

## SP CCA Points Awarding and Grading System

---

The SP CCA Points Awarding and Grading System was introduced to:

1. Promote CCA activities and campus vibrancy
2. Encourage holistic development
3. Recognise outstanding student talents & leaders

The Department of Student Development & Alumni Relations (SA) co-ordinates and administers the SP CCA Points Awarding and Grading System which would also allow academic staff to access, register and award points for their students' CCA participation.

CCA points will be awarded only to co-curricular activities that are organised or endorsed by SP. CCA points for external CCAs will be given only to official National representation or SP-related activities that have prior approval or endorsement by SA. CCA points will not be awarded to activities that form part of a formal course curriculum.

CCA points are cumulative over the 3 years of a student's education in SP and would be converted into a grade that is reflected in the student's final-year's CCA statement. Students are also able to view their CCA records and points attained via the **SP Student Portal > eServices > CCA > View CCA Records**.

### CCA Components

The 7 components where CCA points would be awarded are: Representation(R), Achievement(A), Leadership(L), Community Service(CS), Service(S), Enrichment(E); and Participation(P).

**Representation component:** The Representation points are awarded to students who have been selected through a series of planned training and selection trials with rigor and competition. The CCA points awarded is dependent on the level of competition and ranges from 2 points for school/department level, 10 points for inter-polytechnic level to 50 points for full national level. The full national level representatives must be selected/sanctioned by the Singapore Sports Council (SSC), Singapore National Olympics Council (SNOC), National Sports Associations (NSA), National Arts Council (NAC) or the National Arts Association (NSA).

**Achievement component:** Achievement points are awarded to students who won prizes or awards from recognised competitions. The CCA points awarded ranges from 1 point for winning Silver or Bronze in school/dept/club events, 6 points for NYAA Gold to 10 points for Gold in international competition or the Sportsman/Sportswomen of the year award.

**Leadership component:** Leadership points are awarded to students who take office with leadership role and responsibilities such as class representative, organising committee member, office-bearer of SP student groups or captain of sport teams. The CCA points awarded ranges from 2 points for deputy class representative, 4 points for class representative to 10 points for President of Singapore Polytechnic Students' Union (SPSU).

## SP CCA Points Awarding and Grading System

---

**Community Service component:** Community Service is defined as altruistic services rendered to people who are underprivileged. For an activity to be classified under the community service component, it must help the disadvantaged and the beneficiaries must be people. Performances to the community, care of animals and environmental activities are therefore not considered as community service but are categorised under the service component. The points awarded range from 2 points for Flag Days (Flag Days for SPCA are not considered as community service) to 15 points for SP/NYC initiated/led overseas community service projects.

**Service component:** Service points are awarded to students who render services as an official/helper/performer in official activities and programmes. The CCA points awarded range from 2 points for helping in SP events such as the SP experience, 4 points for helping in the Poly 50, 8 points for World Youth level events and a maximum of 10 points for service rendered by students based on their percentage attendance.

**Enrichment component:** Enrichment points are awarded to students who develop skills or enhance awareness/knowledge through structured courses or educational talks/seminars. The points awarded range from 1 point for attending School/Dept talks to 10 points for being certified with a Private Pilot License with the Singapore Youth Flying Club (SYFC).

**Participation component:** Participant points are awarded to students who participate in official events either voluntarily or through invitation. The CCA points awarded range from 1 to 10 points depending on the level and length of participation, with 1 point for school level/club activity, 3 points for overseas study trip of more than 2 days to 10 points for overseas Youth Exchange Programmes. CCA Points are also awarded for service/training attendance for CCA Clubs members based on attendance.

## SP CCA Points Awarding and Grading System

### Points Award Criteria for achieving the different Grades

To develop students holistically, the SP CCA Points Awarding & Grading System will require students to meet minimum points requirements in Achievement, Leadership and Community Service components as they move to higher grades. This grading system encourages holistic development as students must accumulate points from more than a single component such as Participation.

The CCA points required for each grade is reflected in the table below:

Criteria	Bronze (Points)	Silver (Points)	Gold (Points)	Gold with Honours (Points)
Minimum effective Points for the grade	15	30	45	46
Maximum Points in Participation	10	15	15	15
Minimum Points in Achievement or/and Leadership	NA	NA	4	6
Minimum Points in Community Service	NA	2	2	6

*For students who have achieved the level of **National Representatives**, as endorsed by the Singapore Sports Council, Singapore National Olympics Council, National Sports Associations or the National Arts Council, they will be awarded the Gold with Honours grade, with special waiver given to the requirements for the Achievement/Leadership and Community Service components.*

### CCA Points Award Requests

For SP Student Clubs/Teams, CCA points request for approved activities are to be submitted through the completion of the CCA Records Form (SA-FRM-022A) and submitted within one month of the completion of the CCA activity to the Officer/Staff in charge of the CCA activity. The CCA records will then be updated into the Student Administration System (SAS) accordingly.

For CCA Activities organised or coordinated by the Academic Schools, the respective staff in charge will update these CCA activity points request accordingly in the SA system.