

Professional Development Programme

FOR EDUCATORS



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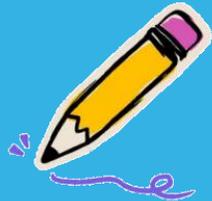
Overview of PDP(Educators)

Professional
Development
Programme
FOR EDUCATORS

Professional development
programme for preschool
educators & organisations



Allows flexibility in pursuing
professional development
based on needs within 3 years



Support organisations in
identifying & grooming
educators with potential



Strong partnership between
operators, preschool educators
and ECDA



Programme Structure

PDP Year: 1 Apr - 31 Mar



Year 1
\$3,000
Year 2
\$4,000
Year 3
\$5,000

Programme Milestones

- One **Compulsory Module** in Year 1
- One **CPD Course** tagged to Stage 1 Technical Skills and Competencies (TSCs) for respective job role in Year 2 and 3
- One **Project** in Year 2 or 3
- Fulfill remaining hours via **CPD Activities**

Total of 180 hours over 3 years

Service Milestone

PDP participants must also complete the service milestone and **remain employed with their nominating organisation for at least 6 months after the end of each PDP year** in order to receive the cash award.



Frequently Asked Questions

Q1) Can I seek deferment if I have valid reasons for not being able to complete the programme milestones for the year?

Deferments are granted on a case-by-case basis to participants who have valid reasons. For deferment requests, please write in (with supporting documents, if any) to ecda_pp@ecda.gov.sg before the PDP year ends.

Q2) Will there be any penalty if I am withdrawn from PDP(Educators)?

Participants who are withdrawn from PDP(Educators) will not be eligible for any further cash awards. If you have not received any PDP cash award, you can be nominated for PDP(Educators) again 3 years later. If you have received the PDP cash award(s), you cannot be nominated for PDP(Educators) again.

Q3) My supervisor/nominator has changed, do I need to inform ECDA?

Yes, as we would like to keep your nominator informed of your PDP journey and provide important info, please send your new nominator's details (Name, Designation, Email, Contact) to ecda_pp@ecda.gov.sg.

Q4) How do I amend/delete a CPD entry in One@ECDA?

As the CPD entries of all participants are locked while they are on PDP, please write in to ecda_pp@ecda.gov.sg to request for assistance to untag the CPD entry before it can be amended/deleted.



For PDP Educators:



Programme Milestones

Service Milestone



Year 1 Programme Milestone: Introduction to Compulsory Module*

Preschool Educators

Shaping Practices for Diverse Learners (15 hours)

- 1 full day and 2 half days course by NIEC, offered in both English and Chinese
- Observe and gather data on lesson design, classroom environment and interactions within the classroom for analysis
- Be equipped with skills on reflective processes for teaching & learning to meet the needs of children with different learning abilities through developmentally appropriate practices
- Be equipped with skills on applying the Universal Design for Learning (UDL) and its principles to design classroom environment and learning plans

Infant Educators/Early Years Educators

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

- 2-full day course by NIEC, offered in both English and Chinese
- Observe, understand and document the development, interests, needs and abilities of children from birth to 36 month
- Be equipped with skills to cater to the specific needs of the individual children and
- Effectively plan for purposeful experiences and collaborate with parents to support the young child's development and learning.

*Participants who have completed the compulsory module prior to joining PDP are to complete one CPD course tagged to Stage 1 TSCs in-lieu.



Year 2 and 3 Programme Milestone: Complete CPD Courses Tagged to Stage 1 TSCs

- Complete at least one ECDA CPD course tagged to Stage 1 Technical Skills and Competencies (TSCs) based on your Occupational Title (OT) annually
- **1 Stage 1 CPD course in Year 2 and another in Year 3**

- Stage 1 TSCs are the prioritised TSCs of a job role.
- You can identify your job role based on OT via ONE@ECDA.



