PDP (Leaders) Briefing
Overview of PDP(L)

What it is
Professional development & retention programme for organisations & leaders

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
Programme Structure

Programme Milestones

Year 1
1 May 18 – 30 Apr 19
$4,000*

Year 2
1 May 19 – 30 Apr 20
$5,000*

Year 3
1 May 20 – 30 Apr 21
$6,000*

Total $15,000

No. of CPD Hours to Fulfill

Total of 180h over 3 years

CPD Activities

a. Compulsory Modules in Year 1 (50h)
b. ECDA-funded Overseas Study Trip in either Year 2 or 3 (Up to 40h)
c. Project by end of Year 3 (At least 30h)
d. Choice of CPD Activities over 3 years (Remaining of 180h):
   i. Recommended Electives
   ii. Local Learning Journeys, work attachments and conferences
   iii. Leadership Symposium, Community of EC Leaders events and learning communities
   iv. ECDA and in-house CPD courses

*Participants are required to fulfil programme milestones and remain with their nominating organisation 6 months after the end of each PDP year.
## Programme Milestones

<table>
<thead>
<tr>
<th>Professional Development</th>
<th>Timeline</th>
<th>Duration</th>
<th>Other CPD Activities (for remaining hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>a. Compulsory Modules</strong></td>
<td>In Year 1</td>
<td>50 hrs</td>
<td>Choose from:</td>
</tr>
<tr>
<td><strong>b. ECDA-funded Overseas Study Trip</strong></td>
<td>In Year 2 or 3</td>
<td>Up to 40 hrs</td>
<td>i. Recommended Electives</td>
</tr>
<tr>
<td><strong>c. Project</strong></td>
<td>By end of Year 3</td>
<td>At least 30 hrs</td>
<td>ii. Local Learning Journeys, work attachments and conferences</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>iii. Leadership Symposium, Community of EC Leaders events and learning communities</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>iv. ECDA and in-house CPD courses</td>
</tr>
</tbody>
</table>

### Professional Development

- Hone competencies in key leadership areas:
  - Understanding leadership styles
  - Key EC trends and issues in Singapore
  - Recent research and reflective practices
- Gain new insights
- Reflect on own practices
- Learn & network with fellow leaders
- Adapt learning to local context
- Lead centre in implementing project(s)
- Strengthen your theory-practice nexus

### Subsidy or Funding

- **Subsidy by SSG**
- **Funded by ECDA**
- Dependent on project type
- Dependent on CPD activity

### Deliverables

- Dependent on course
- Showcase learning through report/article/presentation
- Dependent on project type
- Dependent on CPD activity
Programme Structure

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$5,000*

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   iv. ECDA and in-house CPD courses

*Participants are required to fulfil programme milestones and remain with their nominating organisation 6 months after the end of each PDP year.
Example of how to complete Programme Milestones

**Year 1**
- Compulsory Modules (50 hrs)
- CPD course (14 hrs)

**Year 2**
- ECDA-funded Overseas Study Trip (40 hrs)
- Community of EC Leaders event
  - Lecture for EC Leaders (4 hrs)
- CPD course (16 hrs)

**Year 3**
- Project
  - Lead Centre-level Practitioner Inquiry (40 hrs)
- Local learning journey (8 hrs)
- CPD course (12 hrs)

**Programme Milestones**

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compulsory Modules in Year 1</td>
<td>✔</td>
</tr>
<tr>
<td>ECDA-funded overseas study trip in Year 2 or 3</td>
<td>✔</td>
</tr>
<tr>
<td>Project by end of Year 3</td>
<td>✔</td>
</tr>
<tr>
<td>At least 180 hours of PD over 3 years of PDP(L)</td>
<td>✔</td>
</tr>
</tbody>
</table>

Total: 184 hrs
Example of how to complete Programme Milestones

**Year 1**
- Compulsory Modules (50 hrs)

**Year 2**
- Project
  - Lead Centre-level Innovation Grant project (50 hrs)
- Leadership Symposium (7 hrs)

**Year 3**
- ECDA-funded Overseas Study Trip (40 hrs)
- Project
  - Lead centre-initiated project (22 hrs)
- CPD Course (14 hrs)

