Professional Development Programme

FOR EDUCATORS

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Overview of PDP(Educators)

Professional development programme for preschool educators & organisations

Allows flexibility in pursuing professional development based on needs within 3 years

Support organisations in identifying & grooming educators with potential

Strong partnership between operators, preschool educators and ECDA

Programme Structure

PDP Year: 1 Apr - 31 Mar

Year 1
$3,000

Year 2
$4,000

Year 3
$5,000

Programme Milestones

a) One **Compulsory Module** in Year 1

b) One **CPD Course** tagged to Stage 1 Technical Skills and Competencies (TSCs) for respective job role in Year 2 <u>and</u> 3

c) One **Project** in Year 2 or 3

d) Fulfill remaining hours via **CPD Activities**

Total of 180 hours over 3 years

Service Milestone

PDP participants must also complete the service milestone and **remain 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 <u>deferment</u> 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 <u>withdrawn</u> from PDP(Educators)?
Participants who are withdrawn from PDP(Educators) will not be eligible for any further cash awards.
If you <u>have not received</u> any PDP cash award, you <u>can</u> be nominated for PDP(Educators) again 3 years later.
If you <u>have received</u> the PDP cash award(s), you <u>cannot</u> be nominated for PDP(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.

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 Educators:

Programme Milestones
Service Milestone

Year 1 Programme Milestone: Introduction to Compulsory Module*

Preschool Educators

[New!] Shaping Practices for Diverse Learners (15 hours)

- 1 full day and 2 half days course by NIEC, offered in both English and Chinese

- Observe and gather data on lesson design, classroom environment and interactions within the classroom for analysis

- Be equipped with skills on reflective processes for teaching & learning to meet the needs of children with different learning abilities through developmentally appropriate practices

- Introduction to the Universal Design for Learning (UDL) and its principles

Infant Educators/Early Years Educators

Observation and Planning for the Holistic Development of Infants and Toddlers (14 hours)

- 2-full day course by NIEC, offered in both English and Chinese

- Observe, understand and document the development, interests, needs and abilities of children from birth to 36 month

- Be equipped with skills to cater to the specific needs of the individual children and

- Effectively plan for purposeful experiences and collaborate with parents to support the young child's development and learning.

*Participants who have completed the compulsory module prior to joining PDP are to complete one CPD course tagged to Stage 1 TSCs in-lieu.

Year 2 and 3 Programme Milestone: Complete CPD Courses Tagged to Stage 1 TSCs

- Complete at least one ECDA CPD course tagged to Stage 1 Technical Skills and Competencies (TSCs) based on your Occupational Title (OT) annually

- **1 Stage 1 CPD course in Year 2 and another in Year 3**

- Stage 1 TSCs are the prioritised TSCs of a job role.
- You can identify your job role based on OT via ONE@ECDA.