Year 2 or 3 Programme Milestone: Project

- Completion of **at least 1 Project*** for PDP(Educators). Project milestone can be completed through:
 - Centre Initiated Project (CIP); or
 - Practitioner Inquiry (PI)

Centre-Initiated Project* (CIP)

- Provides participants the opportunity to apply their knowledge and skills within the centre and classroom
- Completion of **pre-requisite course “Proposal Writing Skills for PDP Participants”** (conducted in English and Chinese) is compulsory before embarking on the CIP
- 4 months of project implementation within respective centre, and submission of project deliverables for verification of completion

Practitioner Inquiry (PI)

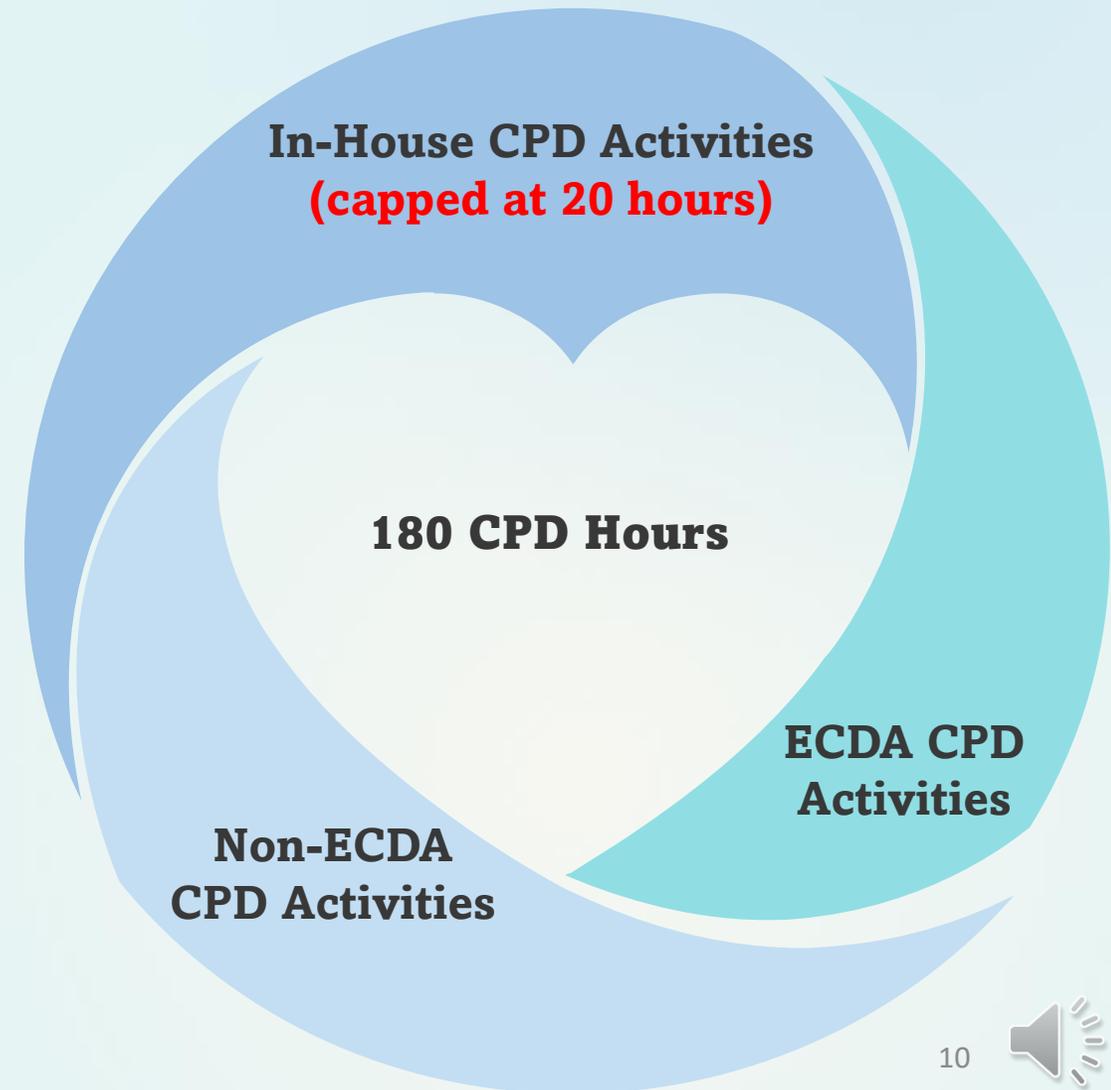
- As one of the Technical Skills and Competencies (TSC) listed under ECDA Skills Framework, PI seeks to improve teaching practices, strengthen educators’ competencies and foster a sector-wide culture of inquiry
- Refer to the **PI Starter Kit** which will be made available on the [ECDA PI website](#) for the complete PI process and cycle and suggested deliverables.
- More details on the PI requirements to be shared with educators on the ECDA website.

