Step-by-Step Guide

Online Nomination for Professional Development Programme (PDP) for Centre / HQ Administrator
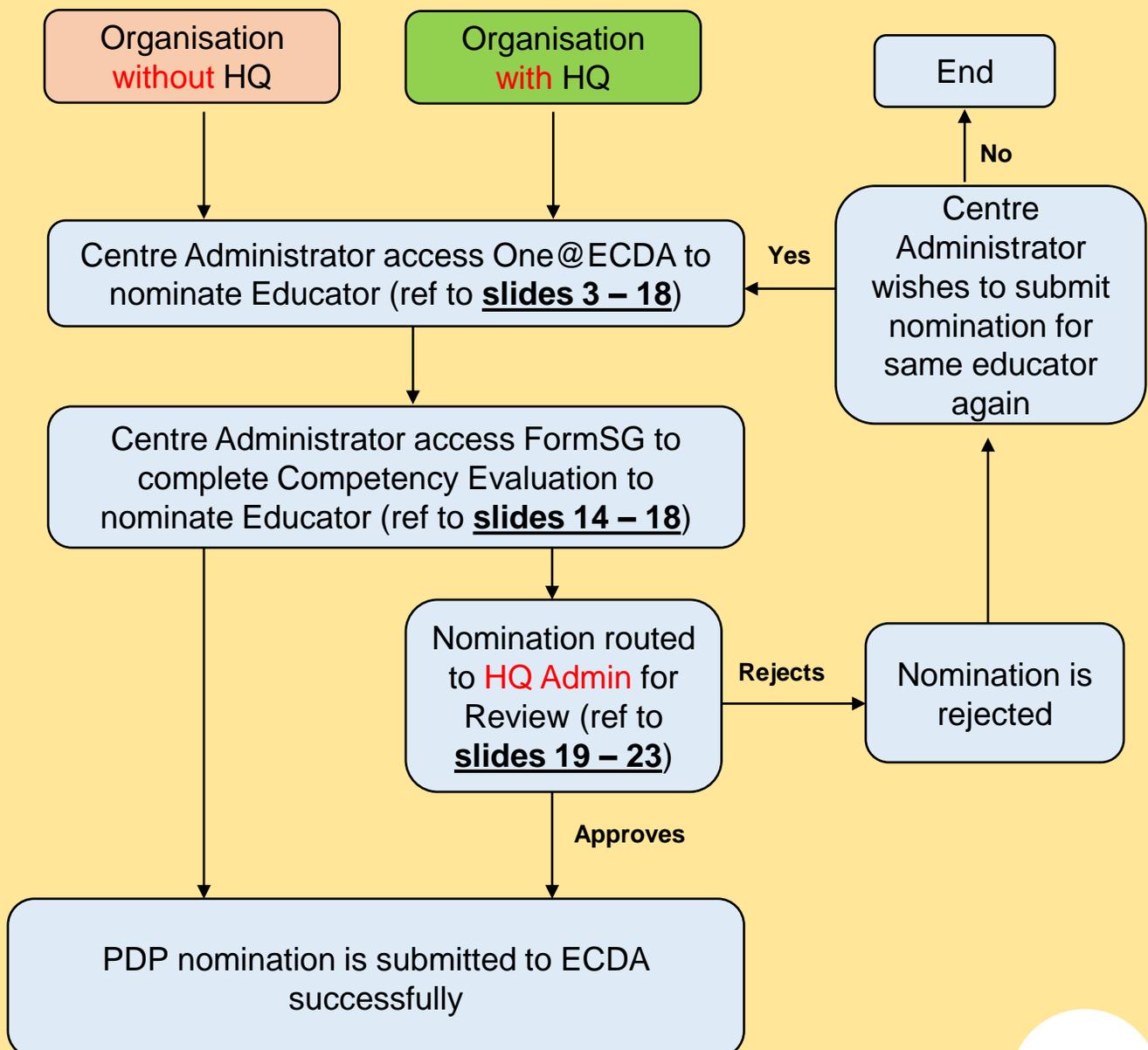
Overview

Introduction

• This guide has been compiled to support centre administrators and HQ staff when submitting nominations for the Professional Development Programme (PDP) via One@ECDA.

