



# PROFESSIONAL DEVELOPMENT GRANT PROSPECTUS

for

ECDA Training Award Recipients

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# INTRODUCTION

Dear ECDA Training Award Recipient,

The Professional Development (PD) Grant of up to S\$1,000 per academic year is given to every ECDA Training Award Recipient to attend Early Childhood Care and Education (ECCE) and other professional learning courses conducted locally and supported by ECDA.

You may select *any* of the courses, conferences or workshops offered by the pre-approved Training Agencies listed in the PD Grant Prospectus. **These include courses which are not directly Early Childhood (EC) -related, as long as they meet your personal learning needs and can help you eventually become a better EC educator.** Please contact the Training Agencies directly to register for the courses.

You may also claim for expenses that were incurred during the ECCE-related overseas exchange programmes that are organised by your schools. Please contact your course coordinators and lecturers for more information.

The PD Grant is provided on a reimbursement basis and you are required to submit a claim upon completion of the courses. You may refer to the Claim Process on Page 4 and Claim Form in Annex 1 on how to submit your claims.

If you have any enquiries, please e-mail us at [ECDA\\_PP@ecda.gov.sg](mailto:ECDA_PP@ecda.gov.sg).

We hope you will make good use of the PD grant for active learning and development to enhance your role as an early childhood educator.

Professional Partnerships  
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Early Childhood Development Agency

# OVERVIEW OF THE CLAIM PROCESS

## Register for Course

- Search for courses from the pre-approved Training Agencies that meet your professional and personal learning needs
- Register directly with the Training Agencies and pay the relevant fees
- Remember that you will be reimbursed up to S\$1,000 per academic year as part of the PD Grant

## Submit Claim after completion of course

- Submit claim form to ECDA via [ECDA\\_PP@ecda.gov.sg](mailto:ECDA_PP@ecda.gov.sg) within two weeks from the completion date of course
- Attach payment receipt and certificate of attendance as supporting documents

## Receive reimbursement through school

- ECDA will confirm your claim through email and disburse it to your school after end of each semester
- Your school will credit the reimbursement into your bank account

### Note:

1. The above claim process is only applicable to expenses incurred for local courses offered from the pre-approved Training Agencies listed in this PD Grant Prospectus.
2. For expenses incurred during ECCE-related overseas exchange programmes organised by your school, ECDA will liaise directly with the course coordinators/ lecturers. Please contact your course coordinators or lecturers for more information.

# PRE-APPROVED TRAINING AGENCIES

The Professional Development Grant is provided on a reimbursement basis. You can claim up to S\$1,000 per academic year for courses attended from the pre-approved Training Agencies. The pre-approved Training Agencies also include agencies which meet the accreditation criteria established by SkillsFuture Singapore.

## Pre-Approved Training Agencies

You may contact the below Training Agencies directly to enquire on the full list of courses offered by them.

**Advent Links-SAUC  
Education Centre**  
www.alsauc.edu.sg  
6254 9246

**Asian International  
College**  
www.aic.edu.sg  
6601 9708

**Association for Early  
Childhood Educators**  
www.aeces.org  
6281 4989

**British Council**  
www.britishcouncil.sg  
6473 1111

**KLC International Institute**  
www.klc.edu.sg  
6337 8338

**MMI Academy**  
www.mmi-academy.com  
6220 8200

**Nanyang Institute of  
Management**  
www.nanyang.edu.sg  
6777 6996

**SEED Institute**  
www.seedinstitute.edu.sg  
6332 0668

Training Agencies which meet the accreditation criteria established by SkillsFuture Singapore.  
<http://www.skillsfuture.sg>

## ECCE-related Overseas Exchange Programme

You may claim for expenses that were incurred during the ECCE-related overseas exchange programmes that are organised by your schools. Please contact your course coordinators and lecturers for more information.

**Institute of  
Technical Education**  
www.ite.edu.sg

**Ngee Ann  
Polytechnic**  
www.np.edu.sg

**Temasek  
Polytechnic**  
www.tp.edu.sg

**Singapore University  
of Social Science**  
www.suss.edu.sg

# FREQUENTLY ASKED QUESTIONS

**Q1: I am interested in registering for a course that is not related to Early Childhood (EC). Can I apply for the Professional Development (PD) Grant?**

Yes, you can apply for courses, workshops or conferences which are not directly EC-related as long as they are conducted locally and provided by the pre-approved Training Agencies (refer to Page 5 for the list of pre-approved Training Agencies).

