

# Professional Development Programme (Preschool Educators)



# 1. Overview of PDP for Preschool Educators



## What it is

**Professional development & retention** programme for preschool teachers & organisations



## What it does

- Allows **flexibility** for preschool teachers to pursue professional development of their **choice & interest** within 3 years
- Support organisations in **identifying & grooming** preschool teachers with potential



## What it offers

- **Variety** of professional development opportunities in **preferred language**
- **Up to \$12,000 cash awards** in total upon meeting service and programme milestones, no bond to serve



## What it requires

**Strong partnership** between operators, preschool teachers and ECDA



## 2. Programme Structure

**Year 1**  
1 Apr 2023 - 31 Mar 2024  
\$3,000\*



**Year 2**  
1 Apr 2024 - 31 Mar 2025  
\$4,000\*



**Year 3**  
1 Apr 2025 - 31 Mar 2026  
\$5,000\*

### Programme milestones consist of:

- One **Compulsory module** in Year 1.
- Complete at least one **Modular course** in either Year 1, 2 or 3. *(Strongly encouraged to complete in Year 2)*
- Complete at least one **Project** in either Year 1, 2 or 3.
- Fulfil remaining hours via **CPD activities**.

**Total of 180 hours over 3 years**

\*PDP participants are required to fulfil programme milestones and service milestones of remaining with their nominating organisation during the course of the PDP and for at least six months after the end of each PDP year.



# 3. Individual Development Plan (IDP) (Optional to use)

Professional Development Programme (Educators)  
2-Year Individual Professional Development Plan

Name of (BDOE) Participant:

CPD Activity	Title(s)	Learning Outcomes <sup>1</sup>	Resources & Support Needed	Target Start Date (DD/MM/YYYY)	Target End Date (DD/MM/YYYY)	Progress Update / Completion Date	Centre Leader Endorsement	No. of CPD Hours
1	Compulsory Training	30s Educator Resources	NA	Year 1	By end of Year 1	By end of Year 1		14
Participant have the flexibility and choice of these other CPD activities to complete at least 130 hours (including the compulsory training) over 2 years								
2	Communities of Practice (CoP)	Number of sessions						
		Hours of sessions						
		Number of hours per session						

\*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.

---

Professional Development Programme (Educators)  
(Example of CoP)

CPD Activity	Title(s)	Learning Outcomes	Resources & Support Needed	Target Start Date (DD/MM/YYYY)	Target End Date (DD/MM/YYYY)	Progress Update / Completion Date	Centre Leader Endorsement	No. of CPD Hours
1	Communities of Practice (CoP) E.g. Educator Peer Sharing on SD	E.g. learn and exchange ideas with other educators on SD	Number of sessions 14 Nov 2017, 28 Nov 2017, 14 Dec 2017, 28 Dec 2017, 11 Jan 2018, 25 Jan 2018, 8 Feb 2018, 22 Feb 2018, 8 Mar 2018	14 Nov 2017	8 Mar 2018	8 Mar 2018 (Year 1)		E.g. 30 (including training and trying out SD strategies)

(Example of Showcase of Learning)

CPD Activity	Title(s)	Learning Outcomes	Resources & Support Needed	Target Start Date	Target End Date	Progress Update / Completion Date	Centre Leader Endorsement	No. of CPD Hours
3	Showcase of Learning E.g. Sharing of Learning Log Photo Journals/ 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								

Each (BDOE) participant must complete:  
a) minimum of 28 hours of CPD activities including a 14-hour compulsory core training in the first year of PDP, and  
b) minimum of 42 hours CPD activities in the second year of PDP, and  
c) at least 130 hours of CPD activities over 2 years of PDP.

\*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.

- The IDP is for participants to plan the 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 meant for participants to track their personal PDP journey.

