



Step-by-Step Guide

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

Updated: 8 September 2017

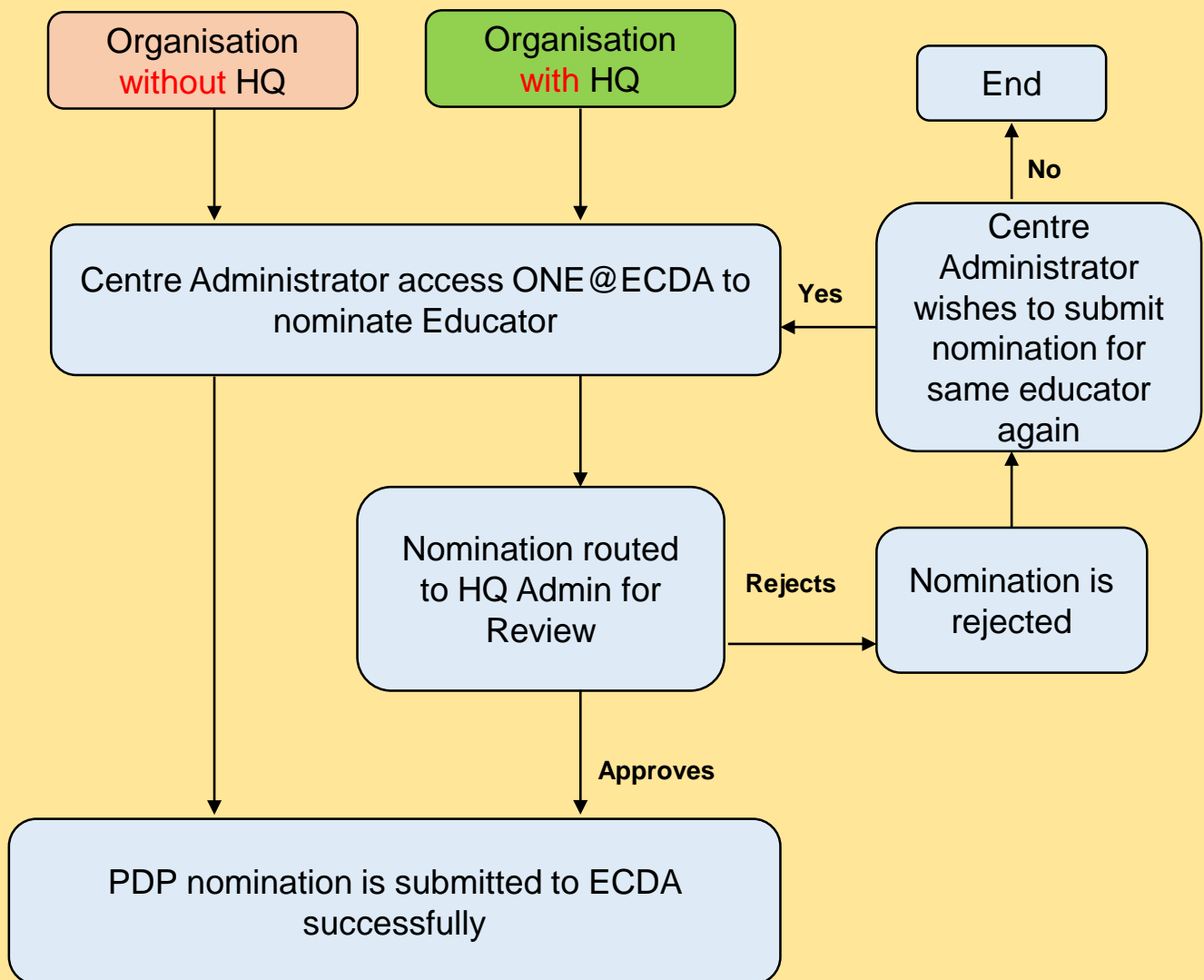


Overview

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

Step-by-Step Guide

1

Click "PDP Nomination" to access Nomination Function

The screenshot shows the One ECDA dashboard interface. On the left is a teal sidebar menu with the following items: Switch Role, Logout, Home, My Account >, Centre Information, Search >, Staff Particulars >, Teacher Certification >, CPD Course Administration >, and PDP Nomination. The PDP Nomination item is highlighted with a red rectangular box, and a mouse cursor is pointing at it. The main content area on the right has a white background with a header 'test' and two grey circular icons. Below this is an orange 'Pending Tasks' section with a 'More >' link. The tasks listed are: Course/Event Application (4) and Course/Event Withdrawal (1).

