PROFESSIONAL DEVELOPMENT PROGRAMIE For Educaters





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1. Programme Overview









What it is

Professional development & retention programme for educarers & organisations

What it does

- Allows flexibility for educarers to pursue professional development of their choice & interest within 3 years

 Support organisations in identifying & grooming educarers with potential to take on larger job roles What it offers

 Variety of professional development opportunities in preferred language

 - Up to \$12,000 cash award in total upon completion of programme & service milestones What it requires

Strong partnership between operators, educarers and ECDA



2. Programme Structure

Programme Timeline (PDP year starts on 1 July & ends on 30th June)

Programme Milestones (Yearly Requirement)

Year 1

\$3000*

Year 2

\$4,000*

Year 3

\$5,000*

Year 1:

- **a. 1 Compulsory Module** (Observation and Planning for the Holistic Development of Infants and Toddlers)
- **b. Minimum 40 hours** (Including Compulsory Module 14 hours)

Year 2: Minimum 40 hours

By Year 3: Total of 180 hours (Inclusive of Year 1 and 2 hours)

*Participants must complete the stipulated programme milestones and **service milestone** of remaining employed with their nominating organisations for at least 6 months after the end of each PDP year in order to receive the cash award.

3. Programme Milestones

Programme Milestones (Yearly Requirement)

How to Complete Programme Milestones

Year 1:

- **a. 1 Compulsory Module** (Observation and Planning for the Holistic Development of Infants and Toddlers)
- **b. Minimum 40 hours** (Including Compulsory Module 14 hours)

Year 2: Minimum 40 hours

By Year 3: **Total of 180 hours** (Inclusive of Year 1 and 2 hours)

*If you have completed more than 180 hours by end of Year 2, you are still required to complete at least 1 CPD activity in Year 3.

Year 1 Compulsory Module (14 hours)

Other CPD Activities (166 Hours):

- 1. Electives
 - a. CPD Courses
 - b. Projects
 - c. Teacher Training Programme Modules
- 2. Communities of Practice (CoP)
- 3. Showcase of Learning (SoL)

3a. Compulsory Module

Course Title: Observation and Planning for the Holistic Development of Infants and Toddlers

Duration: 2 full days (14 hours) online CPD course

*Available in both English & Mandarin!

*Must be completed in Year 1 of programme

What will I learn during this course?

- Observe, understand and document the development, interests, needs and abilities of children from birth to 36 months.
- Be equipped with skills to adapt and monitor the effectiveness of the intentional experiences to cater to the specific needs of the individual children.
- Effectively plan for purposeful experiences to support children's physical, cognitive, social and emotional development.
- Effectively collaborate with parents to support the young child's development and learning.



How to apply for the Compulsory Module?

I am PDP(E) Participant, what do I have to do?

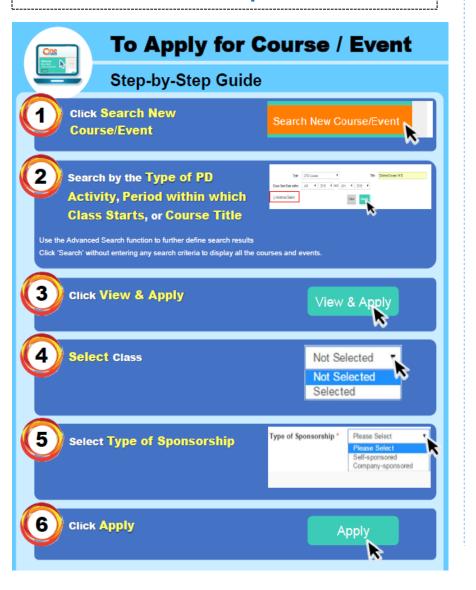
- Register via ONE@ECDA by following the steps on the next page
- Attend and complete the training on the registered dates
- Information regarding the course application opening dates and available classes will be sent to you via email. Do look out for it!

What does my PDP(E) Nominator have to do?

