**Professional Development Programme (Educarer)**

**3-Year Individual Professional Development Plan Annex A**

**Name of PDP(E) Participant:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| CPD Activity | | Title(s) | Learning Outcomes[[1]](#footnote-1) | Resources & Support Needed | Target Start Date  (DD/MM/YY) | Target End Date  (DD/MM/YY) | Progress Update / Completion Date | Centre Leader Endorsement | No. of CPD Hours |
| 1 | **Compulsory Training** | 3Rs Educarer Resource | Learn how to apply 3Rs when interacting with children | NA | Year 1 | By end of Year 1 | By end of Year 1 |  | 14 |
| *Participants have the flexibility and choice of these other CPD activities to complete at least 180 hours (including the compulsory training) over 3 years* | | | | | | | | | |
| 2 | **Communities of Practice (CoP)** | |  | **Number of sessions** |  |  |  |  |  |
| **Dates of sessions** |
| **Number of hours per session** |

| CPD Activity | | Title(s) | Learning Outcomes[[2]](#footnote-2) | Resources & Support Needed | Target Start Date  (DD/MM/YY) | Target End Date  (DD/MM/YY) | Progress Update / Completion Date | Centre Leader Endorsement | No. of CPD Hours |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 3 | **Showcase of Learning**  *E.g. Sharing of learning via Photo Journal/ Video/ Slides* | |  |  |  |  |  |  |  |
| 4 | **Electives**  **(Courses and Projects)** |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |
| Total No. of CPD Hours in Year 1 | | | | | | | | |  |
| Total No. of CPD Hours by end of Year 2 | | | | | | | | |  |
| Total No. of CPD Hours | | | | | | | | |  |

*Each PDP(E) participant must complete:*

1. *Minimum of 40 hours of CPD activities including a 14-hours compulsory core training in the first year of PDP(E); and*
2. *Minimum of 40 hours CPD activities of in the second year of PDP(E); and*
3. *at least 180 hours of CPD activities over 3 years of PDP(E)*

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**(Example of CoP)**

**(Example of Showcase of Learning)**

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| CPD Activity | | Title(s) | Learning Outcomes | Resources & Support Needed | Target Start Date  (DD/MM/YY) | Target End Date  (DD/MM/YY) | Progress Update / Completion Date | Centre Leader Endorsement | No. of CPD Hours |
| 1 | **Showcase of Learning**  *E.g. Sharing of learning via Photo Journal/ Video/ Slides* | | Showcase learning and exchange ideas / best practices | Ongoing record of learning using photos/ videos / slides | Aug 2018 (Year 2) | Aug 2018 (Year 2) | Proposed Period/Year of showcase  e.g. Aug 2018 (Year 2) |  | E.g. 40 (including time to prepare for showcase) |

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| CPD Activity | | Title(s) | Learning Outcomes | Resources & Support Needed | Target Start Date  (DD/MM/YY) | Target End Date  (DD/MM/YY) | Progress Update / Completion Date | Centre Leader Endorsement | No. of CPD Hours |
| 1 | **Communities of Practice (CoP)**  *E.g. Educarers’ Peer Sharing on 3Rs* | | E.g. Learn and exchange knowledge with other educators on application from 3Rs | **Number of sessions**  6 | 14 Nov 2017 | 6 Mar 2018 | 15 Mar 2018  (Year 1) |  | E.g. 30 (including planning and  trying out 3Rs strategies) |
| **Dates of sessions**  14 Nov 2017,  28 Nov 2017,  23 Jan 2018,  6 Feb 2018,  20 Feb 2017  6 Mar 2017 |
| **Number of hours per session**  2 |

**(Example of Electives)**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CPD Activity** | | **Title(s)** | **Learning Outcomes** | **Resources & Support Needed** | **Target Start Date**  **(DD/MM/YY)** | **Target End Date**  **(DD/MM/YY)** | **Progress Update / Completion Date** | **Centre Leader Endorsement** | **No. of CPD Hours** |
| 1 | **Electives**  **(Courses and Projects)** | E.g. Observation, Documentation & Assessment in an Infant and Toddler Classroom (ODAITC16E) | E.g. Learn how to observe, document and assess my children’s learning | NA | 18 Aug 2017  (Year 1) | 25 Aug 2017  (Year 1) | 30 Aug 2017  (Year 1) |  | 14 |
| 2 | E.g. Understanding and Supporting the Social Emotional Development in Children Aged 3 Years and Below (SEDUSTB15E) | E.g. Learn how I can support the social emotional development in children aged 3 years and below | NA | 12 Sep 2017  (Year 1) | 28 Sep 2017  (Year 1) | 30 Sep 2017  (Year 1) |  | 14 |
| 3 | E.g. (WSQ) Apply Emotional Competence to Manage Self at the Workplace (OTHAECM14E) | E.g. Learn how to manage my emotions when at work | NA | Oct 2018  (Year 2) | Oct 2018  (Year 2) | Nov 2018  (Year 2) |  | 16 |
| 4 | E.g. Centre-initiated Project | E.g. Help parents understand the importance of their role in supporting children’s development | Ongoing documentation of learning using photos/ videos | Jan 2019  (Year 2) | Mar 2019  (Year 2) | Apr 2019  (Year 2) |  | E.g. 15 |
| 5 | E.g. Music and Movement for Toddlers (MSDMAMT14E) | E.g. Learn how to select activities that develop children’s motor skills | NA | Jun 2019  (Year 3) | Jun 2019  (Year 3) | Jul 2019  (Year 3) |  | 10 |
| 6 | E.g. Family-Teacher communication and collaboration (FCEFTCC17E) | E.g. Communicate positively with families on an ongoing basis | NA | Mar 2010 (Year 3) | Mar 2010 (Year 3) | Mar 2010  (Year 3) |  | 21 |

1. It is recommended that participants take reference from the Skills Framework for Early Childhood Care and Education (SF for ECCE) to draw up their learning outcomes. [↑](#footnote-ref-1)
2. It is recommended that participants take reference from the Skills Framework for Early Childhood Care and Education (SF for ECCE) to draw up their learning outcomes. [↑](#footnote-ref-2)