• Within it, you will find an overview of the work processes and the respective steps required to perform the following functions:

Process Flow

```
Organisation          Organisation                                    End
without HQ            with HQ                                          ↑ No
    │                     │                                            │
    ↓                     ↓                              ┌─────────────────────────┐
┌─────────────────────────────────────┐      Yes        │ Centre Administrator    │
│ Centre Administrator access One@ECDA │ ←────────────── │ wishes to submit        │
│ to nominate Educator (ref to         │                 │ nomination for same     │
│ slides 3 – 18)                       │                 │ educator again          │
└─────────────────────────────────────┘                 └─────────────────────────┘
                    │                                                  ↑
                    ↓                                                  │
┌─────────────────────────────────────┐                               │
│ Centre Administrator access FormSG   │                               │
│ to complete Competency Evaluation to │                               │
│ nominate Educator (ref to            │                               │
│ slides 14 – 18)                      │                               │
└─────────────────────────────────────┘                               │
        │           │                                                  │
        │           ↓                                                  │
        │   ┌──────────────────┐     Rejects    ┌──────────────────┐  │
        │   │ Nomination routed │ ─────────────→ │ Nomination is    │──┘
        │   │ to HQ Admin for   │                │ rejected         │
        │   │ Review (ref to    │                └──────────────────┘
        │   │ slides 19 – 23)   │
        │   └──────────────────┘
        │           │ Approves
        │           ↓
┌─────────────────────────────────────┐
│ PDP nomination is submitted to ECDA  │
│ successfully                         │
└─────────────────────────────────────┘
```

To Nominate Educators

Step-by-Step Guide for Centre Admins

1

Click **"PDP Nomination"** to access **Nomination Function**
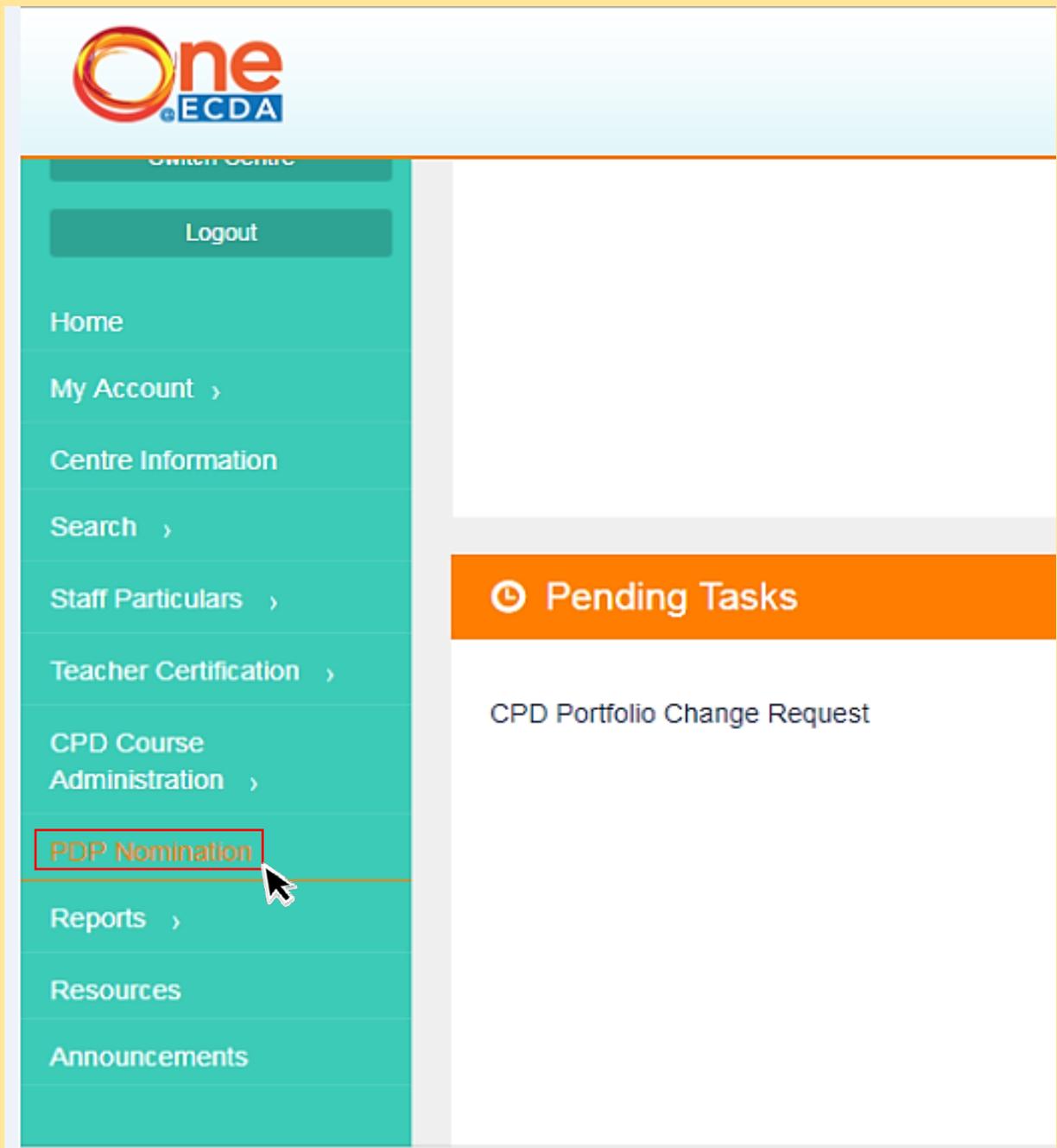
One ECDA

