



innovDev

innovDev TP&E Handbook

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INLAB, INSTITUTE FOR ADULT LEARNING

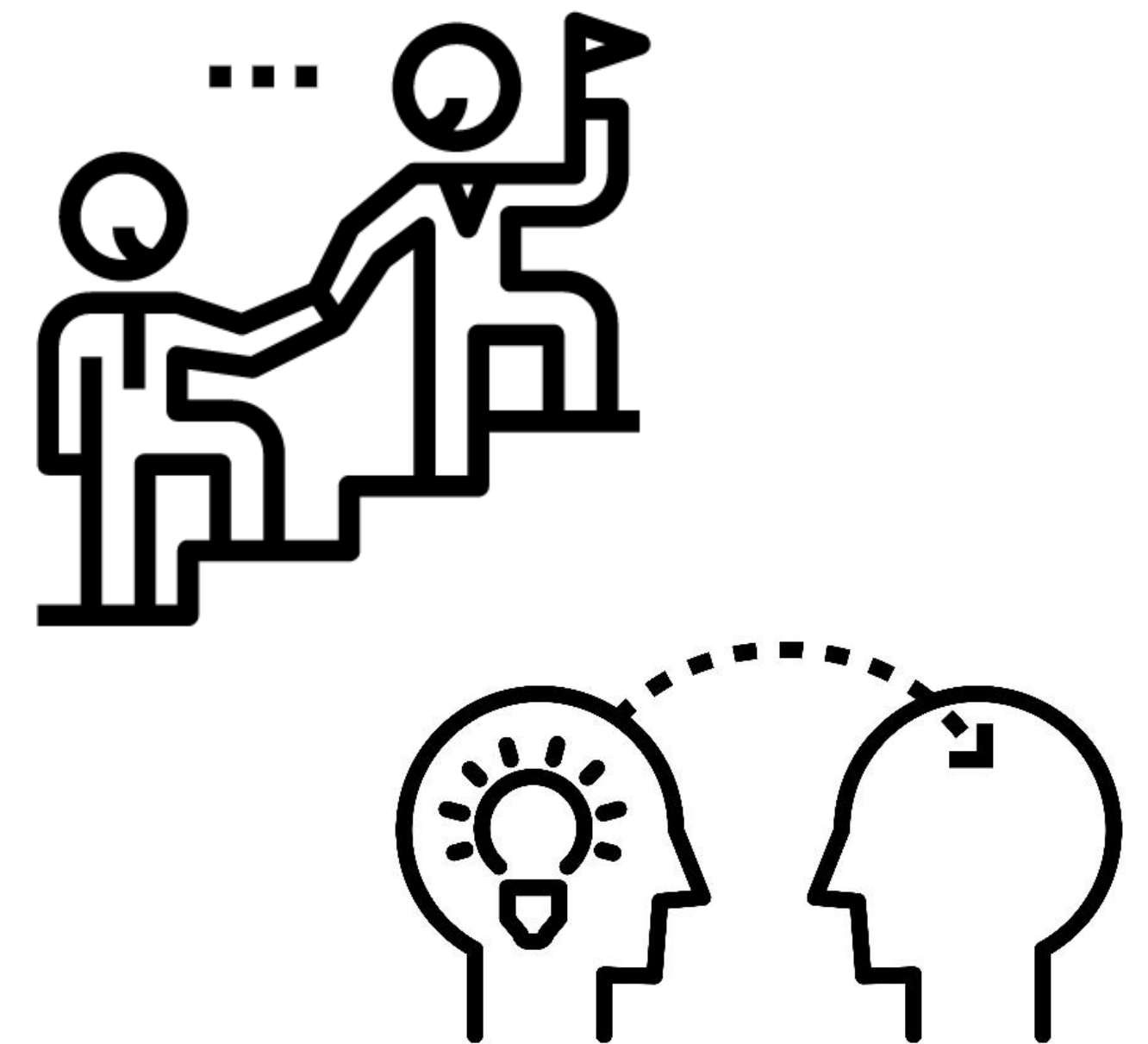
An Initiative By

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1. Overview of innovDev
2. innovDev Intended Beneficiaries
3. Flow of innovDev
4. Highlights of Key Terms & Conditions
5. Responsibilities
6. Deliverables
7. Feedback Channel
8. Evaluation of innovDev