*Note: Educators will have to take on the role of a Team Lead in the CIP to be awarded completion of the project milestone



Year 1 to 3: Other Programme Milestones – 180 CPD Hours

- Participants are required to complete a total of 180 CPD hours over the 3 years on PDP(Educators), inclusive of hours from the previous programme milestones 1 – 3.
- Participants may choose to complete the remaining hours through the 3 following ways:



Year 1 to 3: Other Programme Milestones – ECDA CPD Activities



- Download the latest [CPD Prospectus](#) from ECDA website
- Browse through and identify CPD courses, modular courses and conferences of educator's areas of interests and needs
- Check through course entry requirements before applying



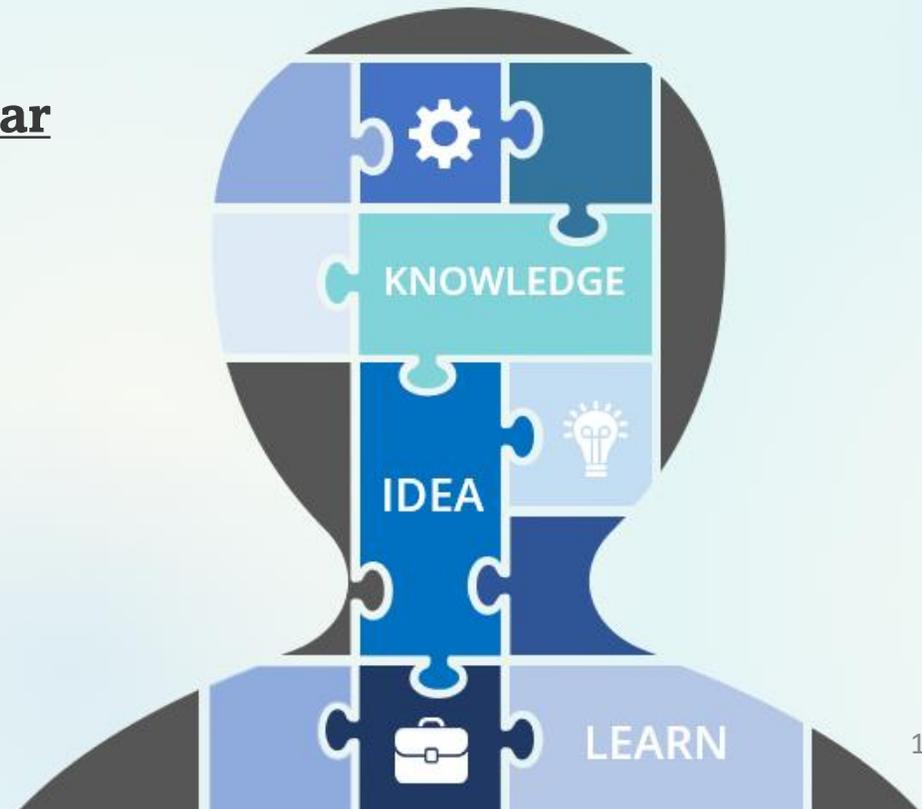
Year 1 to 3: Other Programme Milestones – Non-ECDA CPD Activities

- Courses, activities or training programmes conducted by professional institutions (such as NIEC and SUSS*) or external providers e.g., first aid course, local learning journeys, learning communities, seminars and conferences etc.
- Refer to the respective institutes' websites for more information and course registrations.



Year 1 to 3: Other Programme Milestones – In-house CPD Activities

- Training sessions organised by the centre or organisation that contributes to the professional development of educators e.g., peer sharing, learning journeys, learning festivals, mentoring sessions and other staff trainings etc.
- Maximum of **20 in-house CPD hours per PDP year**



Service Milestone*

For **Educators**

- Apart from the programme milestones, participants are required to fulfil the service milestone (remain with nominating organisation for another 6 months after end of each PDP year) to be eligible for the annual cash award.
- Participants can be transferred/redeployed to other centres within the same nominating organisation.

For **Nominators (Operators)**

- Verify your PDP participant's employment with the organisation as at 30 Sep of each year.
- Inform ECDA should the PDP participant resign from the nominating organisation.

PDP Year	Service Milestone	Cash Award
Year 1 (1 Apr 2025 – 31 Mar 2026)	Until 30 Sep 2026	Receive in end Oct 2026
Year 2 (1 Apr 2026 – 31 Mar 2027)	Until 30 Sep 2027	Receive in end Oct 2027
Year 3 (1 Apr 2027 – 31 Mar 2028)	Until 30 Sep 2028	Receive in end Oct 2028

*Educators who undergo a change in employment during their PDP journey will be withdrawn from the programme.