Pending Tasks		More >
Course/Event Application	4	
Course/Event Withdrawal	1	





To Nominate Educators

Step-by-Step Guide



Select **Educator to Nominate** and click "Next"

Application - PDP Nomination

Home > Applications > PDP Nomination

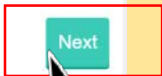
Please fill in all the mandatory fields marked with an asterisk(*).

Step 1:

Please select an Educator.

Identity Details

Educator *





To Nominate Educators

Step-by-Step Guide

3

Select "PDP Level" and click "Next"

Application - PDP Nomination

Home > Applications > PDP Nomination

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

Step 2:

Please select the PDP Level.

PDP Level

PDP Level *

Back

Save Application

Next

Quick Tip

PDP Level refers to the Type of PDP e.g. PDP (Teachers) and the current year of nomination





To Nominate Educators

Step-by-Step Guide



Fill in and check "Nominee's Particulars" and click "Next"

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

Step 3:

Please fill in the personal particulars of the Educator.

Part A: NOMINEE'S PARTICULARS

ID Type	NRIC (Pink)
ID (Copy) *	To upload a coloured copy of your ID. Please click <input type="button" value="Browse"/> (Allowed File Type:"PDF"; File size < 2MB.)
Residential Status	Citizen
Date of Birth (dd/mm/yyyy)	01/05/2015
Residential Address	BLK #- SINGAPORE 768923
Residential No.	(+65)
Mobile No.	(+65)86656666
Email Address	ecda_support@ecquaria.com
Occupational Title	Educarer 1
Net Salary amount (Before CPF Contribution) *	<input type="text"/>
Proof of employment *	To upload your latest certified true copy of proof of employment (E.g. Latest Payslip/E-bank statement/CPF Statement for past 12 months). Please click <input type="button" value="Browse"/> (Allowed File Type:"PDF"; File size < 2MB.)



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.





To Nominate Educators

Step-by-Step Guide

5

Verify information in "Part B" and "Part C" of the nomination, Click "Next"

Application - PDP Nomination

Home » Applications » PDP Nomination

Step 4:
Please verify Part B and Part C

Part B: NOMINEE'S EARLY CHILDHOOD SECTOR EMPLOYMENT HISTORY

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.

Name of Organisation	From	To	Designation

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

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

Name of Schools/Institutions Attend	From	To	Highest Academic	Date of Attainment	Action
					View Download

Back Save Application Next

Quick Tip

Employment history records are inputs from Nominee's previous employers. Current employers are unable to make any changes.





To Nominate Educators

Step-by-Step Guide



Fill in "Nominator's Particulars" and click "Next"

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

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





To Nominate Educators

Step-by-Step Guide



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

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

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):

Competence Level	Description
0 <input type="radio"/>	Nominee does not meet the requirements of this competency.
1 <input type="radio"/>	Nominee meets the requirements of this competency to a limited extent.
2 <input type="radio"/>	Nominee meets the requirements of this competency.
3 <input type="radio"/>	Nominee exceeds the requirements of this competency.

2. Nominators are to briefly describe how the nominee's competencies and skills meet the competencies and skills of an Infant / Toddler Educarer or Beginning Educarer 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) Educarer 1 and Educarer 2 for information on the competencies and skills of these ECCE occupations.
- (b) Senior Educarer or Pre-school teacher to assess the nominee's potential to attain the competencies and skills of these occupations after they complete the PDP(E).

SKILLS CATEGORY 1: DEVELOPING THE CHILD HOLISTICALLY

This category focuses on the holistic development of children through programme development. This would include having a sound understanding of child development theories, pedagogy, the learning environment, interactions and relationships, as well as health, safety and nutrition.

Competence Level	Nomination Write Up
0 <input type="radio"/>	
1 <input type="radio"/>	
2 <input type="radio"/>	
3 <input type="radio"/>	



Quick Tip

Click on the **Annexes** to assess and describe how the nominee has met the relevant competencies.





