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**PDP Centre-Initiated Project Factsheet**

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# Submission of Centre-Initiated Project

## **Overview**

The Centre-Initiated Project (CIP) is one of the project options for participants of the Professional Development Programme (PDP) for Educarers (PDPE), Teachers (PDPT) and Leaders (PDPL).

## **Requirements of Centre-Initiated Project (CIP) for all 3 PDP programmes (wef 1 July 2022)**

1. **A CIP must meet the following requirements:**

* All PDP participants must be the only team leader of the project.
* Have 2 or more educators in the project group (it is not required for the second educator to be a PDP participant, however if other PDP participants join as team member, they cannot count the CIP for their PDP).
* Project objectives must enhance centre-wide practices. PDPE and PDPT participants may work on classroom practices, but the practices must be applicable across the whole level
* Have a duration of 4 months (including planning and implementation stages).

1. **Before implementation of the CIP, participants must submit the proposal to ECDA via ONE@ECDA (for EL proposals) or via email (for CL proposals) with clear information on:**

* Project objectives and target age group of children
* Brief background of the context leading to the development of the project idea
* Duties of PDP participant (team leader) and other team member(s)
* Key implementation plans with timeline
* Evaluation plans (to include summary and reflections) to determine the success rate of the project.

1. **Upon completion of the CIP, participants must submit the following deliverables:**

* A 300 to 500-word write-up on post-project reflection via ONE@ECDA (for EL projects) or via email (for CL projects).
* Powerpoint/PDF slides with pictures of project implementation (capped at 25 slides). Further details can be found in **Annex A**.
* Please note that late submissions will not be entertained. A project will only be deemed as completed and participants be accorded the project hours to fulfil the PDP project milestone upon approval of the deliverables by ECDA via ONE@ECDA.

## **How to Submit CIP Project Proposal?**

1. **Before submission of the CIP proposal, participants must complete the mandatory CPD course on “Proposal Writing for PDP Participants”. Registration for the course can be done via One@ECDA.**
2. **During the course, participants will be asked to submit a CIP proposal to the trainer as part of the assignment. The trainer will review the proposal and provide feedback on how to refine the proposal. Participants are encouraged to amend their proposal based on the feedback and submit to ECDA for approval during the project proposal submission period.**
3. **Before implementation of the CIP, participants must submit the proposal to ECDA for approval before project implementation.**
4. **Project proposal submission period: April 2023** *(exact date will be sent out later)*

This application period is for both project implementation periods indicated below in section D.

1. **Only proposals submitted during this period will be considered and evaluated**. Approval of project proposal by ECDA is required before project implementation. ECDA reserves the right to not accept projects which did not receive approval before implementation.
2. **Submission of Proposals in English**

Please submit proposals via ONE@ECDA by referring to the following guide.



1. **Submission of Proposals in Chinese (only applicable to PDPE and PDPT)**

Please upload your proposal using the following form to this link: <https://go.gov.sg/submit-cip-proposals>.

## 

## **Project Implementation Period and Deadline for Submission of Deliverables**

**Project Implementation Run 1: Jun – Sep 2023**

**Deadline for Submission of Deliverables: 31 Oct 2023**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **PDP (E)** | **PDP (T)** | **PDP (L)** |
| **English Language Proposal** | Participants will submit via One@ECDA:   1. Post-project reflection write-up; and 2. Slides presentation | Participants are to submit:   1. Post-project reflection write-up via One@ECDA; and 2. Slides presentation via Form.sg | |
| **Chinese Language Proposal** | Participants will submit via Form.sg:   1. Post-project reflection write-up; and 2. Slides presentation | | Not applicable for submission in Chinese Language |

**Project Implementation Run 2: Jan – Apr 2024**

**Deadline for Submission of Deliverables: 31 May 2024**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **PDP (E)** | **PDP (T)** | **PDP (L)** |
| **English Language Proposal** | Participants will submit via One@ECDA:   1. Post-project reflection write-up; and 2. Slides presentation | Participants are to submit:   1. Post-project reflection write-up via One@ECDA; and 2. Slides presentation via Form.sg | |
| **Chinese Language Proposal** | Participants will submit via Form.sg:   1. Post-project reflection write-up; and 2. Slides presentation | | Not applicable for submission in Chinese Language |

Note: Further details on submission of deliverables via Form.sg will be sent closer to the date.