For PDP Educators:

How to Register for Courses



Year 1 Programme Milestone: How to Register for Compulsory Module

- Register for the Compulsory Module according to your Occupational Title (OT) (i.e., Preschool Educators or Infant/Early Years Educators) at ONE@ECDA via the steps shown below:

1 Identify your job role based on OT

The screenshot shows a user profile page with a sidebar menu on the left. The 'My Profile' menu item is highlighted with a red box. In the main content area, the 'Occupational Title/Deployment' section is highlighted with a red box, showing a table with the following data:

Centre	Occupational Title	Effective Date
SUPER HEALTHY CHILD DEVELOPMENT CENTRE	Infant Educator	01/06/2023

2 Click 'Search New Course/Event'

The screenshot shows a vertical navigation menu with several options. The 'Search New Course/Event' option is highlighted with a red box.

3 Enter 'Class Code' and 'Search'

The screenshot shows a search interface with a 'Class Code' input field containing 'LMADTLM16E-1801' and a 'Search' button, both highlighted with red boxes.

4 Click 'View & Apply'

The screenshot shows a table of search results with the following data:

Type	Code	Title	Action
Course	LMADTLM16E	Observation and Planning for the Holistic Development of Infants and Toddlers	View & Apply

The 'View & Apply' button in the 'Action' column is highlighted with a red box.

5 Selection of Class Run

The screenshot shows a class details page with the following information:

- Class Code: TESTFORHQ-1802
- Reg Opening Date: 08/03/2018
- Reg Closing Date: 21/03/2018
- Funding Type: ECDA Funding
- Fee (after subsidy): \$ 0

A dropdown menu labeled 'Selected' is highlighted with a red box.

- Information on class application opening dates will be sent to you via email.
- Course fees will be advised by NIEC after successful registration.



Year 2 and 3 Programme Milestone: How to Register for Stage 1 CPD Courses

1 Download the CPD [Roadmap](#) to see Stage 1 TSCs for different job roles



2 Download the CPD [Prospectus](#), filter the list by Job Role. Use the identified TSC to search for the relevant course.



3 Register for the course with the identified TSC via One@ECDA using course code.

Course Title (Course Code)	Occupational Title(s)	TSC1 <i>Do not filter. For information only.</i>
Observation, Documentation & Assessment in an Infant & Toddler Classroom (Synchronous e-learning) (CPA0DAC16E)	Beginning Infant Educator	Child Observation
	Infant Educator	
	Senior Infant Educator	
	Beginning Early Years Educator	
	Early Years Educator	
	Senior Early Years Educator	
	Beginning Preschool Educator	
	Preschool Educator	
	Senior Preschool Educator	
	Lead Early Years Educator	
Lead Preschool Educator		

STAGE 1 TSCs

- Child Learning and Development
 - Child Observation
- Classroom Management and Guidance of Children's Behaviour
- Learning Environment Design

- Child Safety and Well-Being**
 - Health, Hygiene and Nutrition for Children
- Family and Community Partnership**
 - Family and Caregiver Engagement
- Professional Practice and Development**
 - Reflective Practice for Educators

Stage 1 TSCs are prioritised TSCs that you may want to focus on in the first few years of taking on a new job role.



For Nominators / Operators:



**How to Register Course on behalf on
Educators**

How to Endorse Courses



Programme Milestones: How to Endorse Courses (For Nominator/ Operator)

To Review Course / Event Application Step-by-Step Guide

1 Click **CPD Course Administration** >> **Review CPD Request**

2 Select the following **Search Criteria**:

Application Type: Course/Event Application
Status: Pending Centre Review

Click **Search**

3 Click **Process**

4 Review **Course Application**

To **approve** the application, Click **Next**

Verify **Billing Information**

Click **Approve**

To **reject** the application, Enter the **Reason(s)**, Then click **Reject**



Programme Milestones: How to Register for Courses (For **Nominator/Operator**)

- Nominators can also register your educators for the course:

To Nominate Educators for Course / Event
Step-by-Step Guide

- 1 Click CPD Course Administration**
>> Nominate for Course/Event

- 2 Enter Search Criteria**
Click **Search**

- 3 Click Process**

- 4 Select Class**


- 5 Enter ID no. or Name of Educator**
Click **Search**

- 6 Select the Educator(s)**
Click **Add to Confirmed List**

- 7 Click Next**

- 8 Verify Billing Information**
Click **Approve**


For PDP Educators, Nominators / Operators:

How to Track my CPD / Training Hours



Tracking Training Hours for Compulsory Module, Stage 1 CPD Courses and ECDA CPD Activities

To View CPD Portfolio

Step-by-Step Guide

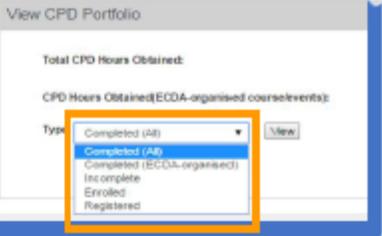
- 1

Click My Profile >>

View CPD Portfolio


- 2

Select from the dropdown list, the Type of CPD Records you wish to view


- Click View**

View

3

The relevant CPD Records will be displayed in the table

* To view the full course / event details, click on the 'Code' of the respective CPD record.



- Hours will be automatically updated in One@ECDA upon completion
- **Educators are to verify that CPD portfolio has been updated accurately 1 month after completion**
- Alert your PDP officer if there has been **no recorded entry** of the training hours



For Educators: Tracking Training Hours for Non-ECDA CPD Courses and Activities



1 Click 'Update CPD Portfolio' on ONE@ECDA

Search Registered Course/Event

Update CPD Portfolio

Teacher Certification

2 Select 'Mode of PD' and choose most appropriate PD

Mode of PD * Please Select

- Please Select
- Course / Workshop
- Event (e.g. Conference, Seminar, etc.)
- Induction Programme
- Peer Observation
- Peer Sharing
- Professional / Networked Learning Communities
- Professional Readings
- Full Qualification Programme
- Individual / Collaborative Research
- Structured Mentoring / Coaching
- Structured on-the-job training
- Study trips, learning journeys
- Work attachments
- Modular Course
- Teacher Training Programme Modules (TTPM)
- Professional Dialogue
- Projects
- Showcase of Learning
- ICO Pre-Appointment Training

3 Fill in details of PD activity

In-house CPD activities Yes

Code

Completion Date (dd/mm/yyyy) *

Course Provider *

Learning Objectives

Certificate To upload a document, please click

Additional Info To upload a document, please click

(Allowed File Type:"PDF"; File size < 2MB.)

Learning Area

Language & Literacy Love for Food and All Things Delicious

Mother Tongue Languages Others

Research

Intended Target Participants

LON Certification Status L1 L2 EY1 EY2

Occupational Title Beginning Infant Educator Infant Educator Senior Infant Educator

Beginning Early Years Educator Early Years Educator Senior Early Years Educator

Lead Early Years Educator Beginning Preschool Educator Preschool Educator

Senior Preschool Educator Lead Preschool Educator Curriculum / Pedagogy Specialist

Deputy Centre Leader Centre Leader Senior Centre Leader

Sectoral Lead

Technical Skills and Competencies

Occupational Title

TSC Category

TSC Title

TSC Description

TSC Stage

Proficiency Level

Proficiency Level Description

4 Click 'Next', verify details and click 'Submit'

Occupational Title	TSC Category	TSC Title	TSC Description	TSC Stage	Proficiency Level	Proficiency Level Description
Remove						
Back Clear Save as draft						
Next						

Submit

For Educators: Tracking Training Hours for In-House CPD Courses and Activities

1 Click 'Update CPD Portfolio' on ONE@ECDA

Search Registered Course/Event

Update CPD Portfolio

Teacher Certification

2 Select 'Mode of PD' and choose most appropriate PD

Mode of PD *

Please Select

- Please Select
- Course / Workshop
- Event (e.g. Conference, Seminar, etc.)
- Induction Programme
- Peer Observation
- Peer Sharing
- Professional / Networked Learning Communities
- Professional Readings
- Full Qualification Programme
- Individual / Collaborative Research
- Structured Mentoring / Coaching
- Structured on-the-job training
- Study trips, learning journeys
- Work attachments
- Modular Course
- Teacher Training Programme Modules (TTPM)
- Professional Dialogue
- Projects
- Showcase of Learning
- ICO Pre-Appointment Training

3 Tick 'In-House CPD activities'

Mode of PD * Please Select

In-house CPD activities Yes

Code

Completion Date (dd/mm/yyyy) *

4 Fill in details of PD activity

Course Provider *

Learning Objectives

Certificate To upload a document, please click [Browse](#)

Additional Info To upload a document, please click [Browse](#)
(Allowed File Type: "PDF"; File size < 2MB.)