Programme Milestones

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compulsory Modules in Year 1</td>
<td>✔️</td>
</tr>
<tr>
<td>ECDA-funded overseas study trip in Year 2 or 3</td>
<td>✔️</td>
</tr>
<tr>
<td>Project by end of Year 3</td>
<td>✔️</td>
</tr>
<tr>
<td>At least 180 hours of PD over 3 years of PDP(L)</td>
<td>✔️</td>
</tr>
</tbody>
</table>

Total: 183 hrs
Example of how to complete Programme Milestones

**Year 1**
- **Compulsory Modules** (50 hrs)
- **IBAP workshop** (20 hrs)
- **Conference**
  - Early Childhood Conference (12 hrs)

**Year 2**
- **Project**
  - Lead in IBAP project implementation (30 hrs)
- **ECDA-funded Overseas Study Trip** (40 hrs)
- **CPD Course** (28 hrs)

**Year 3**
- **In-house CPD** (18 hrs)

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**Programme Milestones**

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compulsory Modules in Year 1</td>
<td>✓</td>
</tr>
<tr>
<td>ECDA-funded overseas study trip in Year 2 or 3</td>
<td>✓</td>
</tr>
<tr>
<td>Project by end of Year 3</td>
<td>✓</td>
</tr>
<tr>
<td>At least 180 hours of PD over 3 years of PDP(L)</td>
<td>✓</td>
</tr>
</tbody>
</table>

**Total: 198 hrs**
Individual Development Plan (IDP)

- 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 if they wish to.

<table>
<thead>
<tr>
<th>CPD Activity</th>
<th>Title(s)</th>
<th>Learning Outcomes</th>
<th>Resources &amp; Support Needed</th>
<th>Target Start Date (DD/MM/YY)</th>
<th>Target End Date (DD/MM/YY)</th>
<th>Progress Update / Completion Date</th>
<th>No. of CPD Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Trends and Issues in ECCE</td>
<td></td>
<td></td>
<td>Year 1</td>
<td>By end of Year 1</td>
<td></td>
<td>9</td>
</tr>
<tr>
<td>2 Compulsory Core (PDP(L)) Modules</td>
<td>Designing Integrated Play Experiences and Curriculum in ECCE</td>
<td></td>
<td></td>
<td>Year 1</td>
<td>By end of Year 1</td>
<td></td>
<td>18</td>
</tr>
<tr>
<td>3</td>
<td>Building Effective Relationships with Stakeholders in Preschool Settings</td>
<td></td>
<td></td>
<td>Year 1</td>
<td>By end of Year 1</td>
<td></td>
<td>9</td>
</tr>
<tr>
<td>4</td>
<td>The Power of Feedback</td>
<td></td>
<td></td>
<td>Year 1</td>
<td>By end of Year 1</td>
<td></td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>Total CPD hours for core modules:</td>
<td></td>
<td></td>
<td>50</td>
<td></td>
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</tr>
</tbody>
</table>

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.
# Programme Milestone 1 - Compulsory Modules

*To complete in Year 1*

<table>
<thead>
<tr>
<th>S/N</th>
<th>Course Title</th>
<th>Synopsis</th>
<th>No. of Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The Power of Feedback 360</td>
<td>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.</td>
<td>14</td>
</tr>
<tr>
<td>2</td>
<td>Trends and Issues in ECCE</td>
<td>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.</td>
<td>9</td>
</tr>
<tr>
<td>3</td>
<td>Building Effective Relationships with Stakeholders in Preschool Settings</td>
<td>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.</td>
<td>9</td>
</tr>
<tr>
<td>4</td>
<td>Designing Integrated Play Experiences and Curricula in ECCE</td>
<td>Supports participants to continue developing their confidence and competence in designing, developing and enacting integrated and play-based curriculum for young children.</td>
<td>18</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td></td>
<td><strong>50</strong></td>
</tr>
</tbody>
</table>
## Compulsory Module Schedule