Remarks: Participants who wish to implement the project in either Runs 1 or 2 must submit the proposals during the application period stated above.

# Guidelines on Project Deliverables for Centre-Initiated Project

The Project Deliverables for the Centre-Initiated Project comprise the following items:

1. Post-Project Reflection Write-Up (300 – 500 words) submitted via ONE@ECDA (for EL projects) or via email (for CL projects)
2. Slide Presentation (maximum file size limit: 15MB)

Please refer to the following information on the details for the submission of the slide presentation

## **A. Post-Project Reflection Write-Up**

The post-project reflection write-up should cover the following:

* 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?

Further details can be found in the attached file below.



## **B. Slides Presentation**

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The slide presentation summarising the project should include photographs/videos with accompanying text, capped at **25 slides** (maximum file size: 15MB) – see below for required content and sequence of the slides.

Please ensure that the photographs and videos do not feature any individual’s faces or quotes without his or her prior consent. All copyrights for the photographs and videos are to be assigned to ECDA and ECDA may use such photographs and videos at relevant platforms.

The slide presentation should follow the headers, content and sequence in the following table (please include descriptions and/or elaborations of your points in your slides under notes for each slide).

|  |  |  |
| --- | --- | --- |
| **Broad Headers** | **Guidelines** | **Est. No of slides** |
| **Title slide** | Project Title, Names of Participating Teachers and NRICs | 1 |
| **Brief description of project** | A brief description of the project that is customized to your centre including photographs with accompanying captions | 1 |
| **Objectives of project** | In 3-4 bullet points, what do you hope to achieve by being involved in the project? | 1 |
| **Summary of key lesson ideas/ plans** | Titles/Headers/Theme of all lessons conducted. This can be done in a visual presentation – i.e. Project timeline/mind-map etc | 1 |
| **Processes: Key activities**  **(5 to 8 activities)** | Present in chronological order and/or broad categories:   * Key activities and stages of your actual implementation process with accompanying pictures and short caption. Detailed elaborations should be included under notes for each slide. * Describe how you manage to involve the different stakeholders e.g. children, parents, other staff, management, community etc, in your activities. * Describe how you manage to secure resources and collaboration from others. | 6 |
| **Outcomes and impact** | * What were the key outcomes and impact to the various stakeholders: i.e. Centre, Teacher, Families, Community and Children? * Describe how you measured/assessed the project outcomes. How do you know that the children have learnt or acquired new important skills? * What were the skills? * What was the evidence to show that they have learnt these skills?   + Please use pictures with accompanying captions. Detailed elaborations should be included under notes for each slide. * Describe the challenges faced during implementation and how your team overcame them.   **NOTES:**   * The key outcomes could be interpreted from: * observations by project team; * feedback (anecdotal) from stakeholders e.g. parents, other staff, management, community etc. * quantitative data collected e.g. measurements, survey, assessment tools etc. * other relevant methods | 6 |
| **Sustainability** | * How does your Centre plan to ensure the sustainability of the project for the year after? Where possible, provide visual examples of what you have been doing and will be doing**.** * How does your Centre plan to ensure that the project can be conducted with other age groups and/or other centres? * What form(s) of support would you require to ensure the project can be sustained in the long run? * How would you engage various stakeholders for support? | 3 |
| **Reflections** | * Key learning points and areas for improvement by participating teachers, other staff, centre leaders * Anecdotal records and feedback from stakeholders | 4 |
| **Project summary** | * How has this project benefitted /contributed to the professional development of teachers/ benefited families and ultimately young children? * How can this project benefit/contribute to the local EC sector? | 2 |