Learning Area

- Language & Literacy
- Mother Tongue Languages
- Research
- Love for Food and All Things Delicious
- Others

Intended Target Participants

LON Certification Status L1 L2 EY1 EY2

Occupational Title

- Beginning Infant Educator
- Beginning Early Years Educator
- Lead Early Years Educator
- Senior Preschool Educator
- Deputy Centre Leader
- Sectoral Lead
- Infant Educator
- Early Years Educator
- Beginning Preschool Educator
- Lead Preschool Educator
- Centre Leader
- Senior Infant Educator
- Senior Early Years Educator
- Preschool Educator
- Curriculum / Pedagogy Specialist
- Senior Centre Leader

Technical Skills and Competencies

Occupational Title Please Select

TSC Category Please Select

TSC Title Please Select

TSC Description Please Select

TSC Stage Please Select

Proficiency Level Please Select

Proficiency Level Description

5 Click 'Next', verify details and click 'Submit'

Occupational Title	TSC Category	TSC Title	TSC Description	TSC Stage	Proficiency Level	Proficiency Level Description
Remove						
Back Clear Save as draft Next						

Submit

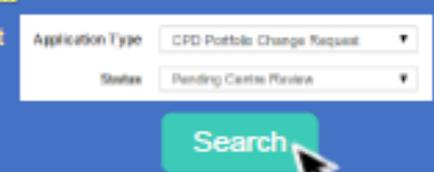
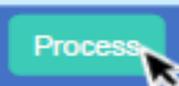


For Nominators/Operators: How to Endorse the Training Hours for Non-ECDA and In-House CPD Courses and Activities

To Review CPD Portfolio Update Request

Step-by-Step Guide

- 1** Click **CPD Course Administration** >> **Review CPD Request**

- 2** Select the following **Search Criteria**:
Application Type: CPD Portfolio Change Request
Status: Pending Centre Review
Click **Search**

- 3** Click **Process**

- 4** Review the information updated in the **CPD Portfolio**
To **approve** the request, Click **Approve**

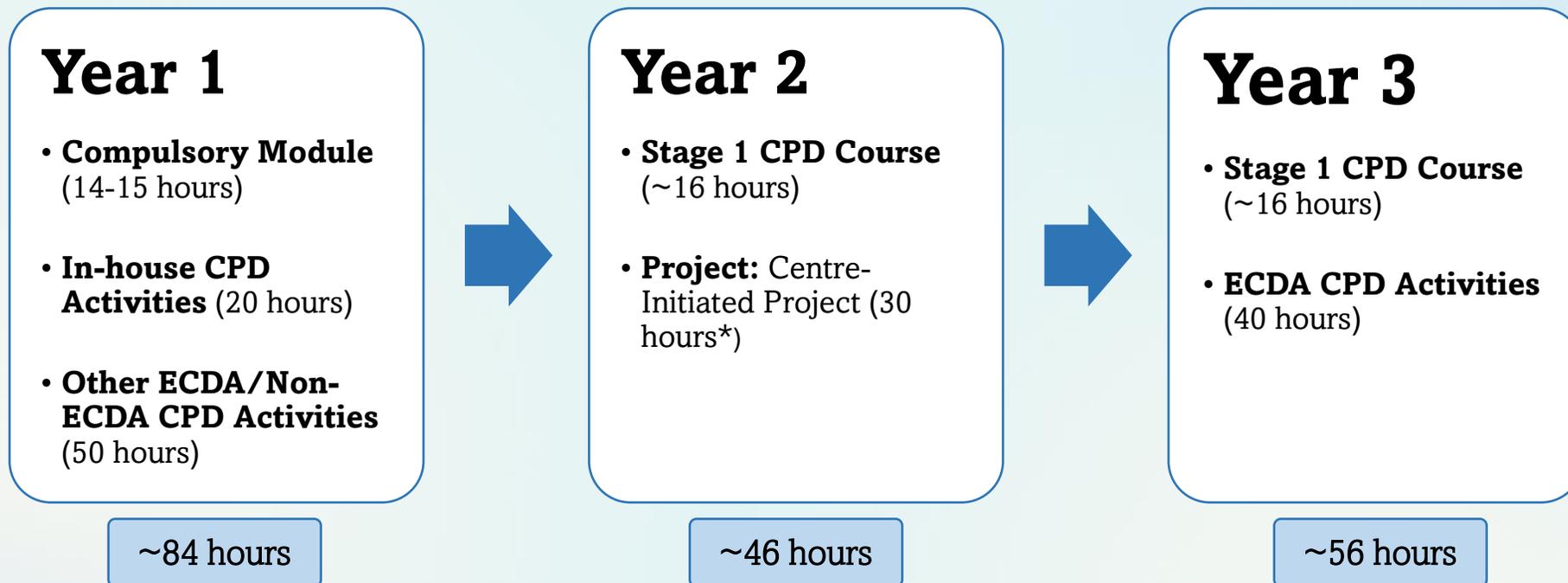
To **reject** the request, Enter the **Reason(s)**, then click **Reject**




