

Professional Development Programme

FOR LEADERS



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Programme Structure

3-year programme

PDP Year

| | |
|---|---|
|  | Year 1 (1 May - 30 Apr) \$4,000 |
|  | Year 2 (1 May - 30 Apr) \$5,000 |
|  | Year 3 (1 May - 30 Apr) \$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 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Q2) Will there be any penalty if I am withdrawn from PDP(Leaders)?

Participants who are withdrawn from PDP(Leaders) will not be eligible for any further cash awards.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.

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 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 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 **one of the following projects**

ECDA Fellows Applied Leadership Series (ALpS)* workshops

- Learn from ECDA Fellows by participating in their ALpS projects
- Submit the Project Summary via ONE@ECDA after project completion
- Awarded 30 CPD hours upon project completion

*Formerly known as Inquiry-Based Action Plan (IBAP)

Centre-Initiated Project (CIP)

- Opportunity to apply knowledge and skills within the centre and classroom
- Compulsory to complete “**Proposal Writing Skills for PDP Participants**” course (12.5h) when embarking on CIP, as it will be implemented as part of this course.
- Awarded 30 CPD hours upon project completion

Practitioner Inquiry (PI)

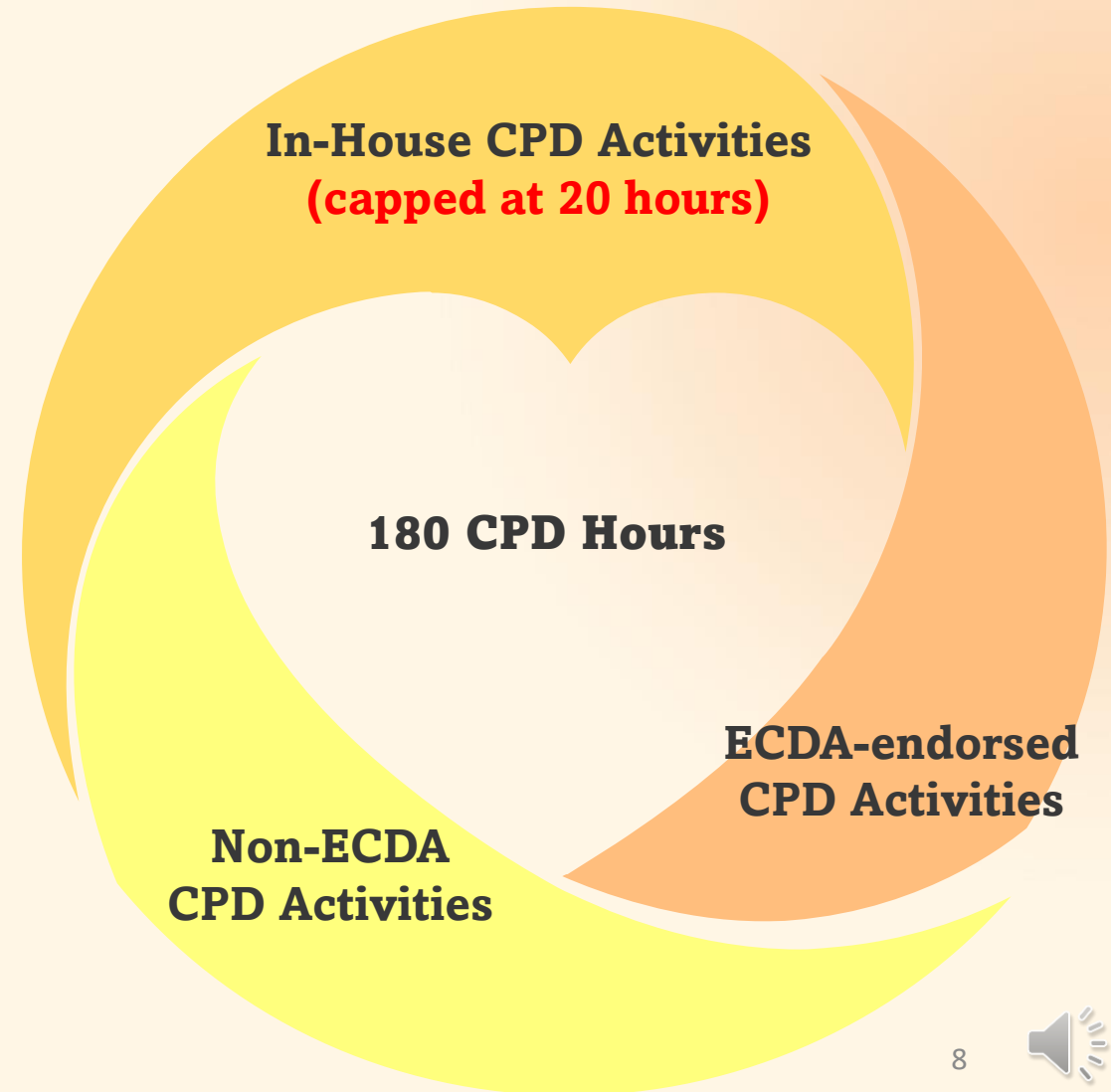
- As one of the Technical Skills and Competencies (TSCs) listed under Skills Framework for Early Childhood, PI seeks to improve teaching practices, strengthen educators’ competencies and foster a sector-wide culture of inquiry
- Compulsory requirement: All participants looking to complete the PDP project milestone will have to complete the PI CPD course “**Practitioner Inquiry: Reflective Practice in Action**” (16h). The implementation phase of the PI project # requires a minimum of 10 weeks.
- Awarded 20-40 CPD hours upon project completion
- Please refer to [ECDA PI webpage](#) and [NIEC PI CPD course](#) page for more details.