Logout

Home

My Account ›

Centre Information

Search ›

Staff Particulars ›

Teacher Certification ›

CPD Course Administration ›

PDP Nomination

Reports ›

Resources

Announcements

🕐 **Pending Tasks**

CPD Portfolio Change Request

To Nominate Educators

1

Read the Important Notes and prepare the necessary information before clicking on "Continue" to proceed with nomination

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Important Notes:

Allow operators to nominate their infant/early years educators, preschool educators and/or leaders for the Professional Development Programme.

This form may take you about 15 minutes to complete.

Pre-Requisites

Nominators and nominees are required to have active ONE@ECDA accounts.

Please have ready the following for uploading:
- Copy of NRIC
- Copy of employment proof (latest salary slip)

Continue

2
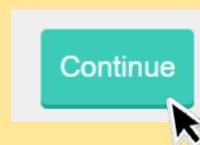
Select **Educator to Nominate** and click **"Next"**

Application - PDP Nomination

Home › Applications › PDP Nomination

Please fill in all the mandatory fields marked with an asterisk(*).

Step 1:

Please select an Educator.

Identity Details

Educator * | Please Select ▼

Next

To Nominate Educators

Step-by-Step Guide for <u>Centre Admins</u>

3

Select PDP Level and click "Next"

Application - PDP Nomination

Home › Applications › PDP Nomination

Please fill in all the mandatory fields marked with an asterisk(*).

Step 2:

Please select the PDP Level.

PDP Level

PDP Level *   [Please Select ▼]

[Back] [Save Application]   [Next]

Quick Tip 📈

PDP Level refers to the Type of PDP e.g. PDP (Educators) and the current year of nomination

To Nominate Educators

Step-by-Step Guide for **Centre Admins**

4   Fill in and check **"Nominee's Particulars"** and click **"Next"**

Application - PDP Nomination

Please fill in all the mandatory fields marked with an asterisk(*).

Step 3:

Please fill in the personal particulars of the Educator.

Part A: NOMINEE'S PARTICULARS

ID Type	NRIC (Pink)
ID (Copy) *	To upload a coloured copy of your ID. Please click [Browse] (Allowed File Type:"PDF"; File size < 2MB.)
Residential Status	Citizen
Date of Birth (dd/mm/yyyy)	01/02/1990
Residential Address	BLK 51 CUPPAGE ROAD #11-11 SINGAPORE 229469
Residential No.	(+65)
Mobile No.	(+65)81234567
Email Address	ecda_support@ecquaria.com

Quick Tip ✎

Most of Nominee's particulars will be auto-populated from Nominee's One@ECDA account. If particulars are not accurate, log into Nominee's One@ECDA account to update particulars.

