

**Adult Education (AE) Programmes
and
AE Qualifications Requirements
for
Adult Educators / AEs (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 institute of the Singapore University of Social Sciences (SUSS) – to offer the following Adult Education (AE) Singapore Workforce Skills Qualifications (WSQ) programmes for individuals to meet SSG’s AE *Qualifications Requirements for Adult Educators (AEs)* to function as Trainers and Assessors for SSG-Funded WSQ and non-WSQ Certifiable courses and Curriculum Developers for SSG-Funded WSQ Certifiable courses:

- A1 [WSQ Workplace Learning Facilitator \(WLF\)](#) Programme – a level 3 WSQ programme
- A2 [WSQ Advanced Certificate in Learning and Performance \(ACLP\)](#) – a level 3 WSQ qualification
- A3 [WSQ Diploma in Design and Development of Learning for Performance \(DDDLP\)](#) – a level 4 WSQ qualification

Note:

- A1a. *The WSQ Workplace Learning Facilitator (WLF) programme has replaced the former WSQ Workplace Trainer Programme (WTP) with effect from 1st January 2020.*
- A2a. *The WSQ Advanced Certificate in Learning and Performance (ACLP) has replaced the former WSQ Advanced Certificate in Training and Assessment (ACTA) qualification with effect from 1st July 2019.*
- A3a. *The WSQ Diploma in Design and Development of Learning for Performance (DDDLP) has replaced the former WSQ Diploma in Adult and Continuing Education (DACE) with effect from 1st April 2021*

Graduates of former versions of DACE, ACTA and WTP programmes continue to be recognised by SSG as having met the AE Qualifications Requirements for the respective AE functions of SSG-Funded Certifiable Courses – *Refer to Section B.*

SSG-Funded WSQ and Non-WSQ certifiable courses offered by Institutes of Higher Learning (IHLs) [Autonomous Universities, Polytechnics and the Institute of Technical Education (ITE)] and those that are certified by ITE are exempted from SSG’s AE Qualifications Requirements. Programmes jointly offered and certified by Training Providers and/or organisations with IHLs are also exempted from SSG’s AE Qualifications Requirements.

Programmes A1–A3 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 at: <https://www.skillsfuture.sg/skills-framework/tae>

Section B) SSG's ADULT EDUCATION (AE) QUALIFICATIONS REQUIREMENTS FOR ADULT EDUCATORS (AEs)

Table B1: AE Qualifications Requirements^a for Trainers and Assessors of SSG-Funded Certifiable WSQ and non-WSQ Courses

| Type of Training Provider (TP) | AE Qualifications Requirements for <u>Trainers and Assessors</u> |
|---|---|
| Public Training Provider^b | <ul style="list-style-type: none"> At least 80%^d of trainers and / or assessors with either ACTA or ACLP qualification or equivalent <i>(includes either DACE or DDDLPG Graduates^e)</i>. |
| In-House Training Provider^c | <ul style="list-style-type: none"> At least 80% of trainers and / or assessors with WTP or WLF programme, or equivalent and At least one Master Trainer^f with either ACTA or ACLP qualification or equivalent to function as in-house curriculum developer. |

Table B2: AE Qualifications Requirements for Curriculum Developers of SSG-Funded Certifiable WSQ Courses

| Type of Training Provider (TP) | AE Qualifications Requirements for <u>Curriculum Developers</u> |
|-----------------------------------|---|
| Public Training Provider | <ul style="list-style-type: none"> 100% with either DACE or DDDLPG qualification or equivalent. |
| In-House Training Provider | <ul style="list-style-type: none"> At least one Master Trainer^f with ACTA or ACLP qualification or equivalent to function as in-house curriculum developer. |

Note:

- a. SSG-Funded WSQ and Non-WSQ certifiable courses offered by Institutes of Higher Learning (IHLs) [Autonomous Universities, Polytechnics and the Institute of Technical Education (ITE)] and those that are certified by ITE are exempted from SSG's AE Qualifications Requirements. Programmes jointly offered and certified by Training Providers and/or organisations with IHLs are also exempted from SSG's AE Qualifications Requirements.*
- b. Public Training Providers are training providers that offer SSG-Funded Certifiable courses for the public.*
- c. In-house Training Providers are enterprises/organisations that that offer SSG-Funded Certifiable courses internally within their organisation for their own staff only.*
- d. 80% refers to the proportion of total unique AEs deployed for each SSG-Funded Certifiable course.*
- e. DACE or DDDL P Graduates who do not possess ACTA or ACLP qualification (i.e.: Enrolled for the DACE or DDDL P programme directly or attained through award of credit exemption/s in lieu of attainment of ACTA or ACLP) are recognised to perform the roles of Curriculum Developers, Trainers and Assessors of SSG-Funded Certifiable WSQ and non-WSQ Courses.*
- f. The Master Trainer and Curriculum Developer for the in-house WSQ Approved Training Organisation (ATO) can be the same person.*