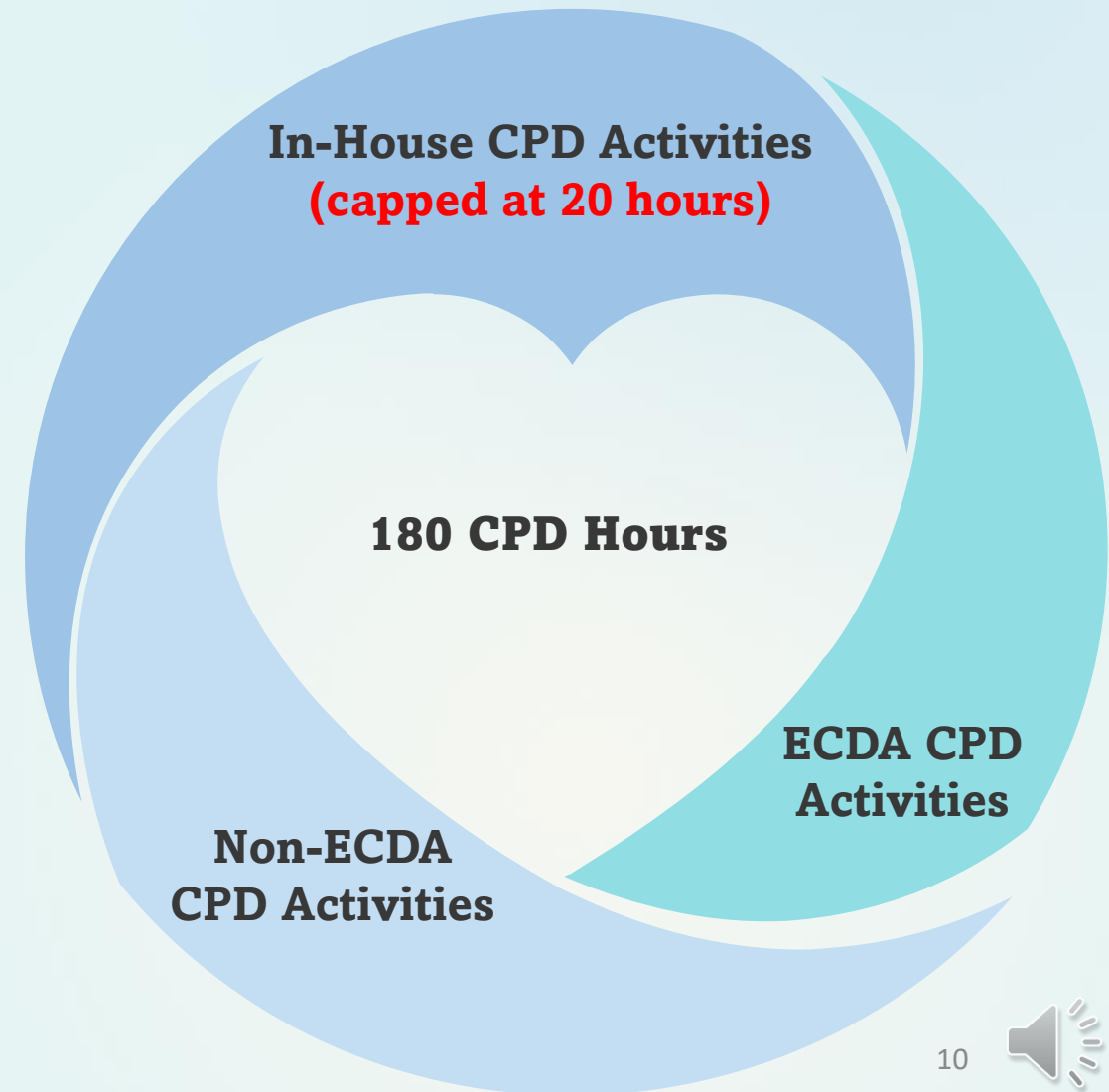# Year 2 or 3 Programme Milestone: Introduction to Project

- Completion of **at least 1 Project*** on PDP(Educators)
  - 4 months of project implementation within respective centre
  - Submission of Project Deliverables

- **Centre-Initiated Project (CIP)**: Provides participants the opportunity to apply their knowledge and skills within the centre and classroom

- Completion of pre-requisite course "Proposal Writing Skills for PDP Participants" (conducted in English and Chinese) is compulsory before embarking on the CIP

*Note: Educators will have to take on the role of a Team Lead in the CIP to be awarded completion of the project milestone

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(Educators), inclusive of hours from the previous programme milestones 1 – 3.

- Participants may choose to complete the remaining hours through the 3 following ways:

In-House CPD Activities (capped at 20 hours)

180 CPD Hours

ECDA CPD Activities

Non-ECDA CPD Activities

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

- Download the latest ECDA Prospectus from ECDA website

- Browse through and identify CPD courses, modular courses and conferences of educator's areas of interests and needs

- Check through course entry requirements before applying

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.

