

Professional Development Programme (Centre Leaders and Lead Educators) E-Briefing

PROFESSIONAL
DEVELOPMENT
PROGRAMME

For Leaders



Contents

- 1. Programme Overview** (slide 3)
- 2. Programme Structure** (slide 4)
- 3. Programme Milestones** (slide 5)
 - a. **Compulsory Modules** (slide 6)
 - b. **Overseas Study Trip** (slide 11)
 - c. **Project** (slide 12)
 - d. **Other CPD activities** (slide 15)
 - e. **Examples on how to complete Programme Milestones** (slide 23)
- 4. Service Milestones & Cash Awards** (slide 27)
- 5. Commitment** (slide 28)
- 6. FAQs** (slide 29)
- 7. Contact Information** (slide 30)



1. Programme Overview

What it is



Professional development & retention programme for leaders & organisations

What it does



Diverse professional development opportunities

Flexibility to complete programme milestones within 3 years

What it offers



An overseas study trip and up to \$15,000 bond-free cash award for completing programme & service milestones

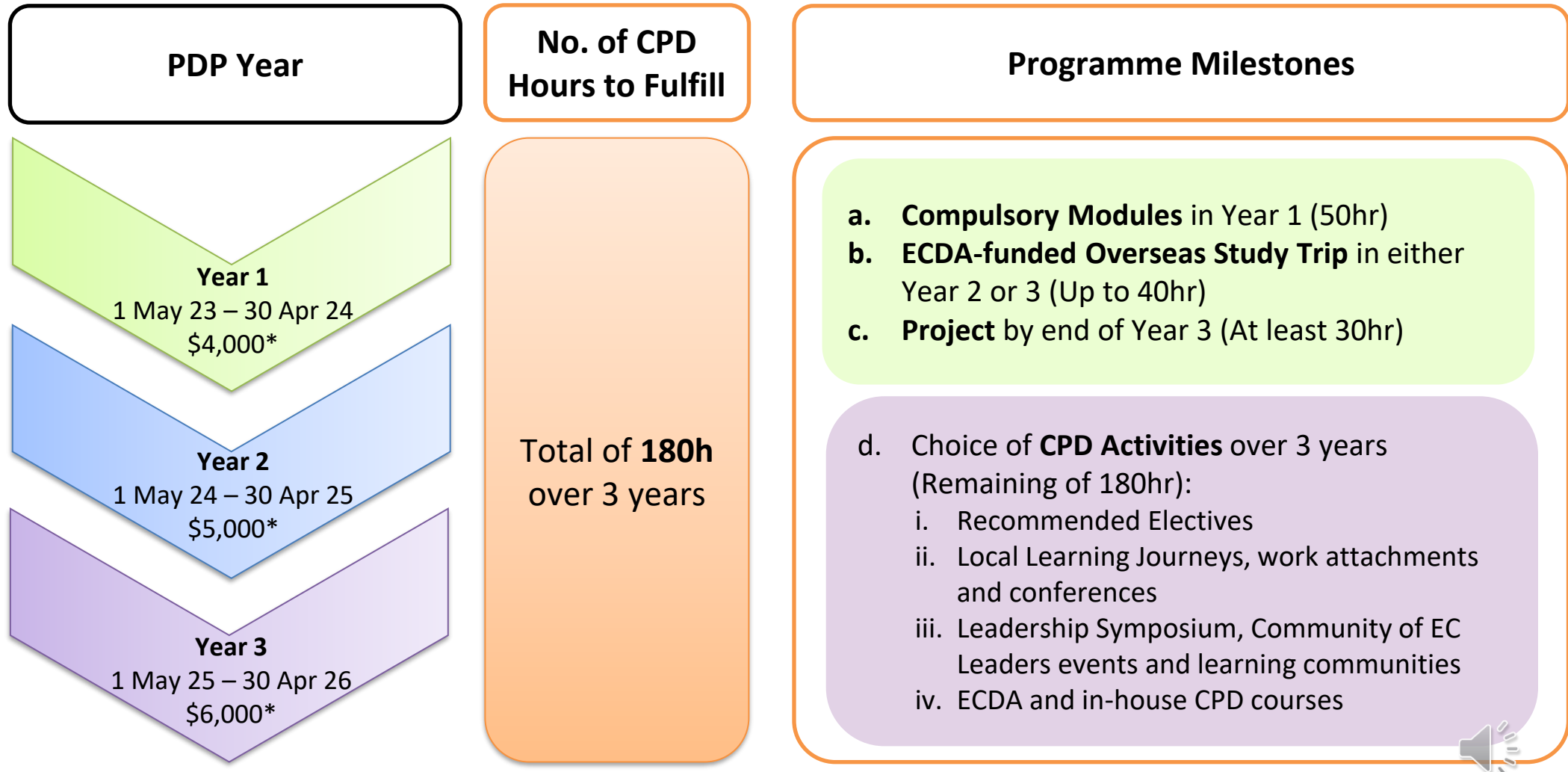
What it requires



Strong partnership between operators, EC leaders & ECDA



2. Programme Structure



Total \$15,000

*Participants are required to fulfil programme milestones and **service milestone** of remaining with their nominating organisation 6 months after the end of each PDP year.

3. Programme Milestones

	a. Compulsory Modules	b. Overseas Study Trip	c. Project	d. Other CPD Activities
PDP Year	Year 1	Year 2 or 3	By end of Year 3	By end of Year 3
No. of Hours	50 hrs	40 hrs (approx. 5 days)	At least 30 hrs	Remaining of 180 hrs
Professional Development	<ul style="list-style-type: none"> Understanding leadership styles Key EC trends and issues in Singapore Recent research and reflective practices 	<ul style="list-style-type: none"> Gain new insights Reflect on own practices Learn & network with fellow leaders Adapt learning to local context 	<ul style="list-style-type: none"> Lead centre in implementing project Strengthen your theory-practice nexus 	Choose from: <ol style="list-style-type: none"> Recommended Electives Local Learning Journeys, work attachments and conferences Leadership Symposium, Community of EC Leaders events and learning communities ECDA and in-house CPD courses