Example of How to Complete Programme Milestones



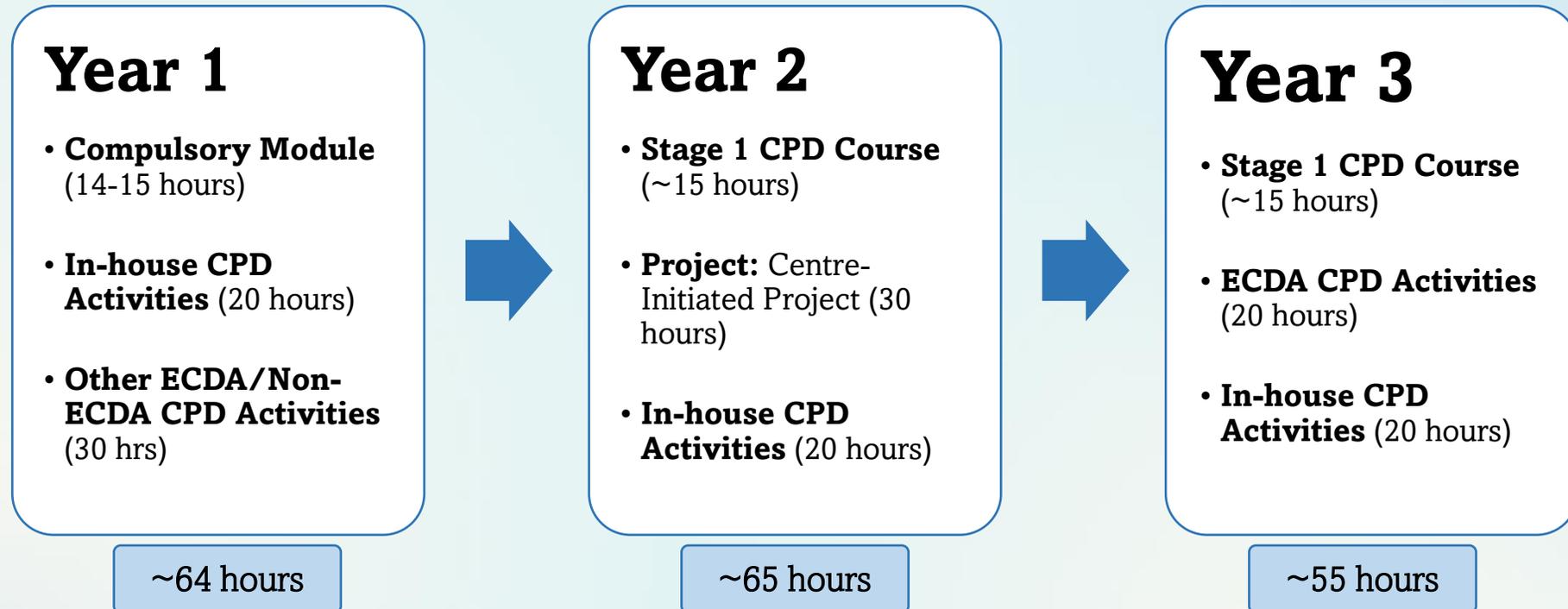
Example 1: Completing more programme milestones in Year 1



Programme Milestone	<input type="checkbox"/>
Compulsory Module in Year 1	<input checked="" type="checkbox"/>
Stage 1 CPD Course in Year 2	<input checked="" type="checkbox"/>
Stage 1 CPD Course in Year 3	<input checked="" type="checkbox"/>
At least One Project in either Year 1, 2 or 3	<input checked="" type="checkbox"/>
At least 180 hours of CPD over PDP(Educators)	<input checked="" type="checkbox"/>