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 educators 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**
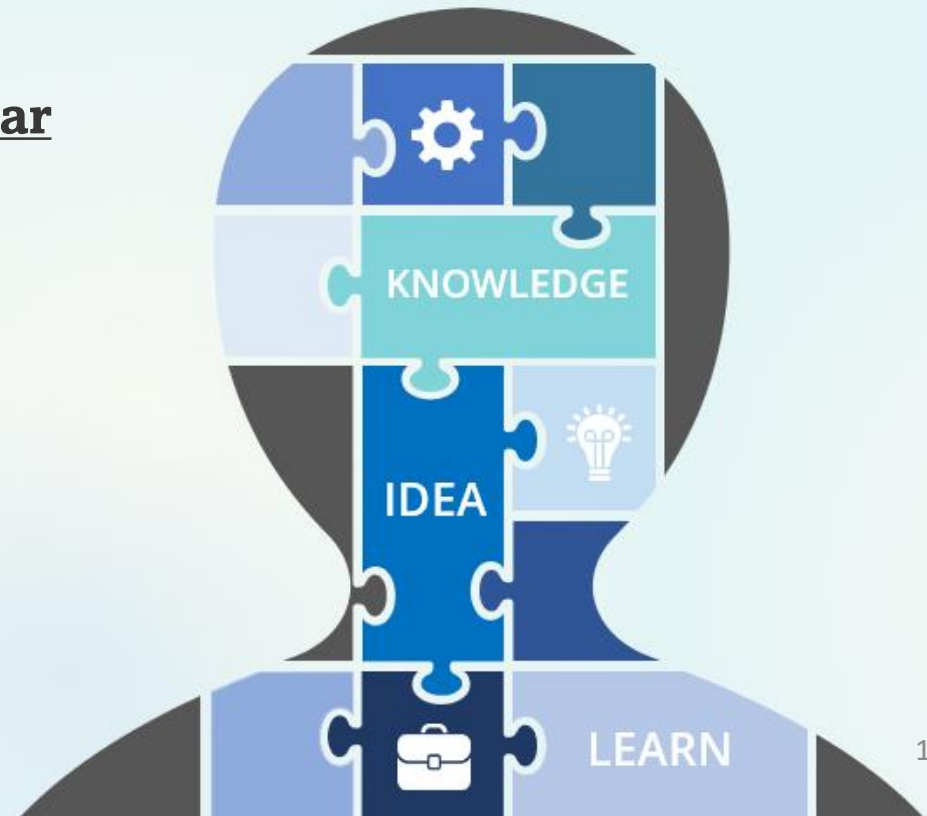
Service Milestone*

For Educators

- 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 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 2024 – 31 Mar 2025)	Until 30 Sep 2025	Receive in end Oct 2025
Year 2 (1 Apr 2025 – 31 Mar 2026)	Until 30 Sep 2026	Receive in end Oct 2026
Year 3 (1 Apr 2026 – 31 Mar 2027)	Until 30 Sep 2027	Receive in end Oct 2027

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

Professional Development Programme FOR EDUCATORS

For PDP Educators:

How to Register for Courses

Year 1 Programme Milestone: How to Register for Compulsory Module

- Register for the Compulsory Module according to your Occupational Title (OT) (i.e., Preschool Educators or Infant/Early Years Educators) at ONE@ECDA via the steps shown below:

1 Identify your job role based on OT

My Profile ›
Update Out of Service Date
Search Applicat...
Search New Co...
Relief Staff / Ve... Others ›
Search Register... Course/Event

Personal Particulars
Employment Records
Relief Staff / Vendor / Others Records

Employment Record: **Occupational Title/Deployment**

Occupational Title/Deployment

Showing Page **1** of **1**

Centre	Occupational Title	Effective Date
SUPER HEALTHY CHILD DEVELOPMENT CENTRE	Infant Educator	01/06/2023

2 Click 'Search New Course/Event'

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

3 Enter 'Class Code' and 'Search'

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

☐ Advanced Search

Clear **Search**

4 Click 'View & Apply'

« ‹ [ ] Go › »

Type	Code	Title	Action
Course	LMADTLM16E	Observation and Planning for the Holistic Development of Infants and Toddlers	View & Apply

5 Selection of Class Run

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 ▼

- Information on class application opening dates will be sent to you via email.
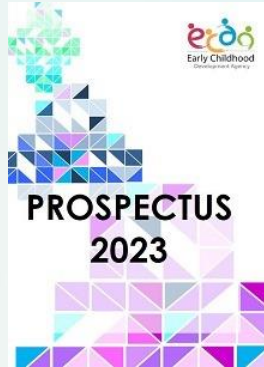- Course fees will be advised by NIEC after successful registration.

