Professional Development Programme (Teachers)
Overview of PDP(T)

**What it is**

Professional development & retention programme for preschool teachers & organisations

**What it does**

- Allows flexibility for preschool teachers to pursue professional development of their choice & interest within 3 years
- Support organisations in identifying & grooming preschool teachers with potential

**What it offers**

- Variety of professional development opportunities in preferred language
- Up to $12,000 cash awards in total upon meeting service and programme milestones, no bond to serve

**What it requires**

Strong partnership between operators, preschool teachers and ECDA
Programme Structure

Programme milestones consist of:

- One **Compulsory module** in Year 1.
- Complete at least one **Modular course** in either Year 1, 2 or 3. *(Strongly encouraged to complete in Year 2)*
- Complete at least one **Project** in either Year 1, 2 or 3.
- Fulfil remaining hours via **CPD activities**.

<table>
<thead>
<tr>
<th>Year 1</th>
<th>1 Apr 2021- 31 Mar 2022</th>
<th>$3,000*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 2</td>
<td>1 Apr 2022- 31 Mar 2023</td>
<td>$4,000*</td>
</tr>
<tr>
<td>Year 3</td>
<td>1 Apr 2023- 31 Mar 2024</td>
<td>$5,000*</td>
</tr>
</tbody>
</table>

**Total of 180 hours over 3 years**

*PDP participants must complete the stipulated programme milestones and remain employed in their nominating organisation during the course of the PDP and for at least six months after the end of each PDP year in order to receive the cash award.*
Individual Development Plan (IDP) *(Optional to use)*

- 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(T) webpage or scan the QR code below.
Programme Milestone 1- Compulsory Module

About the compulsory module
- **Developing the Leader in Me (Offered in both EL and CL)**
- Scaffold your understanding of your own leadership values, dispositions and potential career progression
- Conducted by NIEC over 3 days (21 hours in total)

I am PDP(T) Participant, what do I have to do?
- Information on class application opening dates will be sent to you at a later date via email
- Register for the Compulsory Module at ONE@ECDA via the steps shown on the left
- Make payment* according to instructions provided by NIEC upon successful registration
- Attend and complete the training on the dates you have registered for

*Course fees will be advised by NIEC after successful registration
I am PDP(T) Nominator, what do I have to do?

- Approve your teacher’s application for the Compulsory Module through ONE@ECDA with the steps shown on the left.
- Provide support and guidance and make alternative work arrangements if necessary.
After Completion of Compulsory Module

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 training

- Alert **ecda_pp@ecda.gov.sg** if there has been **no recorded entry** of the training hours.
Programme Milestone 2 - Modular Course

- Flexible and bite-sized options for you to deepen and customise your learning based on your interests and needs

- These modular courses are stackable towards an Advanced Diploma, Specialist Diploma or Degree

- Modular Courses are offered in both English and Mother Tongue languages

- The most updated list of Modular Courses can be found on the PDP(T) webpage. Scan the QR code below to go to the PDP(T) webpage
### Programme Milestone 2 - Modular Course

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

<table>
<thead>
<tr>
<th>NIEC Modular Courses</th>
<th>SUSS Modular Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Register your <strong>interest</strong> for the modular course of your interest at respective Institution's website by clicking on the links found in the list of modular courses downloaded from PDP(T) webpage.</td>
<td>• Take note of application periods of the training institution for the modular course you are interested in.</td>
</tr>
<tr>
<td><em>Registration of interest is not equivalent to confirmed enrolment</em></td>
<td>• Register for the modular course of your interest at SUSS’s website by clicking on the links found in the list of modular courses downloaded from PDP(T) webpage.</td>
</tr>
<tr>
<td>• Wait for NIEC to contact you via email to confirm your enrolment.</td>
<td>• Make payment according to instructions provided by institutions upon successful registration.</td>
</tr>
<tr>
<td>• Make payment according to instructions provided by NIEC upon successful enrolment.</td>
<td></td>
</tr>
</tbody>
</table>

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

- Provide support and guidance to your teacher when they are unsure of how to register with the Institution for the modular course
# Programme Milestone 2 - Modular Course

## Modular Courses available in 2021

### English Language (NIEC)

<table>
<thead>
<tr>
<th></th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Principles Of Assessment</td>
</tr>
<tr>
<td>2</td>
<td>Constructing a Meaningful Educational Environment</td>
</tr>
<tr>
<td>3</td>
<td>Professional Roles of Educational Support</td>
</tr>
<tr>
<td>4</td>
<td>Instructional Leadership</td>
</tr>
<tr>
<td>5</td>
<td>Collaborative Leadership</td>
</tr>
<tr>
<td>6</td>
<td>Leadership in ECCE Settings</td>
</tr>
</tbody>
</table>

### Chinese Language (SUSS)

<table>
<thead>
<tr>
<th></th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Selected Readings in Chinese</td>
</tr>
<tr>
<td>2</td>
<td>Writing in Chinese: Major Genres &amp; Styles</td>
</tr>
<tr>
<td>3</td>
<td>Chinese Contemporary Literature</td>
</tr>
<tr>
<td>4</td>
<td>Applied Chinese Phonetics &amp; Lexicology</td>
</tr>
<tr>
<td>5</td>
<td>Fundamentals of Chinese-English Translation</td>
</tr>
<tr>
<td>6</td>
<td>Fundamentals of English-Chinese Translation</td>
</tr>
</tbody>
</table>

### Malay Language (SUSS)

<table>
<thead>
<tr>
<th></th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Introduction to Malay Linguistics</td>
</tr>
<tr>
<td>2</td>
<td>Introduction to Translation</td>
</tr>
<tr>
<td>3</td>
<td>Pedagogical Approaches to Language Teaching</td>
</tr>
<tr>
<td>4</td>
<td>Structure of the Malay Language</td>
</tr>
</tbody>
</table>

### Tamil Language (SUSS)

<table>
<thead>
<tr>
<th></th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Modern Tamil Poetry</td>
</tr>
<tr>
<td>2</td>
<td>Modern Tamil Prose</td>
</tr>
</tbody>
</table>
Programme Milestone 2- Modular Course

Modular Courses available in 2021

<table>
<thead>
<tr>
<th>Modular Courses available in 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English Language</strong></td>
</tr>
<tr>
<td>4  Collaborative Leadership</td>
</tr>
<tr>
<td>5  Leadership in ECCE Settings</td>
</tr>
<tr>
<td>6  Instructional Leadership</td>
</tr>
</tbody>
</table>

These 3 modular courses form the first Post Diploma Certificate (**PDC1**) of **ADECL** (Advanced Diploma in Early Childhood Leadership).

**ADECL** is a regulatory requirement for centre leadership.

You can take any one or even all 3 modular courses during PDP(T) [60 hours each] and work towards ADECL. Thereafter, you need to only complete the PDP(T) compulsory module and 1 project to fulfil PDP(T) programme milestone requirements.
After Completion of Modular Course

For Participants

- Log into ONE@ECDA via singpass and update CPD portfolio with the following steps:

For Operators

- Log into ONE@ECDA corporate account via singpass and approve teacher’s request to update CPD portfolio with the following steps:
Programme Milestone 3 - Project

Centre-initiated Projects
(Can be completed in Mother Tongue language or English)

Innovation Projects
(There are both English and Chinese Innovation Guidance Projects available)

Practitioner Inquiry Projects
(Completed in English language only)

Download the PDP CIP Factsheet from the PDP(T) webpage to find out about the application periods, project implementation periods and more information.

Look out for email from ECDA for instructions to apply!

• Register and attend any of the following before you are eligible to join a PI project:
  • PIECE Workshop
  • PI Grant Sharing by ECDA
  • An Overview of PI
  • Action Research in the Early Childhood Classroom Workshop

• Look out for email from ECDA for instructions to apply!

It is not necessary for participants to lead in the Project, they may be team members.
In order to count the project for PDP(T), please ensure you indicate your name and project role in the application forms respectively.
After Completion of Projects (IGP, IG and PI ONLY)

For Participants

• Submit the deliverables required by the type of project you complete to the respective persons-in-charge

• Email the following information to ecda_pp@ecda.gov.sg:
  • Name
  • Centre
  • Type of Project (Innovation Grant, Innovation Guidance, Practitioner Inquiry)
  • Project Grant Number or Reference Number (If applicable)
  • Date of project completion

For Operators

• Ensure participants email the above information to ecda_pp@ecda.gov.sg after project completion

Kindly note that after completion, your project hours will still not be reflected in the ONE@ECDA PDP records page until further notice. Wait for ECDA’s email progress update that will be sent towards the end of each PDP year.
ECDA CPD Courses

For both Participants and Operators

- Download the latest ECDA Prospectus from ECDA website. Scan the QR code to visit ECDA website!