Subsidy/ Funding	SSG Subsidy (Remaining course fee is payable by participant/operator)	Funding from ECDA	Funding available for certain projects	Dependent on CPD activity
Deliverable	Dependent on course	Study trip report	Dependent on project type	Dependent on CPD activity



3a. Programme Milestones – Compulsory Modules

About the four compulsory modules

To complete in Year 1

S/N	Course Title	Synopsis	Course Fee Range* (after SSG subsidy**)
1	Building Effective Relationships with Stakeholders in Preschool Settings (9hrs)	Addresses the need for building effective relationships with staff and key stakeholders like parents in the preschool setting in order to meet the differing needs of the children and families attending the respective preschools in Singapore.	\$85.22 - \$395.72
2	Designing Integrated Play Experiences and Curricula in ECCE (18hrs)	Supports participants to continue developing their confidence and competence in designing, developing and enacting integrated and play-based curriculum for young children.	\$169.37 - \$835.37
3	The Power of Feedback (14hrs)	Enables pre-school leaders to become better leaders and to overcome the challenges of receiving and giving feedback to their staff. It will equip pre-school leaders with the simple principles and practices of feedback giving and receiving.	\$131.97 - \$629.97
4	Trends and Issues in ECCE (9hrs)	Develops early childhood professionals with a critical lens in exploring key trends and issues emerging within the local context, and through this, to grasp the significance and implications of these trends in shaping the early childhood educational landscape in Singapore.	\$85.22 - \$410.72

*Please refer to the course fee range as a guide for course fee arrangement or budgeting. Any arrangements made should be mutually agreed between the operator and participant.