### Compulsory Modules available for 2018

<table>
<thead>
<tr>
<th>S/N</th>
<th>Course Title</th>
<th>1&lt;sup&gt;st&lt;/sup&gt; Run</th>
<th>2&lt;sup&gt;nd&lt;/sup&gt; Run</th>
<th>3&lt;sup&gt;rd&lt;/sup&gt; Run</th>
<th>4&lt;sup&gt;th&lt;/sup&gt; Run</th>
<th>5&lt;sup&gt;th&lt;/sup&gt; Run</th>
<th>6&lt;sup&gt;th&lt;/sup&gt; Run</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The Power of Feedback 360 (14h)</td>
<td>2 Jul 18&lt;br&gt;16 Jul 18&lt;br&gt;17 Jul 18</td>
<td>9 Jul 18&lt;br&gt;23 Jul 18&lt;br&gt;24 Jul 18</td>
<td>6 Aug 18&lt;br&gt;20 Aug 18&lt;br&gt;21 Aug 18</td>
<td>3 Sep 18&lt;br&gt;24 Sep 18&lt;br&gt;25 Sep 18</td>
<td>5 Sep 18&lt;br&gt;27 Sep 18&lt;br&gt;28 Sep 18</td>
<td>26 Sep 18&lt;br&gt;8 Oct 18&lt;br&gt;9 Oct 18</td>
<td>8.30am - 12pm&lt;br&gt;8.30am - 4.30pm&lt;br&gt;8.30am - 12pm</td>
</tr>
<tr>
<td>2</td>
<td>Trends and Issues in ECCE (9h)</td>
<td>Jul 18</td>
<td>Jul/Aug 18</td>
<td>Aug 18</td>
<td>Aug 18</td>
<td>Sep 18</td>
<td>Sep/Oct 18</td>
<td>1pm - 4pm (3 sessions x 3hrs)</td>
</tr>
<tr>
<td>3</td>
<td>Building Effective Relationships with Stakeholders in Preschool Settings (9h)</td>
<td>15 Aug 18&lt;br&gt;29 Aug 18</td>
<td>12 Sep 18&lt;br&gt;3 Oct 18</td>
<td>10 Oct 18&lt;br&gt;24 Oct 18</td>
<td>9 Jan 19&lt;br&gt;23 Jan 19</td>
<td>13 Feb 19&lt;br&gt;27 Feb 19</td>
<td>14 Feb 19&lt;br&gt;28 Feb 19</td>
<td>9am - 4pm&lt;br&gt;9am - 12pm</td>
</tr>
<tr>
<td>4</td>
<td>Designing Integrated Play Experiences and Curricula in ECCE (18h)</td>
<td>Jan 19</td>
<td>Jan 19</td>
<td>Feb 19</td>
<td>Feb/Mar 19</td>
<td>Mar 19</td>
<td>Apr 19</td>
<td>9am - 4pm (3 sessions x 3hrs)</td>
</tr>
</tbody>
</table>

*To complete in Year 1*
Programme Milestone 1 - Compulsory Modules

For Participants

I am PDP(L) Participant, what do I have to do?

- Look out for the email from ECDA on the compulsory module schedule
- Register for the Compulsory Modules in ONE@ECDA via the steps shown on the left
- Make payment* according to instructions provided by NIE upon successful registration
- Attend and complete the training you have registered for

*Course fees and any relevant subsidy will be advised by NIE after successful registration
Programme Milestone 1 - Compulsory Modules

I am PDP(L) **Nominator**, what do I have to do?

- Nominate (follow steps on the left) or approve (follow steps on the right) your leader’s application for the Compulsory Modules through ONE@ECDA
- Provide support and guidance and make alternative work arrangements if necessary
After Completion of Compulsory Modules

For both Participants and Operators

- After participants attend and complete the training, their hours will be automatically updated in ONE@ECDA.

- Participants and operators only have to check and verify that participant’s CPD portfolio has been updated accurately 1 month after completion date of module.