- Participants may download a copy of the IDP from the PDP(Preschool Educators) webpage. (Access the webpage via the QR code below)



# 4a. Programme Milestone – Compulsory Module

To complete  
in Year 1

## About the compulsory module

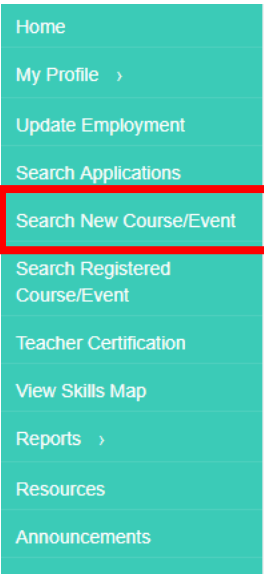
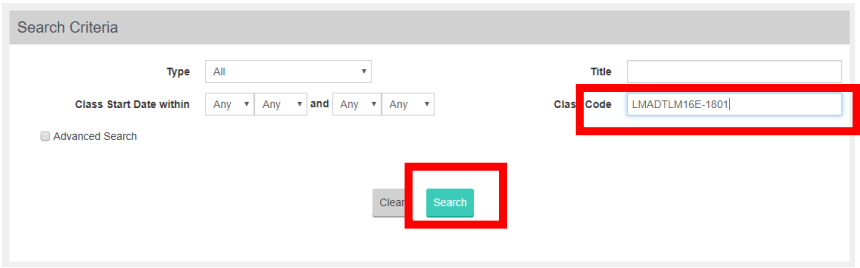
- Course Title: **Developing the Leader in Me**
- Offered in both English and Chinese
- Scaffold your understanding of your own leadership values, dispositions and potential career progression
- Conducted by NIEC
- **21 hours** in total over **3 days**



# 4a. Programme Milestone – Compulsory Module

To complete  
in Year 1

## How to register for the compulsory module?

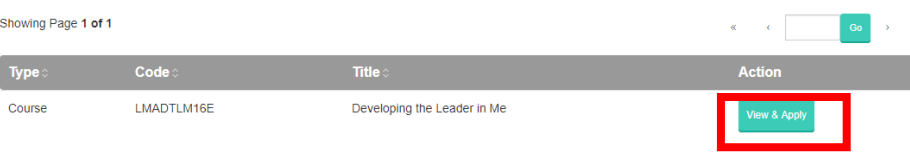
- 
  - Home
  - My Profile >
  - Update Employment
  - Search Applications
  - Search New Course/Event**
  - Search Registered Course/Event
  - Teacher Certification
  - View Skills Map
  - Reports >
  - Resources
  - Announcements
- 

Search Criteria

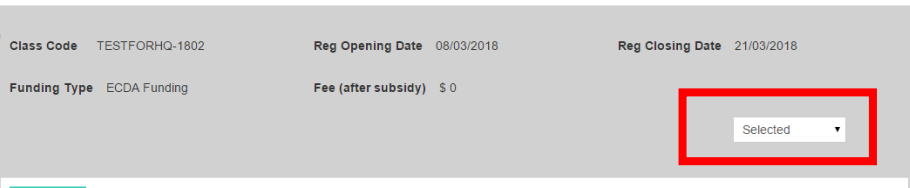
Type: All

Class Start Date within: Any, Any, and, Any, Any

Class Code: LMADTLM16E-1801

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 Participants

- Information on class dates and application dates will be sent to you via email.
- Register for the Compulsory Module via ONE@ECDA using the steps shown on the left.
- Make payment\* according to the instructions provided by NIEC upon successful registration.  
\*NIEC will advise on the course fees after successful registration
- Attend and complete the training on the dates that you have registered for.



# 4a. Programme Milestone – Compulsory Module

To complete  
in Year 1

## How to register for the compulsory module?

### 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**

### 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**

### For Operators

- Approve your teacher's application for the Compulsory Module via ONE@ECDA using the steps shown on the left.
- Provide support and guidance and make alternative work arrangements if necessary.