To Nominate Educators

Step-by-Step Guide for <u>Centre Admins</u>

4

Fill in and check **Nominee's Particulars** and click **"Next"**

ID Type	NRIC (Pink)
ID (Copy)	To upload a coloured copy of your ID. Please click [Browse] (Allowed File Type:"PDF"; File size < 2MB.)
Residential Status	Citizen
Nationality	SINGAPOREAN
Country of Birth	SINGAPORE
Date of Birth (dd/mm/yyyy)	01/01/1990
Residential Address	BLK 875 WOODLANDS STREET 82 #2-2 SINGAPORE 730875
Residential No.	(+65)
Mobile No.	(+65)81234567
Email Address	ecda_support@ecquaria.com
Occupational Title	Senior Early Years Educator
Net Salary amount (Before CPF Contribution) *	
Proof of employment *	To upload your latest certified true copy of proof of employment (E.g. Latest Payslip/E-bank statement/CPF Statement for past 12 months).Please click [Browse] (Allowed File Type:"PDF"; File size < 2MB.)

Quick Tip ✏

Do ensure that the **Occupational Title (OT)** of nominee is accurately reflected. Nominators should update the nominee's OT using the Centre Administrator account **before** submitting the nomination.

5

Verify information in Part B and Part C of the nomination, Click "Next"

Step 4:

Please verify Part B and Part C of the Nomination Application.

| Part B: NOMINEE'S EARLY CHILDHOOD SECTOR EMPLOYMENT HISTORY |

If you are unable to view all Employment Records of the Nominee, please inform the Educator to change his/her Employment Privacy Setting via My Profile > Employment Records.

Name of Organisation	From	To	Designation

| Part C: NOMINEE'S HIGHEST ATTAINED EARLY CHILDHOOD RELATED QUALIFICATIONS (MUST INCLUDE DECCE-T) |

If you do not see the required documents of the Nominee, please ensure that the documents are already uploaded into the Educator's profile.

Name of Schools/Institutions Attend	From	To	Highest Academic	Date of Attainment	Action
					View

Back   Save Application   Next

Quick Tip 📈

Employment history records are inputs from Nominee's previous employers. Current employers are unable to make any changes.

6

Fill in Nominator's Particulars and click "Next"

Please fill in all the mandatory fields marked with an asterisk(*).

Step 5:

Please fill in the personal particulars of the Nominator.

Part D: NOMINATOR'S PARTICULARS

Full Name *	Centre User 1
Designation *	
Email Address *	centreadmin1@email.com
Mobile No. *	(+65) -
Organisation	Dummy HQ 1
Centre Name	No one centre 1
Centre Code	dummycentre1a
Organisation HQ Address	BLK 51 CUPPAGE ROAD #8-1 51 CUPPAGE ROAD SINGAPORE 229469
Centre contact no.	(+65) 99999999
Centre Email Address	

Next

Quick Tip 📈

Nominee and Nominator should **not** be the same person.
Update Nominator's particulars (Name, Designation, Email Address, Mobile) if the auto-populated info are not accurate.
Nomination may be rejected if Nominator's particulars are incorrect.

Step-by-Step Guide for <u>Centre Admins</u>

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Select accordingly for Nominee's Declaration and Nominator's Declaration
Click "Next"

Step 6:

Part E: NOMINEE'S DECLARATION

1. I would like to be nominated for the Professional Development Programme (Educators).

2. For the purpose of assessing my nomination, which includes verifying the information that I have provided in the nomination("The information"), I consent to ECDA;
   a. Using the information as it sees fit;
   b. Disclosing the information to any source, whether Government or non-Government; and
   c. Collecting any other information about me that ECDA requires from any source, whether Government or non-Government.

	YES	NO
3. I am currently a recipient of ECDA Scholarship/Training Award and am in the midst of pursuing my studies	○	○
4. I am currently a recipient of other ECDA programmes which involve allowances/disbursements (or equivalent) while I will be on PDP.	○	○

☐ I Jason Tan, the Nominee, declare that all information given by me in this nomination form, including all attached documents are true to the best of my knowledge and I have not intentionally withheld any information.

Part F: NOMINATOR'S DECLARATION

1. I declare that I have been authorised by my organisation to endorse this nomination form on her behalf.

2. I declare that the nominee is currently an employed staff of this organisation.

3. I acknowledge that:
   a. The nominee has met the competency levels required of an Infant Educator.
   b. The nominee has the potential to take on a larger job scope.
   c. ECDA will be informed should the nominee leave the nominating organisation.

☐ I GCC UAT Jason, the nominator, declare that the above information provided by the nominee and myself are true at the point of time of nomination.

Next

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www.one.ecda.gov.sg

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Click on the link **"PDP Nomination Part G – Competency Evaluation"**

Verify Nomination Details and click **"Submit"**

Part G: COMPETENCY EVALUATION

1. To complete this nomination, nominators are to complete a mandatory competency evaluation of their nominees **within the same day** of submitting this nomination form.