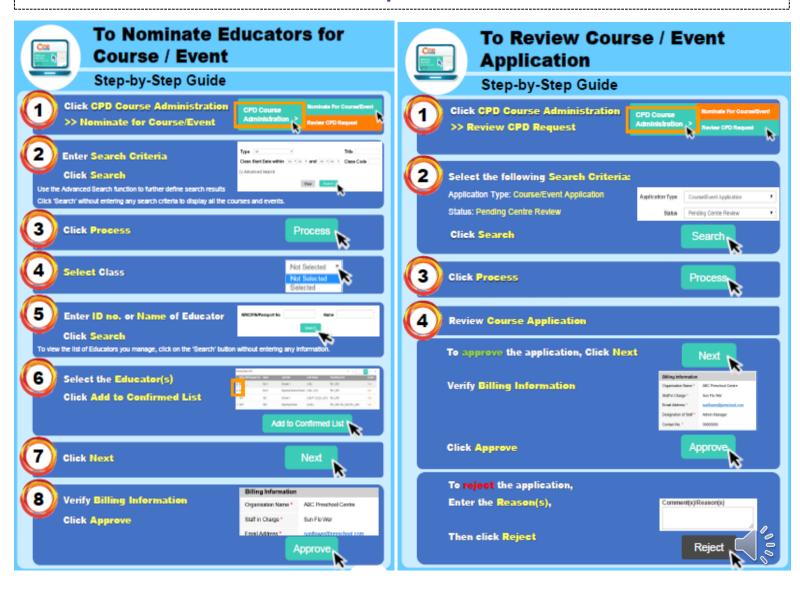
- Approve my application via ONE@ECDA by following the steps on the next page
- Provide support and guidance and make alternative work arrangements if necessary

Steps to register for Compulsory Module

For Participants



For Operators

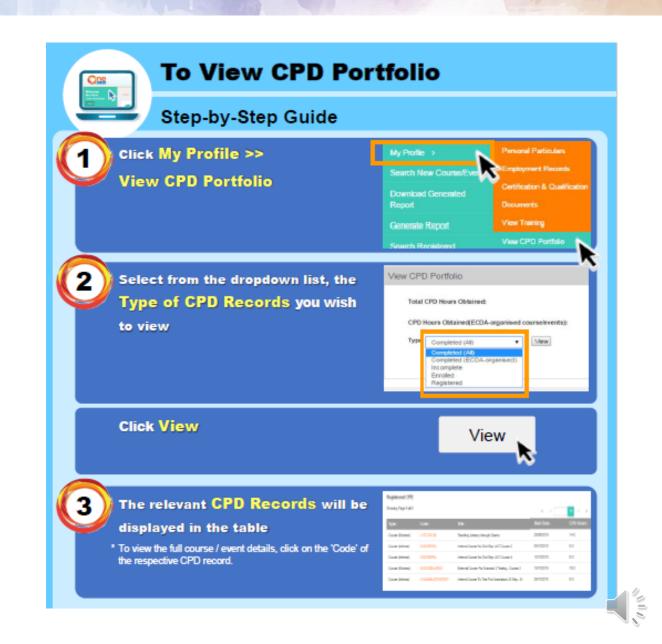


After completion of Compulsory Module

For both Participants and Operators

- The compulsory module hours will be automatically updated in ONE@ECDA and no follow-up action is required.
- Participants and operators should check and verify that participant's CPD portfolio has been updated accurately 1 month after completion date of training, by following the steps on the right
- Email to <u>ecda_pp@ecda.gov.sg</u> if you do not see the record in the CPD portfolio