# 4a. Programme Milestone – Compulsory Module

To complete  
in Year 1


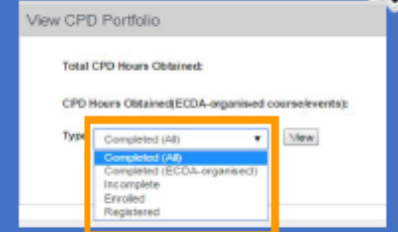
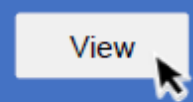

## What to do after completing the compulsory module?

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

- After participants have completed the compulsory module, the hours will be **automatically updated** in ONE@ECDA.
- Participants and operators will need to **check** and **verify** that participant's CPD portfolio has been updated accurately **1 month** after completing the module.
- Alert ECDA via [ecda\\_pp@ecda.gov.sg](mailto:ecda_pp@ecda.gov.sg) if there is **no recorded entry** of the training hours.

### 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.





# 4b. Programme Milestone – Modular Courses

To complete in  
Year 1, 2 or 3

## About the modular courses

- Flexible and bite-sized options for you to deepen and customise your learning based on your interests and needs
- These modular courses are **stackable** towards an Advanced Diploma, Specialist Diploma or Degree.
- Modular Courses are offered in both English and Mother Tongue languages.
- The Modular Course listing is regularly updated. Download the latest copy via the PDP(Preschool Educators) webpage.



*Access the webpage via this QR code*



# 4b. Programme Milestone – Modular Courses

To complete in  
Year 1, 2 or 3

English Language (NIEC)		
1	Principles Of Assessment	Stackable to Specialist Diploma for Early Childhood Learning Support
2	Constructing a Meaningful Educational Environment	
3	Introduction to Early Childhood Inclusive Practice	Forms Cluster A of Certificate in Inclusive Practice
4	Learning Differences in Children	
5	Learning Environment for Inclusive Practice	
6	Classroom and Behaviour Management	Forms Cluster B of Certificate in Inclusive Practice
7	Differentiated Learning in Preschool	
8	Effective Communication and Collaboration with Families and Other Professionals	Forms Cluster C of Certificate in Inclusive Practice
9	Shaping an Inclusive Practice	

Chinese Language (SUSS)		
1	Selected Readings in Chinese	Selected modules are stackable to: BA Translation and Interpretation / BA Chinese Language and Literature / Bachelor of Early Childhood and Chinese Language Education
2	Writing in Chinese: Major Genres & Styles	
3	Chinese Contemporary Literature	
4	Applied Chinese Phonetics & Lexicology	
5	Fundamentals of Chinese-English Translation	
6	Fundamentals of English-Chinese Translation	

Tamil Language (SUSS)		
1	Modern Tamil Poetry	Stackable to BA Tamil Language and Literature
2	Modern Tamil Prose	

Malay Language (SUSS)		
1	Introduction to Malay Linguistics	Stackable to BA Malay Language and Literature
2	Introduction to Translation	
3	Pedagogical Approaches to Language Teaching	
4	Structure of the Malay Language	

\*Refer to the latest modular course listing on the PDP(Preschool Educators) webpage!



# 4b. Programme Milestone – Modular Courses

To complete in  
Year 1, 2 or 3

## How to register for the modular courses?

### For Participants

NIEC Modular Courses	SUSS Modular Courses
<ul style="list-style-type: none"><li>• Refer to the modular course listing and select a modular course of your interest.</li><li>• Register your <b>interest</b> for the modular course at NIEC website. <i>*Registration of interest is not equivalent to confirmed enrolment</i></li><li>• Wait for NIEC to contact you via email to confirm your enrolment.</li><li>• Make payment according to instructions provided by NIEC upon successful enrolment.</li></ul>	<ul style="list-style-type: none"><li>• Refer to the modular course listing and select a modular course of your interest.</li><li>• Register for the modular course at SUSS website by clicking on the links provided in the modular course listing.</li><li>• Make payment according to instructions provided by SUSS upon successful registration.</li><li>• Intake is usually in Jan or Jul.</li></ul>

### For Operators

- Provide support and guidance to your teacher when they are unsure of how to register for the modular course.



# 4b. Programme Milestone – Modular Courses

To complete in  
Year 1, 2 or 3

## What to do after completing the modular course?

### For Participants

- Submit your modular course completion certificate or results statement via email to [tuang\\_shu\\_qi@ecda.gov.sg](mailto:tuang_shu_qi@ecda.gov.sg).