- Alert us at eca_pp@ecda.gov.sg if there has been no recorded entry of the hours.
Programme Milestone 2 – Overseas Study Trip

I am PDP(L) **Participant**, what do I have to do?
- Look out for the email from ECDA in Year 2 or 3 on the upcoming trip schedules
- Register with ECDA for the dates you wish to attend *(Further details will be provided later)*
- No payment to be made to ECDA as the trip is funded
- After completion of the trip, submit your deliverables to ECDA and update CPD hours with ECDA *(More details will be provided later)*

I am PDP(L) **Nominator**, what do I have to do?
- Provide support and guidance, and plan with your leaders on work arrangement for the centres while they are away

*Complete in Year 2 or 3*
Programme Milestone 3 – Project

Participants have to **lead in the project**

<table>
<thead>
<tr>
<th>Innovation Grant Projects</th>
<th>Practitioner Inquiry Projects*</th>
<th>ECDA Fellows’ IBAP Projects</th>
<th>Centre-initiated Projects</th>
<th>Innovation Mentor Initiative</th>
</tr>
</thead>
<tbody>
<tr>
<td>June to September</td>
<td>Cycle 1: Quarter 1</td>
<td>Throughout the year</td>
<td>No deadline for applications</td>
<td>No application required, selected mentor centres will be invited by ECDA.</td>
</tr>
<tr>
<td>Interested centres are to submit their project proposals for ECDA’s consideration.</td>
<td>Cycle 2: Quarter 2 (2018 Cycle 2 is from 3 April – 18 May)</td>
<td>(Refer to list in next slide)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Prior to application, mandatory to attend a PI workshop.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Application period**

**How to apply?**

<table>
<thead>
<tr>
<th></th>
<th>Look out for email from ECDA for instructions</th>
<th>Look out for email from ECDA and sign up via ONE@ECDA</th>
<th>Download proposal form from PDP(L) webpage and email to <a href="mailto:ecdn_pp@ecda.gov.sg">ecdn_pp@ecda.gov.sg</a></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Programme Milestone 3 – Project

ECDA Fellows’ IBAP Projects – Upcoming Workshops*

- Sign up for the workshops through ONE@ECDA
- Hours from workshop will be counted as other CPD activity hours.
- Only hours from project implementation will be counted towards Project hours.

<table>
<thead>
<tr>
<th>Title</th>
<th>ECDA Fellow(s)</th>
<th>Class Code</th>
<th>Date &amp; Time</th>
<th>Register by</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ECDA Fellows IBAP] Guiding Teachers to Observe Children’s Learning through Art Viewing</td>
<td>Dr Jacqueline Chung</td>
<td>AESGTOC17E-1801</td>
<td>25 Apr, 10 May (1.30pm - 4.30pm) 16 May (2pm - 5pm) 4 Jul, 11 Jul (1.30pm - 4.30pm)</td>
<td>18 Apr 18</td>
</tr>
<tr>
<td></td>
<td></td>
<td>AESGTOC17E-1802</td>
<td>25 Jul, 1 Aug (1.30pm - 4.30pm) 15 Aug (2pm - 5pm) 12 Sep, 26 Sep (1.30pm - 4.30pm)</td>
<td>18 Jul 18</td>
</tr>
<tr>
<td>[ECDA Fellows IBAP] Connecting the Dots: Deepening the Understanding of the pedagogy of Learning Stories for Children’s Learning</td>
<td>Dr Geraldine Teo-Zuzarte Mrs Dianne Swee-Seet</td>
<td>CPACDDU17E-1801</td>
<td>30 Apr (9am - 5pm) 30 Jul (9am - 1pm)</td>
<td>23 Apr 18</td>
</tr>
<tr>
<td>(Pre-requisite – Learning Stories: Making Visible Children’s Learning and Development)</td>
<td></td>
<td></td>
<td>8 May (9am - 5pm) 28 Aug (2pm - 5pm)</td>
<td>2 May 18</td>
</tr>
<tr>
<td>[ECDA Fellows IBAP] Design a Character-based Curriculum via the Service Learning Framework</td>
<td>Mrs Ang-Oh Chui Hwa Ms Ava Wang</td>
<td>FCEBELE17E-1802</td>
<td>9 Jul, 10 Jul (9am - 5pm) 6 Aug (1pm - 5pm)</td>
<td>24 Jun 18</td>
</tr>
<tr>
<td>Leadership Series: Nurturing Reflective Practitioners</td>
<td>Ms N. Pushpavalli</td>
<td>LMALSP717E-1803</td>
<td>9 Jul, 10 Jul (9am - 5pm) 6 Aug (1pm - 5pm)</td>
<td>24 Jun 18</td>
</tr>
<tr>
<td>(Pre-requisite – Leadership Series: The Pillars of Leadership)</td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