**SSG subsidy varies for each individual as it is based on various criteria set by SSG (e.g. age, sponsorship, company type, schemes etc), and hence final course fee payable will be determined after subsidy application with SSG.



3a. Programme Milestones – Compulsory Modules

About the ECDA Leadership Tool for compulsory module

To complete in Year 1

The aims of the tool are to:

- Help you grow and develop in your role as leaders
- Unravel skill and knowledge levels required for your roles, as well as behaviors needed for you to further develop as leaders

Pre-requisite	Remarks
It is mandatory to complete the ECDA Leadership Tool before attending “The Power of Feedback” , as it is a pre-requisite requirement for the course.	Besides rating yourself with the Tool, you will be required to provide the contact details (email addresses) of the following people whom you have invited to take part in this survey to rate your leadership practices: <ul style="list-style-type: none">• Your supervisor• Your staff (at least 3 to 5 staff members) <p>More details will be emailed to you.</p>



3a. Programme Milestones – Compulsory Modules

How to register for compulsory modules?

To complete in Year 1

For Participants

- Discuss with your operator on course fee arrangement
- Register for the Compulsory Modules in **ONE@ECDA** (follow steps on the right)
- After successful registration, NIE will put up your SSG subsidy application
- Make payment to NIE after your subsidy is approved
- Attend and complete the training you have registered for



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

3a. Programme Milestones – Compulsory Modules

How to register for compulsory modules?

To complete in Year 1

For Operators

- Discuss with your leaders on course fee and work arrangement, and provide support and guidance.
- Approve (follow steps on the left) or nominate (follow steps on the right) your leader's application for the Compulsory Modules through ONE@ECDA

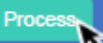
To Review Course / Event Application

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**


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**



3a. Programme Milestones – Compulsory Modules

What to do after completing the compulsory modules?

To complete in Year 1

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

- After completing the compulsory modules, the hours will be **automatically updated** in ONE@ECDA
- Participants and operators only have to **verify** that participant's CPD portfolio has been updated accurately **2 months** after completion date of course
(Do not update hours in CPD portfolio again)
- Inform ecda_pp@ecda.gov.sg if there has been **no recorded entry** of the training hours.



3b. Programme Milestones – Overseas Study Trip

About the overseas study trip

To complete in Year 2 or 3

For **Participants**

How to register in ONE@ECDA?

- Look out for the study trip schedule from ECDA in Year 2 & 3
- Register for the trip dates you wish to attend in ONE@ECDA
- No payment is required as the trip is funded by ECDA

What to do after completing the study trip?

- Submit the Personal Reflection and Group Report within 1 month of return to ECDA
- After verification of deliverable, the hours will be **automatically updated (under 'Courses')** in ONE@ECDA
- **Verify** that your CPD portfolio has been updated accurately (**Do not update hours in CPD portfolio again**)

For **Operators**

- Provide support and guidance, and discuss with your leaders on work arrangement for the centres while they are away
- Discuss how your leaders can share their trip experiences with fellow educators



3c. Programme Milestones – Project

About the project and how to register?

To complete by end of Year 3

Lead in one project to complete at least 30 hours from the following project options:

	ECDA Fellows' IBAP Project	PDP Centre-initiated Project
Application Period	IBAP classes are open throughout the year <i>Please inform the ECDA Fellows of your intention to submit project for PDP</i>	Annual application <i>Please attend the compulsory pre-requisite course prior to application</i>
Implementation Period	As stipulated by ECDA Fellows	At least 4 months during the stipulated implementation periods
How to register?	Look out for the publicity email and sign up via ONE@ECDA!	Download the CIP Factsheet from the PDP(Preschool Educators) webpage for details



ECDA Practitioner Inquiry, Innovation Grant and Mentor Initiative Project are on hiatus for 2023, until further notice.

