**)

Fax: (65) 6542 9890/ 6543 2778

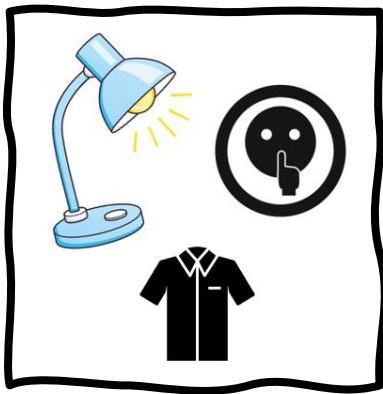
Email: saa@caas.gov.sg

Website: <https://saa.caas.gov.sg> | [SAA Facebook](#) 

Here are some tips to prepare yourself for virtual lessons in SAA:

Check that you're ready!

- Make sure all your equipment is working properly and you have everything you need on hand e.g. stable WiFi, charger, earphones, audio and video.
- Use a computer instead of mobile devices to enhance learning effectiveness.
- Login to the Learning Management System (LMS) before course starts to ensure you can access the platform.
- Download all course materials beforehand from LMS!



Plan ahead to avoid distractions

Consider your environment.

- Check that the light source is in front of and not behind you so that you are visible. This is to avoid seeing a silhouette of you. Try to have a plain background. Use virtual background in Zoom if required.
- Dress appropriately and consider your surroundings.
- Do dress appropriately for your class!
- Do make sure that you are in a quiet place.

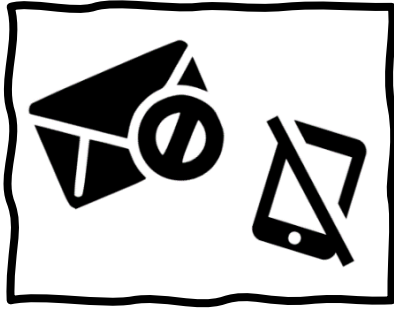
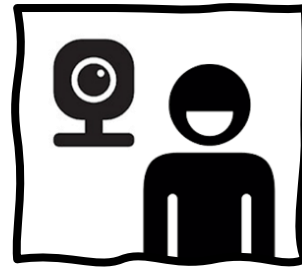
On the first day of course

- Login 15 minutes before the course. The course manager will allow you entry into the Zoom class.
- Please display your full like this: Muhammad Ahmad (CAAS), so that the course manager can identify you.
- Do say "hello!" to your course manager once you are in class! By doing so, you are ensuring your camera, microphone and speakers are working.



Keep the camera on

- ❑ Seeing faces helps all of us participate together. Turn on your webcam. Look at the camera when talking, not yourself or downwards. Participate actively!



Be fully present

- ❑ Avoid side conversations or checking email and messages
- ❑ Close other applications so you won't get distracted!
- ❑ You may stop sharing your video and mute your microphone during the breaks, but try not to leave the virtual class.

Mute unless you want to speak

- ❑ Before each session starts, please mute your microphone to reduce interference.
- ❑ Avoid potential feedback by muting your microphone if you will not be talking for a long period.

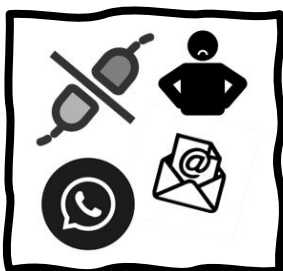
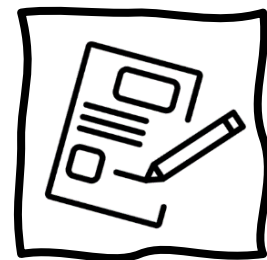


Use the Participation Cube!

- ❑ Indicate your status, flag if you have questions or encourage whoever is speaking.

Take notes

- ❑ Take notes so you can follow the sessions.
- ❑ Active note taking is not the same as recording (the course), so please refrain from doing it! However, for audit or publicity purposes, we may be recording the course.



Connection

- ❑ If you got disconnected and are unable to join back the Zoom classroom, please connect the course manager immediately via email or the WhatsApp chat group.

Hardware Requirements

- An internet connection – broadband wired or wireless.
- Internet-enabled laptop with recommended system requirements of dual-core 2Ghz or higher (intel i3/i5/i7 or AMD equivalent) and 4Gb of RAM (for optimal experience, quad-core processor or higher is recommended by Zoom), installed with MS Office.
- Recommended to setup dual screen function if using external monitor screen.
- Headphones/Earphones (preferred) or speakers.
- A microphone – built-in or USB plug-in.
- A webcam (built-in in your laptop) or HD webcam connected via USB (recommended 1280 x 720 resolution).

SAA Learning Management System (LMS) and Zoom Desktop Application

- For courses conducted via a virtual classroom training format, participants will receive the details of the online lessons via email, including its invite link, at least five (5) days before course commencement.

Intellectual Property Rights

All intellectual property rights (including but not limited to patents, copyright and trademarks) created and/or used for or in respect of the course (“**IPR**”), shall be or remain vested in CAAS and SAA, or the relevant third party, as the case may be.

You shall not infringe upon the IPR at all times.

For the avoidance of doubt, the delivery of the course shall not have the effect of transferring to you or any other person any IPR in any training materials provided by SAA as part of the delivery of the course. No part of the training materials may be used, circulated, quoted, or reproduced for distribution without the prior written consent of the owner of the relevant IPR.

You shall not display, publish, reproduce, exploit or otherwise use the symbols, logos, names, trademarks or other identification or intellectual property of CAAS and SAA, without CAAS and SAA’s prior written consent.

Other Obligations

Please note that CAAS and SAA (whether by its staff or third-party photographers or videographers) may take photographs and videos during the programme run for publicity purposes. If you do not wish to be photographed or videoed, please approach our staff for more information.

By applying for this course, you consent to CAAS and SAA’s collection, use and disclosure of your personal data for the purposes relating to the course, the use of such personal data for purposes as it deems appropriate, including without limitation, purposes of performing surveys concerning the course.

CAAS and SAA and/or any of its appointed auditors and/or nominated representatives shall at any time upon reasonable request be given full access to information deemed necessary for the purposes of conducting effectiveness survey or audits in relation to the course.

You shall hold CAAS and SAA harmless and indemnify CAAS and SAA, its officers and employees against any demands, claims, liability (whether criminal or civil, in contract, tort or otherwise), losses, damages, costs (including legal costs), expenses, suits, judgements and penalties, arising out of any act or default of you and/or any of your participants in relation to the course.

More information is available at our website at <https://caas.gov.sg/saa>