



Professional Development Programme
(Teachers)

Guide for Employers & Centre Leaders

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1. Overview of PDP (Teachers)

1.1 Objectives

The Professional Development Programme (Teachers) [PDP (T)] is meant to help your pre-school teachers develop themselves to take on larger job roles in your organisation. Teachers nominated and selected by you for the programme will have the opportunity to deepen their knowledge and hone their competencies through a combination of Compulsory Module, Modular Courses, Projects and Continuing Professional Development (CPD) courses. Your teachers will have to complete the PDP (T) over a 3-year period, and they will receive cash awards after completing programme milestones, in recognition of the competencies attained.

1.2 Programme Milestones

As part of the PDP (T), your teachers will each commit themselves to a minimum of 180 hours of professional development over three years. They also commit to complete at least one of the following programme milestones in each year of PDP (T):

- a. One Compulsory Module in the first year of PDP
- b. At least one Modular course in either Year 1, 2 or 3
- c. At least one Project in either Year 1,2 or 3

They may complete the remaining PDP (T) hours through CPD activities to attain the 180 hours of professional development.

1.3 Teacher's Obligation

Your teachers are also expected to remain employed in your organisation during the course of PDP (T) and for at least six months after the end of each PDP (T) year in order to receive the cash awards. Each PDP(T) year starts on 1 April.

1.4 PDP (T) Eligibility Criteria

Teachers in your organisation who fulfil the following eligibility criteria may be considered for nomination into the PDP (T):

- a) Have at least 3 years of relevant teaching experience in the early childhood sector based on date of DECCE-T attainment to date of appointment in April;
- b) Be currently employed in a pre-school registered or licensed with ECDA;
- c) Be a Singapore Citizen or Singapore Permanent Resident;
- d) Be ECDA-certified at L2;
- e) Be nominated by their current operator; and
- f) Have met the relevant competencies and skills required in Annex B/C of the nomination form found on the ECDA website.

1.5 PDP (T) Webpage

For more information and subsequent updates to the PDP (T), you may refer to the PDP webpage on ECDA's website.

[https://www.ecda.gov.sg/Educators/Pages/Professional-Development-Programme\(PDP\).aspx](https://www.ecda.gov.sg/Educators/Pages/Professional-Development-Programme(PDP).aspx)

1.6 Support for your teachers on PDP (T)

A Guide For Employers Professional Development Programme (Teachers)

WHAT IS IT?

3-year programme

PREPARES

your pre-school teacher for larger job roles

REWARDS

her for fulfilling programme milestones

ENCOURAGES

her to remain in your centre for 3.5 years

HOW CAN I SUPPORT MY PRE-SCHOOL TEACHER?

INFORM



Notify your teacher when you receive emails from ECDA  for application on:

Innovation Guidance/Grant Projects

Practitioner Inquiry Projects

Networked Learning Communities

Centre-initiated Projects

Continuing Professional Development (CPD) Courses

Modular Courses

PLAN



Consider her learning needs & aspirations.



Discuss with your teacher which courses & project(s) to take on.

Plan work hours for your teacher so that she can attend the Modular Course(s) on time.



Plan alternative work arrangements when your teacher attends the full 3-day Compulsory Module.

APPROVE



Log in via your corporate account at ONE@ECDA to approve the compulsory module class your teacher has registered for.

2. PDP Compulsory Module and Modular Courses

2.1 PDP Compulsory Module

The first programme milestone which your teacher is required to complete in Year 1 of PDP is the Compulsory Module titled “Developing the Leader in Me”. It seeks to equip your teachers with foundational understanding of both centre and teacher leadership. The 3-day course will scaffold your teacher’s understanding of their own leadership values, dispositions and potential career progression.

The schedule for the different classes of the Compulsory Module can be found below. The same information was sent to your teachers.

Compulsory Module Registration Schedule

Course Provider	Course Code	Registration Closing Date
SEED Institute Pte Ltd.	LMADTLM16E	Registrations will close 3 weeks before the first day of class and must be done via ONE@ECDA.

Class	Date of Class (2017)	Time	Remarks
1	15 Jun, 16 Jun and 10 July	9-5pm	Conducted in English
2	3, 5 and 31 July	9-5pm	
3	14 Aug, 15 Aug and 7 Sep	9-5pm	

1	6 Jun, 7 Jun, 3 July	9-5pm	Conducted in Chinese
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Approving registrations for the Compulsory Module

- In order to approve your teacher’s registration for the Compulsory Module, you will be required to log into ONE@ECDA via your corporate account. Please note that you will not be able to approve any courses via your individual account.
- If you do not have a corporate account, please download the centre administrator nomination form from <https://www.ecda.gov.sg/Operators/Pages/ONE%40ECDA-Nomination-Forms.aspx> and email the completed form to contact@ecda.gov.sg.
- Do note that in order for your teacher to be able to sign up for the Compulsory Module, his/her designation should be one of the following:
 - Pre-school Teacher
 - Senior Pre-school Teacher

2.2 PDP Modular Courses

There is a range of skills-based modular courses offered for PDP (T) by the Institutes of Higher Learning. These early childhood related courses provide teachers with more flexible, bite-sized and targeted options to acquire and deepen their skills and customise their learning based on their interests and needs. If the PDP participant enrolls for a full qualification programme subsequently, credits earned from some of these modular courses may be counted towards the attainment of an early childhood related qualification such as a Specialist Diploma, Advanced Diploma or Degree.

Based on your teacher's area of interest, you may plan together with your teachers on which modular course to complete for the PDP (T).

The list of Modular Courses for the PDP (T) is updated regularly as new courses will be developed and introduced throughout the year. Please click [here](#) for the most updated list of Modular Courses.