3c. Programme Milestones – Project

About the PDP centre-initiated project

To complete by end of Year 3

Step 1: Compulsory Pre-Requisite Course – Proposal Writing Skills for PDP Participants

- Look out for ECDA's email on the registration of the yearly CIP pre-requisite course.
- Sign up for the course via ONE@ECDA with the course code provided.

Step 2: Application

- Look out for ECDA's email on the yearly CIP application period and guidelines.
- Apply for CIP by submitting your project proposal via ONE@ECDA (*under PDP projects > Centre-initiated Project*).

Step 3: Implementation (tentatively Jun – Sep OR Jan – Apr)

- After ECDA approves your proposal, embark on your project based on the approved project proposal and monitor the progress according to the implementation timeline.

Step 4: Completion

- Look out for ECDA's email on submission details.
- Submit your reflection write-up and slide presentation by the submission deadline.



3c. Programme Milestones – Project

What to do after completing my project?

To complete by end of Year 3

For Participants

ECDA Fellows' IBAP Project	PDP Centre-initiated Project
<p>After submitting the project deliverables to ECDA Fellows, please fill up and submit the <u>IBAP summary form</u> (on the PDP website) via ONE@ECDA.</p> <p><i>Submit via ONE@ECDA: PDP Projects > ECDA Fellows IBAP</i></p> <p><i>You will be awarded project hours via ONE@ECDA.</i></p>	<p>After completing the project, please submit the project deliverables via ONE@ECDA and FormSG.</p> <p><i>Submit via ONE@ECDA: PDP Projects > Search PDP Project > Retrieve submitted project > Submit Reflection Journal</i></p> <p><i>You will be awarded project hours via ONE@ECDA.</i></p>

For Operators

- Provide support and guidance, and discuss with your leaders how the projects can support their professional development while meeting the learning needs of the centre



3d. Programme Milestones – Other CPD Activities

About the recommended electives (i)

To complete by end of Year 3

- ECDA CPD courses which are specially curated and highly recommended for leaders to attend

List of Recommended Electives

- Leadership Series*
 - The Pillars of Leadership
 - The Art of Lesson Observations
 - A Journey towards Curriculum Leadership
 - Growing Leaders, Growing Teachers
 - Building a Supportive Learning Culture I
 - Developing Leaders' Planning Capacity
 - Winning the Hearts and Minds of Teachers and Parents
- ECDA Fellows' IBAP classes
- Certificate in Inclusive Practice

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

- Refer to the quarterly **ECDA Prospectus** from ECDA's CPD website for upcoming recommended electives
- Follow steps on slide 19 (How to register for ECDA CPD courses or events)

Any recommended elective(s) and ECDA courses completed before appointment onto PDP, will not be counted towards PDP. You may choose other recommended electives or CPD activities to complete instead.

**Refer to the quarterly ECDA Prospectus for updated details on Leadership Series courses*



3d. Programme Milestones – Other CPD Activities

About the local learning journeys, work attachments and conferences (ii)

*To complete by
end of Year 3*

Local Learning Journeys

- Self-initiate or go on organised local learning journeys (e.g. Early Childhood Conference learning journeys – Look out for email from ECDA on how to sign up)

Work attachments

- Fulfil a work attachment at an organisation or centre of your choice

Conferences

- Attend EC-related or leadership conferences (e.g ECDA Early Childhood Conference – Look out for email from ECDA on how to sign up)



3d. Programme Milestones – Other CPD Activities

About the leadership symposium, Community of EC Leaders events and learning communities (iii)

*To complete by
end of Year 3*

Leadership Symposium

- Attend leadership symposiums by external providers

Community of EC Leaders events

- Attend events specially organised for leaders throughout the year

Learning communities

- Join or form learning communities in areas of your interest to improve EC practices



3d. Programme Milestones – Other CPD Activities

About the ECDA and in-house CPD courses (iv)