2. Please access the link* for Infant Educators below.
   Step 1: Click on this link to open in a new tab: PDP(Educators) Nomination Part G - Competency Evalution for Infant Educators
   Step 2: **ClicK on 'Next' below to submit this nomination form via ONE@ECDA**
   Step 3: Proceed to complete the competency evaluation within the same day.

*The link can also be found through the system generated email upon submission of this nomination form.

3. Please ensure to submit the competency evaluation within the nomination period, otherwise the nomination will be considered as incomplete and rejected.

4. For further enquiries, please email to **ECDA_PP@ecda.gov.sg.**

Back
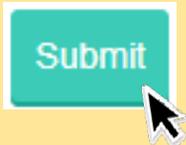
Submit

Quick Tip ↗

Before clicking on "Submit", nominators are to click the link found in Step 1, which will open in a new tab.

After submitting the nomination, nominators are to complete the Competency Evaluation Form (Part G) in the separate tab and submit **within the same day of submitting the nomination via ONE@ECDA**.

For **resubmission of nomination**, nominators may resubmit the Competency Evaluation Form (Part G) by clicking on the link again. Later submissions received will supersede earlier ones.
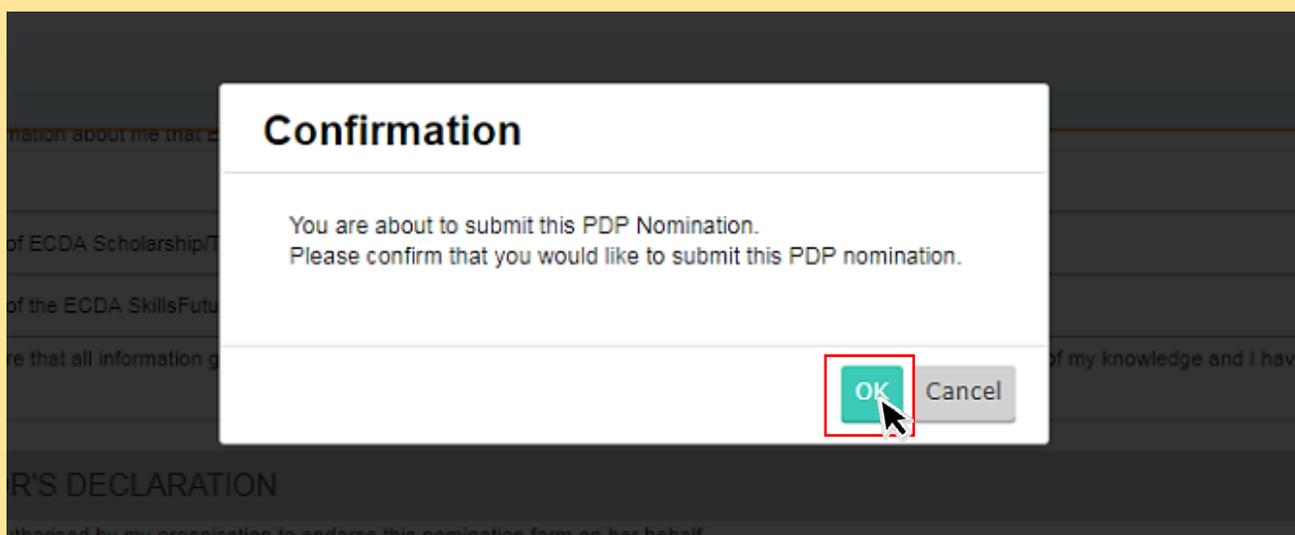
9

Click "OK" to confirm submission of nomination via ONE@ECDA

Confirmation

You are about to submit this PDP Nomination.
Please confirm that you would like to submit this PDP nomination.

[OK] [Cancel]

Quick Tip ✎

For organisations with HQ, the nomination will be routed to your HQ for "Approval" or "Rejection" after clicking "Ok".

For nominations that are "rejected" by HQ, Centre Administrators are allowed to nominate the same educator again by filling in steps 1-9 again after reviewing HQ "Comment(s)/Reason(s)" for rejection.

9

Complete the Competency Evaluation Form opened in a separate tab

Instructions

Dear PDP nominators,

Thank you for submitting your nomination for PDP(Educators) 2024 via ONE@ECDA.

To complete the nomination, please also submit this mandatory competency rating within the same day.

Competency Evaluation for Preschool Educators

a.   Nominees will be evaluated on their Technical Skills and Competencies (TSCs) as described in the Skills Framework for Early Childhood (EC) and the EC Continuing Professional Development (CPD) Roadmap.

Please refer to the ECDA website for more information:
- For CPD Roadmap: https://www.ecda.gov.sg/early-childhood-educators-(ece)/continuing-professional-development/early-childhood-cpd-roadmap ↗
- For Skills Framework: https://www.ecda.gov.sg/early-childhood-educators-(ece)/careers-in-early-childhood-sector/skills-framework-for-early-childhood ↗

Please ensure that you have filled up the correct nomination form of the Occupational Title of your nominee.

b.   Preschool Educators/Senior Preschool Educators nominated for PDP(Educators) are to:
i. Meet the 7 Stage 1 TSCs proficiency for Preschool Educator; and

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Quick Tip ✎

Ensure that the Occupational Title reflected on the Competency Evaluation Form (Part G) is accurate for the nominee.

Nominator can also access the form through the notification email sent upon submission of nomination form via One@ECDA.

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Complete the mandatory SECTION 1: COMPETENCY RATING OF STAGE 1 TSCs

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SECTION 1: COMPETENCY RATING OF STAGE 1 TSCs

a. Nominators are to rate the nominee's skills and competencies for each Stage 1 TSCs at the point of nomination. The Stage 1 TSCs listed are pegged at the appropriate proficiency required. Please select rating for this mandatory section.

b. The subsequent questions in this section list the Stage 1 TSCs and proficiency level description relevant to the Preschool Educator Occupational Title (OT). The abilities expected to be shown for this proficiency level are listed below each TSC below (as per the Technical Skills and Competencies Reference Documents found at https://www.ecda.gov.sg/docs/default-source/default-document-library/early-childhood-educator/sfwec-tsc-20211016.zip?sfvrsn=b04af5c0_3. ☑

Based on these abilities, nominators are to rate the nominees on a scale of 1 to 9:

Score 1 – Needs improvement (Displays low proficiency most of the time)
Score 3 – Developing (Displays adequate proficiency at times)
Score 5 – Meeting (Displays adequate proficiency most of the time)
Score 7 – Exceeding (Displays high proficiency at times)
Score 9* – Outstanding (Displays high proficiency most of the time)

*For scores 8 and 9, please provide examples to illustrate how the nominee displays high proficiency for the TSC.

3. Stage 1 TSC: Interaction and Relationship
TSC Category: Child Safety and Well-Being

- Promote children's sense of self, belonging and connectedness
- Guide children in the understanding and identification of their own strengths, likes and dislikes, and needs
- Model recognition and expression of feelings
- Guide children in identifying and expressing their feelings in appropriate ways
- Promote self-regulated behaviour based on the understanding of the developmental stage of each child
- Guide children in recognising the feelings and perspectives of others, appreciating diversity and showing respect for others regardless of differences
- Provide appropriate opportunities for children to make informed choices about things that affect them
- Motivate children to succeed when they are faced with challenges

Refer to the TSC Reference Documents for the abilities expected for this TSC at various Proficiency Levels

(Please select rating for this mandatory section)

Select an option	⌄	✕

4. Stage 1 TSC: Child Development Assessment
TSC Category: Child Learning and Development

- Carry out assessment of children's development on the various learning domains
- Consolidate in-depth understanding of child's development needs based on data from assessment
- Reflect on ways to modify environment and professional practices based on assessment of children's needs
- Modify resources and materials to meet children's developmental needs based on data from authentic assessment
- Communicate assessment data with families to develop holistic view on child's development

Refer to the TSC Reference Documents for the abilities expected for this TSC at various Proficiency Levels

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Quick Tip ✐

Ratings for Section 1: Competency Rating of Stage 1 TSCs are **compulsory**.

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Complete the optional
SECTION 2: SELECTION OF STAGE 2 TSCs

SECTION 2: SELECTION OF STAGE 2 TSCs

a. Nominators are to indicate if the nominee possesses the Stage 2 TSCs based on the nominee's skills and competency at point of nomination.

b. Nominators are to select the TSCs that are applicable to the nominee.

