

## MINUTES FOR MONTHLY MEETING – 2021 OCT

Date	14 <sup>th</sup> Oct 2021 (Thu)	Time	10:00am
Venue	Jurong Office + Zoom		
Attendance			
Raymond See	Stephanie Loke	Ken Wah	Fannie Huang
Weng Jun	Jasmine Sam	Yi Zhuang	Nicholas Chai
See Mun	-	-	-
Absent with Apologies			
Lih Woei	-	-	-

	DESCRIPTION	ACTION BY
<b>1</b>	<b>Outstanding B/F from Last Month</b>	
1.1	The minutes were confirmed without any amendments.	Info
<b>2</b>	<b>Issues for This Month</b>	
2.1	<p><u>Zoom Class Recording</u> Raymond has instructed that the release of Zoom Class Recording has to follow his proposed methodology with immediate effect:</p> <ul style="list-style-type: none"> <li>- Send the recording link + official message to relevant group by latest on the following day of lesson</li> <li>- Students who are keen need to register at their end and access the recording within three (3) days with effect from date of release</li> <li>- Admin team need to check on weekly basis to ensure ONLY eligible candidates are access</li> </ul> <p>Nicholas has reported that some student(s) need not register their full name and therefore we need to trace it from their email address.</p> <p>Raymond has instructed to amend the official message when releasing the zoom recording link to the relevant group. IF circumstances still not improving, then we shall set it to manual approval for those who need to access the zoom recording.</p> <p>He has requested everyone to monitor closely and report to him the effectiveness on his proposed methodology by next meeting.</p>	All
2.2	<p><u>LCCI Examination</u></p> <p><u>Stephanie</u></p> <ul style="list-style-type: none"> <li>❖ Stephanie has reported that early bird discounts are available for the following series of LCCI exam ONLY: <ul style="list-style-type: none"> <li>- Jun</li> <li>- Nov</li> <li>- Dec</li> </ul> </li> <li>❖ Non-OMEGA students are subject to registration fee of S\$107 (including of 7% GST) in addition to the exam fee. Based on normal rate or late rate with admin fee.</li> <li>❖ She has also reported that LCCI will rise their exam fee in 2022.</li> <li>❖ She has instructed that we need to compile an LCCI exam enrolment listing to show to the relevant lecturers, so that they can encourage their students to enrol</li> <li>❖ She also reported that we will try our level best to help our students to secure the LCCI scholarship for this last round as LCCI 4 Diploma exam will be phased out after 2022 Jun.</li> </ul>	<p>Info</p> <p>Info</p>

	<ul style="list-style-type: none"> <li>❖ She has further added that the key reason we strongly encourage EDFA students to sit for LCCI exam are to ensure that they are able to equip themselves with a highly reputable qualifications to prepare for job market within short period of time.</li> <li>❖ She has reported that by sending LCCI exam notice and reminder to the relevant group are our fundamental services provides. Whereas, she has advised that we should keep track and monitor closely to ensure that each and every student has received the notice and enrolled for the exam.</li> </ul> <p><u>Raymond</u></p> <ul style="list-style-type: none"> <li>❖ Raymond has shared that he has done so when come to the renewal period for IPA memberships for our alumni. This is to ensure everyone have well received on his renewal reminder messages.</li> <li>❖ The reason he has done so is because he has regarded all of them are his family member and do not wish them to miss anything which can enhanced their quality in life for long term. He wishes his life is less regrettable.</li> </ul>	All
2.3	<p><u>Pearson Online English (POE) Program</u></p> <ul style="list-style-type: none"> <li>❖ Stephanie has proposed to reactivate promotion of POE program</li> <li>❖ Raymond has suggested to outsource the POE program to the Alumni Association and will discuss with her personally on the methodologies</li> </ul>	Info
2.4	<p><u>Chang C.Y - PA Class</u></p> <ul style="list-style-type: none"> <li>❖ Jasmine has reported that the PA revision class for Chang was severely delayed due to excessive make up classes</li> <li>❖ Raymond has instructed to inform her to abide the course schedule to ensure standardisation at all times.</li> </ul>	Info
2.5	<p><u>CR/FA/MA Course @ Stephanie</u></p> <ul style="list-style-type: none"> <li>❖ Stephanie has instructed everyone to take notes for her classes as follow: <ul style="list-style-type: none"> <li>- To submit the student homework report/recording report.</li> <li>- To send solution of assignment to student.</li> <li>- To prepare LCCI Candidates listing.</li> </ul> </li> </ul>	All
2.7	<p><u>Student Care</u></p> <ul style="list-style-type: none"> <li>❖ Nicholas has reported that Lee Xiao Hui (MA class student) has outstanding fees of 4 months (2021 Jul – 2021 Oct)</li> <li>❖ Stephanie has instructed to discuss with her for extending her course package so that she can pay lesser monthly fees</li> <li>❖ She has requested to report back to her upon discuss with Xiao Hui</li> </ul>	Nicholas
2.8	<p><u>ACCA Program</u></p> <ul style="list-style-type: none"> <li>❖ Stephanie has instructed to commence the recruitment for ACCA program upon the schedule has been finalized and released</li> </ul>	Info

	❖ She has informed that all OMEGA students' / alumni are entitles for discount rate of 20%	
2.9	<u>Internal Management</u> <ul style="list-style-type: none"> <li>❖ Stephanie has instructed that all monthly report, adhoc report and LCCI exam enrolment rate report must submit promptly</li> <li>❖ She has emphasised that monthly enrolment report to submit by 5<sup>th</sup> day of each month</li> </ul>	All
<b>3</b>	<b>Work Planning</b>	
3.1	<u>Marketing and recruitment for next month</u> <ul style="list-style-type: none"> <li>❖ Stephanie has instructed the following tasks need to be carried out immediately: <ul style="list-style-type: none"> <li>- To prepare evaluation form.</li> <li>- To prepare EDFA Candidates listing.</li> <li>- To prepare graduation list of next batch students.</li> </ul> </li> </ul>	All
3.2	<u>New Students Orientation (迎新会)</u> <ul style="list-style-type: none"> <li>❖ Raymond has reported that the formal invitation card needs to render to new students immediately upon enrolled</li> <li>❖ WhatsApp QR Code will be printed in Invitation Card and all new students to scan it in order to join the Orientation Group which maintain by our organising committees</li> </ul>	All
3.3	<u>Marketing Strategies</u> <ul style="list-style-type: none"> <li>❖ Yi Zhuang has reported that she will share the following achievement of Omega on “走，新加坡”(Facebook) : <ul style="list-style-type: none"> <li>- OMEGA International College 荣获英国 Pearson LCCI Centre Award 2020.</li> <li>- Chin Swan Seah 谢静珊荣获 2020 年英国 Pearson LCCI 高级商业计算(ABC)World Gold Medal Award.</li> </ul> </li> </ul>	Info
<b>4</b>	<b>Others</b>	
4.1	<u>Monthly Meeting of November</u> <ul style="list-style-type: none"> <li>❖ Stephanie has informed that the monthly meeting of November will be held on 11<sup>th</sup> Nov (Thursday) 2021 at Jurong Office.</li> </ul>	Info

PREPARED BY	
Fannie Huang	
ACKNOWLEDGED AND APPROVED BY	
Raymond See	
Stephanie Loke	