1. Overview of innovDev

What is innovDev

- Up to 35 hours consultancy grant for transforming 2 existing courses into quality blended courses within 1 year
- Digitalisation support for Training Providers and Enterprises with L&D Units (TP&Es) to equip staff of TP&Es with necessary capabilities to redesign and redevelop their present course curricula into quality technology-enabled, blended courses
- Consultation services focus on blended learning capability development
- Launched alongside the Training Adult Education (TAE) Industry Digital Plan (IDP) in August 2020

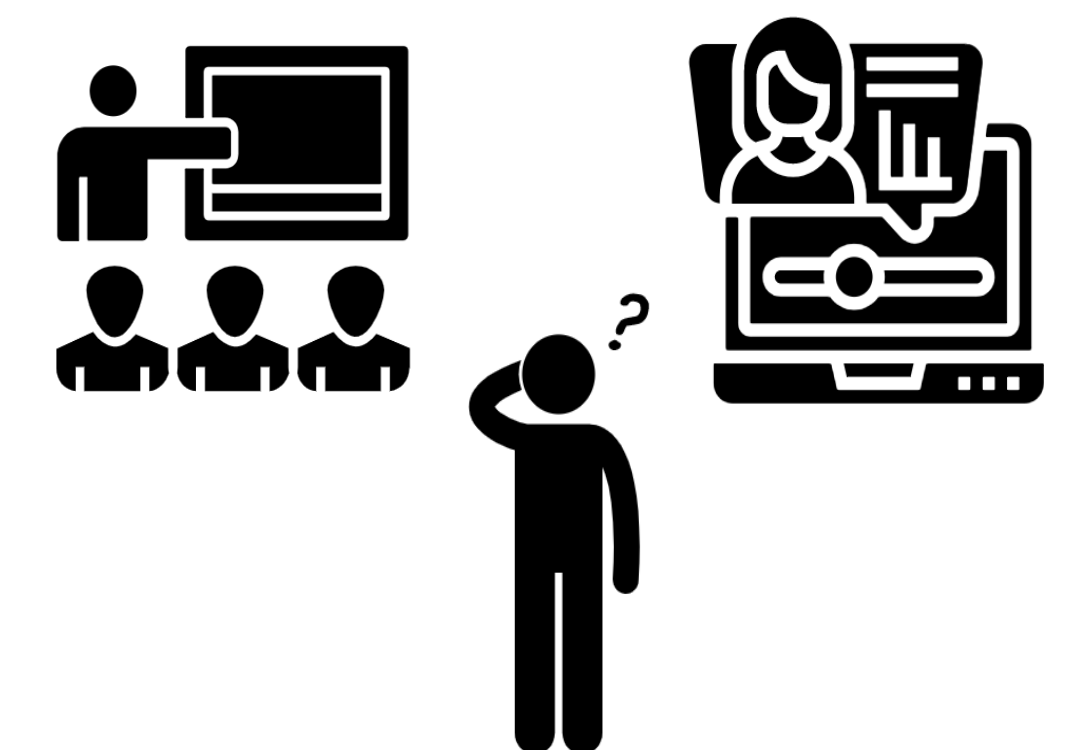
Objectives

- **Build up blended learning capabilities of TPs and AEs:** how to incorporate technology effectively and meaningfully into traditional F2F courses
- **Encourage** (TP&Es) who have not transited into blended learning or are struggling to adopt better blended learning capabilities
- **Raise quality of learning:** Launch the learning innovation journey of TP&Es