10. Health, Hygiene and Nutrition for Children (optional)
TSC Category: Child Safety and Well-Being

- Modify daily routines and activities to accommodate the interests and needs of children
- Review infants' and toddlers' records
- Document interactions with families
- Devise innovative ways to educate children on precautions and rules, and enforce hygiene rules consistently
- Adhere to Centre's health, hygiene and nutritional guidelines when responding to the needs of the children
- Communicate with families and caregivers on the importance of a healthy lifestyle for children
- Liaise with external agencies, specialists and other stakeholders to ensure health and hygiene standards are met
- Ensure appropriate response and reporting of illnesses
- Respect the views and stances of families and caregivers regarding health and nutritional issues of the children

Does your nominee display the abilities associated with the proficiency level above? If yes, please check the box below. If no, please proceed to the next TSC.

☐ Yes

11. Responsive Caregiving Approaches (optional)
TSC Category: Child Safety and Well-Being

- Observe children's learning in authentic ways during routines and transitions
- Guide children in social and emotional development during routines and transitions
- Regulate children's behaviours
- Respond to unplanned learning opportunities that arise during routines and transitions
- Modify activities to reflect children's routines and diverse needs

Does your nominee display the abilities associated with the proficiency level above? If yes, please check the box below. If no, please proceed to the next TSC.

☐ Yes

Quick Tip 📈

Ratings for Section 2: Selection of Stage 2 TSCs are **<u>not mandatory</u>**. Nominators are to select **only where applicable.**

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Fill in details of nominator and verify contact number

SECTION 3: NOMINATOR'S VERIFICATION

Fill in and verify your particulars as per information submitted via ONE@ECDA.

29. Full Name of Nominator

30. Designation of Nominator

31. Email Address of Nominator (as per One@ECDA)

32. Mobile number (please verify using OTP)

8123 4567 | Verify

Verify your mobile number
An SMS with a 6-digit verification code was sent to you. It will be valid for 30 minutes.

FBU- [ ] | Submit

Resend OTP in 57s

24. Mobile number

✓ Verified

Quick Tip 📈

Ensure that the mobile number keyed in is the **same mobile number** reflected under Nominator's Particulars on nomination form submitted via One@ECDA

Enter the OTP sent to your mobile number

Ensure that your mobile number has been verified

9

**Select accordingly for Nominator's Declaration
Click on "Submit now" to complete nomination**

24. Mobile number

[   ] 🇸🇬 ✅   ✓ Verified

25. Name of Nominating Centre

No One Centre 1

SECTION 5: NOMINATOR'S DECLARATION

a. I declare that I have been authorised by my organisation to endorse this nomination form on behalf.

b. I declare that the nominee is currently an employed staff of this organisation.

c. I acknowledge that:
- The nominee has met the competency levels required of a Preschool Educator.
- The nominee has the potential to take on a larger job scope.
- ECDA will be informed should the nominee leave the nominating organisation.

26. I, the nominator, declare that the above information provided are true at the point of time of nomination.
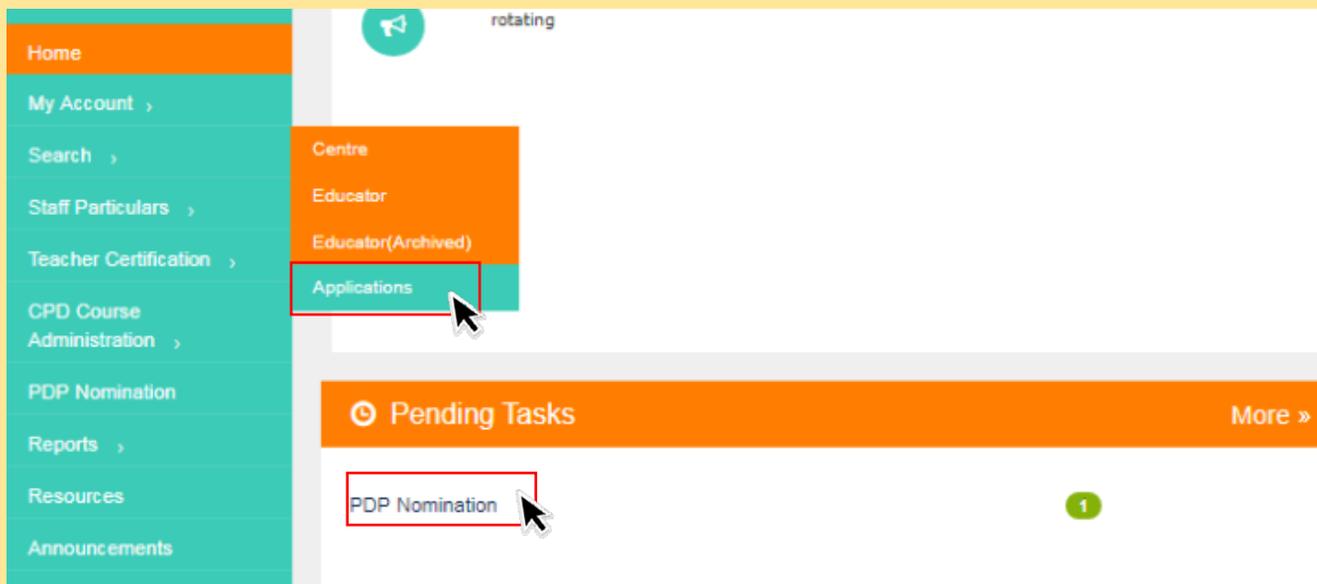
☑ Yes

