Programme Outline

S/N	Programme
1	Overview
2	Recap of Programme
3	Contact Information
4	Quiz Segment
5	Briefing and Rehearsal for Photo-taking session

Recap of PDP(E)

What it is	What it does	What it offers	What it requires

Professional Development & retention programme for organisations & educarers

-Allow educarers to engage in **enjoyable hands-on** group activities

- Provide a **step closer** for educarers to work with children from **wider age groups**

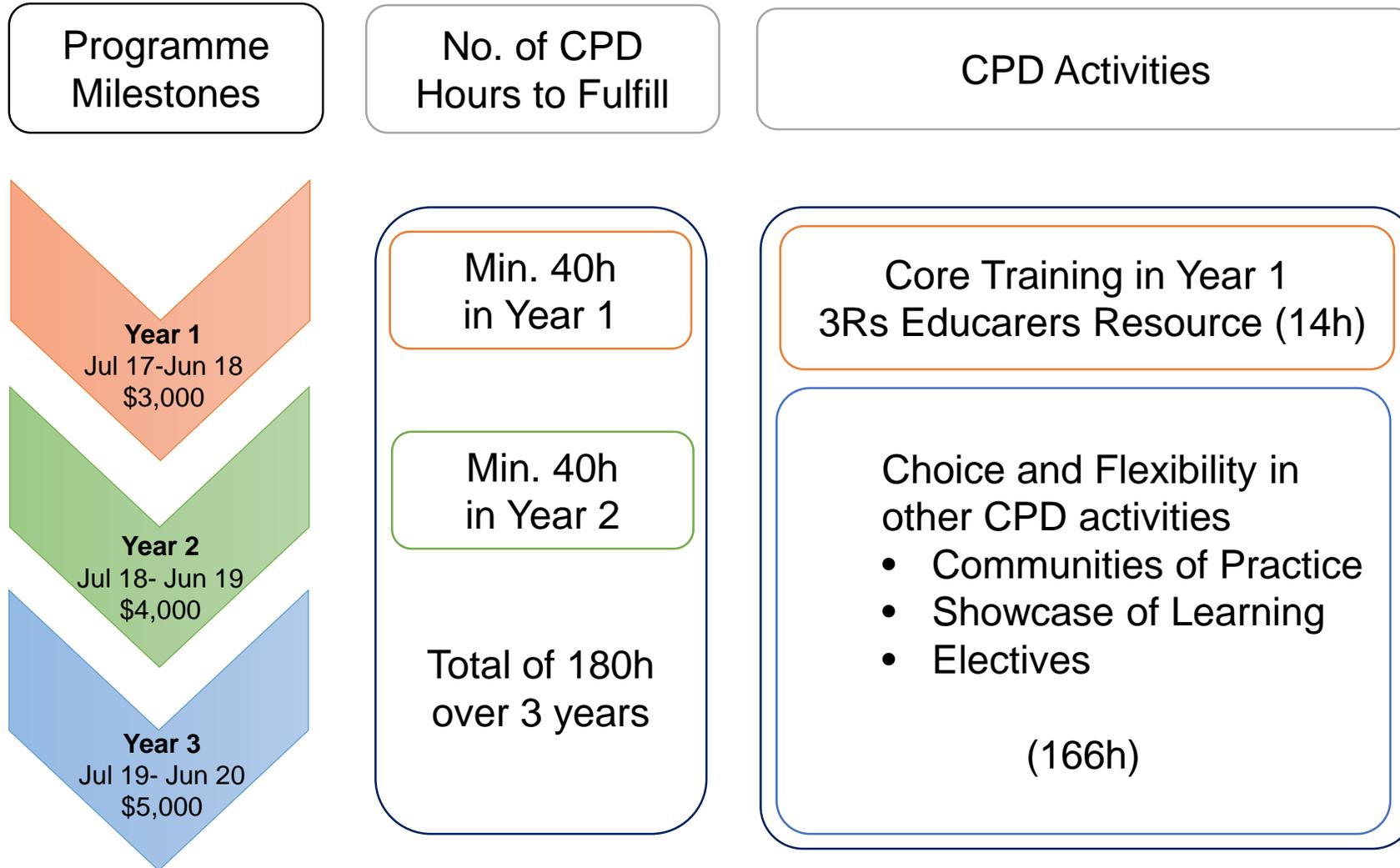- Support organisations in **manpower deployment** across different levels

- **Variety** of Professional Development opportunities in **preferred learning style & language**

-**Flexibility** to complete programme milestones within 3 years

- **Annual cash awards**

Strong partnership between operators, educarers and ECDA

Recap of Programme Structure

Programme Milestones	No. of CPD Hours to Fulfill	CPD Activities

Year 1
Jul 17-Jun 18
$3,000

Year 2
Jul 18- Jun 19
$4,000

Year 3
Jul 19- Jun 20
$5,000

Min. 40h in Year 1

Min. 40h in Year 2

Total of 180h over 3 years

Core Training in Year 1
3Rs Educarers Resource (14h)

Choice and Flexibility in other CPD activities
- Communities of Practice
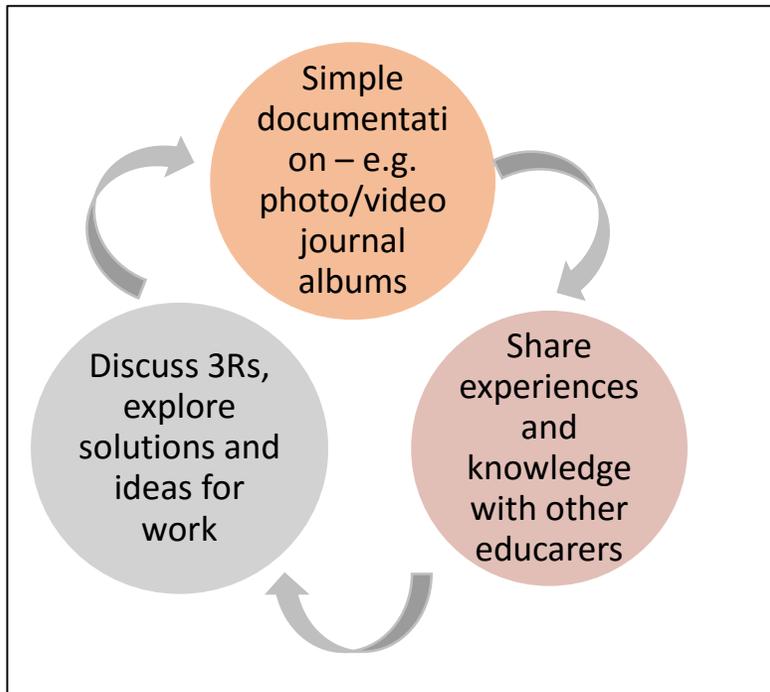- Showcase of Learning
- Electives

(166h)

PDP participants must complete the stipulated programme milestones and remain employed in their nominating organisations during the course of the PDP and for at least six months after the end of each PDP year in order to receive the cash award.
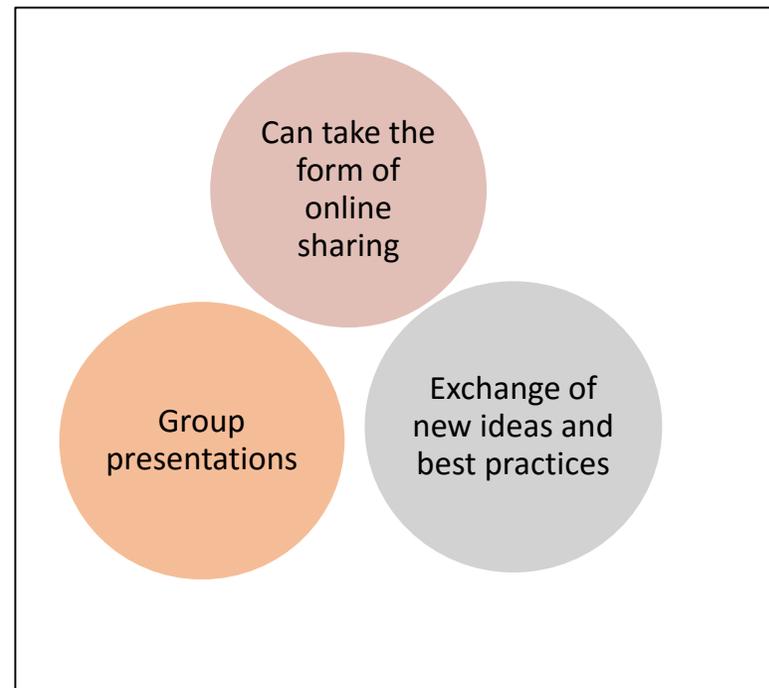
Programme Milestones Available