Professional Development Programme FOR EDUCATORS

Year 2 and 3 Programme Milestone:
How to Register for Stage 1 CPD Courses

Professional Development Programme
FOR EDUCATORS

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.

EARLY CHILDHOOD
CONTINUING PROFESSIONAL DEVELOPMENT ROADMAP

JOB ROLE
INFANT EDUCATOR (IE)

STAGE 1 TSCs

Child Learning and Development
- Child Development and Assessment
- Child Observation
- Classroom Management and Guidance of Children's Behaviour
- Learning Environment Design

Child Safety and Well-Being
- Health, Hygiene and Nutrition for Children

Family and Community Partnership
- Family and Caregiver Engagement

Professional Practice and Development
- Reflective Practice for Educators

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.

PROSPECTUS 2023

Course Title (Course Code)	Occupational Title(s)	TSC1 Do not filter. For information only.
	Beginning Infant Educator	
	Infant Educator	
	Senior Infant Educator	
	Beginning Early Years Educator	
	Early Years Educator	
Observation, Documentation & Assessment in an Infant & Toddler Classroom (Synchronous e-learning) (CPAODAC16E)	Senior Early Years Educator	
	Beginning Preschool Educator	
	Preschool Educator	Child Observation
	Senior Preschool Educator	
	Lead Early Years Educator	
	Lead Preschool Educator	

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	View & Apply

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 Register Course on behalf on Educators
How to Endorse Courses

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

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

- Nominators can also register your educators for the course:

For PDP Educators, Nominators/Operators:

How to Track my CPD / Training Hours

Tracking Training Hours for Compulsory Module, Stage 1 CPD Courses and ECDA CPD Activities
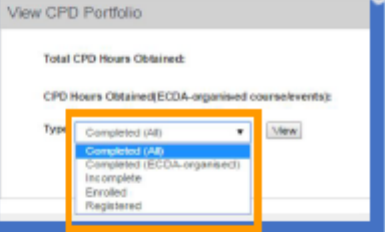

To View CPD Portfolio
Step-by-Step Guide

- Hours will be <u>automatically updated</u> in One@ECDA upon completion

- **Educators 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 Educators: 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 [Browse]

Additional Info   To upload a document, please click [Browse]

(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

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]

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For Educators: 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

Course Provider *
Learning Objectives
Certificate   To upload a document, please click Browse
Additional Info   To upload a document, please click Browse
(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

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

Example of How to Complete Programme Milestones

Example 1:
Completing more programme milestones in Year 1

Year 1

- **Compulsory Module** (14-15 hours)

- **In-house CPD Activities** (20 hours)

- **Other ECDA/Non-ECDA CPD Activities** (50 hours)

~84 hours

Year 2

- **Stage 1 CPD Course** (~16 hours)

- **Project:** Centre-Initiated Project (30 hours*)

~46 hours

Year 3

- **Stage 1 CPD Course** (~16 hours)

- **ECDA CPD Activities** (40 hours)

~56 hours

Programme Milestone	☐
Compulsory Module in Year 1	☑
Stage 1 CPD Course in Year 2	☑
Stage 1 CPD Course in Year 3	☑
At least One Project in either Year 1, 2 or 3	☑
At least 180 hours of CPD over PDP(Educators)	☑

