

**Adult Educator (AE) Programmes
and
Qualifications Requirements
for
Trainers, Assessors and Curriculum Developers
of
SkillsFuture Singapore (SSG)-Funded Certifiable Courses**

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Section A) ADULT EDUCATION (AE) PROGRAMMES

SkillsFuture Singapore (SSG) has appointed the Institute for Adult Learning (IAL) - an autonomous institute of the Singapore University of Social Sciences (SUSS) – as the sole training provider to offer the following Adult Education (AE) programmes for individuals to meet SSG's *Qualifications Requirements for AEs* to function in the roles of Trainers and Assessors for SSG-Funded WSQ and non-WSQ Certifiable courses and Curriculum Developers for SSG-Funded WSQ Certifiable courses:

1. WSQ Workplace Learning Facilitator (WLF) Programme – a level 3 WSQ programme *(Available in Sep 2019!)*
2. [WSQ Advanced Certificate in Learning and Performance \(ACLPL\)](#) – a level 3 WSQ qualification
3. [WSQ Diploma in Adult and Continuing Education \(DACE\)](#) – a level 4 WSQ qualification

Note:

- a. The WSQ Workplace Learning Facilitator (WLF) programme replaces the existing WSQ Workplace Trainer Programme (WTP) with effect from 1 January 2020.
- b. The WSQ Advanced Certificate in Learning and Performance (ACLPL) replaces the WSQ Advanced Certificate in Training and Assessment with effect from 1 July 2019.

All existing ACTA and WTP graduates will continue to be recognised by SSG as having met the AE Qualifications Requirements for the training and assessment of SSG-Funded Certifiable Courses.

Each programme or qualification consists of modules that are designed to equip AEs with industry endorsed Technical Skills and Competencies (TSC) referenced from the Skills Framework for Training and Adult Education (SFw for TAE) sector.

More information about SFw for TAE may be found here: <https://www.skillsfuture.sg/skills-framework/tae>

Section B) SSG’s QUALIFICATIONS REQUIREMENTS FOR ADULT EDUCATORS

Table 1a: AE Qualifications Requirements for Trainers and Assessors of SSG-Funded Certifiable WSQ and non-WSQ Courses

Type of Training Provider	AE Qualifications Requirements
Public Training Provider	<ul style="list-style-type: none"> At least 80% of trainers and / or assessors with ACTA or ACLP qualification or equivalent.
In-House Training Provider	<ul style="list-style-type: none"> At least 80% of trainers and / or assessors with WTP or WLF programme, or equivalent <u>and</u> At least one Master Trainer with ACTA or ACLP qualification or equivalent to function as in-house curriculum developer.

Table 1b: AE Qualifications Requirements for Curriculum Developers of SSG-Funded Certifiable WSQ Courses

Type of Training Provider	AE Qualifications Requirements
Public Training Provider	<ul style="list-style-type: none"> 100% with DACE qualification or equivalent.
In-House Training Provider	<ul style="list-style-type: none"> At least one Master Trainer with ACTA or ACLP qualification or equivalent.

Note:

- c. Public Training Providers are training providers that offer SSG-Funded Certifiable courses for the public.
- d. In-house Training Providers are enterprises/organisations that that offer SSG-Funded Certifiable courses internally within their organisation for their own staff only.
- e. 80% refers to the proportion of total unique AEs deployed for each course.
- f. The Master Trainer and Curriculum Developer for the in-house WSQ Approved Training Organisation (ATO) can be the same person.

Section C) COMPARABLE CERTIFICATIONS RECOGNISED FOR CREDIT EXEMPTIONS FROM ADULT EDUCATION PROGRAMMES

Adult Educators / Trainers who have attained comparable Train-The-Trainer (TTT) or TAE related certifications may apply for credit exemption/s for completion of the AE programmes by submitting to IAL the “*Credit Exemption*” application form (available [here](#)) in accordance with the following **terms and conditions**:

1. Applicants may apply for credit exemption/s from WLF, ACLP or DACE modules based on the comparable Train-The-Trainer (TTT) or TAE related certifications which they had previously attained. Refer to tables 1 and 2 for the respective credit exemption module details.
2. To attain the full WSQ Qualification or programme with award of credit exemption/s, the applicant will need to enrol and successfully complete the remaining non-exempted module(s) of the respective TAE WSQ programme.
3. A non-refundable administration fee of \$26.75 (with GST) is applicable for each credit exemption application submission.

Table 2a: Comparable Certifications Recognised for Award of Credit Exemptions for attainment of the WSQ Advanced Certificate in Learning and Performance – First Version (ACLP v1) Modules:

S/N	Originating Country	Comparable Train-The-Trainer Programme	Exempted ACLP v1 Module/s	Additional ACLP v1 Module/s Required for Award of full ACLP v1 qualification
A/v1/1	Australia	TAE40116 AQF Certificate IV in Training and Assessment	<p><i>ACLP v1 Modules:</i></p> <p><i>M1, M4 & E1</i></p> <p><i>plus</i></p> <p><i>M3*</i></p>	<p>ACLP v1 Modules:</p> <p>M2 and M5</p> <p>(plus</p> <p>M3* - if not exempted)</p>
			<p><i>* Exempted for ACLP's M3 if TAE40116's "Facilitate E-Learning" module offered as an elective has been attained.</i></p>	
A/v1/2	Singapore	Institute of Technical Education (ITE) Train-the-Trainer (TTT) modules:-		
		Issued after April 2017:	<i>ACLP v1 Modules:</i>	<i>ACLP v1 Modules:</i>
		<p><i>ITE TTT module:</i></p> <ul style="list-style-type: none"> <i>Design and Develop OJT Programme</i> 	<i>M1</i>	M2, M3, M4, M5 and E1or E2
<p><i>ITE TTT modules:</i></p> <ul style="list-style-type: none"> <i>Deliver and Facilitate Learning</i> <i>Prepare and Conduct Coaching</i> 	<i>M4</i>	M1, M2, M3, M5 and E1or E2		

S/N	Originating Country	Comparable Train-The-Trainer Programme	Exempted ACLP v1 Module/s	Additional ACLP v1 Module/s Required for Award of full ACLP v1 qualification
		<i>ITE TTT module:</i> • <i>Develop and Conduct Assessment</i>	<i>E1</i>	M1, M2, M3, M4 and M5
A/v1/3	Singapore	WSQ Advanced Certificate in Training and Assessment (ACTA) – Full Qualification	<i>ACLP v1 Modules:</i> <i>M1 and E1</i>	<i>ACLP v1 Modules:</i> M2, M3, M4 and M5
A/v1/4	Singapore	WSQ Workplace Trainer Programme (WTP)	<i>ACLP v1 Modules:</i> <i>E1</i>	<i>ACLP v1 Modules:</i> M1, M2, M3, M4 and M5

Note:

Graduates of WSQ Workplace Learning Facilitator (WLF) programme – version 1

- Individuals who have completed the WLF v1 programme who are keen to attain the full ACLP qualification may proceed to enroll for ACLP v1 modules M1, M2, M3 and M5 directly with IAL on a modular basis.

Email: askial@ial.edu.sg for more details on the enrolment process.

Table 2b: Glossary of ACLP version 1 modules and corresponding Skills Framework for Training and Adult Education’s (SFw for TAE) Technical Skills and Competency (TSC):

WSQ Advanced Certificate in Learning and Performance - version 1:

<i>Abbreviation</i>	<i>ACLP Module Title</i>	<i>Skills Framework for TAE Technical Skills and Competency (TSC)</i>	
		<i>TSC Title</i>	<i>TSC Code</i>
ACLP M1 / TSC 1	Facilitate Learning Experiences for Adult Learners	Learning Experience Delivery	TAE-LDD-3008-1.1
ACLP M2 / TSC 2	Adopt Skills Frameworks for Professional Growth	Skills Framework Adoption	TAE-HRM-3035-1.1-1
ACLP M3 / TSC 3	Facilitate Technology-Enabled Learning	Technology-enabled Learning Delivery	TAE-LDD-3009-1.1
ACLP M4 / TSC 4	Facilitate Workplace Learning	Workplace Learning Delivery	TAE-LDD-3018-1.1
ACLP M5 / TSC 5	Design Learning Solutions to Address Performance Needs	Learning Solution Design	TAE-LDD-4013-1.1
ACLP E1 / TSC 6	Interpret WSQ & Assess Competence	Assessment Design and Implementation	TAE-LDD-3002-1.1
ACLP E2 / TSC 6	Assess Workplace Learning		

The descriptions of the learning outcomes of the modules are available at www.ial.edu.sg/aclp

Table 3: Comparable Certifications Recognised for Exemption for WSQ Diploma in Adult and Continuing Education (DACE) Version 2 Modules

S/N	Country	Recognised Non-WSQ Qualifications / Certificates	Exempted DACE v2 Module/s*	Additional Module/s Required to be completed for Award of DACE v2 qualification*	Elective Modules of the Corresponding Non-WSQ Qualifications / Certificates that are Recognised for Additional Credit Exemption
D/v2/1.1	Australia	TAA50104 AQF Diploma in Training and Assessment - National Assessors and Workplace Trainers Body, Registered Training Organisations	DACE v2 Modules: <i>CM4, CM5, Practicum, EM1 and EM2</i>	DACE v2 Modules: CM1, CM2 and CM3	-
D/v2/1.2	Australia	TAE50111 AQF Diploma of Vocational Education and Training	DACE v2 Modules: <i>CM1, CM5 and EM1</i>	DACE v2 Modules: CM2, CM3, CM4, Practicum, and Balance Electives	<p><i>CM3: "TAETAS501B Undertake Organisational Training Needs Analysis"</i></p> <p><i>CM4: "TAEDES502A Design and Develop Learning Resources"</i></p> <p><i>EM2: "TAEDES505A Evaluate a Training Programme"</i></p> <p><i>EM3: "TAEDES503A Design and Develop e-learning Resources"</i></p>
D/v2/1.3	Australia	TAE50211 AQF Diploma of Training Design and Development	DACE v2 Modules: <i>CM3, CM4, CM5, Practicum, EM1, EM2</i>	DACE v2 Modules: CM1 and CM2	<p><i>CM1: "TAEPDD501A Maintain and Enhance Professional Practice"</i></p> <p>or</p> <p><i>"TAEDEL502A Provide Advanced Facilitation Practice"</i></p>

S/N	Country	Recognised Non-WSQ Qualifications / Certificates	Exempted DACE v2 Module/s*	Additional Module/s Required to be completed for Award of DACE v2 qualification*	Elective Modules of the Corresponding Non-WSQ Qualifications / Certificates that are Recognised for Additional Credit Exemption
D/v2/2	Australia	Master of Training and Development (MTD) Griffith University - Singapore	DACE v2 Modules: CM4, CM5, Practicum, EM1, EM2	ACTA or equivalent is a prerequisite; DACE v2 Modules: CM1, CM2 and CM3	-
D/v2/3	England	Master of Arts in Lifelong Learning and Leadership (MALLL) - Institute of Education, University College London (IOE-UCL) – Singapore	DACE v2 Modules: CM1 and CM2	ACTA or equivalent is a prerequisite; DACE v2 Modules: CM3, CM4, CM5, Practicum and Balance Electives	-
D/v2/4	Singapore	Master of Arts in Instructional Design and Technology (MAIDT) – National Institute of Education (NIE), Nanyang Technological University (NTU)	-	ACTA or equivalent is a prerequisite; DACE v2 Modules: CM1, CM2, CM3, CM4, CM5, Practicum and Balance Electives	CM3: “Training Needs Assessment and Solutions” EM2: “Evaluation Models and Methods” EM3: “Designing E-Learning Systems”
D/v2/5	Singapore	Master of Arts in Professional Education (MAPE) – National Institute of Education (NIE), Nanyang Technological University (NTU)	-	ACTA or equivalent is a prerequisite; DACE v2 Modules: CM1, CM2, CM3, CM4, CM5, Practicum and Balance Electives	CM3: “Training Needs Assessment and Solutions” EM4: “Facilitating Learning and Performance Improvements at Work”

* To complete the WSQ Diploma in Adult and Continuing Education (DACE) Version 2, an AE must complete the following modules:

Core Modules

Abbreviation	Competency Standard Title	Competency Standard Code
DACE v2 CM1	Develop practice through reflection	(TR-PPD-402C-1)
DACE v2 CM2	Review competency-based training approaches for adult workers	(TR-PSC-402C-1)
DACE v2 CM3	Conduct a training needs analysis	(TR-HRD-402C-1)
DACE v2 CM4	Develop curriculum and instruction for adult learning programme	(TR-LDD-403C-2)
DACE v2 CM5	Develop and review competency-based assessment	(TR-DAT-403C-1)

*Additional Requirement:
Practicum*

Application of CM3, CM4 and CM5 competencies in an authentic CET work environment

Elective Tracks and Modules

Elective Track 1 (Assessment and Evaluation):

DACE v2 EM1	Develop assessment tools	(TR-DAT-405E-1)
DACE v2 EM2	Evaluate an adult learning programme	(TR-ERT-403E-1)

Elective Track 2 (e-Learning):

DACE v2 EM3	Design and develop an e-learning programme	(TR-LDD-405E-1)
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Elective Track 3 (Workplace Learning and Training):

DACE v2 EM4	Develop a workplace learning plan	(TR-LDD-406E-2)
DACE v2 EM5	Develop an on-the-job training programme	(TR-LDD-407E-1)

The descriptions of the learning outcomes of the modules are available at: www.ial.edu.sg/dace

Section D) MODULAR EQUIVALENCY BETWEEN DACE VERSIONS 1 AND 2 AND ARRANGEMENT FOR COMPLETION OF DACE VERSION 2 BY LEARNERS WHO PARTIALLY COMPLETED DACE VERSION 1:

Table 6 lists the equivalency between modules of DACE Versions 1 and 2.

Learners who partially completed DACE Version 1 (DACE v1) and who wish to complete the remaining DACE Version 2 (DACE v2) module(s) to attain the full DACE v2 qualification should check with IAL for bridging arrangements.

Learners who have already attained the full DACE v1 qualification will continue to be recognised as having attained the full DACE qualification.

Table 4: Equivalency between Modules of DACE Versions 1 and 2

DACE Version 2 (v2) Requirements			DACE Version 1 (v1) Equivalency
DACE v2 Core Modules to be Completed	WSQ Competency Standard Code		
CM1/ RP Develop Practice Through Reflection	TR-PPD-402C-1	DACE v1 C1 'Develop Practice Through Reflection' (TR-PPD-401C-1) is equivalent to DACE v2 CM1	
CM2/ CBT Review Competency- based Training Approaches for Adult Workers	TR-PSC-402C-1	DACE v1 C2 'Review Competency- based Training Approaches for Adult Workers' (TR-PSC-401C-1) is equivalent to DACE v2 CM2	
CM3/ TNA Conduct a Training Needs Analysis	TR-HRD-402C-1	DACE v1 C4 'Plan a Training Needs Analysis" (TR-HRD-401C-1) is equivalent to DACE v2 CM3	
CM4/ DCI Develop Curriculum and Instruction for Adult Learning Programme	TR-LDD-403C-2	The following combination of DACE v1 units is equivalent to DACE v2 CM4: <ul style="list-style-type: none"> ➤ DACE v1 C5 'Apply Instructional Design to Create Courseware' (TR-LDD-402C-1) and ➤ DACE v1 E1 'Design and Develop Curriculum for Adult Learning Programmes' (TR-LDD-401E-1) 	
CM5/ AD Develop and Review Competency-based Assessment	TR-DAT-403C-1	DACE v1 C7 'Implement and Evaluate Assessment' (TR-DAT-402C-1) is equivalent to DACE v2 CM5	
DACE v2 Practicum Practicum = 30 hours (Includes assessment for CM3, CM4 and CM5 based on completed Workplace Project)	NA	The following combination of DACE v1 units is equivalent to DACE v2 Practicum: <ul style="list-style-type: none"> ➤ DACE v1 Integrated Practicum which is 30 hours and linked to Core Units C3, C5, C6 and C7 and ➤ DACE v1 Capstone Project which is 30 hours and linked to selected Elective Unit 	

DACE Version 2 (v2) Requirements		DACE Version 1 (v1) Equivalency
DACE v2 Elective Modules (One Elective Track needs to be Completed)	WSQ Competency Standard Code	
Elective Track 1 – Assessment and Evaluation		
EM1 Develop Assessment Tools	TR-DAT-405E-1	DACE v1 E2 ‘Develop Assessment Tools (TR-DAT-401E-1) is equivalent to DACE v2 EM1
EM2 Evaluate an Adult Learning Programme	TR-ERT-403E-1	DACE v1 E3 ‘Evaluate an Adult Learning Programme’ (TR-ERT-401E-1) is equivalent to DACE v2 EM2
Elective Track 2 – e-Learning		
EM3 Design and Develop an e-Learning Programme	TR-LDD-405E-1	DACE v1 E4 ‘Design and Develop e-Learning Programme’ (TR-LDD-402E-1) is equivalent to DACE v2 EM3
Elective Track 3 – Workplace Learning and Training		
EM4 Develop a Workplace Learning Plan	TR-LDD-406E-2	DACE v1 E8 ‘Develop Workplace Learning Plan’ (TR-LDD-403E-1) is equivalent to DACE v2 EM4
EM5 Develop an On-The-Job Training Programme	TR-LDD-407E-1	DACE v1 E9 ‘Develop On-The-Job Training Programme’ (TR-ERT-404E-1) is equivalent to DACE v2 EM5

*The following DACE v1 modules have no equivalency with DACE v2:

C3 ‘Incorporate Learning Theories and Approaches for Adult Learning’ (TR-LDD-401C-1)

C6 ‘Facilitate Adult Learning’ (TR-DAT-401C-1)

E5 ‘Facilitate e-Learning Programme’ (TR-DAT-402E-1)

E6 ‘Use Facilitation Techniques for Group-based Learning’ (TR-DAT-403E-1)

E7 ‘Facilitate Activity- based Learning’ (TR-DAT-404E-1)

E10 ‘Initiate and Conduct Applied Research’ (TR-ERT-402E-1)