Choose to complete any one of the following, or more than one if you wish to!
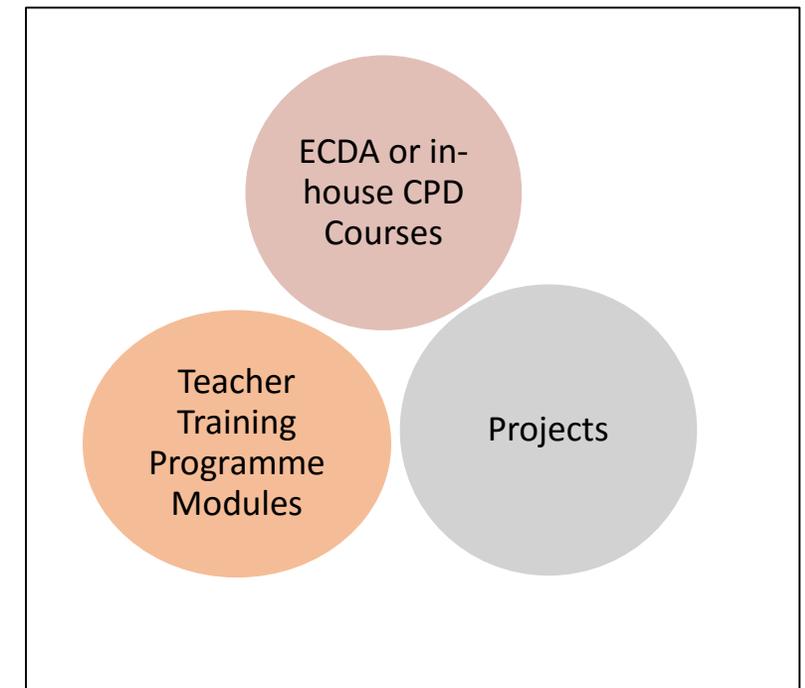
Communities of Practice (CoP)

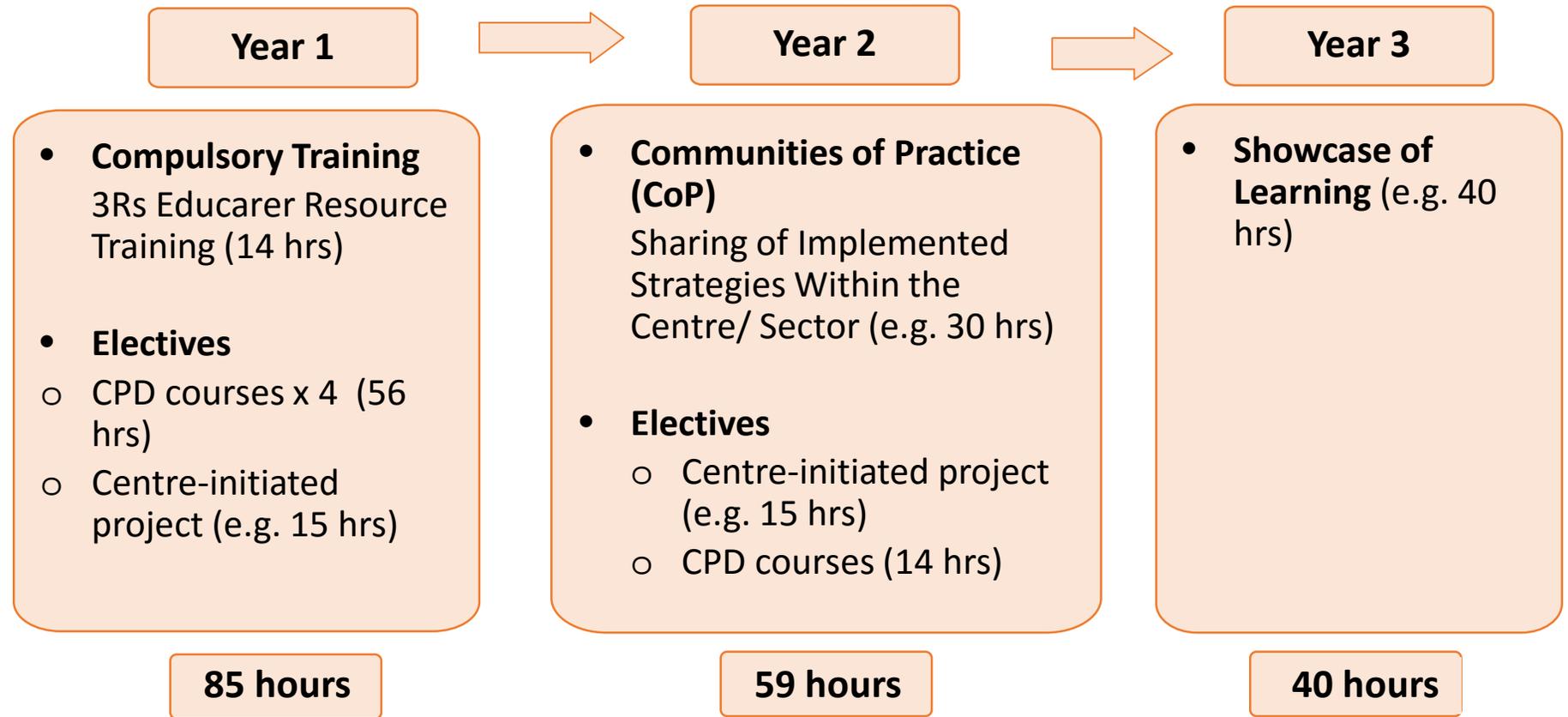- Simple documentation – e.g. photo/video journal albums
- Share experiences and knowledge with other educarers
- Discuss 3Rs, explore solutions and ideas for work

Showcase of Learning

- Can take the form of online sharing
- Exchange of new ideas and best practices
- Group presentations

Electives (Courses & Projects)

- ECDA or in-house CPD Courses
- Projects
- Teacher Training Programme Modules

Most can be completed during working hours to minimise out of centre durations!
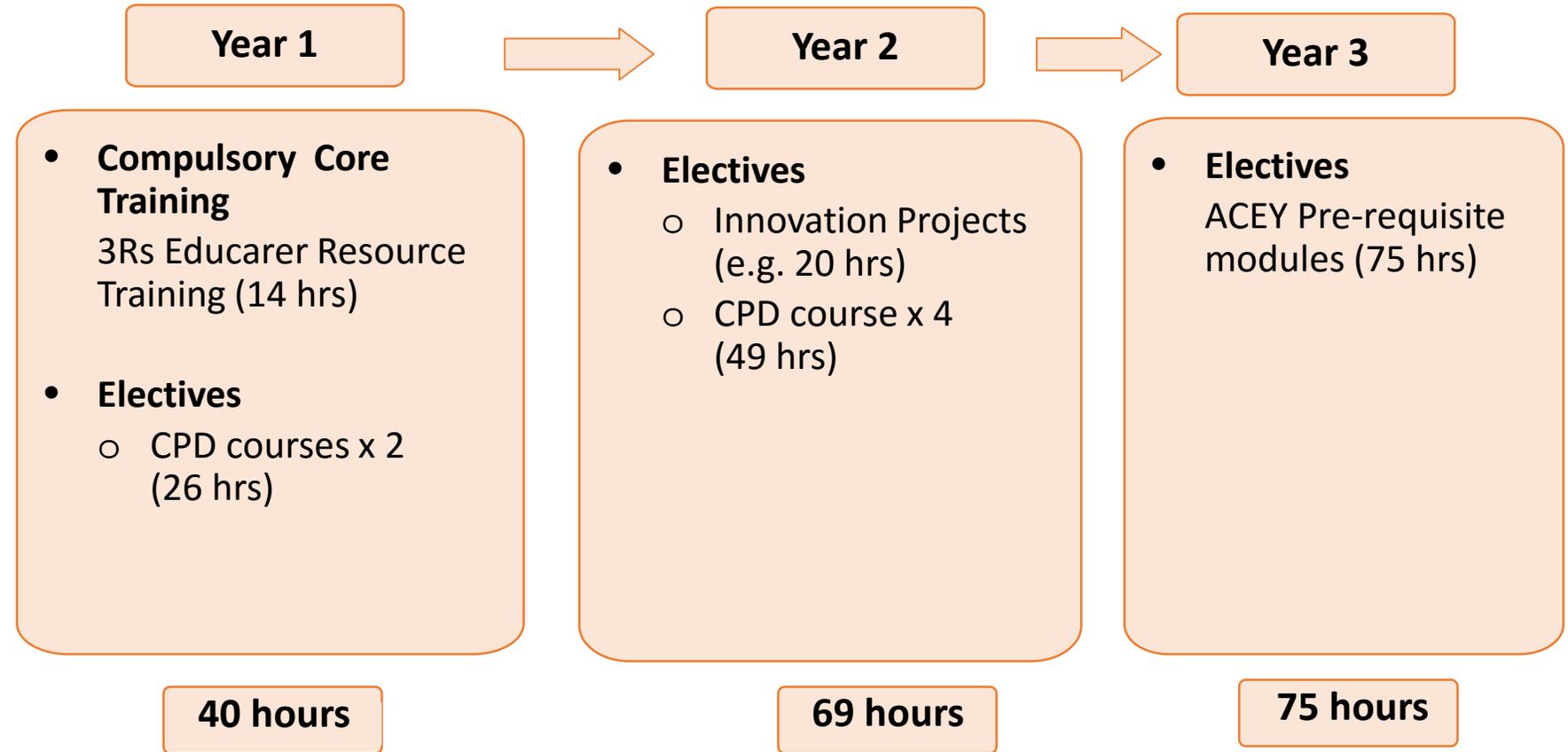
Example of how to complete Programme Milestones

