



Step-by-Step Guide

Online Application for Professional Development Programme (PDP) Centre-Initiated Project

Overview



Introduction

- This guide has been compiled to guide PDP participants in submitting proposals for the PDP centre-initiated project via **ONE@ECDA**.

Process Flow

- Participants will log into ONE@ECDA via their SingPass and complete proposal form.
- ECDA will seek email approval from your supervisor on your proposed proposal.
- ECDA will review and approve/reject your proposal via ONE@ECDA.
- Participants will proceed to implement project in centre and submit reflection via ONE@ECDA after project completion.
- ECDA will review the reflection and award hours to participant.



To Submit Proposal

Step-by-Step Guide

1

Click **"PDP Projects"** then select **"Centre-initiated Project"**

The screenshot shows the One ECDA website interface. On the left is a teal navigation menu with the following items: Home, My Account >, My Profile >, Update Employment, Search Applications, Search New Course/Event, Relief Staff / Vendor / Others >, Search Registered Course/Event, Teacher Certification, View Skills Map, Search CPD Portfolio (Manual), PDP Projects >, Reports >, and Resources. The 'PDP Projects >' item is highlighted, and a dropdown menu is visible with two options: 'Centre-Initiated Project' and 'Search PDP Project'. A mouse cursor is pointing at the 'Search PDP Project' option. The main content area on the right shows a calendar for December 31st with the text 'Celebrate 2020' and a section titled 'Upcoming Courses'.





To Submit Proposal

Step-by-Step Guide

2

Read **instructions** and click **“Next”**

Centre-Initiated Project

Home > PDP Projects > Centre-Initiated Project

Submission of Centre-Initiated Project:

The project should be completed within 4 months of project approval, with support from the centre leader/supervisor.

At least 1 month before start of project implementation, please submit the project proposal for approval.

Any project not approved prior to implementation will not be accepted.

Within 2 weeks of project completion, please submit the project reflection and deliverable for verification.

ECDA will assess the project deliverable and award hours for the PDP project accordingly.





To Submit Proposal

Step-by-Step Guide



3

Fill in “Steps 1 to 3” and click “Submit”

Step 1:

Please fill in centre details below.

Particulars of Child Care Centre/Kindergarten

Name of Child Care Centre/Kindergarten

Mailing Address

Email

Tel No (Office)

Name of Centre Leader

Step 2:

Please fill in project details below. *

Project Team Please be specific in stating the roles and duties of each member of the Project Team

*PDP(T) candidate should take on the role of Project Leader or Assistant Project Leader

- Role of PDP(T) Participant *
- Team Leader
 - Assistant Team Leader
 - Member
 - Others

Names of Project Member (s)/Designation(s) and duties in the project *

Step 3:

Project Details All fields must be adequately completed.

Project Title *

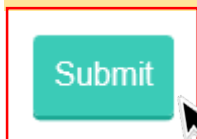
Project Start Date (dd/mm/yyyy) *

Project End Date (dd/mm/yyyy) *

- Project Category *
- Developing the Child Holistically
 - Collaborating with Family & Community
 - Building Professional Capacity
 - Building Organisational Capacity

Objectives/Project Outcomes What do you expect to achieve from this project?

- Project Objectives (examples):
 - Improving teaching pedagogy to facilitate children's learning and development
 - Redesigning of spaces/materials to encourage children's exploration and learning
 - Improving home-centre partnerships





Outcome of Proposal Review

Step-by-Step Guide



Click on **“Search Applications”** and click **“Centre-Initiated Project (CIP)”** under **“Application Type”**

Home

My Account >

My Profile >

Update Employment

Search Applications

Search New Course/Event

Relief Staff / Vendor /

Search Criteria

Application Type Centre-Initiated Project (CIP) – PDP (▼)

Status Any (▼)

Submitted On (dd/mm/yyyy)

Clear **Search**






Outcome of Proposal Review

Step-by-Step Guide

2a

If your proposal status is **“Pending Educator Review”** , click on **“Process”** and fill in information required by ECDA.


Status ▾	Action
Pending Educator Review	

After filling in more information as required by ECDA, click **“Submit”**.

Project Summary * Please provide a brief summary of your project proposal i.e. brief background of the context or action research question leading to the development of the project idea, a short description of your project idea and content, the stakeholders involved, the potential benefits to stakeholders and your key implementation and evaluation plans.

You may refer to the following pointers as a guide to planning, implementing and documenting your project plan(s):

- Review of Current Practices:
 - Why are you embarking on this project? Please explain.
 - Is there room for improvement in your current routines/activities? Please elaborate.
 - Is there a current problem that needs to be addressed?
- Project Brief
 - Provide a brief description of the project
 - Planning and implementing the project
 - Provide samples of classroom and take-home activities
 - Modes of documentation (e.g. photographs with narratives)
 - Project Timeline-Duration of project (e.g. timeline for pre-implementation, actual implementation, and post-implementation)








Outcome of Proposal Review

Step-by-Step Guide


2b

If your proposal status is **“Approved”** , click on **“View”** and **proceed to implement project.**

Status ▾	Action
Approved	

2c

If your proposal status is **“Rejected”** , click on **“View”** to view reason for rejection.