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Example 2:
Spreading out programme milestones evenly across 3 years
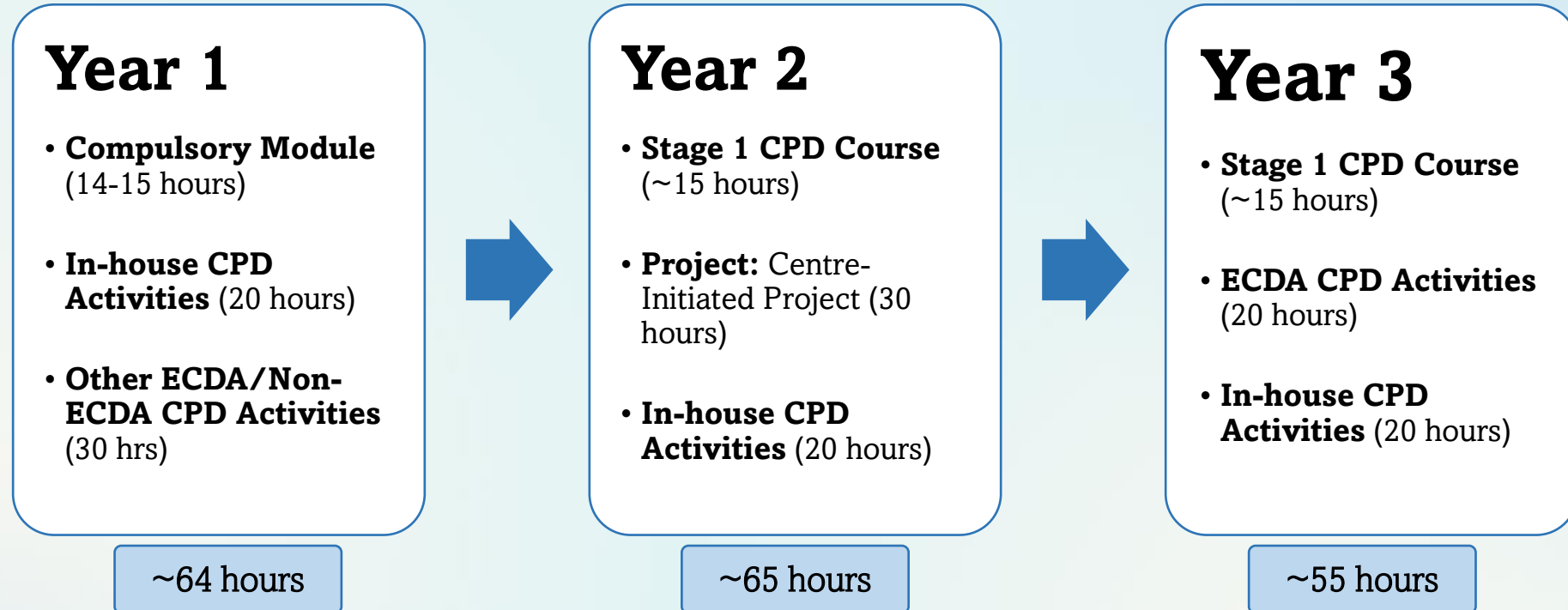
Year 1

- **Compulsory Module** (14-15 hours)

- **In-house CPD Activities** (20 hours)

- **Other ECDA/Non-ECDA CPD Activities** (30 hrs)

~64 hours

Year 2

- **Stage 1 CPD Course** (~15 hours)

- **Project:** Centre-Initiated Project (30 hours)

- **In-house CPD Activities** (20 hours)

~65 hours

Year 3

- **Stage 1 CPD Course** (~15 hours)

- **ECDA CPD Activities** (20 hours)

- **In-house CPD Activities** (20 hours)

~55 hours

Programme Milestone	☐
Compulsory Module in Year 1	☑
Stage 1 CPD Course in Year 2	☑
Stage 1 CPD Course in Year 3	☑
At least One Project in either Year 1, 2 or 3	☑
At least 180 hours of CPD over PDP(Educators)	☑