*Must be completed in Year 1 of programme

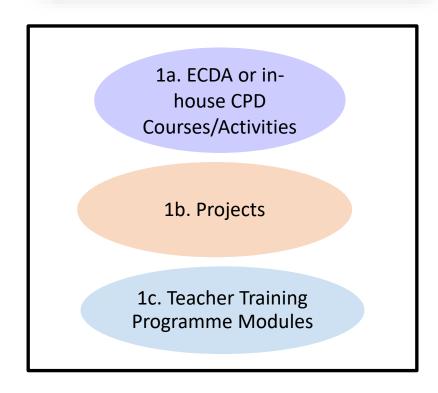


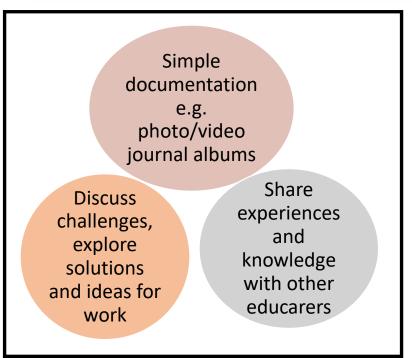
3b. Other CPD Activities

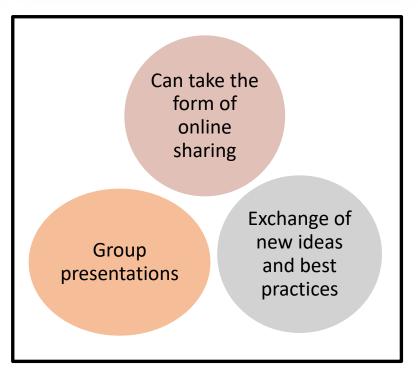
1. Electives (Courses & Projects)

2. Communities of Practice (CoP)

3. Showcase of Learning (SoL)







You can complete more than one of the following if you wish to!



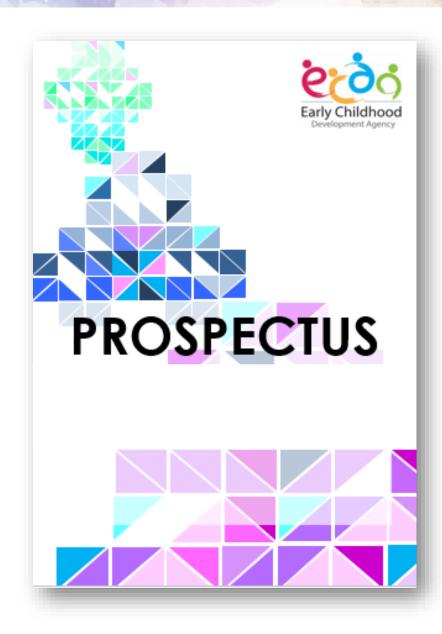
Electives – 1a. ECDA CPD courses

For both Participants and Operators

 Download the latest ECDA Prospectus from ECDA website or scan the QR code below



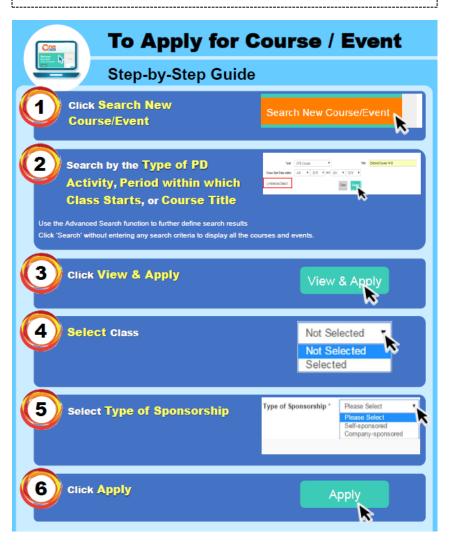
- Browse through the prospectus to look for courses that interest and suit you as an educarer
- Check through CPD course entry requirements
- Follow steps on next page



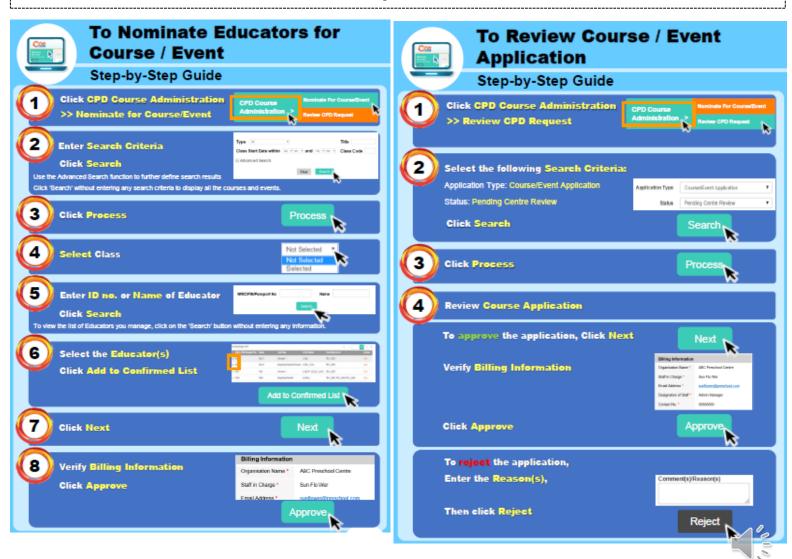


How to begin ECDA CPD courses?

For Participants



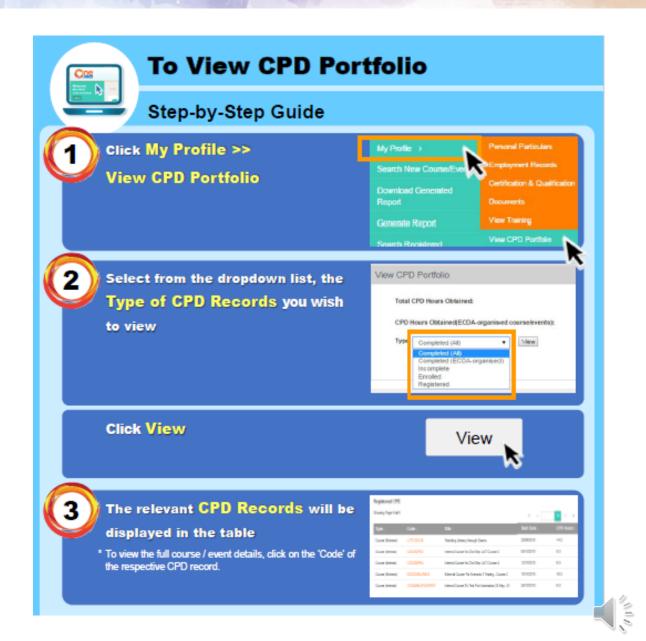
For Operators



After completion of ECDA CPD courses

For both Participants and Operators

- ECDA CPD hours will be automatically updated in ONE@ECDA and no follow-up action is required.
- Participants and operators should check and verify that participant's CPD portfolio has been updated accurately 1 month after completion date of training, by following the steps on the right
- Email to <u>ecda_pp@ecda.gov.sg</u> if you do not see the record in the CPD portfolio

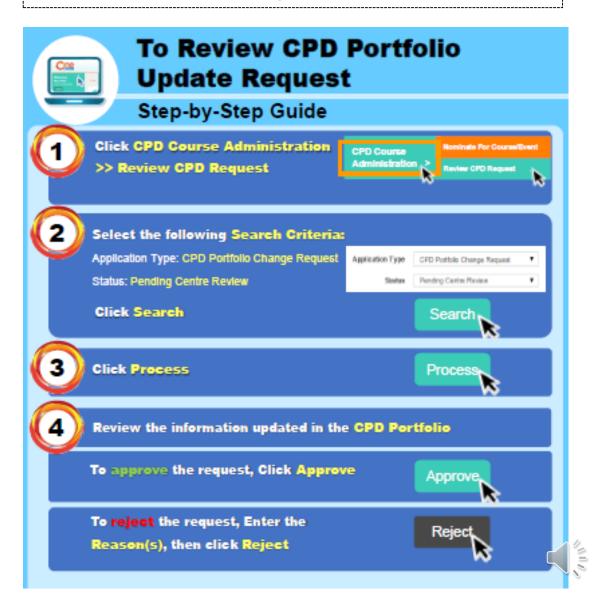


Electives – 1a. In-house CPD activities

For Participants



For Operators



Electives – 1b. Projects

Centre-initiated Projects

(Can be completed in English or Mother Tongue language)

 Download the PDP CIP Factsheet from the PDP(E) webpage for more details about the application and project implementation periods.

Innovation Projects

(Completed in English language only)

- Innovation Grant Projects (Centre-based)
- Innovation Guidance Projects (Community-partnership)
- → Look out for email from ECDA for instructions to apply

Practitioner Inquiry (PI) Projects

(Completed in English language only)

Register and attend any of the following before you are eligible to join a PI project:

- PIECE Workshop
- PI Grant Sharing by ECDA
- An Overview of PI
- Action Research in the Early Childhood Classroom Workshop
- → Look out for email from ECDA for instructions to apply!