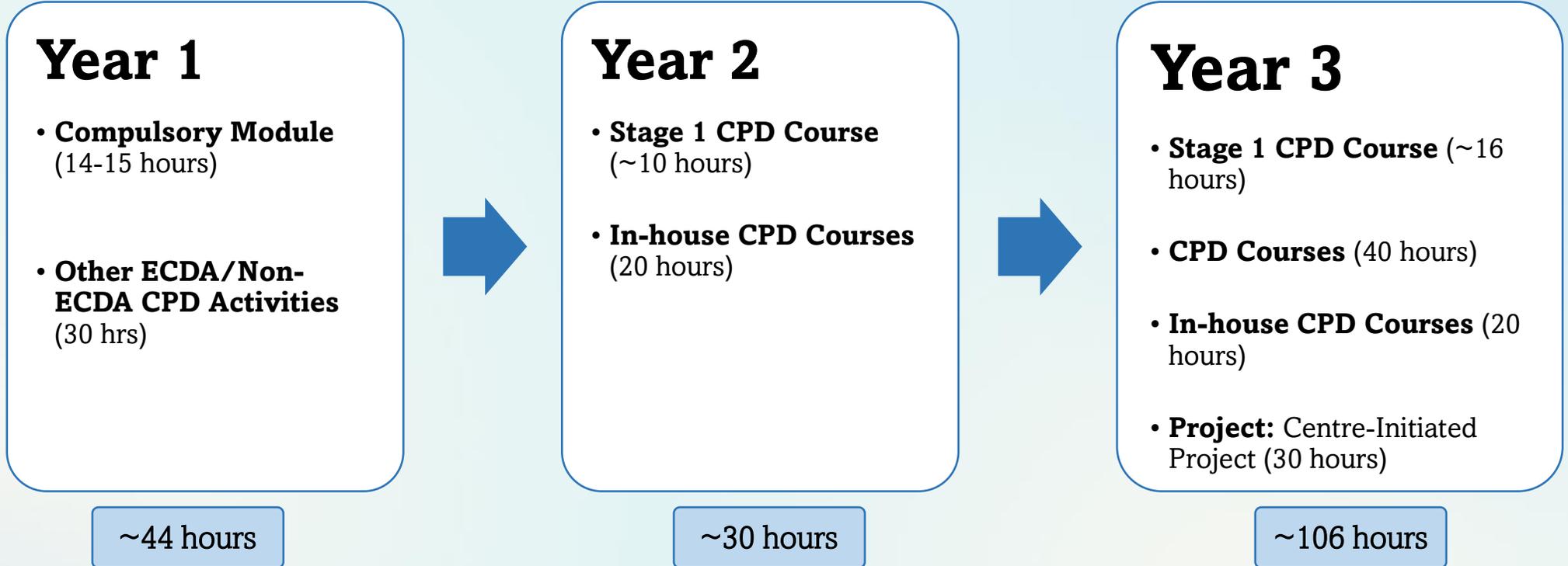
Example 2: Spreading out programme milestones evenly across 3 years



Programme Milestone	<input type="checkbox"/>
Compulsory Module in Year 1	<input checked="" type="checkbox"/>
Stage 1 CPD Course in Year 2	<input checked="" type="checkbox"/>
Stage 1 CPD Course in Year 3	<input checked="" type="checkbox"/>
At least One Project in either Year 1, 2 or 3	<input checked="" type="checkbox"/>
At least 180 hours of CPD over PDP(Educators)	<input checked="" type="checkbox"/>



Example 3: Completing more programme milestones in Year 3



Programme Milestone	<input type="checkbox"/>
Compulsory Module in Year 1	<input checked="" type="checkbox"/>
Stage 1 CPD Course in Year 2	<input checked="" type="checkbox"/>
Stage 1 CPD Course in Year 3	<input checked="" type="checkbox"/>
At least One Project in either Year 1, 2 or 3	<input checked="" type="checkbox"/>
At least 180 hours of CPD over PDP(Educators)	<input checked="" type="checkbox"/>



Contact Information

Compulsory Module

Ms Lim Shuxian, Lim_Shuxian@ecda.gov.sg

Centre-initiated Project

ecda_pp@ecda.gov.sg

CPD Courses and Activities

Ms Tuang Shu Qi, Tuang_Shu_Qi@ecda.gov.sg

General Enquiries

ecda_pp@ecda.gov.sg

For more information and subsequent updates to the PDP(Educators), please refer to [https://www.ecda.gov.sg/early-childhood-educators-\(ece\)/professional-programmes/professional-development-programme/professional-development-programme-\(educators\)](https://www.ecda.gov.sg/early-childhood-educators-(ece)/professional-programmes/professional-development-programme/professional-development-programme-(educators))

