

# Professional Development Programme

FOR LEADERS



# Table of Contents

Programme Structure of PDP(Leaders) 2024 and FAQs	3
Programme and Service Milestones	5
Leaders' Guide: Registration for CPD courses	14
Nominators/Operators' Guide: Application and Endorsement of Courses	17
Tracking and Uploading of CPD hours	20
Examples of Programme Milestone Completion	25
Contact Information	29



# Programme Structure

## 3-year programme

### PDP Year



<b>Year 1 (1 May - 30 Apr)</b> \$4,000
<b>Year 2 (1 May - 30 Apr)</b> \$5,000
<b>Year 3 (1 May - 30 Apr)</b> \$6,000

### Programme Milestones

- a) Two **Compulsory Modules** in Year 1
- b) One **Project** by end of Year 3
- c) Fulfill remaining hours via **ECDA / Non-ECDA / In-house CPD\* Activities**

Total of 180 hours over 3 years

### Service Milestone

PDP participants must also complete the service milestone of **remaining 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](mailto:ecda_pp@ecda.gov.sg) before the PDP year ends.

## **Q2) Will there be any penalty if I am withdrawn from PDP(Leaders)?**

Participants who are withdrawn from PDP(Leaders) will not be eligible for any further cash awards. If you have not received any PDP cash award, you can be nominated for PDP(Leaders) again 3 years later. If you have received the PDP cash award(s), you cannot be nominated for PDP(Leaders) 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](mailto: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](mailto:ecda_pp@ecda.gov.sg) to request for assistance to untag the CPD entry before it can be amended/deleted.



# For PDP Leaders:



## Programme Milestones Service Milestone



# Year 1 Programme Milestone: Compulsory Modules\* *(Registration details to be shared later)*

Complete **2 Skills-Based Modular Courses (SBMCs)** from the revised  
**Advanced Diploma in EC Centre Leadership (ADECL)**

## Leading Self (LEDS) (18 hours)

- Equip students to identify individual strengths and areas of development while learning the importance of self-leadership before leading others
- Conducted after working hours

## Leading in Curriculum and Pedagogy (LDCP) (45 hours)

- Evaluate early childhood programmes for children aged 2 months to 6 years
- Demonstrate ability to guide teachers on planning, reviewing and refining curriculum design and pedagogical practices based on assessment of children's learning needs
- Conducted after working hours (e.g. 3 evenings per week over 5 weeks)



# Year 1 to 3 Programme Milestone: Project



## Completion of **1 Project**

### ECDA Fellows Inquiry-Based Action Plan (IBAP) workshops

- Learn from ECDA Fellows by participating in their IBAP projects
- Submit IBAP Project Summary via ONE@ECDA after project completion

### Centre-Initiated Project (CIP)

- Opportunity to apply knowledge and skills within the centre and classroom
- Compulsory to complete **pre-requisite course “Proposal Writing Skills for PDP Participants”** (conducted in English and Chinese) before embarking on CIP