*It is not compulsory for participants to complete Projects on the programme.

However if you wish you to do so, kindly ensure to indicate your name and project role on the application forms respectively to count the hours on PDP(E).

Electives – 1b. New Requirements for Centre-Initiated Project (CIP)

New Requirements (w.e.f 1 May 2021)

- Have 2 or more educators in a project group (the second educator is not required to be a PDP participant)
- Project objectives must enhance <u>centre-wide</u> practices which should be minimally applicable across the whole level.
- Project minimum duration of 4 months, to ensure a full cycle of planning, implementation, evaluation and reflection.

*Kindly note that PDP(E) 2021 participants may embark on CIP only from 2022 onwards.



Electives – 1b. New Requirements for Centre-Initiated Project (CIP)

Contents of Project Proposal

The following should be stated clearly in your proposal:

- Project objectives and target age group of children
- Brief background of the context leading to the development of the project idea
- Duties of PDP participant and other team member(s)
- Key implementation plans with timeline
- Evaluation plans (to include summary and reflections) to measure the success of the project.

^{*}For EL proposals, kindly submit via ONE@ECDA

^{*}For CL proposals, kindly complete the CIP proposal form which can be downloaded from PDP(E) website, and submit to this link https://go.gov.sg/submit-cip-proposals.

Electives – 1b. New Requirements for Centre-Initiated Project (CIP)

Contents of Project Deliverables

The following deliverables are to be submitted upon project completion:

- A 300 to 500-word write-up on post-project reflection submitted via **ONE@ECDA** covering the following:
 - What are the project outcomes that you have achieved?
 - How did you measure the success of the Project?
 - What were some of the successes and challenges experienced during the implementation of the Project?
 - How did you overcome these challenges?
 - How did your project benefit the stakeholders (e.g. Parents, Community, Centre)?
 - What are your plans to maintain and extend your learning / project ideas?
- Powerpoint/PDF slides with pictures and captions of project implementation (Maximum of 25 slides or 15MB file size) submitted via link which will be sent to participants at a later date. More detailed requirements are found in factsheet on PDP(E) webpage.

A project will only be deemed as completed and participants will be accorded the project hours to fulfil the PDP project milestone upon approval of the deliverables by ECDA via ONE@ECDA.

After Completion of Projects (For IGP, IG and PI only)

I am PDP(E) Participant, what do I have to do?

- Submit your project deliverables to the respective persons-in-charge
- Email the following information to <u>ecda_pp@ecda.gov.sg</u>:
 - Name
 - Centre
 - Type of Project (Innovation Grant, Innovation Guidance, Practitioner Inquiry)
 - Role in project (Project leader or member):
 - Date of project completion
- ECDA will verify your project deliverables and inform you of the number of hours you have attained.

What does my PDP(E) Nominator have to do?

• Ensure that our names are clearly recorded down in the application form.

*Note: Your project hours will not be reflected in the ONE@ECDA PDP Records page until further notice. Project hours will be indicated in your progress email updates at the end of each PDP year.



Electives – 1c. Teacher Training Programme Modules (TTPM)

I am PDP(E) Participant, what do I have to do?

 Download information on TTPM from PDP(E) webpage or scan the QR code below.



Contact institution directly to find out about application details

What does my PDP(E) Nominator have to do?

 Discuss with me to ensure there is sufficient manpower strength in my centre before deciding which module i should register for.

Module	Institution
ACECCE pre-requisite modules	KLC II
Minimum entry requirement: EY2 LON	
ACEY pre-requisite modules	National Institute of Early Childhood
Minimum entry requirement: EY1 LON	Development(NIEC) or KLC II
ACEY top-up modules	NIEC
Minimum entry requirement: L1 LON	



After completion of Teacher Training Programme Modules

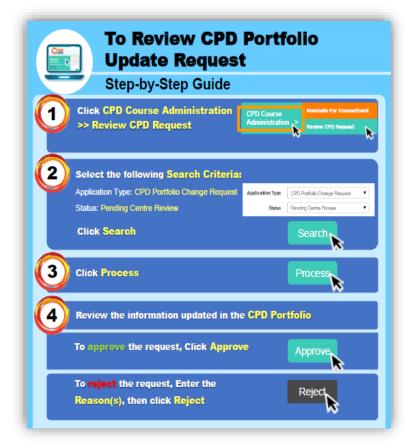
I am PDP(E) Participant, what do I have to do?