Example of completing more CPD activities and hours in **Year 1**

Year 1 → **Year 2** → **Year 3**

Year 1
- **Compulsory Training**
  3Rs Educarer Resource Training (14 hrs)

- **Electives**
  o CPD courses x 4 (56 hrs)
  o Centre-initiated project (e.g. 15 hrs)

85 hours

Year 2
- **Communities of Practice (CoP)**
  Sharing of Implemented Strategies Within the Centre/ Sector (e.g. 30 hrs)

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

59 hours

Year 3
- **Showcase of Learning** (e.g. 40 hrs)

40 hours

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

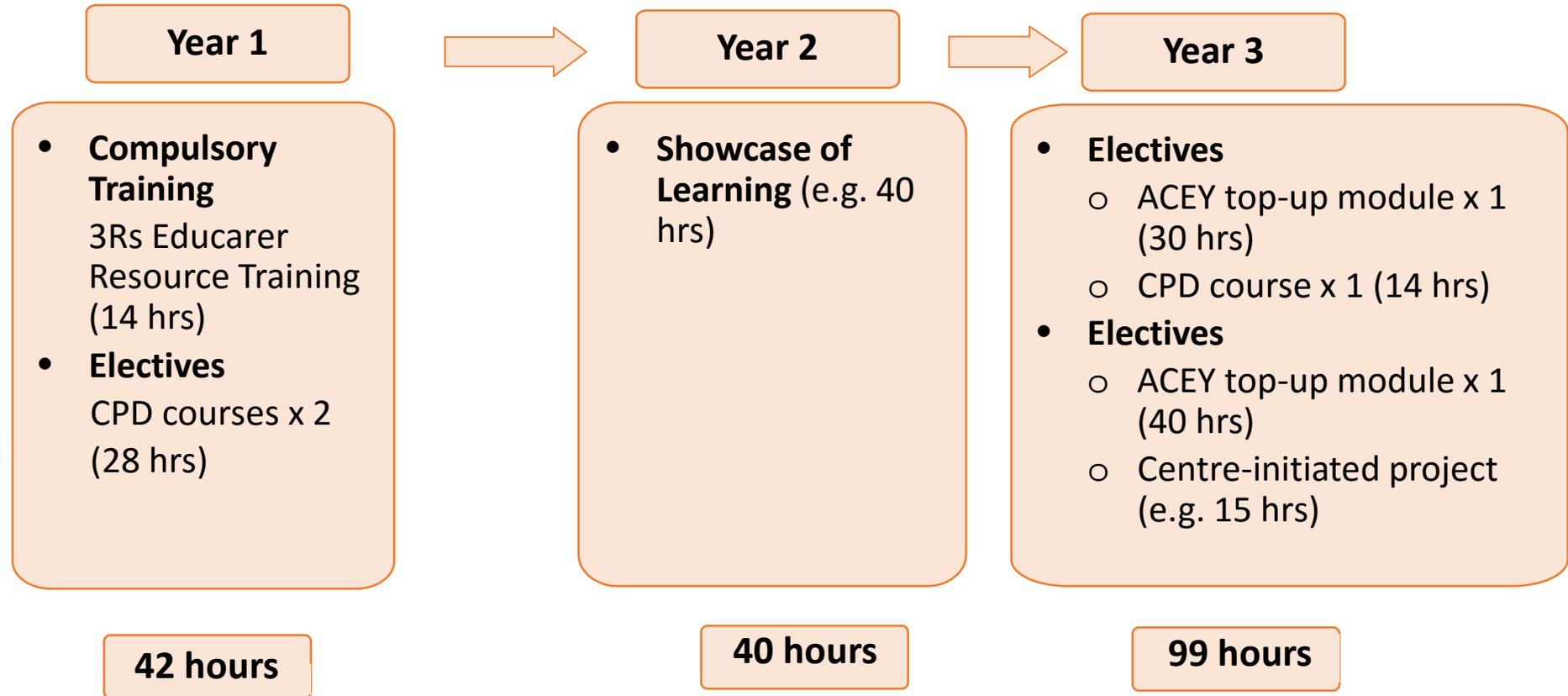# Example of how to complete Programme Milestones

Example of spreading out evenly CPD activities **across 3 years**

Year 1 → **Year 2** → **Year 3**

Year 1

- **Compulsory Core Training**

  3Rs Educarer Resource Training (14 hrs)

- **Electives**
  - CPD courses x 2 (26 hrs)

Year 2

- **Electives**
  - Innovation Projects (e.g. 20 hrs)
  - CPD course x 4 (49 hrs)

Year 3

- **Electives**

  ACEY Pre-requisite modules (75 hrs)

40 hours   **69 hours**   **75 hours**

Programme Milestones	☐
Compulsory Component in Year 1	☑
At least 40 hours fulfilled in Year 1	☑
At least 40 hours fulfilled in Year 2	☑
At least 180 hours of PD over 3 years of PDP(E)	☑

Example of how to complete Programme Milestones

Example of completing more CPD activities and hours in **Year 3**

Year 1 → **Year 2** → **Year 3**

Year 1
- **Compulsory Training**
  3Rs Educarer Resource Training (14 hrs)
- **Electives**
  CPD courses x 2 (28 hrs)

42 hours

Year 2
- **Showcase of Learning** (e.g. 40 hrs)

40 hours

Year 3
- **Electives**
  o ACEY top-up module x 1 (30 hrs)
  o CPD course x 1 (14 hrs)
- **Electives**
  o ACEY top-up module x 1 (40 hrs)
  o Centre-initiated project (e.g. 15 hrs)

99 hours

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

Individual Development Plan (IDP)

- The IDP is for participants to plan ahead what Professional Development activities they intend to take, and to keep track of the programme milestones and hours that they have completed.

- There is no need to complete and submit the IDP to ECDA, as it is purely for participants to track their personal PDP journey.

- Participants can find a copy of the IDP for use in Annex A.

Compulsory Core Training

Programme Milestones	No. of CPD Hours to Fulfill	CPD Activities

Year 1
Jul 17-Jun 18
$3,000

Year 2
Jul 18- Jun 19
$4,000

Year 3
Jul 19- Jun 20
$5,000

Min. 40h in Year 1

Min. 40h in Year 2

Total of 180h over 3 years

**Core Training in Year 1
3Rs Educarers Resource (14h)**

Choice and Flexibility in other CPD activities
- Communities of Practice
- Showcase of Learning
- Electives

(166h)

PDP participants must complete the stipulated programme milestones and remain employed in their nominating organisations during the course of the PDP and for at least six months after the end of each PDP year in order to receive the cash award.

How to begin Compulsory Core Training?