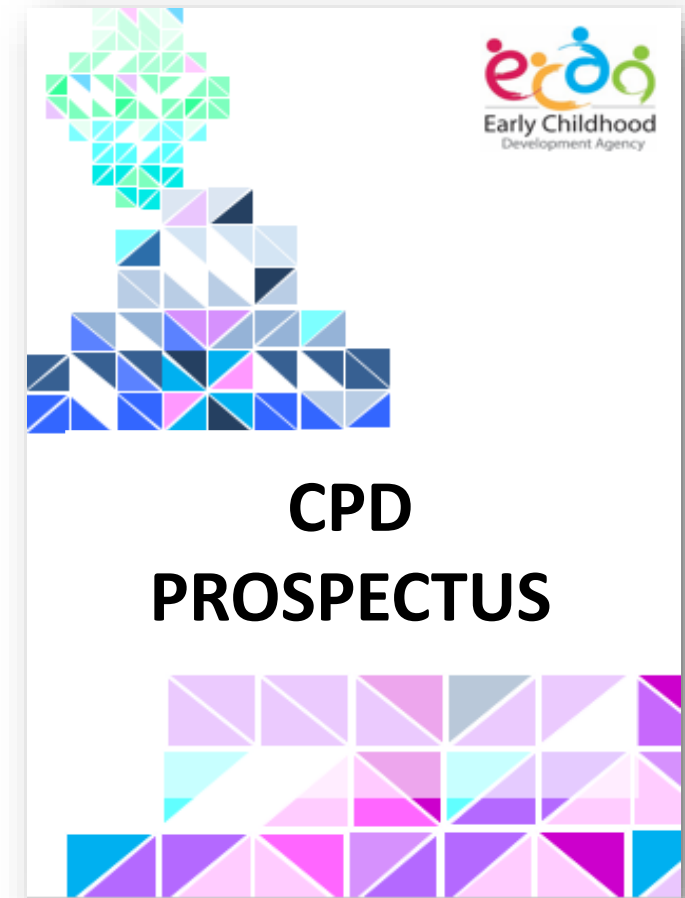
To complete by end of Year 3

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

- Download the latest quarterly ECDA Prospectus from ECDA's CPD website. Scan the QR code to visit the website.



- Browse through and identify CPD courses of leaders' areas of interests and needs
- Check through CPD course entry requirements
- Follow steps on next page



3d. Programme Milestones – Other CPD Activities

How to register for ECDA CPD courses in ONE@ECDA?

To complete by end of Year 3

For Participants

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**

For Operators

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**

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

3d. Programme Milestones – Other CPD Activities

What to do after completing ECDA CPD courses?

To complete by end of Year 3

For both **Participants** and **Operators (Nominators)**

- After completing ECDA CPD courses, the hours will be **automatically updated** in ONE@ECDA (Please **do not** update hours into CPD portfolio again)
- Participants and operators only have to **check** and **verify** that participant's CPD portfolio has been updated accurately **2 months** after completion date of course
- Inform ecda_pp@ecda.gov.sg if there has been **no recorded entry** of the training hours.




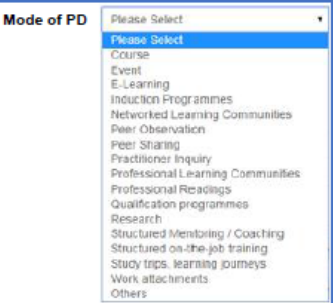


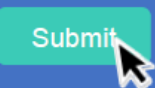
3d. Programme Milestones – Other CPD Activities

After completing ECDA CPD courses, how to record hours for PDP?

To complete by end of Year 3

For Participants

To Update CPD Portfolio
Step-by-Step Guide

- 1 Click **Update CPD Portfolio**

- 2 Select **Mode of PD**

- 3 Enter **Details of the Completed PD Activity**

- 3 Click **Next**

- 4 Verify the information
Click **Submit**


For Operators

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**


3d. Programme Milestones – Other CPD Activities

How to amend or delete a CPD entry in ONE@ECDA?

To complete by end of Year 3

For **Participants** or **Operators (Nominators)**

- As the CPD entries of all participants are locked while they are on PDP, participants/nominators have to write in to ecda_pp@ecda.gov.sg to request for assistance to untag the CPD entry before it can be amended/deleted.
- After the amendment is completed, please update ECDA to tag the CPD entry back to the participants' PDP records.

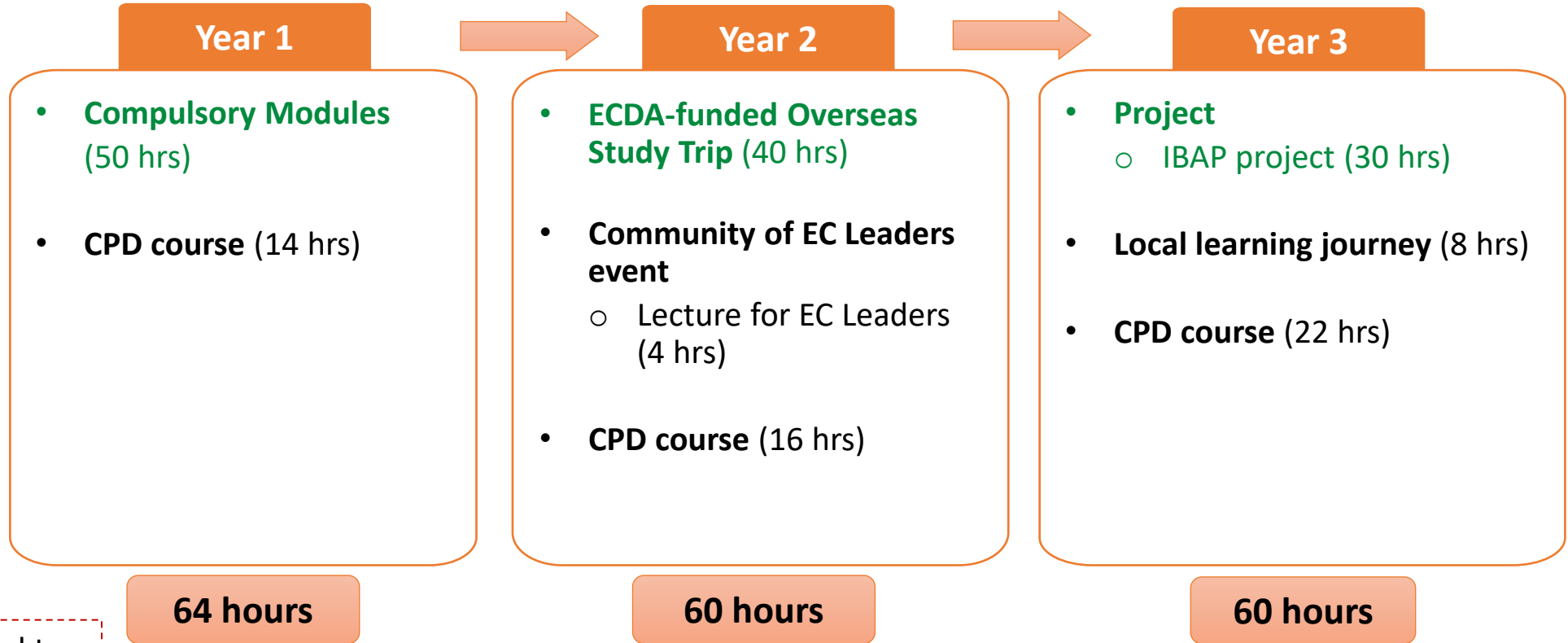


3e. Programme Milestones – Example on how to complete

**Example 1:
Evenly pacing out
CPD activities
over 3 years**



Participants are encouraged to embark on the project after completing the compulsory modules, to optimise the transfer of learning and new skills attained from the compulsory modules.