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Section C) COMPARABLE CERTIFICATIONS RECOGNISED FOR CREDIT EXEMPTIONS FROM ADULT EDUCATION (AE) 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 at:

<https://www.ial.edu.sg/learn-at-ial/ial-programmes/credit-exemption.html>) in accordance with the following **terms and conditions**:

- C1. Applicants may apply for credit exemption/s from WLF, ACLP or DDDL modules based on the comparable Train-The-Trainer (TTT) or TAE related certifications which they had previously attained. Refer to tables C1, C2 & C3 for the respective credit exemption details.
- C2. To attain the full WSQ qualification or programme with award of credit exemption/s, the applicant may need to enrol and successfully complete the remaining non-exempted module(s) of the respective TAE WSQ programme.
- C3. A non-refundable administration fee of \$26.75 (with GST) is applicable for each credit exemption application submission.

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Table C1a: Comparable Certifications Recognised for Award of Credit Exemptions for attainment of the WSQ Workplace Learning Facilitator (WLF) Programme – First Version (WLF v1):

| S/N | Originating Country | Comparable Train-The-Trainer Programme | Exempted WLF v1 Module | Additional WLF v1 Module Required for fulfilment of WLF v1 Programme |
|-----|---------------------|---|--|--|
| W 1 | Singapore | Institute of Technical Education (ITE)'s Train-the-Trainer (TTT) – Module: <i>ITE TTT module:</i> <ul style="list-style-type: none"> • Prepare and Conduct Coaching <i>ITE TTT module:</i> <ul style="list-style-type: none"> • Develop and Conduct Assessment | <i>WLF 1 / ACLP M4</i> <i>WLF 2 / ACLP E2</i> | WLF 2 / ACLP E2 WLF 1 / ACLP M4 |
| W 2 | Singapore | WSQ Workplace Trainer Programme (WTP) – Full Programme | <i>WLF 2 / ACLP E2</i> | WLF 1 / ACLP M4 |
| W 3 | Singapore | WSQ Advanced Certificate in Learning and Performance (ACLP) – Module: <ul style="list-style-type: none"> • <i>Module 4 / M4: Facilitate Workplace Learning</i> • <i>Elective 1 / E1: Interpret WSQ & Assess Competence</i> | <i>WLF 1 / ACLP M4</i> <i>WLF 2 / ACLP E2</i> | WLF 2 / ACLP E2 WLF 1 / ACLP M4 |

| S/N | Originating Country | Comparable Train-The-Trainer Programme | Exempted WLF v1 Module | Additional WLF v1 Module Required for fulfilment of WLF v1 Programme |
|-----|---------------------|---|------------------------------------|--|
| W 4 | Singapore | <p>National Centre of Excellence for Workplace Learning (NACE) @ Nanyang Polytechnic (NYP)</p> <p>NACE @ NYP’s Workplace Learning (WpL) Training Programmes: –</p> <p>All <u>three WpL</u> modules:</p> <ol style="list-style-type: none"> <i>Workplace Learning Blueprint Development</i> <i>Training Needs and Skills Gap Analysis</i> <i>Effective Coaching for Workplace Trainers</i> | WLF 1 / ACLP M4 | WLF 2 / ACLP E2 |
| W 5 | Singapore | <p>National Centre of Excellence for Workplace Learning (NACE) @ Singapore Institute of Technology (SIT)</p> <p>NACE @ SIT’s Integrated Work Study Programme (IWSP): –</p> <ol style="list-style-type: none"> <i>Corporate Coaching & Mentoring Programme</i> | WLF 1 / ACLP M4 WLF 2 / ACLP E2 | Nil |

Note:

Graduates of former WSQ Workplace Training Programme (WTP):

Graduates of former versions of the full WTP programme continue to be recognised by SSG as having met the AE Qualifications Requirements for the respective AE functions of SSG-Funded Certifiable Courses – *Refer to Section B.*

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.
- Contact: <https://feedback.ial.edu.sg/> to indicate interest to enroll for ACLP.