Course Title

- Respectful, Responsive and Reciprocal (3Rs) Interactions with Infants and Toddlers

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

- Register for the Compulsory Core Training at ONE@ECDA via the steps on the next page

- Attend and complete the training on the dates you have registered for

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

- Approve your educarer's application for the Compulsory Core Training through ONE@ECDA via the steps on the next page

- Provide support and guidance and make alternative work arrangements if necessary

Date of Class	Class Code	Application Closing Date	Remarks

An Educarer's Guide to Developing
Respectful, Responsive and Reciprocal (3Rs) Interactions with Infants and Toddlers

Building Trusting Relationships with Young Children
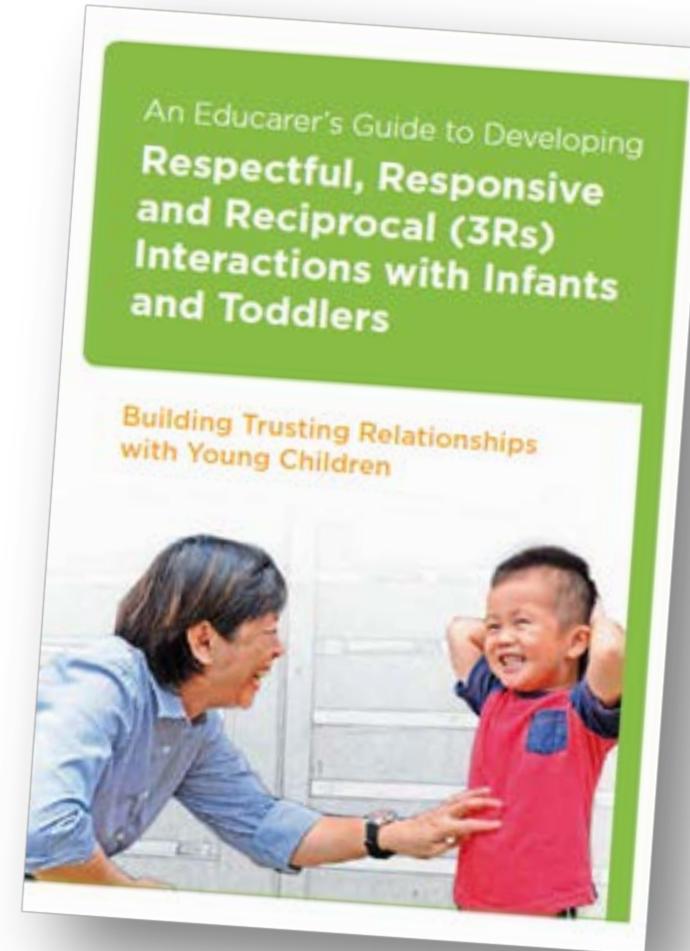
*Compulsory for all and must be completed in Year 1 of programme

How to register for Compulsory Core Training?

For Participants

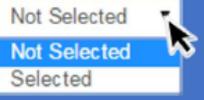**For Operators**

To Apply for Course / Event
Step-by-Step Guide

1. Click **Search New Course/Event**

   Search New Course/Event

2. Search by the **Type of PD Activity, Period within which Class Starts, or Course Title**

   Use the Advanced Search function to further define search results
   Click 'Search' without entering any search criteria to display all the courses and events.

3. Click **View & Apply**

   View & Apply

4. **Select** Class

   Not Selected
   Not Selected
   Selected

5. Select **Type of Sponsorship**

   Type of Sponsorship * | Please Select
   Please Select
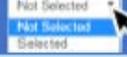   Self-sponsored
   Company-sponsored

6. Click **Apply**

   Apply

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

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

   CPD Course Administration > Nominate For Course/Event Review CPD Request

2. Enter **Search Criteria**

   Click **Search**

   Use the Advanced Search function to further define search results
   Click 'Search' without entering any search criteria to display all the courses and events.

3. Click **Process**

   Process

4. **Select Class**

   Not Selected
   Not Selected
   Selected

5. Enter **ID no. or Name of Educator**

   Click **Search**

   To view the list of Educators you manage, click on the 'Search' button without entering any information.

6. Select the **Educator(s)**

   Click **Add to Confirmed List**

   Add to Confirmed List

7. Click **Next**

   Next

8. Verify **Billing Information**

   Click **Approve**

   Billing Information
   Organisation Name * | ABC Preschool Centre
   Staff in Charge * | Sun Flo Wer
   Email Address * | sunflower@mnschool.com

   Approve

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

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

   CPD Course Administration > Nominate For Course/Event Review CPD Request

2. Select the following **Search Criteria:**

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

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

   Click **Search**

   Search

3. Click **Process**

   Process

4. **Review Course Application**

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

   Next

   Verify **Billing Information**

   Billing Information
   Organisation Name * | ABC Preschool Centre
   Staff in Charge * | Sun Flo Wer
   Email Address * | sunflower@mnschool.com
   Designation of Staff * | Admin Manager
   Contact No. * | 90000000

   Click **Approve**

   Approve

   To **reject** the application,
   Enter the **Reason(s),**

   Comment(s)/Reason(s)

   Then click **Reject**

   Reject

After Completion of Compulsory Core Training

For both **Participants** and **Operators**

- There is **no follow-up action** required after participants complete the compulsory core training

- After participants attend and complete the training, their hours will be **automatically updated** in ONE@ECDA

- Participants and operators only have to **check** and **verify** that participant's CPD portfolio has been updated accurately **1 month** after completion date of training

- Alert ecda_pp@ecda.gov.sg if there has been **no recorded entry** of the training hours.

Other CPD Activities
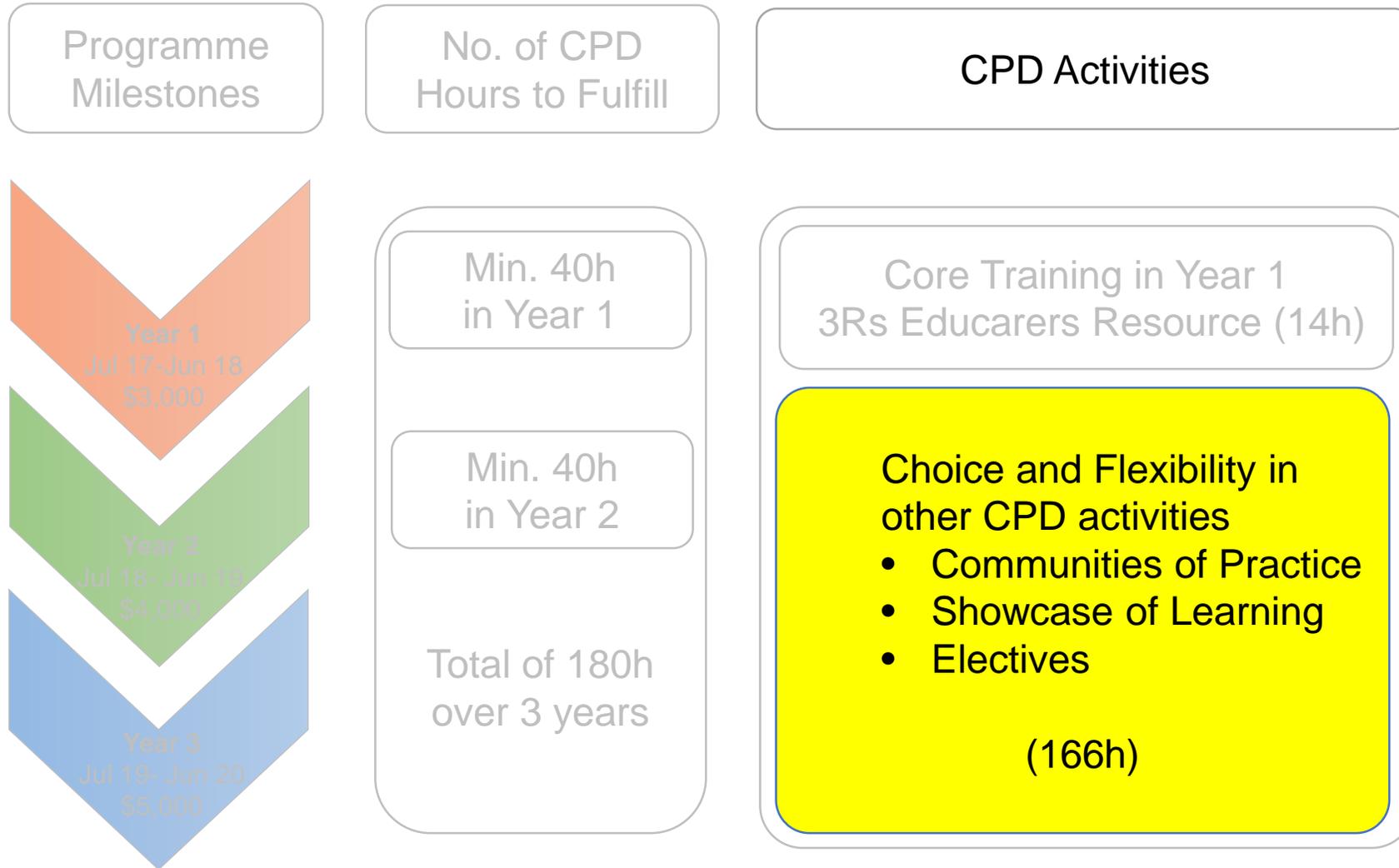
Programme Milestones	No. of CPD Hours to Fulfill	CPD Activities

Year 1 Jul 17-Jun 18 $3,000	Min. 40h in Year 1	Core Training in Year 1 3Rs Educarers Resource (14h)
Year 2 Jul 18- Jun 19 $4,000	Min. 40h in Year 2	Choice and Flexibility in other CPD activities • Communities of Practice • Showcase of Learning • Electives (166h)
Year 3 Jul 19- Jun 20 $5,000	Total of 180h over 3 years	

PDP participants must complete the stipulated programme milestones and remain employed in their nominating organisations during the course of the PDP and for at least six months after the end of each PDP year in order to receive the cash award.

How to begin Communities of Practice?

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

- Form a CoP with educarers I am familiar with
- Conduct our CoP sessions during or after working hours after arranging with my centre leader

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

- Discuss and make alternative work arrangements if necessary together with your educarer
- Provide guidance and support to your educarer during their CoP

Annex B

PROFESSIONAL DEVELOPMENT PROGRAMME
For Educarers

My Community of Practice (COP) Journal
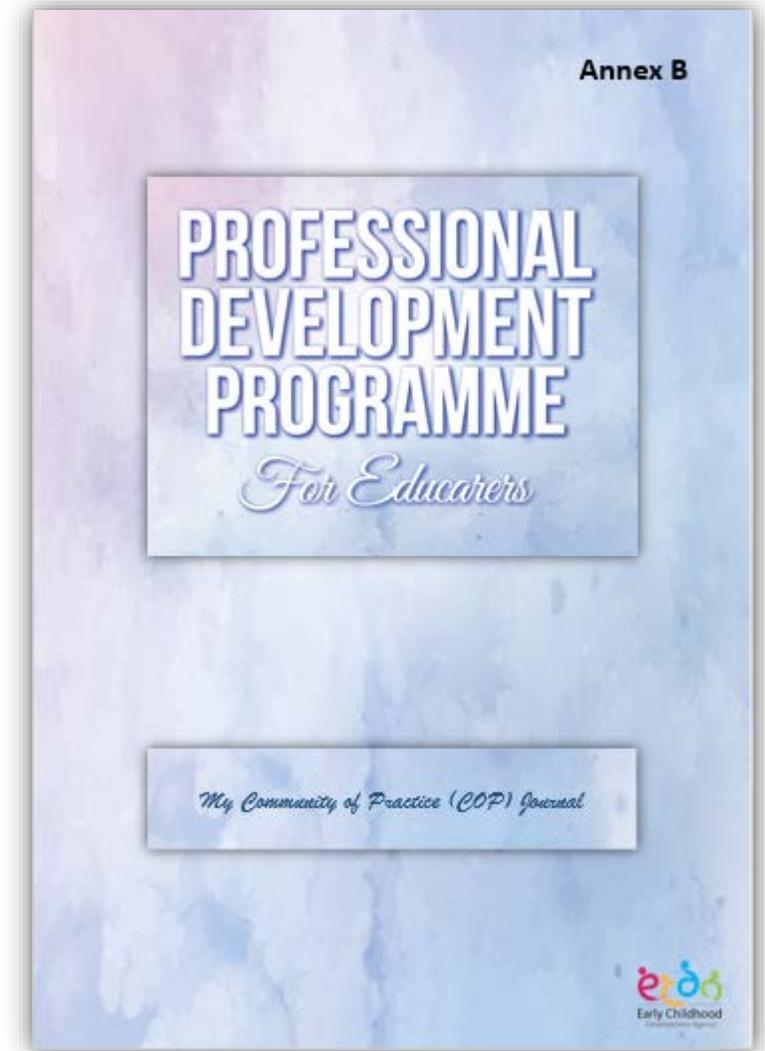
After Completion of Communities of Practice

For **Participants**

- Use **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

For **Operators**

- Provide support and guidance to your educarer if necessary when they are completing **Annex B- My Community of Practice (CoP) Journal**
- Endorse **Annex B1** with your name and signature after your educarer has filled it in

How to begin Teacher Training Programme Modules?

For **Participants**, register directly with the respective PTA when classes are open

Module	Registration period	Class dates	Institution
CET-DECCE-T pre-requisite modules *Minimum entry requirement: L1 LON*	About 3 months before class	Apr/Oct	Ngee Ann Polytechnic
	About 3 months before class	Apr/Oct	Temasek Polytechnic
ACECCE pre-requisite modules *Minimum entry requirement: EY2 LON*	About 2 months before class	TBC	KLC II
ACEY pre-requisite modules *Minimum entry requirement: EY1 LON*	About 2 months before class	TBC	SEED Institute or KLC II
ACEY top-up modules *Minimum entry requirement: L1 LON*	TBC	TBC	SEED Institute

For **Operators**, please discuss with nominee and plan for sufficient manpower strength in centres before deciding which module nominee should register for

After Completion of Teacher Training Programme Modules

For **Participants**

- Submit scanned copy **Statement of Attainment** for module you have completed to ecda_pp@ecda.gov.sg

- Log into ONE@ECDA via singpass and update CPD portfolio with the following steps:

For **Operators**

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

How to begin ECDA CPD courses?

For both **Participants** and **Operators**

- Download the latest ECDA Prospectus from ECDA website

- Browse through and identify CPD courses of educarer's areas of interests and needs

- Check through CPD course entry requirements

- Follow steps on next page
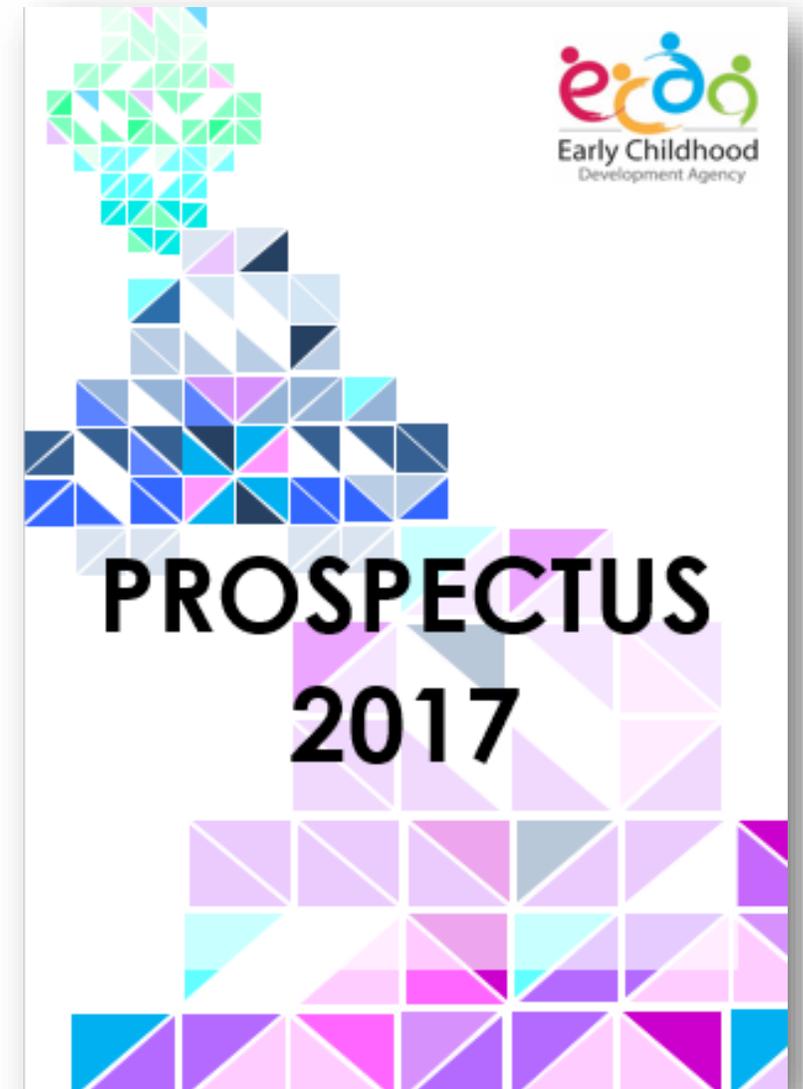
How to begin ECDA CPD courses?
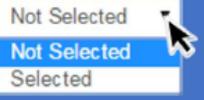
For Participants

To Apply for Course / Event
Step-by-Step Guide

1. Click **Search New Course/Event** — Search New Course/Event

2. Search by the **Type of PD Activity, Period within which Class Starts, or Course Title**

   Use the Advanced Search function to further define search results
   Click 'Search' without entering any search criteria to display all the courses and events.

