

**Frequently Asked Questions (FAQ) on the  
WSQ Advanced Certificate in Learning and Performance (ACLP) Qualification and  
WSQ Workplace Learning Facilitator (WLF) Programme**

S/N	Questions	Response
<b>Skills Future Singapore's (SSG) Adult Educator (AE) Qualifications Requirements for Trainers and Assessors of SSG-Funded Certifiable Courses</b>		
1	What are the Adult Educator (AE) Qualifications Requirements?	<p>All <b>SSG-Funded WSQ and Non-WSQ Training Providers (TPs) offering Certifiable Courses</b> must ensure that their trainers and/or assessors meet the following qualifications requirements:</p> <ol style="list-style-type: none"> <li>1. For TPs delivering public courses: At least 80% of trainers and/or assessors with ACTA or ACLP qualification, or equivalent.</li> <li>2. For TPs delivering in-house courses: At least 80% of trainers and/or assessors with WTP or WLF qualification, or equivalent <u>and</u> at least one master trainer with ACTA or ACLP qualification, or equivalent.</li> </ol> <p><b>Non-WSQ TPs offering SSG- funded certifiable courses</b> have been given a transition period, and are required to meet the requirements by <b>01 January 2021</b>.</p>
2	I'm a Training Provider and my AEs already have ACTA / WTP, do they still need to take ACLP / WLF?	<p>Individuals who possess full ACTA / WTP qualifications will continue to be recognized as having met the AE Qualifications Requirements for the training and assessment of SSG-Funded Certifiable Courses.</p> <p>Experienced AEs with relevant Train-the-Trainer (TTT) credentials and/or Training and Adult Education (TAE) work experiences may consider the Enhanced Recognition of Prior Learning (RPL) process offered by the Institute for Adult Learning (IAL).</p>
3	Do the requirements apply only to my full-time AEs or even for my adjuncts?	The requirement applies to all AEs, regardless of employment type (e.g. full-time, part-time, freelance, adjuncts), engaged by training organisation to train and/or assess SSG-Funded Certifiable Courses.
<b>ACLP Qualification</b>		
4	What is the ACLP all about?	<p>The new WSQ Advanced Certificate in Learning and Performance (ACLP) caters to full-time and freelance Training and Adult Education (TAE) professionals who facilitate learning. This programme will equip TAE professionals with skills and knowledge to facilitate blended learning solutions to enhance learning effectiveness and performance outcomes for enterprises and individuals.</p> <p>Trainees will undergo two levels of training—Core modules and Elective modules before they can be certified. Trainees are introduced to relevant skills such as tech-enabled learning facilitation, workplace learning and learning solution design. Conducted by experienced practitioners, trainees learn through projects, working with peers and coaching by their trainer-mentors. In addition to the Core modules, trainees are given the option to select preferred Elective modules for professional development and to deepen expertise in areas of their interest.</p> <p>The ACLP will replace the existing Singapore Workforce Skills Qualifications (WSQ) Advanced Certificate in Training and Assessment (ACTA) from July 2019.</p>

S/N	Questions	Response
5	What are the benefits of ACLP?	<p>The programme prepares TAE professionals to:</p> <p>Adopt an open-minded, innovative and enterprise-relevant mind-set to help learners and enterprises to address skills gaps and industry needs.</p> <p>Adapt, adopt and facilitate blended learning solutions (including classroom, workplace and technology-enabled learning modes) for effective learning to meet performance outcomes.</p>
6	What's the difference between ACTA and ACLP?	<p>The WSQ ACTA equipped TAE professionals with a strong grounding in pedagogical training and competencies to facilitate training and assess learning competencies. The ACTA aimed to raise the quality of trainers and assessors offering WSQ accredited programmes.</p> <p>The ACLP will include new components such as learning solutions and workplace learning facilitation which are additional areas of focus besides classroom training and assessment. The ACLP will equip TAE professionals with the current skills in demand and this will now be extended to non-WSQ training providers under the new qualification requirements.</p>
7	Is there a requirement for learners operating in WSQ learning contexts to complete ACLP's Elective 1?	<p>ACLP learners have a choice to complete either E1 or E2 to attain the full ACLP qualification in order to meet SSG's Qualifications Requirements for Trainers and Assessors, in view that SSG now supports both WSQ and non-WSQ certifiable programmes.</p> <p>Learners of both elective modules will be familiarised with WSQ's Competency-Based Assessment approaches and techniques as well as Workplace Learning assessment approaches and techniques at varying level of details.</p> <p>The general recommendation is for learners operating in a WSQ learning context to consider completing Elective 1 and those operating in non-WSQ learning contexts to consider completing Elective 2.</p>
<b>Applied Learning Context with Workplace Assessment Components</b>		
8	Are there any requirements for the choice of workplace <sup>1</sup> to deliver the learning solution?	<p>There are no requirements on the workplace industry, revenue or employment size. Key considerations include whether ACLP learner is able to:</p> <ol style="list-style-type: none"> <li>a. Gain access to your relevant stakeholders: <ol style="list-style-type: none"> <li>i. At least 1 workplace "learner" to conduct workplace learning delivery.</li> <li>ii. At least 1 or more management rep as "subject matter expert(s)" to gather performance requirements of workplace "learner".</li> </ol> </li> <li>b. Conduct a 30-min workplace learning delivery and a 30-min coaching at the work site of workplace "learner" for Module 4.</li> <li>c. Gather feedback and inputs on the effectiveness of workplace learning design and delivery from the stakeholders.</li> <li>d. Conduct a trial of the learning solution prototype at a suitable workplace and gather data on the positive benefits for Module 5.</li> </ol>
9	What if the workplace cannot provide access for onsite conduct of workplace learning and coaching?	<p>There could potentially be security-related and operational constraints that make it challenging to complete all the ACLP assessment activities in a workplace. In such cases, ACLP learner can consider the case-study option.</p>

S/N	Questions	Response
10	What if the workplace withdraws support mid-way through the module?	Inform ACLP facilitator at the earliest for advice on how ACLP learner can fulfil outstanding assessment requirements (E.g. Using the IAL case study scenario).
11	Using the case study provided by IAL seems much easier, why should ACLP learner secure an authentic work/ workplace context?	While the case studies are designed to simulate the complexities of actual work, there is much additional learning that is most effectively gained from applying ACLP skills and knowledge in the workplace. These include uncovering and addressing different workplace stakeholder learning needs and getting buy-in for change.
<b>WLF Programme</b>		
12	What is the WLF all about?	The WLF programme is targeted at corporate sponsored learners who function as reporting officers, team leaders and/or line supervisors, and are required by their organisation to support their in-house training and development efforts as part of their range of duties to value add to the enterprises' business transformation objectives.  WLF registration opens from September 2019.
13	What are the benefits of WLF?	Graduates of the WLF programme are equipped to facilitate learning within the workplace using a range of workplace learning methods and approaches by leveraging on their subject matter or domain knowledge from their respective fields.  WLF graduates will also be able to implement workplace learning assessment using sustainable assessment approaches in both WSQ and non-WSQ learning contexts.  As the WLF programme consists of two modules from the WSQ Advanced Certificate in Learning Performance (ACLP) programme, WLF graduates will be able to stack towards the full ACLP qualification by completing the remaining 4 modules.
14	What's the difference between WTP and WLF?	The WLF programme will include new components and approaches of workplace learning facilitation and sustainable assessment which are additional areas of focus besides classroom training and WSQ assessment.

**Enhanced Recognition of Prior Learning (RPL) Process**

15	What is the enhanced RPL process?	<p>The enhanced RPL process has been developed to support the attainment of ACLP / WLF by experienced TAE practitioners with comparable Train-the-Trainer (TTT) credentials and/or TAE work experiences. The RPL process comprises of:</p> <p>Credit Exemptions – For those who have comparable TTT certification(s), please check against list on IAL’s website and complete application form (includes one-time service fee of \$25 w/out GST).</p> <p>Industry Panel Composite Assessment – For those who have at least 2 years of relevant TAE experiences and/or TTT certifications, please participate in free advisory chat before meeting with industry panel (includes one-time service fee of \$150 w/out GST).</p> <p>Experienced TAE practitioners may also be eligible for complete modular assessments without training option, if they attain at least 2 modules [1 core facilitation module (ACLP M1, M3 or M4) + 1 other] through RPL process.</p>
16	What are the benefits of the enhanced RPL process?	<p>The benefits of the RPL process are:</p> <p>Significant cost and time savings compared to Facilitated Learning Pathway (FLP comprises Training and Assessment);</p> <p>Complimentary, no-obligations advisory service on likely recognition accorded via RPL process; and</p> <p>Industry panel RPL assessors who holistically assess one’s relevant TAE credentials and experiences against broad ACLP / WLF outcomes, taking into account different sectors’ TAE practices.</p>
17	I have other TTT certificate/s. How do I apply for Credit Exemptions for ACLP or WLF?	<p>Refer the credit exemption table of comparable TTT programmes <a href="#">here</a> and refer to the details to submit an application for processing of credit exemptions if applicable.</p>
18	What are my options if the TTT programme which I have attained is not listed within the credit exemption table?	<p>Please provide more information about the TTT programme you have attained <a href="#">here</a> and you would be connected with RPL assessor for advice as part of IAL’s complimentary Advisory Service for experienced TAE practitioners.</p>
19	I am an experienced Trainer. Am I eligible to be exempted or recognised for some of the ACLP or WLF modules?	<p>Please provide more information about your training experience (and relevant TTT programme you have attained, if applicable) <a href="#">here</a> and you would be connected with RPL assessor for advice as part of IAL’s complimentary Advisory Service for experienced TAE practitioners.</p>

<sup>1</sup>The “workplace” need not be a physical registered company premise; for example, a sole business owner currently based out of a shared office premise and looking to close skills gaps of a new hire with workplace learning can form a viable work context to fulfil the M4 and M5 assessment requirements. If in doubt, please seek advice from IAL.