Status ▾	Action
Rejected	



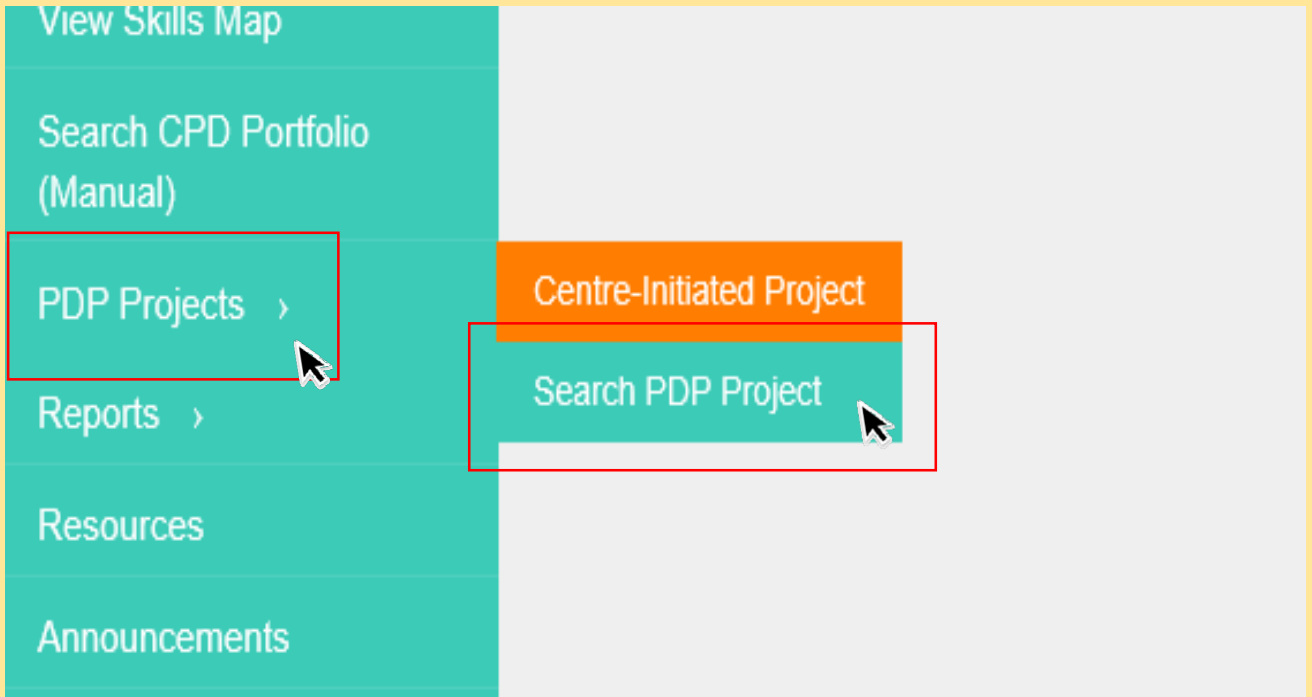


To Submit Reflection

Step-by-Step Guide

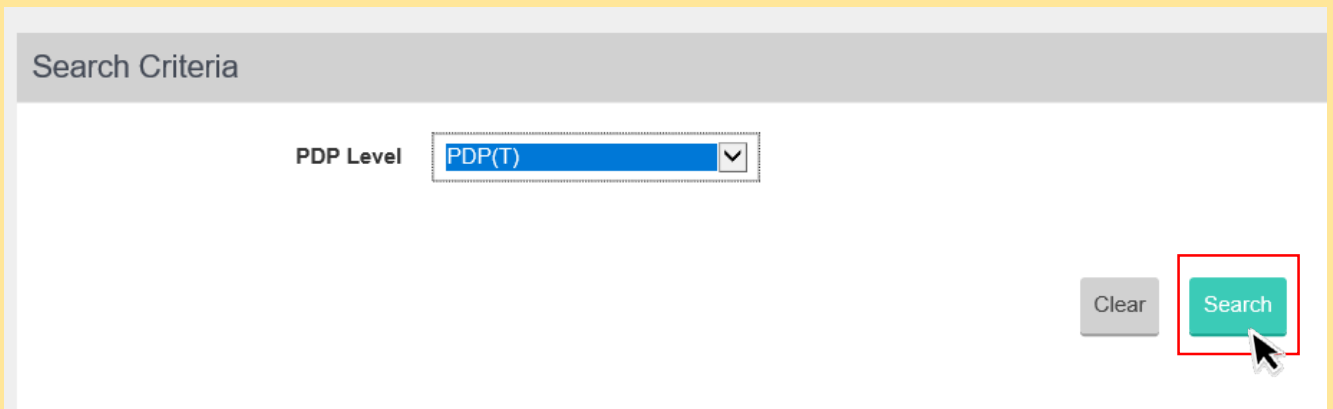
1

Click **“PDP Projects”** and select **“Search PDP Project”**



2

Select your **“PDP level”** and **“Project Type”**, and click **“Search”**





To Submit Reflection

Step-by-Step Guide

3

Click **“Submit Reflection Journal”**

Status ▾	Action
Pending Educator Review	View
Approved	View Submit Reflection Journal

2

Complete your **“Reflection Journal”** and click **“Next”** and **“submit”**

Reflection Journal

Please submit your reflection write-up of 300 to 500 words (max 5000 characters).

Some guiding questions for Reflection:

- What are the project outcomes that you have achieved?
- How did you measure the success of the Project?
- What were some of the successes and challenges experienced during the implementation of the Project?
- How did you overcome these challenges?
- How did your project benefit the stakeholders?
- What are your plans to maintain and extend your learning / project ideas?

Note: You may also refer to the pointers in your project plan when presenting your completed project journal.

[Back](#) [Next](#)



If you have any queries, please contact us:

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