3. Click **View & Apply** — View & Apply

4. **Select** Class — Not Selected / Not Selected / Selected

5. Select **Type of Sponsorship** — Type of Sponsorship* / Please Select / Please Select / Self-sponsored / Company-sponsored
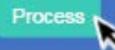
6. Click **Apply** — Apply

For Operators

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

1. Click **CPD Course Administration >> Nominate for Course/Event** — CPD Course Administration > / Nominate For Course/Event / Review CPD Request

2. **Enter Search Criteria**
   Click Search
   Use the Advanced Search function to further define search results
   Click 'Search' without entering any search criteria to display all the courses and events.

3. Click **Process** — Process

4. **Select Class** — Not Selected / Not Selected / Selected

5. Enter **ID no. or Name of Educator**
   Click Search
   To view the list of Educators you manage, click on the 'Search' button without entering any information.

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

7. Click **Next** — Next

8. Verify **Billing Information**
   Click Approve — Approve
   Billing Information: Organisation Name* ABC Preschool Centre / Staff in Charge* Sun Flo Wer / Email Address* sunflower@mypreschool.com

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

1. Click **CPD Course Administration >> Review CPD Request** — CPD Course Administration > / Nominate For Course/Event / Review CPD Request

2. Select the following **Search Criteria:**
   Application Type: Course/Event Application
   Status: Pending Centre Review
   Click Search — Search
   Application Type: Course/Event Application / Status: Pending Centre Review

3. Click **Process** — Process

4. **Review Course Application**

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

   Verify **Billing Information** — Billing Information: Organisation Name* ABC Preschool Centre / Staff in Charge* Sun Flo Wer / Email Address* sunflower@mypreschool.com / Designation of Staff* Admin Manager / Contact No.* 90000000

   Click **Approve** — Approve

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

After completion of ECDA CPD courses

For both **Participants** and **Operators**

- There is **no follow-up action** required after participants complete **ECDA CPD courses**

- After participants attend and complete the course, their hours will be **automatically updated** in ONE@ECDA

- Participants and operators only have to **check** and **verify** that participant's CPD portfolio has been updated accurately **1 month** after completion date of course

- Alert ecda_pp@ecda.gov.sg if there has been **no recorded entry** of the training hours.

After completion of In-house CPD activities

For **Participants**

To Update CPD Portfolio
Step-by-Step Guide

1. **Click Update CPD Portfolio**
   — Update CPD Portfolio

2. **Select Mode of PD**
   - Mode of PD: Please Select
     - Please Select
     - Course
     - Event
     - E-Learning
     - Induction Programmes
     - Networked Learning Communities
     - Peer Observation
     - Peer Sharing
     - Practitioner Inquiry
     - Professional Learning Communities
     - Professional Readings
     - Qualification programmes
     - Research
     - Structured Mentoring / Coaching
     - Structured on-the-job training
     - Study trips, learning journeys
     - Work attachments
     - Others

   Enter Details of the Completed PD Activity

3. **Click Next**
   — Next
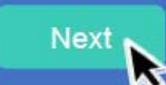
4. **Verify the information Click Submit**
   — Submit
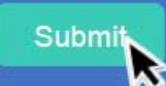
For **Operators**

To Review CPD Portfolio Update Request
Step-by-Step Guide

1. **Click CPD Course Administration >> Review CPD Request**
   - CPD Course Administration >
   - Nominate For Course/Event
   - Review CPD Request

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

3. **Click Process**
   — Process
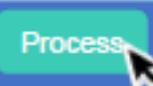
4. **Review the information updated in the CPD Portfolio**

   To **approve** the request, Click **Approve**
   — Approve

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

How to begin Projects?

It is not necessary for participants to lead in the Project, they may be team members

Innovation Projects

- Innovation Grant application closes in Sept this year
- Innovation Guidance application closes in Jan this year
- Look out for email from ECDA for instructions to apply!

Centre-initiated Projects

- No deadline for applications
- Download proposal form from PDP(E) webpage and email to ecda_pp@ecda.gov.sg

Practitioner Inquiry Projects

- Next application period will be in next year.
- Look out for email from ECDA for instructions to apply!

After Completion of Projects

- Submit the deliverables required by the type of project you complete (I.e. reflections, journals etc) to the respective persons-in-charge

- Email the following information to ecda_pp@ecda.gov.sg:
    - Name
    - Centre
    - Type of Project (Innovation Grant, Innovation Guidance, Practitioenr Inquiry)
    - Role in project (Project leader or member):
    - Date of project completion

- **After** receiving project hours from ECDA, login to ONE@ECDA using singpass and update CPD portfolio using the following steps:

For Operators

- No further action required

Commitment

PDP(E) **participants** commit to:

✓ Completing all programme milestones and CPD hours in each year:

Year 1	**14 hours Compulsory Core Training** 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

✓ Completing all programme and service milestones (Remaining employed with nominating organisation for at least 6 months after the end of each PDP year in order to receive the cash award)

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 advance work arrangements when your educarer attends the compulsory core training

Contact Information

CONTACT INFORMATION

Compulsory Core Training
Mr Abu Bakar, Abu_Bakar_Osman@ecda.gov.sg
Ms Chen Weixuan, CHEN_Weixuan@ecda.gov.sg

Teacher Training Programme Modules
Ms Jenny Gong, Jenny_Gong@ecda.gov.sg

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

General Enquiries
ECDA_PP@ecda.gov.sg

For more information and subsequent updates to the PDP (E), please refer to **https://www.ecda.gov.sg/Pages/ECDA-PDP(E).aspx**
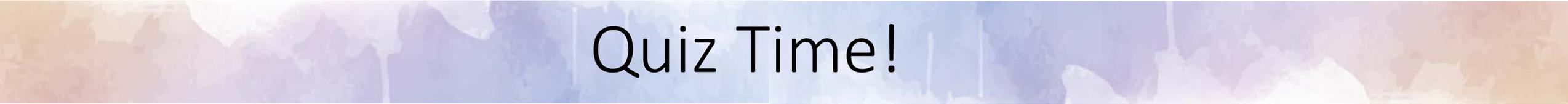
Quiz Time!

1. How many hours must I complete in Years 1 and 2?

a. At least 10 hours in each year

b. At least 20 hours in each year

c. At least 30 hours in each year

d. At least 40 hours in each year ☑

Answer

Year 1: Compulsory Core Training (14 hours) + At least 26 CPD hours = **40** hours

Year 2: At least **40** hours of CPD activities

2. I must complete the Showcase of Learning, Communities of Practice **and** Projects as part of programme milestones.

a. True

b. False ☑

Answer

You may choose to complete **any** of above, or other electives, and need not complete ALL of them.

However you may complete more than 1 type of CPD activity if you wish to.

3. How many types of project are there available?

a. 1

b. 4 ☑

c. 5

d. 6

<u>Answer</u>

1. Innovation Guidance Project
2. Innovation Grant Project
3. Practitioner Inquiry Project
4. Centre-Initiated Project

Total: **4**

4. Only hours from ECDA CPD courses can be counted.

a. True

b. False ☑

Answer

Both ECDA and In-house CPD activities/training hours can be counted.

For in-house CPD that do not have certificates, proof of attendance or email proof from principal/HQ is required.