Programme Milestones	<input type="checkbox"/>
Compulsory Modules in Year 1	<input checked="" type="checkbox"/>
ECDA-funded overseas study trip in Year 2 or 3	<input checked="" type="checkbox"/>
Project by end of Year 3	<input checked="" type="checkbox"/>
At least 180 hours of PD over 3 years of PDP(L)	<input checked="" type="checkbox"/>

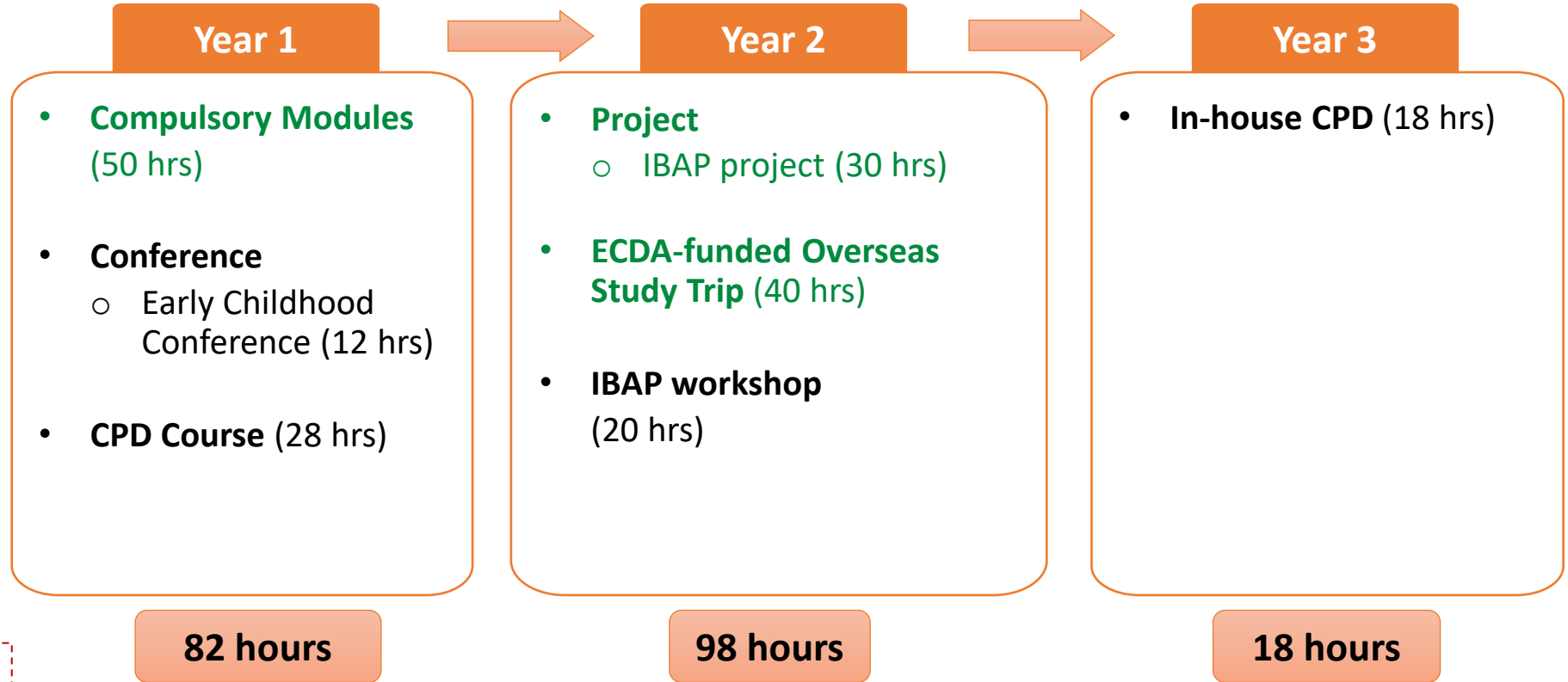
**Total:
184 hrs**

3e. Programme Milestones – Example on completing PDP

**Example 2:
Completing all
CPD activities by
end of Year 2**



In Year 2 or 3, participants have to complete **at least one** CPD activity in order to be eligible for the year's cash award.