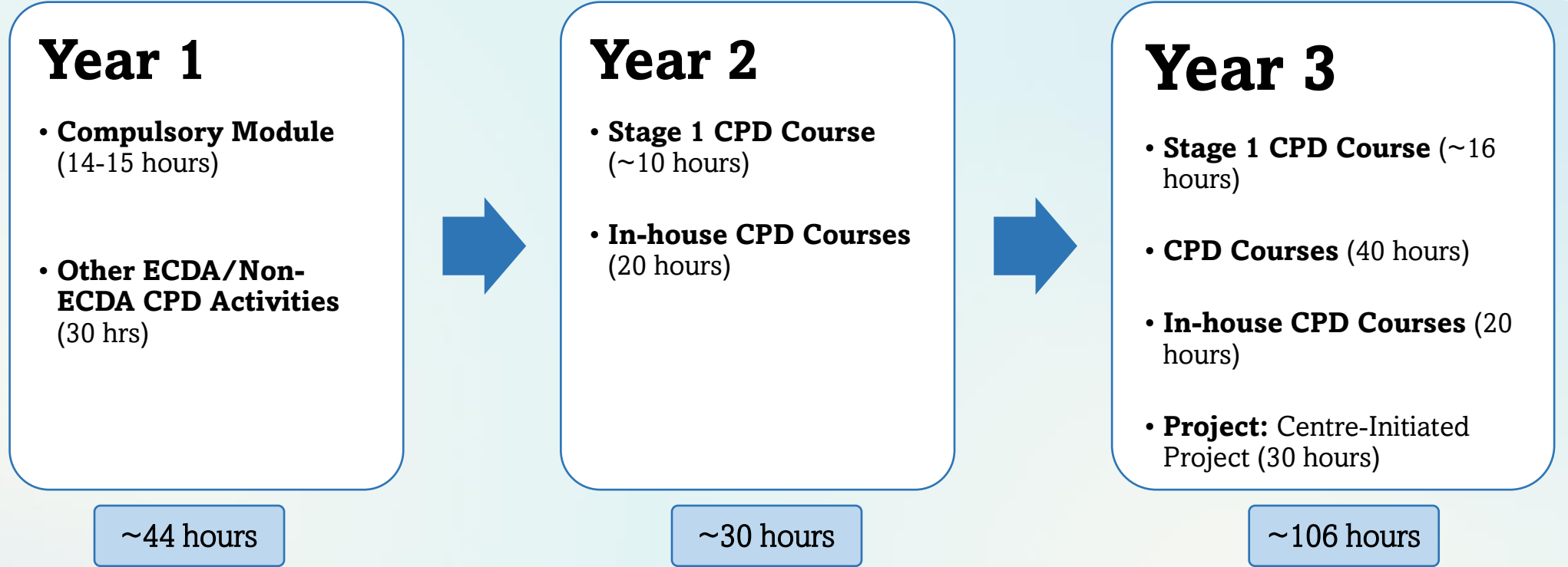# Example 3:
Completing more programme milestones in Year 3

Professional Development Programme **FOR EDUCATORS**

Year 1

- **Compulsory Module** (14-15 hours)

- **Other ECDA/Non-ECDA CPD Activities** (30 hrs)

~44 hours

Year 2

- **Stage 1 CPD Course** (~10 hours)

- **In-house CPD Courses** (20 hours)

~30 hours

Year 3

- **Stage 1 CPD Course** (~16 hours)

- **CPD Courses** (40 hours)

- **In-house CPD Courses** (20 hours)

- **Project:** Centre-Initiated Project (30 hours)

~106 hours

Programme Milestone	☐
Compulsory Module in Year 1	☑
Stage 1 CPD Course in Year 2	☑
Stage 1 CPD Course in Year 3	☑
At least One Project in either Year 1, 2 or 3	☑
At least 180 hours of CPD over PDP(Educators)	☑

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Contact Information

Compulsory Module
Ms Lim Shuxian, Lim_Shuxian@ecda.gov.sg

Centre-initiated Project
ecda_pp@ecda.gov.sg

CPD Courses and Activities
Ms Tuang Shu Qi, Tuang_Shu_Qi@ecda.gov.sg

General Enquiries
ecda_pp@ecda.gov.sg

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