### For Operators

- Remind your participant to complete at least 1 modular course before the end of Year 3.

*Note: Your modular course hours will not be reflected in the ONE@ECDA PDP records page until further notice. However, the completion status will be reflected in ECDA's progress update email sent towards the end of each PDP year.*



# 4c. Programme Milestone – Project

To complete in  
Year 1, 2 or 3

## About projects

### Centre-initiated Projects (CIP)

- Can be completed in English or Chinese
- Participants will have to take the role of a **project leader**
- Download the **CIP Factsheet** from the PDP(Preschool Educators) webpage for details

\*As the Innovation Grant, Innovation Guidance Project and Practitioner Inquiry are under review, these project options will not be offered in 2023.



# 4c. Programme Milestone – Project (CIP)

To complete in  
Year 1, 2 or 3

## How to apply for CIP?

### 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 (offered in English and Chinese)** via ONE@ECDA with the course code provided.



### Step 2: CIP Proposal

- Look out for ECDA's email on the yearly CIP application period and guidelines.
- Apply for CIP by **submitting your project proposal** either via ONE@ECDA for English Language proposals or via FormSG for Chinese Language proposals.

### Step 3: Implementation (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.**

**Note:** If you are submitting a Chinese Language CIP proposal, your project hours will not be reflected in ONE@ECDA as it is separately tracked by ECDA. You may view the project completion status in the end-of-year progress update email.

# 4c. Programme Milestone – Project

To complete in  
Year 1, 2 or 3

## What to do after completing my project?

### For Participants

- In March, ECDA will notify you of the project hours awarded for your project completed the year before via email. E.g. in March 2023, you will be notified of project hours awarded for projects completed in 2022.
- Participants who submitted CIP project deliverables via ONE@ECDA will receive the notification via ONE@ECDA.
- If you have completed a project but your project completion status in the April progress update email shows otherwise, alert ECDA via email.

### For Operators

- Remind your participant to complete at least 1 project before the end of Year 3.



# 4d. Programme Milestone – CPD (ECDA CPD Courses)

## How to register for ECDA CPD Courses?



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

- Scan the QR code to download the latest ECDA CPD Prospectus.



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





# 4d. Programme Milestone – CPD (ECDA CPD Courses)

## 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 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**  


### 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**  


Click Search
- 3 Click Process**  

- 4 Review Course Application To approve the application, Click Next Verify Billing Information Click Approve**  


Verify Billing Information



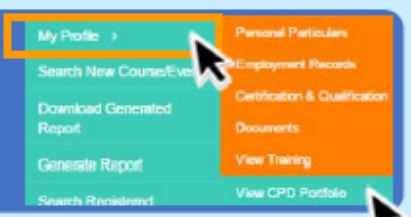
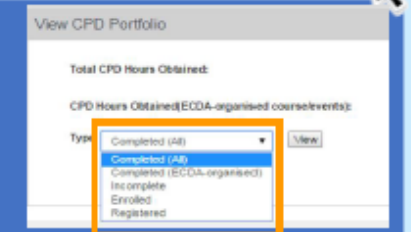
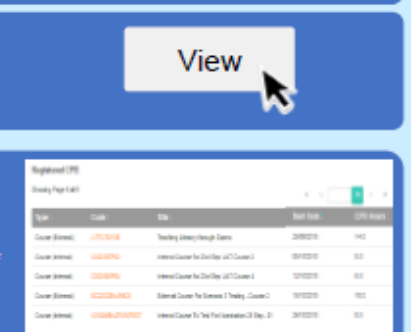
Click Approve
- To reject the application, Enter the Reason(s), Then click Reject**  


# 4d. Programme Milestone – CPD (ECDA CPD Courses)

## What to do after completing ECDA CPD Courses?

### 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  

- 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.