3. Projects

Projects provide the opportunity for your teachers to apply their knowledge and skills within the centre and classroom. They include *Innovation Grant Projects, *Innovation Guidance Projects, Practitioner Inquiry (PI) Projects and Centre-Initiated Projects. ECDA will send regular emails to centres regarding Projects application.

3.1 Innovation Projects

Innovation Projects are carried out by your teachers together with your centre to improve the quality of pre-school programmes and practices through fostering a culture of innovation. Through this, your centre can explore less conventional ideas and approaches to:

- Enhance learning experiences for children
- Promote community engagement and home-centre partnerships
- Continue with improvement beyond the first year of implementation

More information on Innovation Projects can be found in **Annex A**, <https://www.ecda.gov.sg/Pages/ECDA-Innovation-Guidance-Projects-2016.aspx> and <https://www.ecda.gov.sg/Pages/ECDA-Innovation-Grant-2016.aspx>

The next application periods for the Innovation Projects are indicated below:

Type of Innovation Project	Application Period	Implementation Period
Innovation Grant	June 2017 to September 2017	January to October 2018
Innovation Guidance	October 2017 to January 2018	March to September 2018

**Participants who had applied for Innovation Guidance or Innovation Grant Projects in 2016, and whose applications have been approved in 2017 before the commencement of PDP in April, will be allowed to count their Innovation Project hours towards fulfilling the Project programme milestone of PDP.*

3.3 Practitioner Inquiry Projects

The Practitioner Inquiry Projects involve teachers reflecting, conceptualising, implementing and evaluating action plans for issues they have identified in the classroom teaching practices.

The Practitioner Inquiry in Early Childhood Education (PIECE) Workshop* is a pre-requisite for the application of the Practitioner Inquiry Project grant. Through attending the workshop, your teachers will be able to:

- Understand and appreciate how practitioner inquiry (PI) can inform and enhance their teaching and learning practices
- Understand the PI process, and develop a systematic action plan for classroom-based inquiry
- Develop critical reflection to refine teaching and learning practices in the EC classroom
- Be equipped with fundamental skills to develop and implement a PI-led improvement in their classroom practices

More information on PIECE and Practitioner Inquiry Projects can be found in **Annex B**.

The next application period for the Practitioner Inquiry Projects is as follows:

Cycle	Application Period	Implementation Period
1	2 February to 24 March 2017	May to September 2017
2	13 April to 2 June 2017	July to November 2017

1. ** Prior to applying for PI Projects, practitioners will have to ensure that they have attended either the PI Grant sharing or Practitioner Inquiry in Early Childhood Education (PIECE) workshop or other similar workshops related to PI (e.g. Action Research in the Early Childhood Classroom workshop)*

3.4 Centre-Initiated Projects

Your teachers can work closely with centre leaders on Centre-Initiated Projects, which strengthen teamwork amongst your staff, build partnerships with families and community, and develop a culture of reflective practice.

For Projects initiated by centres to be considered as Centre-Initiated Projects, centres will need to download and complete a proposal form from [https://www.ecda.gov.sg/Educators/Pages/Professional-Development-Programme\(PDP\).aspx](https://www.ecda.gov.sg/Educators/Pages/Professional-Development-Programme(PDP).aspx) and submit to ecda_pp@ecda.gov.sg.

Please note that there is no specific application period for Centre-Initiated Projects and the Project duration is approximately 4 months.

More information on centre-initiated Projects can be found in **Annex C**.

4. Continuing Professional Development (CPD) Activities

CPD activities aim to raise the quality and professional experience of EC educators. Your teacher may embark on CPD courses to supplement the required hours of PDP (T). Apart from the CPD courses offered by ECDA, other CPD activities (ECDA or in-house) that contribute to the development and growth of your teacher in performing their professional role, can also be considered as CPD hours for PDP (T). For CPD activities that are not organised by ECDA or are conducted in-house, your teacher is required to update his/her CPD portfolio at ONE@ECDA in order for the CPD activity hours to be considered for PDP (T).

You may refer to <https://www.ecda.gov.sg/Pages/Continuing-Professional-Development.aspx> for the ECDA CPD Prospectus.

Your Quick Guide to ONE@ECDA
Helpful Tips to Frequently Asked Questions

#4
"How I Update my CPD Portfolio with other PD activities?"

- 1 Click 'Update CPD Portfolio'
- 2 Enter course information to be updated
Mandatory information includes type of PD Activity, Course Title, CPD Hours, Completion Date, Course Provider.
- 3 Click on "Submit"

For technical support or more information, talk to us at 6735 9213
www.one.ecda.gov.sg

5. Contact Information

Topic	Please contact
Compulsory Module	<ul style="list-style-type: none"> • Ms Chew Xiang Yun- CHEW_Xiang_Yun@ecda.gov.sg • Ms Chen Weixuan - CHEN_Weixuan@ecda.gov.sg
Modular Courses (Ngee Ann Polytechnic)	<ul style="list-style-type: none"> • For content enquiries: mym2@np.edu.sg • For application enquiries: cyl6@np.edu.sg • For general enquiries: enquiryCET@np.edu.sg
Modular Courses (Temasek Polytechnic)	<ul style="list-style-type: none"> • For general enquiries: pdcc@tp.edu.sg
Modular Courses (UniSIM)	<ul style="list-style-type: none"> • cet@unisim.edu.sg
Projects	<ul style="list-style-type: none"> • For Innovation Projects: innovation_grant@ecda.gov.sg • For Practitioner Inquiry Project: Ms Geraldine Khoo - ECRF@ecda.gov.sg • For Centre-Initiated Project: Ms Sarah Chew – ECDA_PP@ecda.gov.sg
General enquiries about PDP	<ul style="list-style-type: none"> • ECDA_PP@ecda.gov.sg