



Step-by-Step Guide

Submission of Professional Development Programme (PDP) ECDA Fellows' IBAP Project

Overview



Introduction

- This guide has been compiled to guide PDP participants in submitting their ECDA Fellows IBAP project via **ONE@ECDA**.

Process Flow

- Participant has completed an ECDA Fellow IBAP project under the guidance of the ECDA Fellows within the timeline stipulated by the ECDA Fellows with support from their supervisor/nominator/HQ.
- Participant logs into ONE@ECDA via their SingPass and submits a copy of the deliverable submitted to ECDA Fellows.
- ECDA will verify and award hours to participant.



To Submit Proposal

Step-by-Step Guide

1

Click **“PDP Projects”** then select **“ECDA Fellows IBAP”**





To Submit Proposal

Step-by-Step Guide



2

Read **instructions** and click **“Next”**

ECDA Fellows IBAP

Home > PDP Projects > ECDA Fellows IBAP

Submission of ECDA Fellows' IBAP Project

PDP(L) participant should take on the role of the Project Leader.

The project should be completed by participant under the guidance of the ECDA Fellows and within the timeline stipulated by the ECDA Fellows, with support from the supervisor/nominator/HQ.

Within 2 weeks of project completion, please submit the project details and a copy of the final deliverable for verification.

ECDA will access the project deliverable and award hours for the PDP project accordingly.





To Submit Proposal

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Fill in “Steps 1 to 3” and click “Submit”

ECDA Fellows IBAP

Home > PDP Projects > ECDA Fellows IBAP

Please fill in all the mandatory fields marked with an asterisk (*).

Step 1:

Please verify that the information below is correct.

Particulars of Child Care Centre/Kindergarten

Name of Child Care Centre/Kindergarten

Mailing Address

Email

Tel No (Office)

Step 2:

Please fill in project details below. *

Project Details

Project Title *

Name of ECDA Fellow *

Project Start Date (dd/mm/yyyy) *

Project End Date (dd/mm/yyyy) *

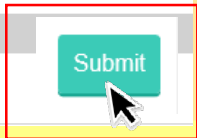
- Project Category * Developing the Child Holistically
 Collaborating with Family & Community
 Building Professional Capacity
 Building Organisational Capacity

Project Description * Please provide a brief write up (max 500 characters) of your project i.e. a short description of your project idea and content.

Step 3:

Reflection Journal

Please attach a copy of the deliverables (Allowed File Type: "PDF"; File size < 2MB.)



If you have any queries, please contact us:

Professional Partnerships

Partnerships and Programmes Department

ECDA_PP@ecda.gov.sg