*Look out for emails from ECDA or log on to ONE@ECDA for more IBAP projects!
After Completion of Projects

For Participants

• Submit the deliverables required by the type of project you complete (i.e. reflections, journals etc) to the respective persons-in-charge

• Email the following information to ecda_pp@ecda.gov.sg:
  • Name
  • Centre
  • Role in the Project
  • Type of Project (Innovation Grant, Practitioner Inquiry, ECDA Fellows’ IBAP Projects, Innovation Mentor Initiative and Centre-initiated)
  • Date of project completion

• ECDA will verify your project deliverables and inform you of the number of hours you have attained.
Other CPD Activities

i. **Recommended Electives**

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

<table>
<thead>
<tr>
<th>List of Recommended Electives</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Leadership Series</td>
</tr>
<tr>
<td>• The Pillars of Leadership (14h)</td>
</tr>
<tr>
<td>• The Art to Lesson Observations (14h)</td>
</tr>
<tr>
<td>• A Journey towards Curriculum Leadership (14h)</td>
</tr>
<tr>
<td>• Building a Supportive Learning Culture (28h)</td>
</tr>
<tr>
<td>• Growing Leaders, growing teachers (14h)</td>
</tr>
<tr>
<td>• Developing Leaders’ Planning Capacity (14h)</td>
</tr>
<tr>
<td>• Nurturing Reflective Practitioners (17.5h)</td>
</tr>
<tr>
<td>• Importance of the Early Years: 3Rs for Positive Outcomes (14h)</td>
</tr>
<tr>
<td>• Practitioner Inquiry in Early Childhood Education (PIECE) Workshop (14h)</td>
</tr>
<tr>
<td>• Inquiry-Based Action Plan (IBAP) by ECDA Fellows (at least 14h)</td>
</tr>
<tr>
<td>• Special Needs</td>
</tr>
</tbody>
</table>

**For both Participants and Operators**

- Refer to the latest ECDA Prospectus from ECDA’s CPD website
- Look through the schedule for upcoming recommended electives
- Follow steps on slide 27 (How to register for ECDA CPD courses or events)
### ii. Local Learning Journeys, work attachments and conferences

<table>
<thead>
<tr>
<th>Local Learning Journeys</th>
<th>• Self-initiate or go on organised local learning journeys (e.g. ECC learning journeys – Look out for email from ECDA on how to sign up)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work attachments</td>
<td>• Fulfil a work attachment at an organisation or centre of your choice</td>
</tr>
<tr>
<td>Conferences</td>
<td>• Attend EC-related or leadership conferences (e.g ECDA Early Childhood Conference – Look out for email from ECDA on how to sign up)</td>
</tr>
</tbody>
</table>
Other CPD Activities

iii. Leadership Symposium, Community of EC Leaders events and learning communities

Leadership Symposium

- Attend leadership symposiums co-organised by ECDA or external providers
  (Look out for emails from ECDA for more leadership symposiums upcoming!)