Submit now

To Process Nomination

Step-by-Step Guide for <u>HQ Admins</u>

1

Click "Home > Applications" OR
click "PDP Nomination" under Pending Tasks

Step-by-Step Guide for <u>HQ Admins</u>

2

Select **"PDP Nomination"** under **Application Type** and click **"Search"**

Search Applications

Home › Search › Applications

Search Criteria

Centre/HQ	Any ▼
	(You may also search by entering Centre Name or Centre Code.)
Application Type	Any ▼
Status	Any ▼
Submitted On (dd/mm/yyyy)	

Clear   Search

To Process Nomination

Step-by-Step Guide for <u>HQ Admins</u>

3

Select **"Process"** to access nomination submitted by Centre Administrator

Application Type	Any ▾		Submitted By	
Status	Any ▾		Educator Name	
Submitted On (dd/mm/yyyy)			Educator ID No.	

Clear   Search

Showing Page **1** of 9   « ‹ [ ] Go › »

Centre/HQ ⇅	App. Type. ⇅	Educator Name ⇅	Educator ID No. ⇅	Submitted On ⇅	Submitted By ⇅	Status ⇅	Action
	PDP Nomination					Pending HQ Review	Process

Step-by-Step Guide for HQ Admins

4

To **Approve** nomination, verify nomination information from **Part A** to **Part G** and click **"Approve"**

Part G: NOMINATOR'S DECLARATION

1.I declare that I have been authorised by my organisation to endorse this nomination form on her behalf.

2.I declare that the nominee is currently an employed staff of this organisation.

3.I acknowledge that:
   a.The nominee has met the competency levels required of a Preschool Teacher.
   b.The nominee has the potential to take on a larger job scope.
   c.ECDA will be informed should the nominee leave the nominating organisation.

☑ I,Centre User 1, the nominator, declare that the above information provided by the nominee and myself are true at the point of time of nomination.

Application History

Date	Submitted By	Comment
	Submitted by	

Comment(s)/Reason(s)

Back   Reject   Approve

Step-by-Step Guide for <u>HQ Admins</u>

5

To **Reject** nomination, input **Comment(s)/Reason(s)** and click **"Reject"**

Part G: NOMINATOR'S DECLARATION

1.I declare that I have been authorised by my organisation to endorse this nomination form on her behalf.

2.I declare that the nominee is currently an employed staff of this organisation.

3.I acknowledge that:
   a.The nominee has met the competency levels required of a Preschool Teacher.
   b.The nominee has the potential to take on a larger job scope.
   c.ECDA will be informed should the nominee leave the nominating organisation.

☑ I,Centre User 1, the nominator, declare that the above information provided by the nominee and myself are true at the point of time of nomination.

Application History

Date	Submitted By	Comment
	Submitted by	

Comment(s)/Reason(s)

Back   **Reject**   Approve

Quick Tip 📈

Your centre administrator will be able to view the "Comment(s)/Reason(s)" for rejection and submit a new nomination for the same educator after reviewing the "Comment(s)/Reason(s)" for rejection.

If you have any queries, please contact us:

Manpower Programmes

Sector Planning Department

ECDA_PP@ecda.gov.sg