Table C1b: Glossary of WLF version 1 modules and corresponding Skills Framework for Training and Adult Education’s (SFw for TAE)

Technical Skills and Competency (TSC):

WSQ Workplace Learning Facilitator (WLF) Programme - version 1 (WLF v1):

| <i>Abbreviation</i> | <i>WLF / ACLP Module Title</i> | <i>Skills Framework for TAE Technical Skills and Competency (TSC)</i> | |
|-------------------------|-----------------------------------|---|-------------------------|
| | | <i>TSC Title</i> | <i>TSC Code</i> |
| WLF 1 / ACLP M4 / TSC 4 | Facilitate Workplace Learning | <i>Workplace Learning Delivery</i> | <i>TAE-LDD-3018-1.1</i> |
| ACLP E1 / TSC 6 | Interpret WSQ & Assess Competence | <i>Assessment Design and Implementation</i> | <i>TAE-LDD-3002-1.1</i> |
| WLF 2 / ACLP E2 / TSC 6 | Assess Workplace Learning | | |

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

Table C2a: Comparable Certifications Recognised for Award of Credit Exemptions for attainment of the WSQ Advanced Certificate in Learning and Performance – First Version (ACLP v1) Qualification:

| 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 1 | Australia | TAE40116 AQF Certificate IV in Training and Assessment | <i>ACLP M1, M4 & E1</i> | ACLP M2 and M5 (plus M3[*] - if applicable) |
| | | | <i>plus</i> M3[*] | |
| | | | <i>* Exempted for ACLP's M3 if TAE40116's "Facilitate E-Learning" module offered as an elective had been attained.</i> | |
| A 2 | Singapore | Institute of Technical Education (ITE)'s Train-the-Trainer (TTT) programme: | | |
| | | <i>ITE TTT module:</i> • <i>Deliver and Facilitate Learning</i> | <i>ACLP M1</i> | ACLP M2, M3, M4, M5 and E1 or E2 |
| | | <i>ITE TTT module:</i> • <i>Prepare and Conduct Coaching</i> | <i>ACLP M4</i> | ACLP M1, M2, M3, M5 and E1 or E2 |
| | | <i>ITE TTT module:</i> • <i>Design and Develop Training Curriculum</i> | <i>ACLP M5</i> | ACLP M1, M2, M3, M4 and E1 or E2 |
| | | <i>ITE TTT module:</i> • <i>Develop and Conduct Assessment</i> | <i>ACLP E1</i> | ACLP M1, M2, M3, M4 and M5 |

| 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 3 | Singapore | WSQ Advanced Certificate in Training and Assessment (ACTA) – Full Qualification | <i>ACLP M1 and E1</i> <i>plus</i> <i>M4 *</i> | ACLP M2, M3 and M5 (plus M4 * - if applicable) |
| | | | <i>* Exempted for ACLP's M4 if ACTA version 4's CU 4b: "TR-TDL-303C-1 Prepare and Conduct On-The-Job Training" module offered as an elective had been attained.</i> | |
| A 4 | Singapore | WSQ Diploma in Adult and Continuing Education (DACE) – Full Qualification | <i>ACLP M1 and E1</i> | ACLP M2, M3, M4 and M5 |
| A 5 | Singapore | WSQ Specialist Diploma in Advanced Facilitation (SDAF) – Full Qualification | <i>ACLP M1 and M3 *</i> | ACLP M2, M4, M5 and E1 or E2 |
| | | | <i>* Exempted for ACLP's M3 only for modular attainment of SDAF's AF2: "TR-DAT-502C-1 Use blended learning to deliver effective learning facilitation".</i> | |
| A 6 | Singapore | IAL Certified Workplace Learning Specialist (CWLS) – Full Programme | <i>ACLP M4 and M5</i> | ACLP M1, M2, M3 and E1 or E2 |
| A 7 | Singapore | WSQ Workplace Trainer Programme (WTP) – Full Programme | <i>ACLP E1</i> | ACLP M1, M2, M3, M4 and M5 |

| 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 8 | Singapore | <p>National Centre of Excellence for Workplace Learning (NACE) @ Nanyang Polytechnic (NYP)</p> <p>NACE @ NYP’s Workplace Learning (WpL) Training Programmes: –</p> <p>All <u>three WpL</u> modules:</p> <ol style="list-style-type: none"> 1. <i>Workplace Learning Blueprint Development</i> 2. <i>Training Needs and Skills Gap Analysis</i> 3. <i>Effective Coaching for Workplace Trainers</i> | <i>ACLP M1, M2 & M4</i> | ACLP M3, M5 and E1 or E2 |
| A 9 | Singapore | <p>National Centre of Excellence for Workplace Learning (NACE) @ Singapore Institute of Technology (SIT)</p> <p>NACE @ SIT’s Integrated Work Study Programme (IWSP): –</p> <p><i>Corporate Coaching & Mentoring Programme</i></p> | <i>ACLP M4 & E2</i> | ACLP M1, M2, M3 & M5 |

Table C2b: 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 – First Version (ACLP v1) Qualification:

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

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

Note:

Graduates of former WSQ Advanced Certificate in Training and Assessment (ACTA):

Graduates of former versions of the full ACTA qualification continue to be recognised by SSG as having met the AE Qualifications Requirements for the respective AE functions of SSG-Funded Certifiable Courses – *Refer to Section B.*