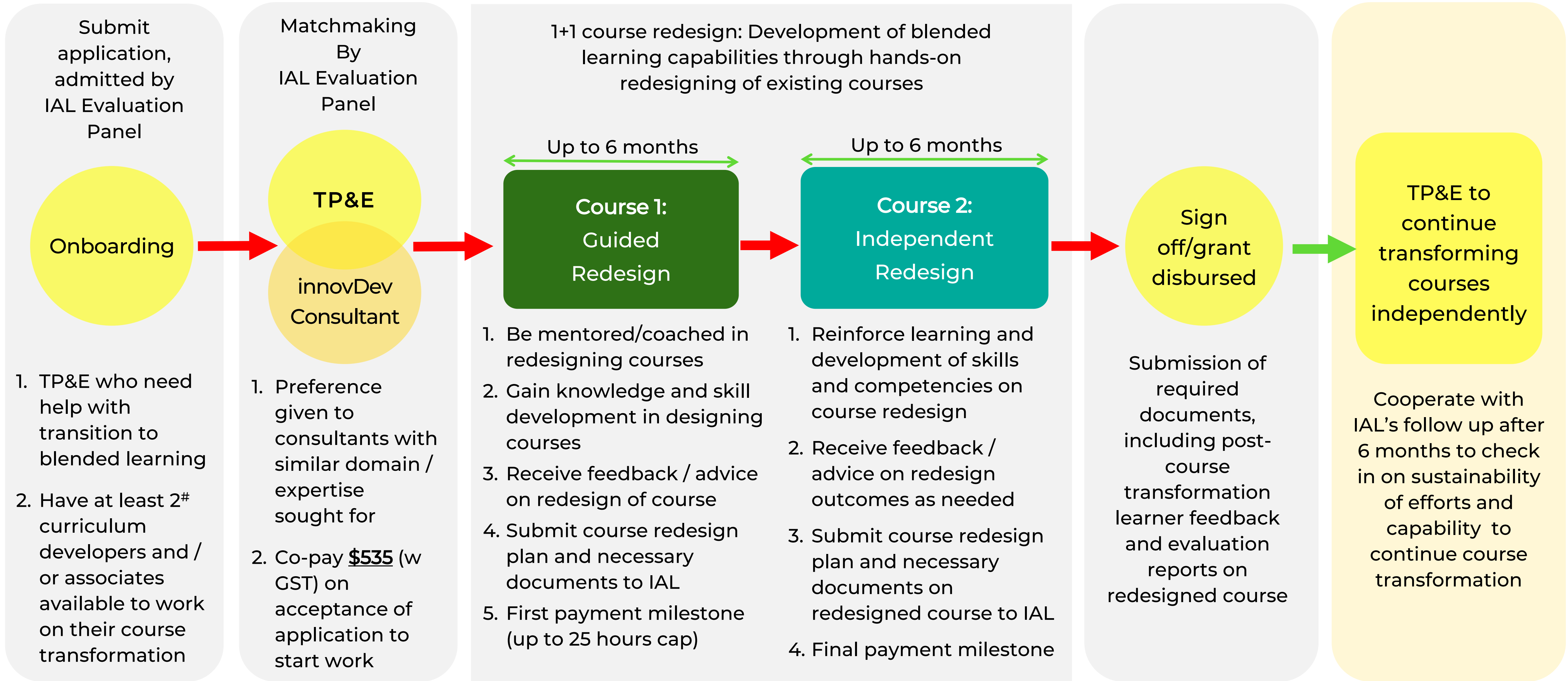
2. innovDev Intended Beneficiaries

- In general, innovDev is meant for TP&Es who:
 1. are looking to transit to blended learning but lack the pedagogical expertise and know-how to do so; and/or
 2. are finding it a challenge to blend their existing courses due to limited learntech availability, knowledge and know-how.
 3. are looking to plug weaknesses from the current post-COVID blended adaptations
 4. are reducing the risk in their attempts to further improve their blended offerings

Training Providers	Enterprises with L&D Functions
Looking to raise quality and standards of training programme offerings	Looking to improve how they create and deliver L&D programmes



3. Flow of innovDev



#)Exception applies for small-scaled TP&E

Course transformation: Max up to **1 Year**
 Payment to Consultant: Max up to **35 Hours**

4. Highlights of Key Terms & Conditions

1. Grant awards up to 35 consultancy hours

- A **“1 course + 1 course” transformation** restricted up to 35 consultancy hours
- Grant is solely to pay for consultancy, does not include edtech tool and other expenses (to be borne by TP&Es)
- TP&Es may consider negotiating extension of 35 hours between Consultant and Client outside of innovDev after informing IAL
- Monies are disbursed directly to consultant

2. Co-pay a flat non-refundable fee of S\$535 w/GST (S\$500 before GST) upon successful admission into innovDev as a form of commitment

3. Send at least one of the assigned staff for the IAL Continuing Professional Development programme “6 Principles of Learning Design”

(Optional if one of the assigned staff members is currently taking or have graduated from WSQ Diploma in Design and Development of Learning for Performance - DDDLDP)

**T&C may be updated from time to time. Refer to the [innovDev website](#) for the full and latest version.*

5. Responsibilities

Role	Consultant	TP&E
<p>Responsibilities</p>	<ol style="list-style-type: none"> 1. Coach appointed TP&E staff under ‘Guided Redesign’ 2. Evaluate output/outcomes of redesigned courses ‘Guided Redesign’ and ‘Independent Redesign’ by TP&E Staff 3. Project manage TP&E stakeholders 4. Monitor to ensure TP&E submits deliverables 5. Commit to Community of Practice for innovDev consultants 6. Participate in innovDev review and evaluation processes 7. Hold the line on expectations set for TP&E grant recipients as articulated in the Terms & Conditions at all times 	<ol style="list-style-type: none"> 1. Commit to complete innovDev project by appointing TP&E staff to be coached 2. Identify 2 courses to be transformed under ‘Guided Redesign’ and ‘Independent Redesign’ 3. Perform/execute both guided and independent redesign by TP&E staff 4. Project manage both Guided and Independent Redesign stages 5. Submit all relevant deliverables for the course transformations 6. Complete required documentation for evaluation and grant processing 7. Abide with the Terms and Conditions as is agreed upon the submission of the application form and the acceptance of the innovDev grant at all times 8. Participate in innovDev review and evaluation processes