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

- After participants attend and complete the **ECDA CPD courses**, their hours will be **automatically updated** in ONE@ECDA
- Participants and operators 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](mailto:ecda_pp@ecda.gov.sg) if there is **no recorded entry** of the training hours



# 4d. Programme Milestone – CPD (Other CPD Course / Activity)

## How to update other / in-house CPD course or activity?

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**



# 5a. Example of how to complete Programme Milestones

Example of completing more programme milestones in Year 1

## Year 1

- **Compulsory Module:** Developing the Leader in Me (21 hrs)
- **CPD Courses** (30 hrs)
- **Modular Course:** Principles of Assessment (30 hrs)

81 hours

## Year 2

- **CPD Courses** (30 hrs)
- **Project:** Centre-Initiated Project (30 hrs)

60 hours

## Year 3

- **CPD Courses** (40 hrs)

40 hours

Programme Milestone	<input type="checkbox"/>
Compulsory Module in Year 1	<input checked="" type="checkbox"/>
At least one Modular Course in either Year 1, 2 or 3	<input checked="" type="checkbox"/>
At least One Project in either Year 1, 2 or 3	<input checked="" type="checkbox"/>
At least 180 hours of PD over PDP(Preschool Educators)	<input checked="" type="checkbox"/>



# 5b. Example of how to complete Programme Milestones

Example of spreading out programme milestones evenly across 3 years

## Year 1

- **Compulsory Module:** Developing the Leader in Me (21 hrs)
- **CPD Courses** (40 hrs)

61 hours

## Year 2

- **Modular Course:** Principles of Assessment (30 hrs)
- **CPD Courses** (30 hrs)

60 hours

## Year 3

- **Project:** Centre-Initiated Project (30 hrs)
- **CPD Courses** (30 hrs)

60 hours

### Programme Milestone

Compulsory Module in Year 1

At least one Modular Course in either Year 1, 2 or 3

At least One Project in either Year 1, 2 or 3

At least 180 hours of PD over PDP(Preschool Educators)



# 5c. Example of how to complete Programme Milestones

Example of completing more programme milestones in Year 3

## Year 1

- **Compulsory Module:** Developing the Leader in Me (21 hrs)
- **CPD Courses** (20 hrs)

41 hours

## Year 2

- **Modular Course:** Principles of Assessment (30 hrs)
- **CPD Courses** (20 hrs)

50 hours

## Year 3

- **Project:** Centre-Initiated Project (30 hrs)
- **CPD Courses** (60 hrs)

90 hours

Programme Milestone	<input type="checkbox"/>
Compulsory Module in Year 1	<input checked="" type="checkbox"/>
At least one Modular Course in either Year 1, 2 or 3	<input checked="" type="checkbox"/>
At least One Project in either Year 1, 2 or 3	<input checked="" type="checkbox"/>
At least 180 hours of PD over PDP(Preschool Educators)	<input checked="" type="checkbox"/>



# 6. 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 Operators

- Assist ECDA in verifying your PDP participant's employment with the organisation as at 30 Sep of each year.
- Inform ECDA should the PDP participant resign from the nominating organisation.

PDP Year	Service Milestone	Cash Award
Year 1 (1 Apr 2023 – 31 Mar 2024)	Until 30 Sep 2024	Receive in end Oct 2024
Year 2 (1 Apr 2024 – 31 Mar 2025)	Until 30 Sep 2025	Receive in end Oct 2025
Year 3 (1 Apr 2025 – 31 Mar 2026)	Until 30 Sep 2026	Receive in end Oct 2026



# 7. FAQs

## **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(Preschool Educators)?**

Participants who are withdrawn from PDP(Preschool Educators) will not be eligible for any further cash awards. If you have not received any PDP cash award, you can be nominated for PDP(Preschool Educators) again 3 years later. If you have received the PDP cash award(s), you cannot be nominated for PDP(Preschool Educators) 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.

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





# 8. Contact Information

## **Compulsory Module**

Ms Lim Shuxian, Lim\_Shuxian@ecda.gov.sg

## **Modular Courses**

Refer to respective Institution contact details

## **Centre-initiated Project**

ECDA\_PP@ecda.gov.sg

## **ECDA CPD Courses**

contact@ecda.gov.sg

## **In-house CPD Activities**

ECDA\_PP@ecda.gov.sg

## **General Enquiries**

ECDA\_PP@ecda.gov.sg

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