- Email a copy of the Statement of Attainment (SOA) for the module you have completed to ecda_pp@ecda.gov.sg
- Log into ONE@ECDA via singpass and update your CPD portfolio with the following steps:



What does my PDP(E) Nominator have to do?

• Log into ONE@ECDA corporate account via singpass and approve educarer's request to update CPD portfolio with the following steps:





Other CPD Activities – 2. Communities of Practice (CoP)

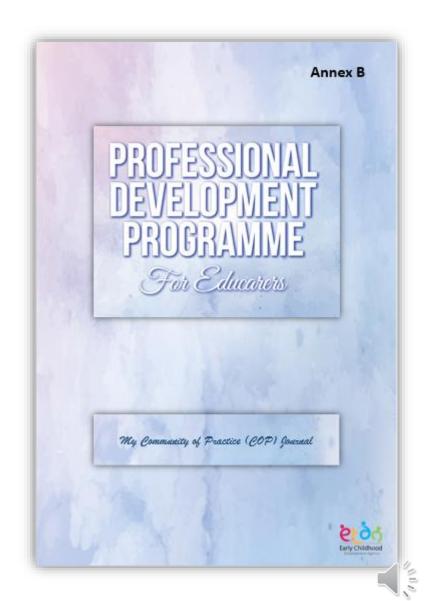
I am PDP(E) Participant, what do I have to do?

- Look for educarers who are interested in joining a CoP to form a group.
- Conduct our CoP sessions before, during or after working hours after arranging with my centre leader
- Download a copy of the <u>CoP journal</u> by visiting the PDP(E) webpage, or scanning the QR code below.



What does my PDP(E) Nominator have to do?

- Discuss and make alternative work arrangements if necessary together with me
- Provide guidance and support during my CoP



After completion of Communities of Practice

I am PDP(E) Participant, what do I have to do?

- Download Annex B- My Community of Practice (CoP)
 Journal
- As a group, complete:
 - 1 Annex B1
 - 1 Annex B2 per CoP session (i.e.6 sets of B2 if there are 6 CoP sessions)
 - 1 Annex B3 per group **or** per member
- Submit the above in soft copy to ecda pp@ecda.gov.sg

Or

Submit the above in hard copy to

51 Cuppage Road

#08-01 S(229469)

Attn: PDP(E) Secretariat

What does my PDP(E) Nominator have to do?

- Provide support and guidance if necessary when my group is completing Annex B- My Community of Practice (CoP) Journal.
- Verify then endorse Annex B1 with their name and signature after completion.



3c. Example on how to complete Programme Milestones

At least 180 hours of PD over 3 years of PDP(E)

If you wish to balance your hours across 3 years, here is an example!

Year 3 Year 2 Year 1 **Electives Compulsory Module Electives ACEY Pre-requisite Innovation Projects** Observation and modules (75 hrs) (e.g. 20 hrs) Planning for the Holistic CPD course (40 hrs) Development of Infants and Toddlers (14 hrs) Electives CPD courses (46 hrs) 60 hours 75 hours 60 hours **Programme Milestones** $\sqrt{}$ Compulsory Component in Year 1 At least 40 hours fulfilled in Year 1 $\sqrt{}$ At least 40 hours fulfilled in Year 2 $\sqrt{}$

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3c. Example on How to Complete Programme Milestones

If you wish to complete more in year 1, here is an example!

Year 1

Year 2



Year 3

Compulsory Module

Observation and Planning for the Holistic Development of Infants and Toddlers (14 hrs)

- Electives
- CPD courses (56 hrs)
- Centre-initiated project (e.g. 15 hrs)

 Communities of Practice (CoP)

Sharing within the centre or with the sector (e.g. 30 hrs)

- Electives
 - Centre-initiated project (e.g. 15 hrs)
 - CPD courses (14 hrs)

• Showcase of Learning (e.g. 40 hrs)

85 hours

59 hours

40 hours

Programme Milestone	
Compulsory Component in Year 1	\checkmark
At least 40 hours fulfilled in Year 1	\checkmark
At least 40 hours fulfilled in Year 2	
At least 180 hours of PD over 3 years of PDP(E)	\checkmark



Example on how to complete Programme Milestones

If you wish to complete more in year 2, here is an example!