6. Deliverables

1+1 course redesign: Development of blended learning capabilities through hands-on redesigning of existing courses

Up to 6 months

**Course 1:
Guided
Redesign**

1. Be mentored/coached in redesigning and developing courses
2. TP&E staff perform redesign and development blended courses
3. Receive feedback / advice on redesign of course
4. Submit deliverables (see Slide 9) to IAL for first tranche disbursement (up to 30 hours)

**First disbursement: At end of course 1 upon satisfactory submission and approval from IAL Evaluation Panel*

Up to 6 months

**Course 2:
Independent
Redesign**

1. TP&E staff perform redesign and development blended courses
2. Receive feedback / advice on redesign outcomes as needed
3. Allow consultant to evaluate outcomes of skills development and redesigned course
4. Submit deliverables (see Slide 10) to IAL for final tranche disbursement (Course 1 + Course 2 = 35 hours max)

**Second disbursement: At end of Course 2 upon satisfactory submission and approval from IAL Evaluation Panel*

Course transformation: Max up to 1 Year
Payment to Consultant: Max up to 35 Hours

6a. Deliverables (Guided Redesign)

TP&E Deliverables

New document(s) created during innovDev, containing details for Course # 1:

1. Guided Course Redesigned Plan *[use IAL template]*
2. Delivery Plan *[use IAL template]*
3. Learner's Post-Course Feedback (after course transformation)
4. Proof of attendance of IAL's 6PoLD CPD Programme or attendance/graduation from DDDLDP
5. Other Supporting Artefacts

Course 1:
Guided
Redesign

Pre-existing document(s) before the start of innovDev, containing details for Course # 1, to be submitted only if there are changes after transformation process (optional)

1. Profile of Target Learners and their Needs Analysis Plan
2. Lesson Overview
3. Learner's Post-Course Feedback (before course transformation)
4. Delivery Plan (before course transformation)
5. Course / Curriculum Guide (before course transformation)

Item 1-5 above can be merged into 1 document.

**consultancy hours to be reflected in Item 1 (Guided Course Redesign Plan) and submitted following Consultant evaluation is completed*

6b. Deliverables (Independent Redesign)

TP&E Deliverables

New document(s) created during innovDev, containing details for Course # 2:

1. Independent Course Redesign Plan *[use IAL template]*
2. Delivery Plan *[use IAL template]*
3. Feedback Form on Consultant *[use IAL template]*
4. Learner's Post-Course Feedback (after course transformation)
5. Proof of attendance of IAL's 6PoLD CPD Programme or attendance/graduation from DDDL P
6. Other Supporting Artefacts

Pre-existing document(s) before the start of innovDev, containing details for Course # 2, to be submitted only if there are changes (optional):

1. Learners Profile and their Needs Analysis Plan
2. Lesson Overview
3. Learner's Post-Course Feedback (before course transformation)
4. Course / Curriculum Guide (before course transformation)
5. Delivery Plan (before course transformation)

Item 1-5 above can be merged into 1 document.

**consultancy hours to be reflected in Item 1 (Independent Course Redesign Plan) and submitted following Consultant evaluation is completed*

Course 2:
Independent
Redesign

7. Feedback Channel

Protocol for Raising Feedback /Concerns about Consultant

1. Email the innovDev Secretariat and CC inlab (inlab@ial.edu.sg) with the following information (be specific):
 - The context and issue with the Consultant
 - Documentation of the actions taken on your end and Consultant's responses
2. inlab will follow up and investigate and take appropriate actions
3. If Consultant remains uncooperative, the grant awarded to them will be clawed back

**a reasonable degree of stakeholder management and project management is expected before issue escalation*

8. Evaluation of innovDev

For TP&Es:

- Milestone check-ins over course of innovDev (e.g. at completion of Guided Redesign)
- Management and Learner feedback pre- and post- course transformation
- inlab will follow up with catch up sessions to assess degree / extent of capability development (if required)