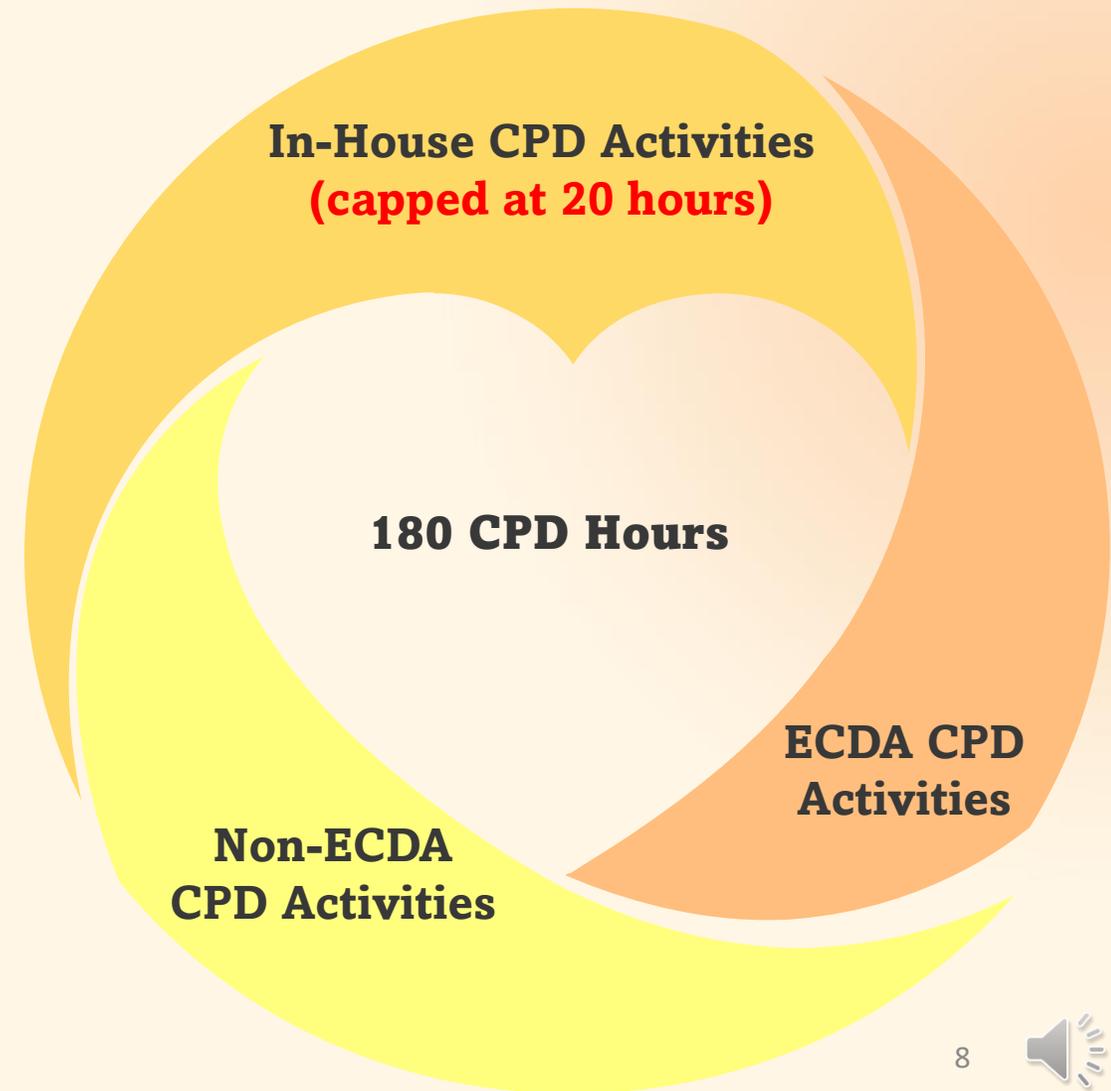
### Practitioner Inquiry (PI)

- 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.