Year 1

Year 2



Year 3

Compulsory Module

Observation and Planning for the Holistic Development of Infants and Toddlers (14 hrs)

- Electives
 - CPD courses (28 hrs)

- Showcase of Learning (e.g. 40 hrs)
- Electives
 - ACEY top-up module x 1 (40 hrs)
 - Centre-initiated project (e.g. 15 hrs)

- Electives
 - CPD course (13 hrs)
 - ACEY top-up module x1 (30 hrs)

42 hours

95 hours

43 hours

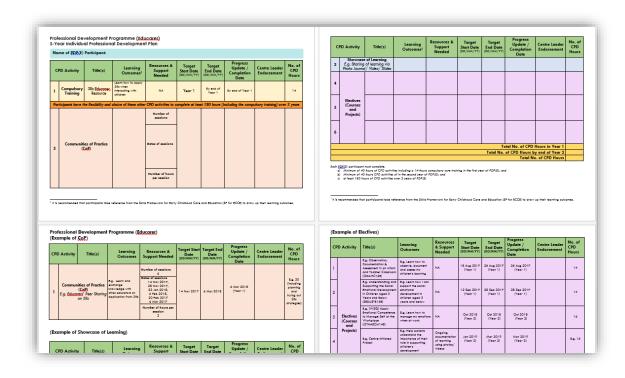
Programme Milestone	
Compulsory Component in Year 1	\checkmark
At least 40 hours fulfilled in Year 1	\checkmark
At least 40 hours fulfilled in Year 2	
At least 180 hours of PD over 3 years of PDP(E)	\checkmark



Individual Development Plan (IDP)

*optional to use

- You may use this IDP to plan which Professional Development activities you are interested to take, and also keep track of your PDP(E) progress.
- You do not need to submit this IDP to ECDA as it is for your own personal use.
- You can download a copy of the IDP by visiting the PDP(E) webpage, or scanning the QR code below.







Tracking of Personal Progress in ONE@ECDA

I am PDP(E) participant, how do I view my PDP(E) progress?

- Log into ONE@ECDA via SingPass
- Click on "PDP Record(s)"
- View and update the completion of various programme milestones and total no. of PDP hours for the year

*Other than Centre Initiated Projects (CIP), hours for all other types of projects (IG, IGP & PI) are recorded separately and will NOT be reflected on PDP Records page



Commitment

PDP(E) participants commit to:



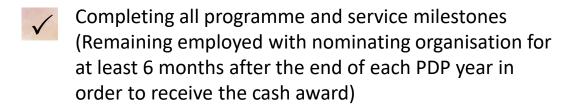
Completing all programme milestones and CPD hours in each year:

Year 1

14 hours Compulsory Module and at least
26 hours of CPD activities

Year 2 At least **40 hours of CPD** activities in Year 2; and

Year 3 At least a total cumulative 180 hours of CPD activities by Year 3



PDP(E) operators commit to:



Supporting your nominee throughout the 3 years through:

- Notifying your educarer when you receive emails from ECDA related to PDP(E) and providing advice;
- Considering your educarer's learning needs and interests when discussing which CPD activity to complete; and
- Plan work arrangements when educarer attends the compulsory core training



Contact Information

Compulsory Module

Mr Abu Bakar, Abu_Bakar_Osman@ecda.gov.sg

Teacher Training Programme Modules

Refer to respective Institution contact details

Innovation Project

Innovation_grant@ecda.gov.sg

Practitioner Inquiry Project

ECRF@ecda.gov.sg

Centre-initiated Project

ECDA_PP@ecda.gov.sg

ECDA CPD Courses

CPDadmin@ecda.gov.sg

In-house CPD Activities

ECDA PP@ecda.gov.sg

General Enquiries

ECDA_PP@ecda.gov.sg

For more information and updates on PDP(E), kindly refer to https://www.ecda.gov.sg/Pages/ECDA-PDP(E).aspx