5. What must I do after completing Teacher Training Programme Modules?

a. There is no action needed

b. Update my CPD portfolio in ONE@ECDA and submit my statement of attainment to ECDA ☑

c. Only submit my statement of attainment to ECDA

Answer

You will have to update your CPD portfolio in ONE@ECDA in order for us to verify the hours of your TTPM against your statement of attainment.

6. What if my in-house CPD training does not provide certificates?

a. Updating the number of hours in ONE@ECDA is sufficient

b. Informing ECDA that there is no certificate is sufficient

c. Request for a verification email from my centre principal/HQ to prove that I have completed the training ☑

Answer

In order for hours of your in-house CPD to be counted, proof of attendance from your centre/principal/HQ is necessary.

Professional Development Programme (Educarer)
3-Year Individual Professional Development Plan   **Annex A**

Name of PDP(E) Participant:

	CPD Activity	Title(s)	Learning Outcomes [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					

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[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.

CPD Activity		Title(s)	Learning Outcomes [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
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			

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[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.

Each PDP(E) participant must complete:
   a) Minimum of 40 hours of CPD activities including a 14-hours compulsory core training in the first year of PDP(E); and
   b) Minimum of 40 hours CPD activities of in the second year of PDP(E); and
   c) at least 180 hours of CPD activities over 3 years of PDP(E)

Professional Development Programme (Educarer)
(Example of CoP)

(Example of Showcase of Learning)

	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)

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 **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	14 Nov 2017	6 Mar 2018	15 Mar 2018 (Year 1)		E.g. 30 (including planning and trying out 3Rs strategies)

(Example of Electives)

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

PROFESSIONAL DEVELOPMENT PROGRAMME
For Educarers

My Community of Practice (COP) Journal

My Community of Practice (COP) Journal

What is CoP?

I meet up with other educators from my/other centres to share and learn best practices from one another

What did we learn?

Collect our learning experiences through

- photos with captions,
- short video clips OR
- reflections

Why CoP?

I can

- learn from other educators
- exchange ideas and experiences to improve my teaching-learning practices

What do we do?

- Read up or think about the topic of interest before meeting
- Share my lesson plans and teaching practices
- Listen and learn from others
- Improve my lesson plans and try them out
- Share my learning at the next CoP

How to start?

I can form a group with participants in the PDP (E) Compulsory Training
OR
with my colleagues in my centre and/or other centres

Where to meet?

Find a place that is convenient and conducive for discussions e.g. pre-school centres, libraries or community centres.

How often do we meet?

Meet regularly for about 6 to 10 times in a year, e.g., 1-2 hours per session, once a month

To help us keep track of your PDP hours, please ensure that your group sends the following to ecda_pp@ecda.gov.sg at the end of your last COP session. Only **1** submission per group is required.

- 1 copy of Annex B1
- 1 copy of Annex B2 for _each_ CoP session
- 1 copy of Annex B3

Participants may submit soft copies to ECDA_PP@ecda.gov.sg or in hard copy to:

51 Cuppage Road
#08-01 S(229469)
Attn: PDP(E) Secretariat

Details of CoP Group Members

s/n	Name of Member	Name of Centre	PDP (E) Participant (Yes/No)
1			
2			
3			
4			
5			
6			
7			
8			

Total no. of sessions: _____

Total no. of hours: _____

Verified by

Name of Centre Leader/Supervisor: _____

Signature of Centre Leader & Date: _____

To submit **1** copy of Annex B1

per group

<u>Details of our COP session</u>

Session No:	
Date / Time:	Duration:

What we plan to discuss at the session...

*To submit <u>1</u> copy of Annex B2 for <u>each</u> COP session

> **What did we learn ?**
> Collect our learning experiences through **any** of the following:
>
> - photos with captions
> - short video clips
> - reflections

a) Photo Album: Our Learning Journal- A collection of photos with captions

You can photograph how your group has implemented and carried out the ideas and discussions exchanged during the CoP, in your classroom!

(Captions for the photo)

_____
_____
_____

<Insert Photo here>

(Captions for the photo)

_____
_____
_____

<Insert Photo here>

<Insert Photo here>

(Captions for the photo)

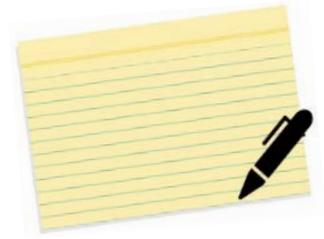_____
_____
_____

b) Reflection Journal:

Together with your group, you may reflect on learning points, and think of ideas for improvement.

REFLECTION JOURNAL

Learning Points:

-

Ideas for improvement:

-

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c) Video album: Our learning experiences- A collection of short video clips (not more than 30 seconds each)

*To submit <u>1</u> copy of Annex B3 <u>per</u> group

[Reminder] Guidelines on the Use of Social Media Platforms

Participants are encouraged to agree on ways of communication that allow for meaningful exchange of information on learning and experiences.

To protect and safeguard the rights of your centre/organization, teachers, children and their families, the following guidelines* are proposed when communicating through social media platforms:

• **Exercise good judgment.** Be accountable for actions and statements that could have a negative impact on others. Information posted online may become public information. Do not upload statements, photographs, videos or audio files that could be viewed as malicious, undesirable, threatening or intimidating to others.

• **Be respectful**. Always be fair, tactful, polite and respect others

• **Respect intellectual property rights**. Adhere to the copyright, trademark and intellectual property rights regulations. Do not post information or attachments that will infringe the intellectual property rights of others.

• **Seek consent before using logos or trademarks that belong to organizations and/or uploading images or videos.** Only use them when permission has been given. For example, do not use the ECDA logo without permission.

• **Refrain from sharing and uploading images of children, parents and centre personnel.** Always seek written consent from parents and colleagues before uploading children's images or videos online.

• **Be actively engaged.** Contribute, learn and add value to the discussions.

Adapted from: Media Literacy Council, The 10 Cyberspace Commandments: http://www.medialiteracycouncil.sg/Resources/Pages/General.aspx

Information on Teacher Training Programme Modules (TTPM)

To encourage career progression and upgrading, ECDA has made available alternate entry pathways, where prior learning and relevant work experience could be counted towards entry into the next higher tier of Early Childhood qualification.

TTPM are training modules that are stackable to a full qualification. This is subject to the participant meeting the alternate entry requirements and successful completion of the requisite modules, as determined by the respective course.

Please refer to the table below for more information on course details e.g. module synopsis, alternate entry criteria and contact information. PDP(E) participants who are keen to enrol into any of the TTPM listed in the table below, please contact the relevant Post-Secondary Educational Institute or Private Training Agency directly.

Course	Teacher Training Programme Module(s) and Synopsis	Training Provider	Entry and/or course Requirements	Duration of Pre-requisite modules (hours)	Contact information
CET Diploma in Early Childhood Care & Education – Teaching (CET DECCE-T)	Certificate in Introduction to Early Care and Education: - The Developing Child (I) - Principles and Practices in Early Childhood Education - Children's Health and Socio-emotional Well-being	Ngee Ann Polytechnic	The minimum entry requirements are: - Higher NITEC in Early Childhood Education graduates with CGPA less than 3.0, with at least 1 year of relevant work experience; and - CECCE/ACECCE holders with minimum 3 GCE 'O' Level credits including a credit in EL1 or acceptable alternatives - At least 1 year of relevant work experience	60	Tel: 6460 6353 Website: www.np.edu.sg Email: enquiryPTD@np.edu.sg

Information is correct as of Apr 2017.

Course	Teacher Training Programme Module(s) and Synopsis	Training Provider	Entry and/or course Requirements	Duration of Pre-requisite modules (hours)	Contact information
CET Diploma in Early Childhood Care & Education – Teaching (CET DECCE-T)	Modular Certificate in Fundamentals of Early Childhood Education: - Principles and Practices in Early Childhood Education - Child development - Early Years Play and Physical Education - Child Safety, Health & Nutrition - Personal development	Temasek Polytechnic	The minimum entry requirements are: • Higher NITEC in Early Childhood Education graduates with CGPA less than 3.0, with at least 1 year of relevant work experience; and • CECCE/ACECCE holders with minimum 3 GCE 'O' Level credits including a credit in EL1 or acceptable alternatives • At least 1 year of relevant work experience	60	Tel: 6788 1212 Website: www.tp.edu.sg/tsa Email: tsa@tp.edu.sg

Information is correct as of Apr 2017.