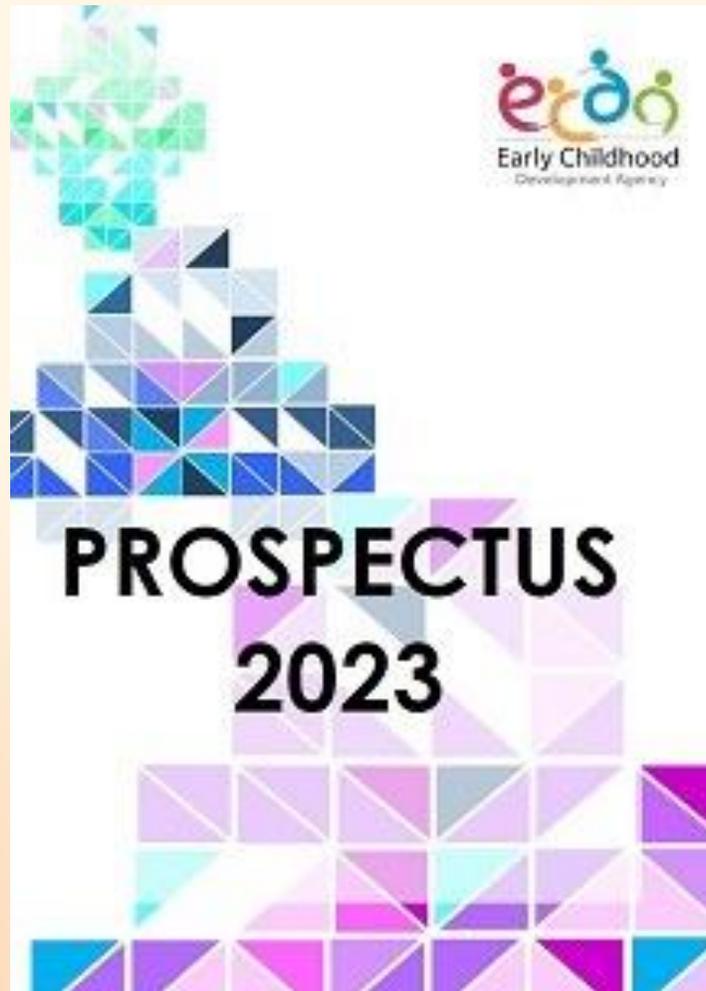


# Year 1 to 3: Other Programme Milestones – 180 CPD Hours

- Participants are required to complete a total of 180 CPD hours over the 3 years on PDP(Leaders), inclusive of hours from compulsory modules and project.
- 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 ECDA Prospectus from ECDA website
- Browse through and identify CPD courses\* of leaders' interests and needs
- Check through course entry requirements
- Apply for course and inform nominator/HQ to approve of the course application



\*Participants are encouraged to prioritise CPD courses tagged to the Stage 1 Technical Skills and Competencies (TSCs) for the respective job role.

Please refer to the **CPD Roadmap** to identify Stage 1 TSCs for each Occupational Title.



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

## Leadership Series

- Specially curated courses that are highly recommended for leaders to attend
- Please refer to the CPD Prospectus for the list of courses

## ECDA Fellows Mentorship

- Personalised and in-depth guidance to become better leaders and/or mentors within your current organisation
- 6 months to 1 year of mentoring by ECDA Fellows based on mentee's needs
- Registration on a first-come-first-served basis



## 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.

\*Participants may refer to the respective institutes' websites for more information and course registration,



# 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 leaders 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 **Participants**

- 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 31 Oct of each year.
- Inform ECDA should the PDP participant resign from the nominating organisation.

PDP Year	Service Milestone	Cash Award
Year 1 (1 May 2024 – 30 Apr 2025)	Until 31 Oct 2025	Receive in end Nov 2025
Year 2 (1 May 2025 – 30 Apr 2026)	Until 31 Oct 2026	Receive in end Nov 2026
Year 3 (1 May 2026 – 30 Apr 2027)	Until 31 Oct 2027	Receive in end Nov 2027

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



# **For PDP Leaders:**

# **How to Register for Courses**



# How to Register for CPD Courses

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

**1** Click **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**

**4** **Select Class**

**5** **Select Type of Sponsorship**

**6** **Click Apply**

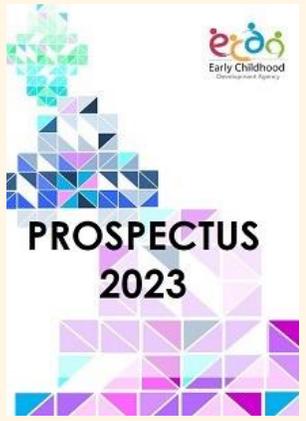


# How to Register for Stage 1 CPD Courses

**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.



**STAGE 1 TSCs**

Updated (2023)

- Operations and Management**
  - Centre Innovation and Change Adoption
  - Operations Management
  - Visioning and Strategic Planning
- Professional Practice and Development**
  - Coaching and Mentoring for Educators
  - Reflective Practice for Educators
- Staff Development and Engagement**
  - Staff Communication and Engagement
  - Team Management
- Child Learning and Development**
  - Early Childhood Curriculum Design
  - Early Childhood Pedagogical Practice
  - Early Childhood Programme Planning
  - Diversity and Inclusion
- Family and Community Partnership**
  - Family and Caregiver Engagement
  - Situation Management with Families and Community

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.

S/N	Course Title (Course Code)	Occupational Title(s)	TSC1 <i>Do not filter. For information only.</i>
2	(WSQ) Implement Change - A Course for Leaders (Synchronous e-learning) (LMAICCL15E)	Centre Leader	Centre Innovation and Change Adoption
4	A Sunny Island Called Singapore: A Multicultural Creative Music Movement Workshop for Teachers Working with 4 to 6 Year Olds	Deputy Centre Leader Centre Leader	Diversity and Inclusion

- Home
- My Profile
- Update Employment
- Search Applications
- Search New Course/Event**
- Search Registered Course/Event
- Teacher Certification
- View Skills Map
- Reports
- Resources
- Announcements

Search Criteria

Type: All | Title: | Class Start Date within: Any Any and Any Any | Class Code: LMADTLM16E-1801

Advanced Search

Clear Search

Showing Page 1 of 1

Type	Code	Title	Action
Course	LMADTLM16E	Developing the Leader in Me	<b>View &amp; Apply</b>

Class Code: TESTFORHQ-1802 | Reg Opening Date: 08/03/2018 | Reg Closing Date: 21/03/2018

Funding Type: ECDA Funding | Fee (after subsidy): \$ 0

Selected



# **For Nominators / Operators:**



## **How to Endorse Courses**

## **How to Register Course on behalf on Leaders**



# 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**

Billing Information	
Organization Name *	ABC Provincial Centre
Month/Charge *	Jan Feb Mar
Email Address *	admin@provincial.com
Designation of Staff *	Admin Manager
Contact No. *	9000000



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

- Nominators can also register your leaders 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**

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**


- 4** **Select Class**



- 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**


- 7** Click **Next**


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

**Billing Information**

Organisation Name *	ABC Preschool Centre
Staff in Charge *	Sun Fib War
Email Address *	sunfib@preschool.com





# For PDP Leaders, Nominators / Operators:

## How to Track my CPD / Training Hours

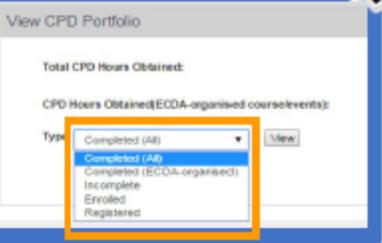
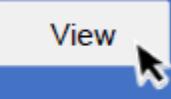


# Tracking Training Hours for Project and ECDA CPD Activities

## 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**  

- 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
- **Leaders 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 Leaders: 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						
<b>Next</b>						

**Submit**



# For Leaders: 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

(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

**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 <b>Next</b>						

Submit

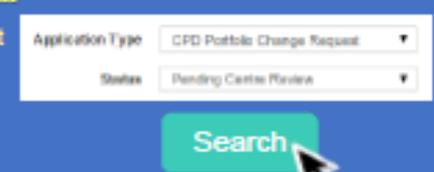
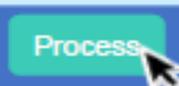


# For Nominators/Operators: How to Endorse the Training Hours for Non-ECDA and In-House CPD Courses and Activities

## 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

## Year 1

- **Compulsory Modules** (63 hours)
- **In-house CPD Activities** (20 hours)
- **ECDA/Non-ECDA CPD Activities** (50 hours)

133 hours



## Year 2

- **Project** (30 hours)

30 hours



## Year 3

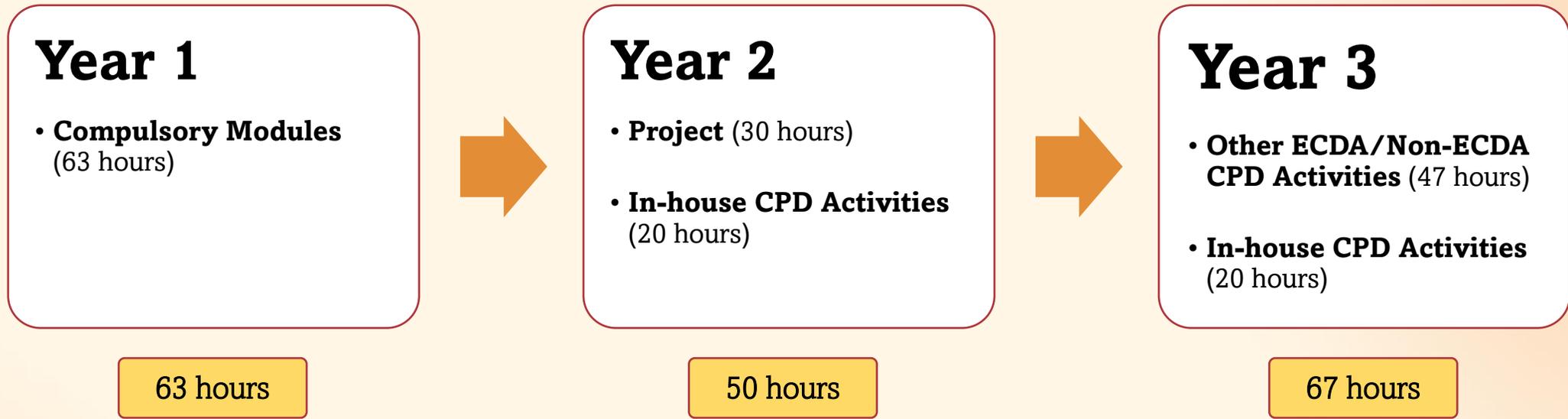
- **ECDA/Non-ECDA CPD Activities** (17 hours)