Programme Milestones	<input type="checkbox"/>
Compulsory Modules in Year 1	<input checked="" type="checkbox"/>
ECDA-funded overseas study trip in Year 2 or 3	<input checked="" type="checkbox"/>
Project by end of Year 3	<input checked="" type="checkbox"/>
At least 180 hours of PD over 3 years of PDP(L)	<input checked="" type="checkbox"/>

**Total:
198 hrs**

3e. Programme Milestones – Example on how to complete

Individual Development Plan (IDP) to help you plan your journey:

- 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 may download a copy of the IDP from the PDP(L) webpage.

Professional Development Programme (Leader)
3-Year Individual Professional Development Plan

Annex A

Name of PDP(L) 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	No. of CPD Hours
1	Compulsory Core PDP(L) Modules	Trends and Issues in ECCE		Year 1	By end of Year 1		9
2		Designing Integrated Play Experiences and Curricula in ECCE		Year 1	By end of Year 1		18
3		Building Effective Relationships with Stakeholders in Preschool Settings		Year 1	By end of Year 1		9
4		The Power of Feedback 360		Year 1	By end of Year 1		14
Total CPD hours for core modules:							50
<p><i>Participants have to complete all 4 compulsory modules and have the flexibility to do other CPD activities to complete at least 180 hours over 3 years</i></p>							



4. Service Milestone

For Participants

- Participants are required to fulfil the programme milestones and service milestones (**remaining with nominating organisation for at least 6 months after end of each PDP year**), in order to be eligible for the annual cash award.
- Participants **can** be deployed to other centres within the same nominating organisation.

For Operators

- Assist ECDA with verifying your leaders' employment with the organisation as at 31 Oct of each year

PDP Year	Programme Milestone	Service Milestone (Remain with organisation for 6 months after end of each PDP year)	Cash Award
Year 1 (May 2023 – Apr 2024)	Complete respective programme milestone for the year	Until 31 Oct 2024	Receive in end Nov 2024
Year 2 (May 2024 – Apr 2025)		Until 31 Oct 2025	Receive in end Nov 2025
Year 3 (May 2025 – Apr 2026)		Until 31 Oct 2026	Receive in end Nov 2026



5. Commitment

Participants commit to:

- ✓ Completing all **programme milestones** and CPD hours in each year

Year 1	Compulsory Modules (50 hours)	Project (at least 30 hours)
Year 2	Overseas Study Trip (approx. 40 hours)	
Year 3		

- At least a total **cumulative 180 hours of CPD activities by Year 3**

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

Operators commit to:

- ✓ Supporting your nominee throughout the 3 years by:
 - Notifying your leader when you receive emails from ECDA related to PDP(L) and providing advice;
 - Considering your leader's learning needs and interests when discussing which CPD activity to complete; and
 - Plan advance work arrangements when your leader attends courses, study trip or other CPD activities



6. FAQs

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

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

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

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

If you have not received any PDP cash award, you can be nominated for the same PDP again 3 years later.

If you have received the PDP cash award(s), you cannot be nominated for the same PDP 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.

When the amendment is completed, please update ECDA to tag the CPD entry back to the participants' PDP records.

7. Contact Information

Visit the PDP (Centre Leaders and Lead Educators) Website

for the most updated info and briefing slides

[https://www.ecda.gov.sg/early-childhood-educators-\(ece\)/professional-programmes/professional-development-programme/professional-development-programme-\(leader\)](https://www.ecda.gov.sg/early-childhood-educators-(ece)/professional-programmes/professional-development-programme/professional-development-programme-(leader))



Or contact us at:

Compulsory Module and ECDA CPD Courses

Contact@ecda.gov.sg

All Other Enquiries

ECDA_PP@ecda.gov.sg



THANK YOU!