Course	Teacher Training Programme Module(s) and Synopsis	Training Provider	Entry and/or course Requirements	Duration of Pre-requisite modules (hours)	Contact information
Advanced Certificate in Early Childhood Care & Education (ACECCE)	TBC	KLC II	In-service educators who have met the following requirements are eligible: • Certified EY2; • At least one year of relevant working experience; • Strong recommendation from centre; and • Pass pre-requisite modules *Interested applicants will need to fulfil prevailing course requirements, prior to embarking on the pre-requisite modules*	TBC	

Course	Teacher Training Programme Module(s) and Synopsis	Training Provider	Entry and/or course Requirements	Duration of Pre-requisite modules (hours)	Contact information
Advanced Certificate in Early Years (ACEY)	ACEY Pre-requisite modules: - Child Development – Apply child development theories to provide holistic care and educations for children from birth to 3 years. - Curriculum & Pedagogy – Apply strategies to support children's development from birth to 3 years.	SEED Institute KLC II	In-service educators who have met the following requirements are eligible: • Attained Relief Staff programme/Fundamentals Certificate in Early Childhood Care & Education programme/Certified EY1; • At least one year of relevant working experience; • Strong recommendation from centre; and • Pass pre-requisite modules *Interested applicants will need to fulfil prevailing course requirements, prior to embarking on the pre-requisite modules*	75	Tel : 6332 0668 Website : www.seedinstitute.edu.sg E-mail: info@seedinstitute.edu.sg Tel : 6858 9601 Website : www.klc.edu.sg E-mail : enquiry@klc.edu.sg

Information is correct as of Apr 2017.

Course	Teacher Training Programme Module(s) and Synopsis	Training Provider	Entry and/or course Requirements	Duration of Pre-requisite modules (hours)	Contact information
ACEY Top-Up Modules	Adopt the Early Years Development Framework for use in a centre-based childcare setting for children aged 2 months through 3 years.	SEED Institute	• ECDA-certified L1 teachers *Only candidates who possess CPT/CECCE/ACECCE qualifications will obtain an additional EY2 certification upon completing all four ACEY top-up modules and prevailing course requirements such as practicum hours.*	16	Tel : 6332 0668 Website : www.seedinstitute.edu.sg E-mail: info@seedinstitute.edu.sg
	Plan and implement daily routines/schedules which are responsive to the needs of children from birth to 3 years.			30	
	Apply basic health, hygiene, safety and nutrition practices for children 0-8 years.			30	
	Plan and implement holistic experiences for the development of children from birth to 3 years.			40	

Information is correct as of Apr 2017.

ECDA Innovation Projects Grant

The ECDA Innovation Projects are initiated to improve the quality of pre-school programmes and teaching-learning practices and foster a culture of innovation and reflective practices.

There are 3 initiatives under the Innovation Projects:

Through the initiatives, pre-schools could explore less conventional ideas and approaches to:
- Enhance learning experiences for children
- Promote community engagement and home-centre partnerships
- Improve or modify existing innovations beyond the first year of project implementation

Training is provided for participating pre-schools in Innovation Guidance Projects to support teachers with the necessary skills and knowledge to carry out innovative activities with the children.

For Innovation Grant Projects (Centre-based), pre-schools may propose to send their staff for training that is related to their projects.

Funding support from ECDA is available for successful applicants. The maximum approved Grant amount for ECDA Innovation Projects is $4,000. All pre-schools that accept the Innovation Grant must agree to co-pay 5% of the total approved expenditure. Centre leaders must also fully support their teachers throughout project implementation.

Upon completion of the project, participating centres will submit the following **Project Deliverables**:

1. Final report using the guidelines provided
2. Final expenditure form with supporting documents
   (e.g. original/certified true copies of receipts, payment vouchers)

Selected participating pre-schools may be invited to share their innovations, learning points and project evaluation with other pre-schools at sessions organised by ECDA (e.g. Professional Learning platforms, ECDA Early Childhood Conference).

Innovation Projects Application: All ECDA-registered pre-schools can apply for Innovation Projects. Child care centres must have at least a 12-month licence issued by ECDA. Priority may be given to pre-schools that have not applied for or received grant from any of the 3 initiatives.

For Innovation Grant Projects (Centre-based), selection will be based on the quality of the application. Between two proposals of similar quality, priority will be given to the one who has not received the Grant in the last 2 years.

The yearly application period and details of the Innovation Projects are as follows:

Innovation Grant Projects	- June to September 2017 - Pre-schools can apply by submitting quality project proposals for evaluation - Applications for Innovation Grant 2017 have closed - Keep a lookout for our notification for the next round of applications
Innovation Guidance Projects	- October 2017 to January 2018 - Pre-schools can apply by submitting the completed application form for evaluation - Applications for Innovation Guidance Project 2017 have closed - Keep a lookout for our notification for the next round of applications

For enquiries, please email: innovation_grant@ecda.gov.sg

ECDA Practitioner Inquiry (PI) Grant

The ECDA Practitioner Inquiry (PI) Grant is a professional development initiative that seeks to engage practitioners in conducting inquiry. Necessary training and an inquiry framework are available to guide practitioners in reflecting, conceptualizing, implementing and evaluating actions plans for issues they have identified in their classroom teaching-learning practices.

Training is available to support practitioners with the necessary knowledge and skills in carrying out an inquiry in the classroom. Prior to applying for the PI Grant, practitioners will have to ensure that they have attended **either** the **PI Grant Sharing by ECDA** or **Practitioner Inquiry in Early Childhood Education (PIECE) workshop** or other similar workshops related to PI (e.g. **Action Research in the Early Childhood Classroom workshop**).

Interested practitioners can register for the PI Grant Sharing by ECDA or PIECE workshop through   ONE@ECDA.

Funding support from ECDA will be provided for successful applicants of the PI Grant. The maximum approved Grant amount for PI project is **$1,000**. All pre-schools that accept the PI Grant must agree to co-pay 10% of the total approved expenditure.

At the end of the PI project, practitioners will submit the following **Project Deliverables**:
1.   A 2-3 page final report, which includes 1 page of personal reflection
2.   Any other forms of documentation (e.g. video clips, photos, lesson plans, etc),
3.   A final expenditure form with supporting documents (e.g. original/ certified true copies of receipts, payment vouchers, etc).

We encourage practitioners to share with other educators, the inquiry process as well as action plans and strategies that have worked well for them. We may also invite practitioners to share their PI projects at ECDA-organised platforms (e.g. Professional Learning Communities, ECDA EC Conference, etc).

PI Grant Application: All ECDA-certified educarers, teachers or centre leaders who are currently employed in ECDA-registered pre-schools can apply for the PI Grant.

There are 2 PI Grant cycles in 2017 and the respective application periods are as follows:

Cycle	Application Period
1	2 February to 24 March 2017
2	13 April to 2 June 2017

For more information on PI Grant, please contact ECRF@ecda.gov.sg.

**PROFESSIONAL DEVELOPMENT PROGRAMME (EDUCARERS)
CENTRE-INITIATED PROJECT**

(Please email type-written forms to ecda_pp@ecda.gov.sg)

Name of PDP (E) Participant: _____NRIC: _____

Please note:
PDP(E) participant to submit Sections 1 to 3 before the start of the project
Please submit Section 4 after the completion of project

1. Particulars of Early Childhood Development Centre	
Name of Centre:	
Centre's Mailing Address: Email:	Tel No (Office):
Name of Centre Leader:	

2 Project Team Details
Name of Project Team Leader: Role of PDP(E) Participant (please tick): □ Assistant Team Leader □ Member □ Others: _____

3. Project Details
Project Title:

3. Project Details	
Project Start Date:	Project End Date:

Project Category:

Developing the Child Holistically
Collaborating with Families & Community

Building Professional Capacity

Building Organisational Capacity

Aim of Project

My team wants to achieve

•

Project Plan

People involved in this project:

□ ____ children from _____ classes

□ ____ Teachers and ____ Educarers

□ Others: _____

My team plans to carry out the project in these steps:

4. My Learning **(Please submit this section after you have completed the project.)**
Photo / Video Album You can submit photos (soft copies) with captions or video clips to show what you did and what you learnt.   OR Reflection Journal You can choose to answer some of these questions: (a)   What did I learn?   (a)   How can I do better next time?   (a)   How did the project help the people (e.g. children, teachers, family, community)?

Submitted by: Signature of PDP Participant and date

_____

With support from: Signature and Name of Principal/Supervisor and date

_____