17 hours

Programme Milestone	<input type="checkbox"/>
Compulsory Modules in Year 1	<input checked="" type="checkbox"/>
Project by end of Year 3	<input checked="" type="checkbox"/>
At least 180 hours of CPD over 3 years of PDP(Leaders)	<input checked="" type="checkbox"/>



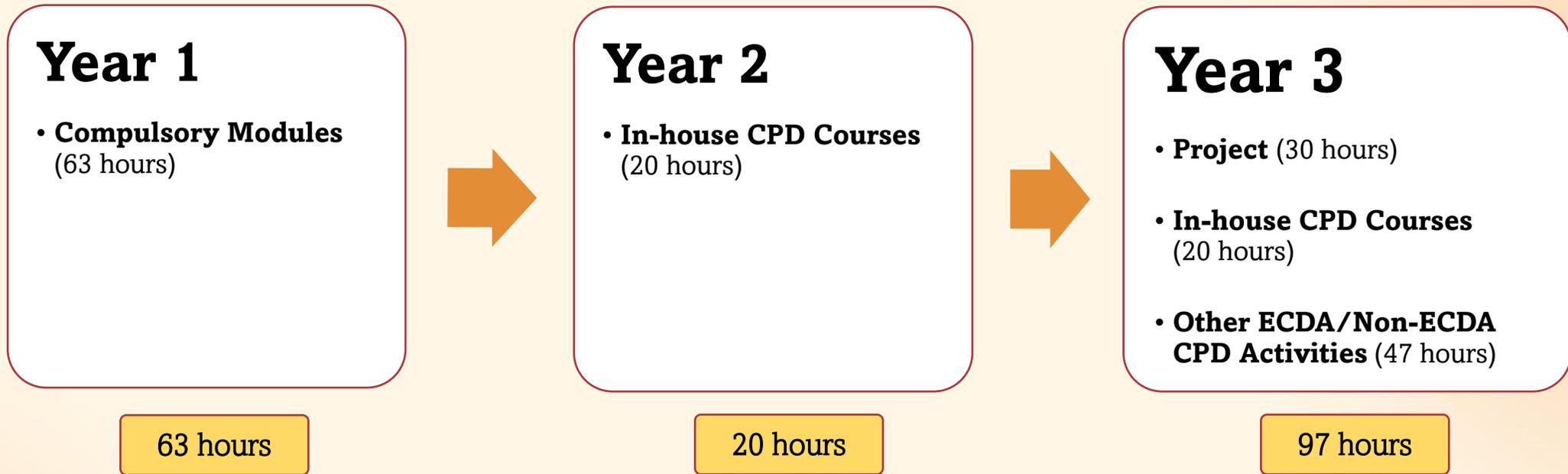
# Example 2: Spreading out programme milestones evenly across 3 years



Programme Milestone	<input type="checkbox"/>
Compulsory Modules in Year 1	<input checked="" type="checkbox"/>
Project by end of Year 3	<input checked="" type="checkbox"/>
At least 180 hours of CPD over 3 years of PDP(Leaders)	<input checked="" type="checkbox"/>



# Example 3: Completing more programme milestones in Year 3



Programme Milestone	<input type="checkbox"/>
Compulsory Modules in Year 1	<input checked="" type="checkbox"/>
Project by end of Year 3	<input checked="" type="checkbox"/>
At least 180 hours of CPD over 3 years of PDP(Leaders)	<input checked="" type="checkbox"/>



# Contact Information

## General Enquiries / Centre-initiated Project

[ecda\\_pp@ecda.gov.sg](mailto:ecda_pp@ecda.gov.sg)

## Compulsory Modules

Ms Stephanie Yeo, [Stephanie\\_YEO@ecda.gov.sg](mailto:Stephanie_YEO@ecda.gov.sg)

## CPD Courses and Activities

Ms Jennifer Tey, [Jennifer\\_Tey@ecda.gov.sg](mailto:Jennifer_Tey@ecda.gov.sg)

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

