Step-by-Step Guide

Online Nomination for Professional Development Programme (PDP) for Centre Administrator

Updated: 8 September 2017
Overview

Introduction

• This guide has been compiled to support centre administrators when submitting nominations for the Professional Development Programme (PDP) via ONE@ECDA.

• Within it, you will find an overview of the work processes and the respective steps required to perform the following functions:

Process Flow
To Nominate Educators

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1. Click “PDP Nomination” to access Nomination Function
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2 Select Educator to Nominate and click “Next”

Application - PDP Nomination

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

Step 1:
Please select an Educator.

Identity Details

Educator * Please Select
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3. Select “PDP Level” and click “Next”

Application - PDP Nomination

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

Step 2:
Please select the PDP Level.

PDP Level

PDP Level * Please Select

Quick Tip

PDP Level refers to the Type of PDP e.g. PDP (Teachers) and the current year of nomination
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4. Fill in and check “Nominee’s Particulars” and click “Next”

Quick Tip

Nominee’s particulars will be auto-populated from Nominee’s ONE@ECDA account. If particulars are not accurate, log into Nominee’s ONE@ECDA account to update particulars.
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Verify information in “Part B” and “Part C” of the nomination, Click “Next”

Application - PDP Nomination

Step 4:
Please verify Part B and Part C

**Part B: NOMINEE’S EARLY CHILDHOOD SECTOR EMPLOYMENT HISTORY**

<table>
<thead>
<tr>
<th>Name of Organisation</th>
<th>From</th>
<th>To</th>
<th>Designation</th>
</tr>
</thead>
</table>

If you are unable to view all Employment Records of the Nominee, please inform the Nominee to change his/her Employment Privacy Setting via My Profile > Employment Records.

**Part C: NOMINEE’S HIGHEST ATTAINED EARLY CHILDHOOD RELATED QUALIFICATIONS (MUST INCLUDE DECCE-T)**

<table>
<thead>
<tr>
<th>Name of Schools/Institutions Attend</th>
<th>From</th>
<th>To</th>
<th>Highest Academic</th>
<th>Date of Attainment</th>
<th>Action</th>
</tr>
</thead>
</table>

If you do not see the required documents of the Nominee, please ensure that the documents are already uploaded into the Nominee’s profile.

Quick Tip

Employment history records are inputs from Nominee’s previous employers. Current employers are unable to make any changes.
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Fill in “Nominator’s Particulars” and click “Next”

Step 5:
Please fill in the personal particulars of the Nominator.

Part D: NOMINATOR’S PARTICULARS

- Full Name
- Designation *
- Email Address
- Mobile No. * (+65) -
- Organisation
- Centre Name
- Centre Code
- Organisation HQ Address
- Centre contact no.
- Centre Email Address

Next
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Select “Competence Level” of the educator
Complete “Nomination Write-up”
Click “Next”

Step 6:
Please fill in the nomination write up.

Part E: NOMINATION WRITE UP

1. Nominators are to rate the nominee's competence level for each skills category according to the following rubric. (Please check one of the boxes next to the competence level):

<table>
<thead>
<tr>
<th>Competence Level</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Nominee does not meet the requirements of this competency.</td>
</tr>
<tr>
<td>1</td>
<td>Nominee meets the requirements of this competency to a limited extent.</td>
</tr>
<tr>
<td>2</td>
<td>Nominee meets the requirements of this competency.</td>
</tr>
<tr>
<td>3</td>
<td>Nominee exceeds the requirements of this competency.</td>
</tr>
</tbody>
</table>

2. Nominators are to briefly describe how the nominee's competencies and skills meet the competencies and skills of an infant / Toddler Educator or Beginning Educator in each of the 4 skills categories below with reference to Annex A. Please provide 1-2 examples of how the nominee has met the relevant competencies.

3. You may refer to the Skills Framework for Early Childhood Care and Education website for the Skills Map and Skills Standards of the following occupations:
   (a) Educator 1 and Educator 2 for information on the competencies and skills of these ECCE occupations.
   (b) Senior Educator or Pre-school teacher to assess the nominee’s potential to attain the competencies and skills of these occupations after they complete the PDPE.

Quick Tip

Click on the Annexes to assess and describe how the nominee has met the relevant competencies.
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Select accordingly for “Nominee’s Declaration” and “Nominator’s Declaration”
Click “Next”
Verify Nomination Details and click “Submit”
Click “OK” to confirm submission of nomination

Quick Tip

For organisations with HQ, the nomination will be routed to your HQ for “Approval” or “Rejection” after clicking “Ok”.

For nominations that are “rejected” by HQ, Centre Administrators are allowed to nominate the same educator again by filling in steps 1-9 again after reviewing HQ “Comment(s)/Reason(s)” for rejection.
If you have any queries, please contact us:

Professional Partnerships
Partnerships and Programmes Department

ECDA_PP@ecda.gov.sg