**Table C3a: Comparable Certifications Recognised for Exemption for
WSQ Diploma in Design and Development of Learning for Performance – 1st Version (DDDLP v1) Modules**

| S/N | Originating Country | Comparable Train-The-Trainer Programme | Exempted DDDL v1 Module/s | Additional DDDL v1 Module/s Required for Award of full DDDL v1 qualification |
|-----|---------------------|---|--|---|
| D 1 | Australia | TAA50104 AQF Diploma in Training and Assessment – Full Qualification | <i>DDDLP v1</i> <i>LP2 and LP7</i> | <i>DDDLP v1</i> LP1, LP3, LP4, LP5 and LP6 and Applied Practice Project (APP) |
| D 2 | Australia | TAE50111 AQF Diploma of Vocational Education and Training – Full Qualification | <i>DDDLP v1</i> <i>LP1 and LP7</i> <i>Plus *</i> <i>LP2</i> | <i>DDDLP v1</i> LP3, LP4, LP5 and LP6 and Applied Practice Project (APP) (plus * LP2 - if applicable) |
| | | | <p><i>*Exempted for following DDDL v1 module <u>if</u> the respective TAE50111’s elective/s had been attained:</i></p> <p><u>DDDLP v1</u> <i>TAE50111’s Elective Modules</i></p> <p><u>LP2:</u> <i>“TAETAS501B Undertake Organisational Training Needs Analysis”</i></p> | |

| S/N | Originating Country | Comparable Train-The-Trainer Programme | Exempted DDDL v1 Module/s | Additional DDDL v1 Module/s Required for Award of full DDDL v1 qualification |
|-----|---------------------|---|---|--|
| D 3 | Australia | TAE50211 AQF Diploma of Training Design and Development – Full Qualification | <i>DDDL v1</i> <i>LP2 and LP7</i> <i>Plus *</i> <i>LP1</i> | <i>DDDL v1</i> LP3, LP4, LP5 and LP6 and Applied Practice Project (APP) (plus *LP1 - if applicable) |
| | | | <p><i>*Exempted for following DDDL v1 modules if the respective TAE50211’s elective/s had been attained:</i></p> <p><i>DDDL v1</i> <i>TAE50211’s Elective Modules</i></p> <p><i>LP1:</i> <i>“TAEPDD501A</i> <i>Maintain and Enhance Professional Practice”</i></p> | |
| D 4 | Australia | Master of Learning and Professional Development (MLPD) Griffith University - Singapore | <i>DDDL v1</i> <i>LP1 and LP7</i> | ACTA or ACLP or equivalent is a prerequisite: <i>DDDL v1</i> LP2, LP3, LP4, LP5 and LP6 and Applied Practice Project (APP) |

Table C3b: Glossary of DDDL version 1 modules and corresponding Skills Framework for Training and Adult Education’s (SFw for TAE) Technical Skills and Competency (TSC):

WSQ Diploma in Design and Development of Learning for Performance – First Version (DDDLP v1) Qualification:

| Abbreviation | DDDLP Module Title | Skills Framework for TAE Technical Skills and Competency (TSC) | |
|-------------------|---|--|---------------------------|
| | | TSC Title | TSC Code |
| DDDLP LP1 / TSC 1 | Apply Reflective Practice for Professional Mastery | <i>Reflective Practice</i> | <i>TAE-LDD-4004-1.1</i> |
| DDDLP LP2 / TSC 2 | Perform Learning and Performance Needs Analysis | <i>Learning Needs Analysis</i> | <i>TAE-PDV-4031-1.1-1</i> |
| DDDLP LP3 / TSC 3 | Design Blended Curriculum and Instruction | <i>Curriculum Design</i> | <i>TAE-LDD-5010-1.1</i> |
| DDDLP LP4 / TSC 4 | Develop Learning Resources for Classroom Facilitation | <i>Curriculum Design</i> | <i>TAE-LDD-4010-1.1</i> |
| DDDLP LP5 / TSC 5 | Develop Learning Resources for e-Learning | <i>Learning Technology Design</i> | <i>TAE-LDD-4016-1.1</i> |
| DDDLP LP6 / TSC 6 | Develop Learning Resources for Workplace Learning | <i>Workplace Learning Delivery</i> | <i>TAE-LDD-3018-1.1</i> |
| DDDLP LP7/ TSC 7 | Design Assessment to Promote and Evaluate Learning | <i>Assessment Design and implementation</i> | <i>TAE-LDD-4002-1.1</i> |

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

Note:

Graduates of former version of WSQ Diploma in Adult and Continuing Education – Version 1 and/or 2 (DACE v1 and/or v2):

Graduates of former versions of the full DACE v1 and/or v2 qualification continue to be recognised by SSG as having met the AE Qualifications Requirements for the respective AE functions of SSG-Funded Certifiable Courses – *Refer to Section B.*

For clarifications or to offer feedback for improvement of this AE Qualifications Requirements document, please contact IAL via:

<https://feedback.ial.edu.sg/>

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