



Step-by-Step Guide

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

Updated: 8 September 2017

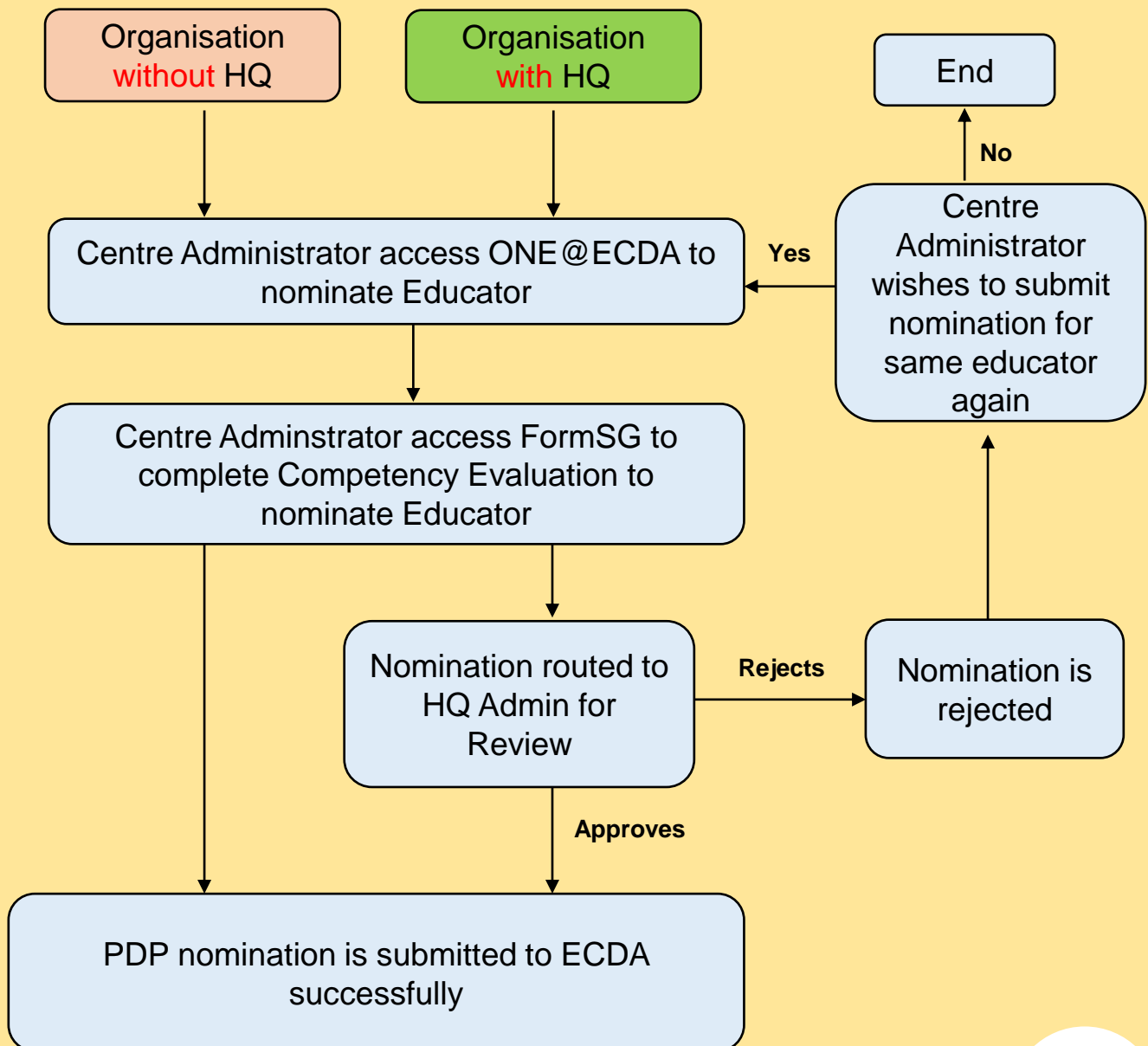


Overview

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



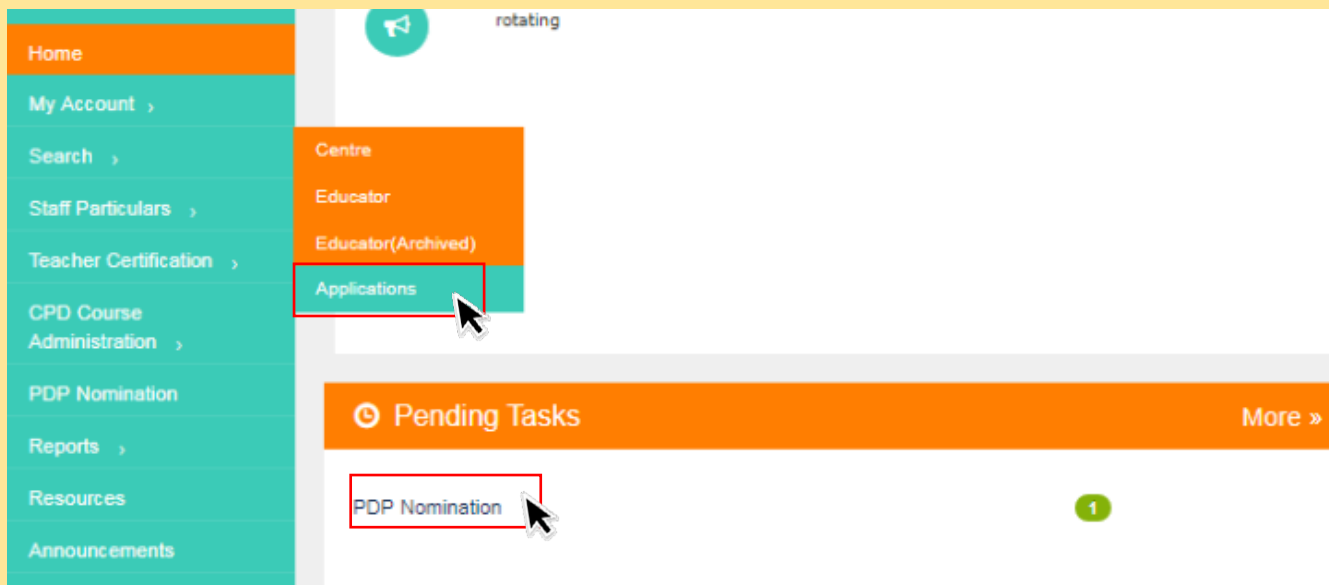


To Process Nomination

Step-by-Step Guide

1

Click **“Home > Applications”** OR
click **“PDP Nomination”** under **Pending Tasks**





To Process Nomination

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2

Select **“PDP Nomination”** under **Application Type** and click **“Search”**

Search Applications

Home > Search > Applications

Search Criteria

Centre/HQ

(You may also search by entering Centre Name or Centre Code.)

Application Type

Status

Submitted On (dd/mm/yyyy)



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Select **“Process”** to access nomination submitted by Centre Administrator

Application Type Submitted By

Status Educator Name

Submitted On (dd/mm/yyyy) Educator ID No.

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Centre/HQ	App. Type	Educator Name	Educator ID No.	Submitted On	Submitted By	Status	Action
	PDP Nomination					Pending HQ Review	<input type="button" value="Process"/>





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To **Approve** nomination, verify nomination information from **Part A** to **Part G** and click **“Approve”**

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 a Preschool Teacher.
- 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.

Application History

Date	Submitted By	Comment
	Submitted by	

Comment(s)/Reason(s)





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To **Reject** nomination, input **Comment(s)/Reason(s)** and click **“Reject”**

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 a Preschool Teacher.
- 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.

Application History

Date	Submitted By	Comment
	Submitted by	

Comment(s)/Reason(s)

Back **Reject** Approve

Quick Tip ✨

Your centre administrator will be able to view the “Comment(s)/Reason(s)” for rejection and submit a new nomination for the same educator after reviewing the “Comment(s)/Reason(s)” for rejection.



If you have any queries, please contact us:

Professional Partnerships

Partnerships and Programmes Department

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