#PDP(L) participants must take on the role of a Team Lead in the CIP or PI to be awarded completion of the project milestone

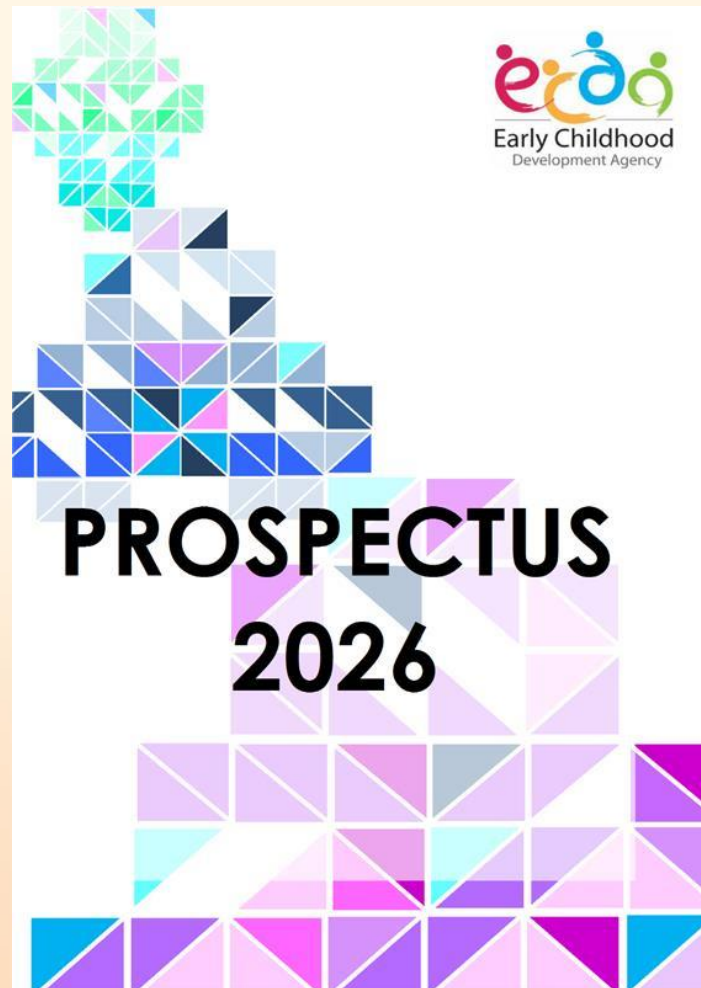


Year 1 to 3 Programme Milestone: CPD Activities to Fulfil 180 Hours

- 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 Programme Milestone: CPD Activities to Fulfil 180 Hours - ECDA CPD Activities



- Download the latest [CPD Prospectus](#) from ECDA's website
- Browse through and identify CPD courses* of leaders' interests and needs
- Check through course entry requirements



*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 Programme Milestone: CPD Activities to Fulfil 180 Hours - ECDA CPD Activities

[Recommended for PDP(Leaders) participants]

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 Programme Milestone: CPD Activities to Fulfil 180 Hours - ECDA CPD Activities

[Recommended for PDP(Leaders) participants]

Leadership Connexion (For Centre Leaders)

- A leadership learning and networking platform for Centre Leaders to engage in leadership learning conversations, adapt insights on leadership trends from non-EC leaders, and cultivate a support network
- Please refer to [NIEC Leadership Connexion page](#) for more details

Leadership Booster (For *experienced* Centre Leaders)

- Curated specially for experienced Centre Leaders – highly interactive with introduction to a range of management tools, sharing from experts, emphasis on application through peer learning and a learning journey
- Please refer to [NIEC Leadership Booster page](#) for more details



Year 1 to 3 Programme Milestone: CPD Activities to Fulfil 180 Hours - ECDA CPD Activities



EYDF & NEL Framework Training (Fully-funded till end-Dec 2027 and Feb 2028 respectively)

[Recommended for PDP(Leaders) participants]

EYDF 2023 (EL & CL)

Overview of Early Years Development Framework (EYDF) 2023 / Overview of Early Years Development Framework (EYDF) 2023 (Chinese):

- For EY1, EY2, L1 and L2 educators

Overview of Early Years Development Framework (EYDF) 2023 and Putting EYDF 2023 into Practice / Overview of Early Years Development Framework (EYDF) 2023 and Putting EYDF 2023 into Practice (Chinese)

- For Centre Leaders, Senior Centre Leaders, Curriculum/Pedagogy Specialists

NEL Framework 2022 (EL)

Overview of NEL Framework 2022 :

- For L1 and L2 educators

Overview of NEL Framework 2022 and Putting NEL Framework 2022 into Practice :

- For Centre Leaders, Senior Centre Leaders, Curriculum/Pedagogy Specialists

3-hour
Course
(e-learning)

7-hour
course
(e-learning
+ Zoom)



Year 1 to 3 Programme Milestone: CPD Activities to Fulfil 180 Hours – 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 Programme Milestone: CPD Activities to Fulfil 180 Hours - 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 2026 – 30 Apr 2027) | Until 31 Oct 2027 | Receive in end Nov 2027 |
| Year 2 (1 May 2027 – 30 Apr 2028) | Until 31 Oct 2028 | Receive in end Nov 2028 |
| Year 3 (1 May 2028 – 30 Apr 2029) | Until 31 Oct 2029 | Receive in end Nov 2029 |

*Participants who resign from their nominating organisation during their PDP journey will be withdrawn from the programme



For PDP Leaders:

Steps to identify Stage 1 TSC CPD courses



How to Register for Stage 1 ECDA-endorsed 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*

STAGE 1 TSCs

- 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
- 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

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 <small>Do not filter. For information only.</small> |
|-----|--|---------------------------------------|---|
| 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 |

*For runs of NIEC courses that are scheduled for 1 Jun 2026 onwards, please register via the NIEC Vitae Portal.



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

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 all non-ECDA CPD Courses and Activities, a course code is required for them to be counted towards PDP hours.



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 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


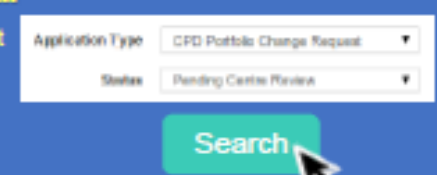
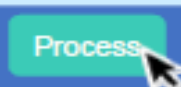

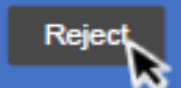
- In-house CPD activities which are submitted without the tick indicated under step 3 will not be counted towards the PDP hours.



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

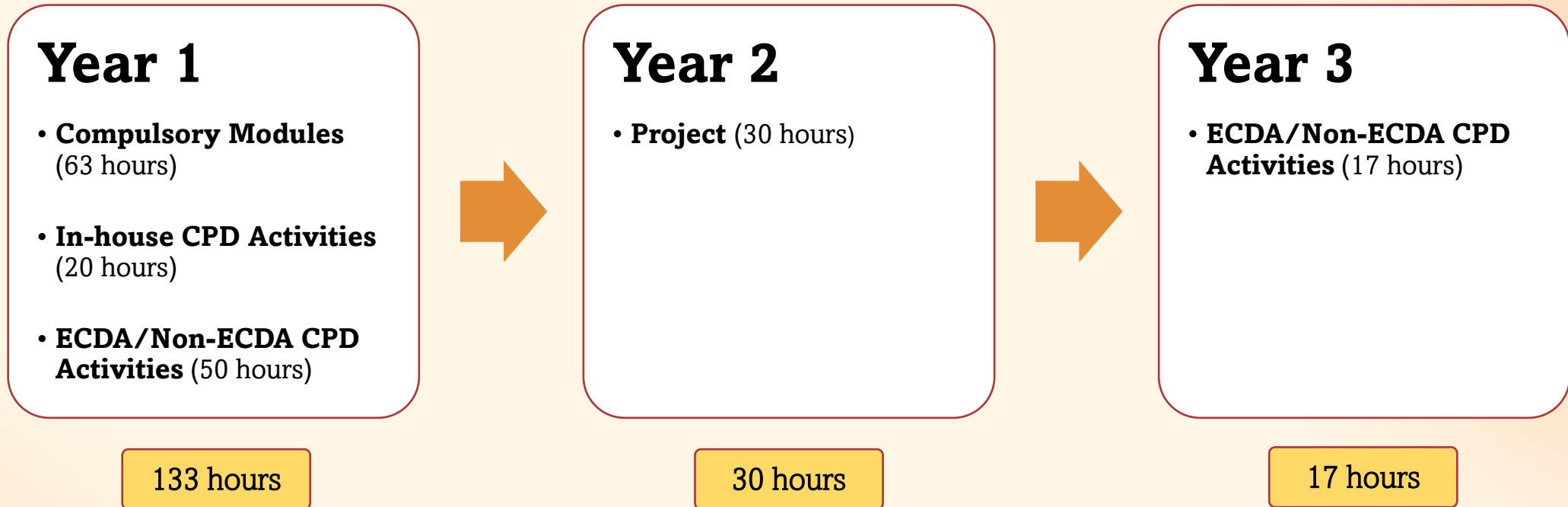
- 1** Click **CPD Course Administration** >> **Review CPD Request**