**Q2: I am also receiving course fee subsidies from other source (for e.g. WDA, etc.). How will ECDA reimburse me?**

We will refer to the payment receipt provided by you and reimburse the net total amount you have paid to the Training Agency.

For example: Course fee : \$1000  
WDA funding (90%) : \$900  
Net amount paid : \$100 (*as per indicated on the payment receipt*)  
Amount to reimburse from PD Grant: \$100 (*subject to a cap of \$1,000 per AY*)

**Q3: Can I claim for other expenses (e.g. membership/ subscription fees, etc.) that are charged by the Training Agency?**

The PD Grant is used to reimburse recipients for expenses that are incurred directly related to the course. Hence, it is not applicable to use it on membership or other costs which are not required in order for recipients to complete the course.

**Q4: I have some PD Grant from last academic year (AY) that I did not utilise. Will this be rolled over to the next year? Or can I encash the unutilised portion?**

The PD Grant of \$1,000 is provided per academic year. Any amount not utilised within the academic year will lapse and will not be rolled over to the next academic year. As this is provided only on a reimbursement basis, any amount not utilised cannot be converted into cash.

**Q5: How many courses can I attend in a year?**

You can attend as many courses per year, but the PD grant only covers course fees up to \$1,000. Any amount above this will have to be borne by yourself.

**Q6: Can ECDA pay the fees directly to the Training Agencies instead of me paying the fees first?**

No, as this fund is provided on a reimbursement basis, ECDA will only disburse the grant amount after completion of the course. After your claim has been approved, you will be reimbursed at the end of every semester through the Polytechnic/ITE.

**Q7: I have made payment for the course/conference/workshop online. Can the original receipt be in the form of email confirmation?**

Yes, please print a copy of the e-mail receipt and submit it together with your reimbursement form. All receipts will need to show the details on the course, net amount paid and issuance by the Training Agency.

**Q8: I have attended a conference and they did not provide me with a certificate of attendance/completion. What should I do in order to seek reimbursement for the conference fee?**

For conference or seminar, you can submit documentary proof of having attended the conference/seminar. In the event that the Training Agency does not provide any document as proof of having attended the course/ conference, please attain an email confirmation of your attendance.

**Q9: I completed the PD course on 31 Mar 2020 (i.e. before end of AY2019) but submitted the reimbursement form in May 2020. Which AY will the PD Grant be tapped on?**

The AY which the PD Grant will be tapped is based on the date when ECDA receives the reimbursement form. For example, if ECDA receives your reimbursement form, together with the receipt and certificate of attendance etc., in AY2020 (i.e. Apr 2020 – Apr 2021) for course attended in AY2019, the amount reimbursed will be made out from your AY2020 PD Grant. You may refer to your academic calendar for the exact start and end dates of each semester and academic period.

**Q10: I have completed a part of my course. Can I claim partial cost incurred from ECDA first?**

No, ECDA will only approve your claim after you completed the full course.

# ANNEX 1: CLAIM FORM FOR PROFESSIONAL DEVELOPMENT GRANT

## ECDA Training Award Recipient Details

(\*Please circle accordingly)

Name of Recipient: \_\_\_\_\_

NRIC No.: \_\_\_\_\_

Contact No.: \_\_\_\_\_

Email address: \_\_\_\_\_

\*School: ITE/ NP/TP/ SUSS

\*Current Year of Study: Year 1/ 2/ 3/ 4

\*Course of Studies: ECDE/ ECE/ ECH/ CPEE/ TSE/ CHS/ ECS/ BECE

## Course Details

(\*Please attach payment receipt and certificate of attendance for verification.)

Training Agency: \_\_\_\_\_

Course Title: \_\_\_\_\_

Course Duration: \_\_\_\_\_ (DD/MM/YY to DD/MM/YY)

<sup>1</sup>Claim Amount: S\$ \_\_\_\_\_ (Net amount paid after subsidy/ funding)

Claim Period: Professional Development fund from AY \_\_\_\_\_

Feedback on PD Grant/ Course attended:

\_\_\_\_\_

I hearby certify and consent to the following:

- The information provided on this claim are accurate; and
- To allow ECDA to publish my feedback on the Professional Development Grant/ courses attended the same in whole or in part, in any medium now or hereafter known, and for any purpose whatsoever, including (but not by way of limitation) illustration, promotion, uploading onto ECDA-owned websites and public education materials.

\_\_\_\_\_  
Name & Signature of Recipient

\_\_\_\_\_  
Date





Connect with us at [ECDA\\_PP@ecda.gov.sg](mailto:ECDA_PP@ecda.gov.sg) and follow us on:

