



WHAT is a Self-Appraisal?



The Self-Appraisal is a **reflective process** that enables preschools to evaluate their practices, programmes, and quality of care and education.



Using the SPARK 2.0 tool, preschools can systematically **identify their strengths and areas for growth** in supporting children's learning and development.



WHO should complete it?

All **SPARK-Accredited preschools** are required to complete and submit the Self-Appraisal annually.



HOW to write a meaningful Self-Appraisal

1 DESCRIBE YOUR CURRENT PRACTICES

- Focus on practices your preschool has established or is currently implementing.
- Specify what each practice involves, when and how often it takes place, how it is carried out, including how leaders guide teachers.



2 ALIGN YOUR RESPONSE TO THE INDICATOR

- Carefully read and respond directly to the indicators and guiding questions.



3 REFERENCE YOUR EVIDENCE CLEARLY

- Clearly label, organise and reference relevant documents.
- Ensure the evidence substantiates the practices described.



DEADLINE

30
DECEMBER

WHEN should it be submitted?

Submit your preschool's Self-Appraisal by 30 December via "Self-Appraisal" Tab in CMS.

COMMON PITFALLS - AVOID THESE

- Listing evidence without explaining the process.
- Repeating content across indicators.
- Describing platforms used instead of the preschools' practices and processes.

TIPS FOR A STRONG SELF-APPRAISAL

- Keep your write-up concise, concrete and evidence-based.
- Demonstrate a clear connection between your practices, the corresponding evidence and the SPARK indicators..
- Address each indicator distinctly, even where practices overlap.



For queries, please contact SPARK@ecda.gov.sg