- Browse through and identify CPD courses of teacher’s areas of interests and needs

- Check through CPD course entry requirements

- Follow steps on next page
After completion of ECDA CPD Courses

For both Participants and Operators

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

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

- Alert ecda_pp@ecda.gov.sg if there has been no recorded entry of the training hours.
After completion of In-house CPD Activities

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
5. Verify the information and Click Submit

For Operators

To Review CPD Portfolio Update Request
Step-by-Step Guide

1. Click CPD Course Administration
2. Select the following Search Criteria:
   - Application Type: CPD Portfolio Change Request
   - Status: Pending Centre Review
3. Click Search
4. Click Process
5. Review the information updated in the CPD Portfolio
   - To approve the request, Click Approve
   - To reject the request, Enter the Reason(s), then click Reject
Example of how to complete Programme Milestones

Example of completing more programme milestones in **Year 1**

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>• <strong>Compulsory Module:</strong> Developing the Leader in Me (21 hrs)</td>
<td>• <strong>CPD Courses</strong> (40 hrs)</td>
<td>• <strong>CPD Courses</strong> (40 hrs)</td>
</tr>
<tr>
<td>• <strong>CPD Courses</strong> (30 hrs)</td>
<td>• <strong>Project:</strong> Centre-Initiated Project (20 hrs)</td>
<td></td>
</tr>
<tr>
<td>• <strong>Modular Course:</strong> Principles of Assessment (30 hrs)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>81 hours</strong></td>
<td><strong>60 hours</strong></td>
<td><strong>40 hours</strong></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Programme Milestone</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compulsory Module in Year 1</td>
<td>✔️</td>
</tr>
<tr>
<td>At least one Modular Course in either Year 1, 2 or 3</td>
<td>✔️</td>
</tr>
<tr>
<td>At least One Project in either Year 1, 2 or 3</td>
<td>✔️</td>
</tr>
<tr>
<td>At least 180 hours of PD over PDP(T)</td>
<td>✔️</td>
</tr>
</tbody>
</table>
Example of how to complete Programme Milestones

**Year 1**
- **Compulsory Module:** Developing the Leader in Me (21 hrs)
- **CPD Courses** (40 hrs)
- **Total:** 61 hours

**Year 2**
- **Modular Course:** Principles of Assessment (30 hrs)
- **CPD Courses** (30 hrs)
- **Total:** 60 hours

**Year 3**
- **Project:** Practitioner Inquiry (20 hrs)
- **CPD activities** (40 hrs)
- **Total:** 60 hours

**Programme Milestone**
- Compulsory Module in Year 1
- At least one Modular Course in either Year 1, 2 or 3
- At least One Project in either Year 1, 2 or 3
- At least 180 hours of PD over PDP(T)

Example of spreading out programme milestones evenly across 3 years
Example of how to complete Programme Milestones

**Year 1**
- **Compulsory Module:** Developing the Leader in Me (21 hrs)
- **CPD Courses** (20 hrs)

41 hours

**Year 2**
- **Modular Course:** Principles of Assessment (30 hrs)
- **CPD Courses** (20 hrs)

50 hours

**Year 3**
- **Project:** Practitioner Inquiry (40 hrs)
- **CPD Courses** (50 hrs)

90 hours

**Programme Milestone**

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compulsory Module in Year 1</td>
<td>✓</td>
</tr>
<tr>
<td>At least one Modular Course in either Year 1, 2 or 3</td>
<td>✓</td>
</tr>
<tr>
<td>At least One Project in either Year 1, 2 or 3</td>
<td>✓</td>
</tr>
<tr>
<td>At least 180 hours of PD over PDP(T)</td>
<td>✓</td>
</tr>
</tbody>
</table>
### Contact Information

<table>
<thead>
<tr>
<th>Category</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compulsory Module</td>
<td><a href="mailto:Stacy_Wong@ecda.gov.sg">Stacy_Wong@ecda.gov.sg</a></td>
</tr>
<tr>
<td>Modular Courses</td>
<td>Refer to respective Institution contact details</td>
</tr>
<tr>
<td>Innovation Project</td>
<td><a href="mailto:Innovation_grant@ecda.gov.sg">Innovation_grant@ecda.gov.sg</a></td>
</tr>
<tr>
<td>Practitioner Inquiry Project</td>
<td><a href="mailto:ECRF@ecda.gov.sg">ECRF@ecda.gov.sg</a></td>
</tr>
<tr>
<td>Centre-initiated Project</td>
<td><a href="mailto:ECDA_PP@ecda.gov.sg">ECDA_PP@ecda.gov.sg</a></td>
</tr>
<tr>
<td>ECDA CPD Courses</td>
<td><a href="mailto:CPDadmin@ecda.gov.sg">CPDadmin@ecda.gov.sg</a></td>
</tr>
<tr>
<td>In-house CPD Activities</td>
<td><a href="mailto:ECDA_PP@ecda.gov.sg">ECDA_PP@ecda.gov.sg</a></td>
</tr>
<tr>
<td>General Enquiries</td>
<td><a href="mailto:ECDA_PP@ecda.gov.sg">ECDA_PP@ecda.gov.sg</a></td>
</tr>
</tbody>
</table>

For more information and subsequent updates to the PDP (T), please refer to [https://www.ecda.gov.sg/Pages/ECDA-PDP(T).aspx](https://www.ecda.gov.sg/Pages/ECDA-PDP(T).aspx)