- 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



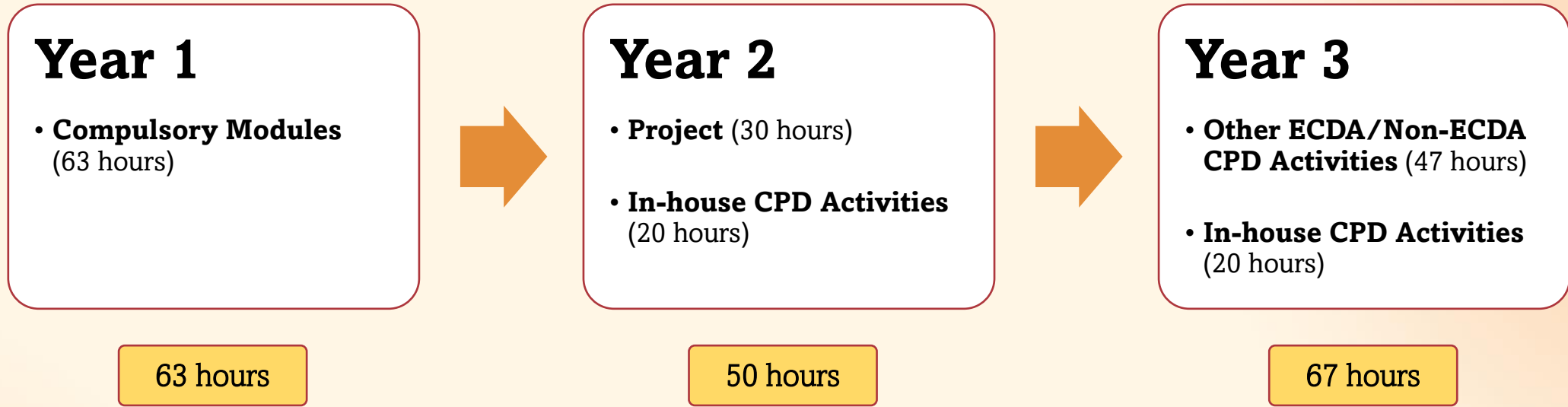
Example 1: Completing more programme milestones in Year 1



| Programme Milestone | <input type="checkbox"/> |
|--|-------------------------------------|
| Compulsory 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"/> |



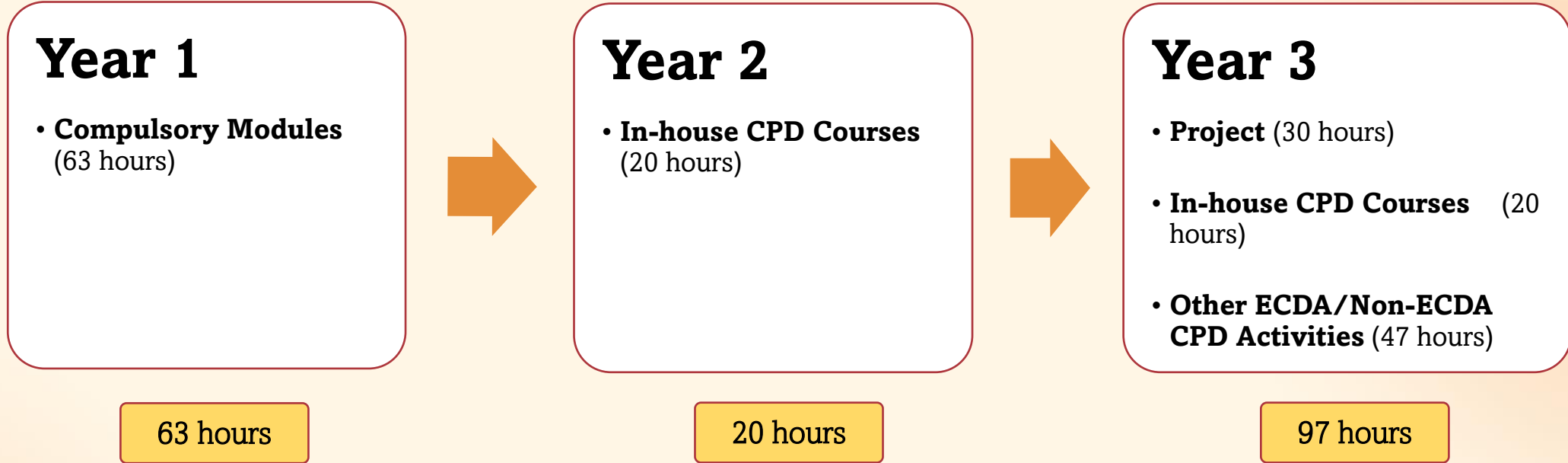
Example 2: Spreading out programme milestones evenly across 3 years



| 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

Please contact us at ecda_pp@ecda.gov.sg for any queries relating to:

Compulsory Modules

Centre-initiated Project

CPD Courses and Activities

General Enquiries

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)