To Nominate Educators

Step-by-Step Guide



Select accordingly for "Nominee's Declaration" and "Nominator's Declaration"
Click "Next"

Application - PDP Nomination

Home > Applications > PDP Nomination

Step 7:

Please fill in the declaration.

Part F: NOMINEE'S DECLARATION

- 1. I would like to be nominated for the Professional Development Programme (Educarers).
- 2. For the purpose of assessing my nomination, which includes verifying the information that I have provided in the nomination ("The information"), I consent to ECDA:
 - a. Using the information as it sees fit;
 - b. Disclosing the information to any source, whether Government or non-Government; and
 - c. Collecting any other information about me that ECDA requires from any source, whether Government or non-Government.

3. I am currently a recipient of ECDA Sponsorship and am in the midst of pursuing my studies.

YES	NO
<input type="radio"/>	<input type="radio"/>

I, Test Educator BBb, the Nominee, declare that all information given by me in this nomination form, including all attached documents are true to the best of my knowledge and I have not intentionally withheld any information.





To Nominate Educators

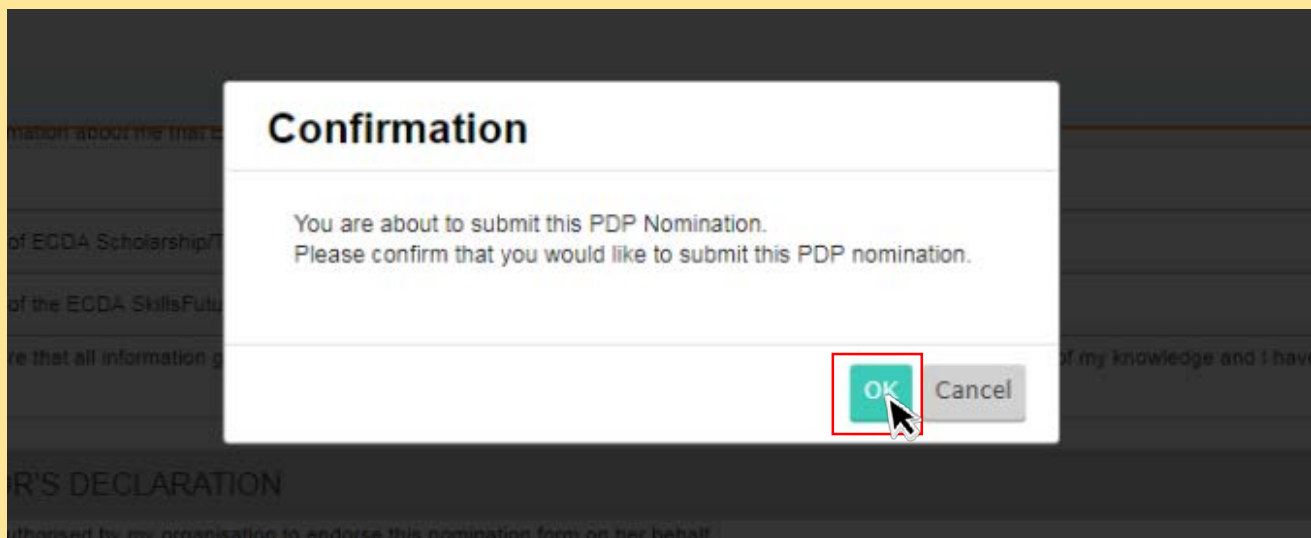
Step-by-Step Guide



Verify Nomination Details and click "Submit"
Click "OK" to confirm submission of nomination

Part G: NOMINATOR'S DECLARATION

- 1. I declare that I have been authorised by my organisation to endorse this nomination form on her behalf.
 - 2. I declare that the nominee is currently an employed staff of this organisation.
 - 3. I acknowledge that:
 - a. The nominee has met the competency levels required of an Educarer.
 - b. The nominee has the potential to take on a larger job scope.
 - c. ECDA will be informed should the nominee leave the nominating organisation.
- I, Centre User 1, the nominator, declare that the above information provided by the nominee and myself are true at the point of time 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