Step-by-Step Guide

**Online** Nomination for Professional Development Programme (PDP) for HQ Administrator
Introduction

- This guide has been compiled to support HQ administrators when processing nominations for the Professional Development Programme (PDP), submitted by centre administrators 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

1. Organisation without HQ
   - Centre Administrator access ONE@ECDA to nominate Educator
     - Nomination routed to HQ Admin for Review
       - Rejection
         - Nomination is rejected
       - Approval
         - PDP nomination is submitted to ECDA successfully

2. Organisation with HQ
   - Centre Administrator wishes to submit nomination for same educator again
     - Yes
       - Nomination is submitted to ECDA
     - No
       - End
To Process Nomination

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1. Click “Home>>Applications” OR click “PDP Nomination” under Pending Tasks
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2. Select “PDP Nomination” under “Application Type” and click “Search”
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3

Select “Process” to access nomination submitted by Centre Administrator

![Image of the nomination processing screen](image-url)
To Approve nomination, verify nomination information from “Part A” to “Part G” and click “Approve”
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5. To Reject nomination, input “Comment(s)/Reason(s)” and click “Reject”

Quick Tip

Your centre administrator will be able to view the “Comment(s)/Reason(s)” for rejection and submit a new nomination for the same educator after reviewing the “Comment(s)/Reason(s)” for rejection.
If you have any queries, please contact us:

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