<table>
<thead>
<tr>
<th>Organised by</th>
<th>Upcoming Leadership Symposums</th>
<th>Date</th>
<th>Register by</th>
<th>How to sign up</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUSS</td>
<td><strong>Revisiting the Notion of Science Education: Supporting the Meaning-Making Efforts of Young Children</strong></td>
<td>25 May (3pm - 5pm), 26 May (9am - 5pm)</td>
<td>23 April</td>
<td>Sign up via ONE@ECDA!</td>
</tr>
<tr>
<td></td>
<td>(Christine Chaille, Professor Emeritus, Portland State University, USA)</td>
<td></td>
<td></td>
<td>Follow steps on slide 27</td>
</tr>
<tr>
<td></td>
<td><strong>Joseph Sparling, Senior Scientist Emeritus, Frank Porter Graham Child Development Institute</strong></td>
<td>12 Jul (3.30pm – 5.30pm)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Scaffolding Learning for Children and Interns: Fine-tuning Teacher Language</strong></td>
<td>13 Jul (3 - 5pm), 14 Jul (9am - 5pm)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Beth Gachowski, Lead teacher and Mentor, Child Study and Development Centre, University of New Hampshire, USA)</td>
<td></td>
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<td></td>
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<tr>
<td></td>
<td><strong>Musicking with young children: Balancing child-led and teacher-led experiences</strong></td>
<td>1 Aug (3.30pm - 6.30pm)</td>
<td></td>
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<tr>
<td></td>
<td>(Dr Peter Whiteman, Australia)</td>
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<tr>
<td>NIE</td>
<td><strong>Topics to be confirmed</strong></td>
<td></td>
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<td>6 Sep</td>
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<td>16 Nov</td>
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</tbody>
</table>
iii. Leadership Symposium, Community of EC Leaders events and learning communities

Community of EC Leaders events

- Attend events organised for leaders throughout the year (e.g. Lectures for EC Leaders – Look out for emails from ECDA and sign up through ONE@ECDA)

<table>
<thead>
<tr>
<th>Upcoming Community of EC Leaders events</th>
<th>Date</th>
<th>How to sign up</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lecture for EC Leaders</strong></td>
<td>16 May</td>
<td>Sign up via ONE@ECDA in mid-Apr! Follow steps on slide 27 (How to register for ECDA CPD courses or events)</td>
</tr>
<tr>
<td>Speaker: Mr Tong Yee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social entrepreneur and civil society leader promoting innovation in character education and civic learning, founder of School of Thought</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
iii. Leadership Symposium, Community of EC Leaders events and learning communities

Learning communities

- Form learning communities to meet your learning interest and needs
Other CPD Activities

iv. ECDA and in-house CPD courses

For both Participants and Operators

• Download the latest 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
How to register for ECDA CPD courses/events?

For Participants

1. Click Search New Course/Event
2. Search by the Type of PD Activity, Period within which Class Starts, or Course Title
3. Click View & Apply
4. Select Class
5. Select Type of Sponsorship
6. Click Apply

For Operators

1. Click CPD Course Administration
2. Select the following search criteria:
   - Application Type, Course/Event Application
   - Status, Pending Centre Review
3. Click Search
4. Click Process
5. Enter ID no. or Name of Educator
6. Select the Educator(s)
7. Click Next
8. Verify Billing Information
9. Click Approve
10. Enter the Reason(s), then click Reject
11. Approve
After completion of ECDA CPD courses/ events

For both Participants and Operators

• After participants attend and complete the course/event, their hours will be **automatically updated** in ONE@ECDA

• Participants and operators* only have to **check** and **verify** that participant’s CPD portfolio has been updated accurately **1 month** after completion date of course

*For ECDA CPD courses, operators do not need to approve participant’s request to update their CPD portfolio, as it will be updated automatically by the system

• Alert [ecda_pp@ecda.gov.sg](mailto:ecda_pp@ecda.gov.sg) if there has been **no recorded entry** of the training hours.
After completion of in-house activities and non-ECDA certified courses

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
4. Click Next

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
3. Click Search
4. Click Process
   - To approve the request, Click Approve
   - To reject the request, Enter the Reason(s), then click Reject
Commitment

PDP(L) **participants** commit to:

- Completed all programme milestones and CPD hours in each year:
  - At least a total **cumulative 180 hours of CPD activities by Year 3**

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

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PDP(L) **operators** commit to:

- Supporting your nominee throughout the 3 years through:
  - 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
Contact Information

Compulsory Module
CPDadmin@ecda.gov.sg

Innovation Project
Innovation_grant@ecda.gov.sg

Practitioner Inquiry Project
ECRF@ecda.gov.sg

Centre-initiated Project
ECDA_PP@ecda.gov.sg

ECDA CPD Courses
CPDadmin@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 (L), please refer to https://www.ecda.gov.sg/Pages/ECDA-PDP(L).aspx