



INSTITUTE FOR
ADULT LEARNING
SINGAPORE

AN INSTITUTE OF
SUSS
SINGAPORE UNIVERSITY
OF SOCIAL SCIENCES



WSQ Diploma in Adult and Continuing Education (DACE)

3 September 2020
Course Preview



Zoom Features to note:

All are muted but you may still ask questions:

Q&A

- For queries on programme or presentation
- Answers will be flashed out as questions are being answered

CHAT

- For technical support only
- “RAISE HAND” to get indicate you need help



Agenda

- DACE v2 programme
- Enrolment and Administration
- Q & A
- Evaluation Feedback Survey

SSG's Adult Education Qualifications Requirements



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 either ACTA or ACLP qualification or equivalent <i>(includes DACE Graduates)</i>.
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 either ACTA or ACLP qualification or equivalent to function as in-house curriculum developer <i>(includes DACE Graduates)</i>.

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

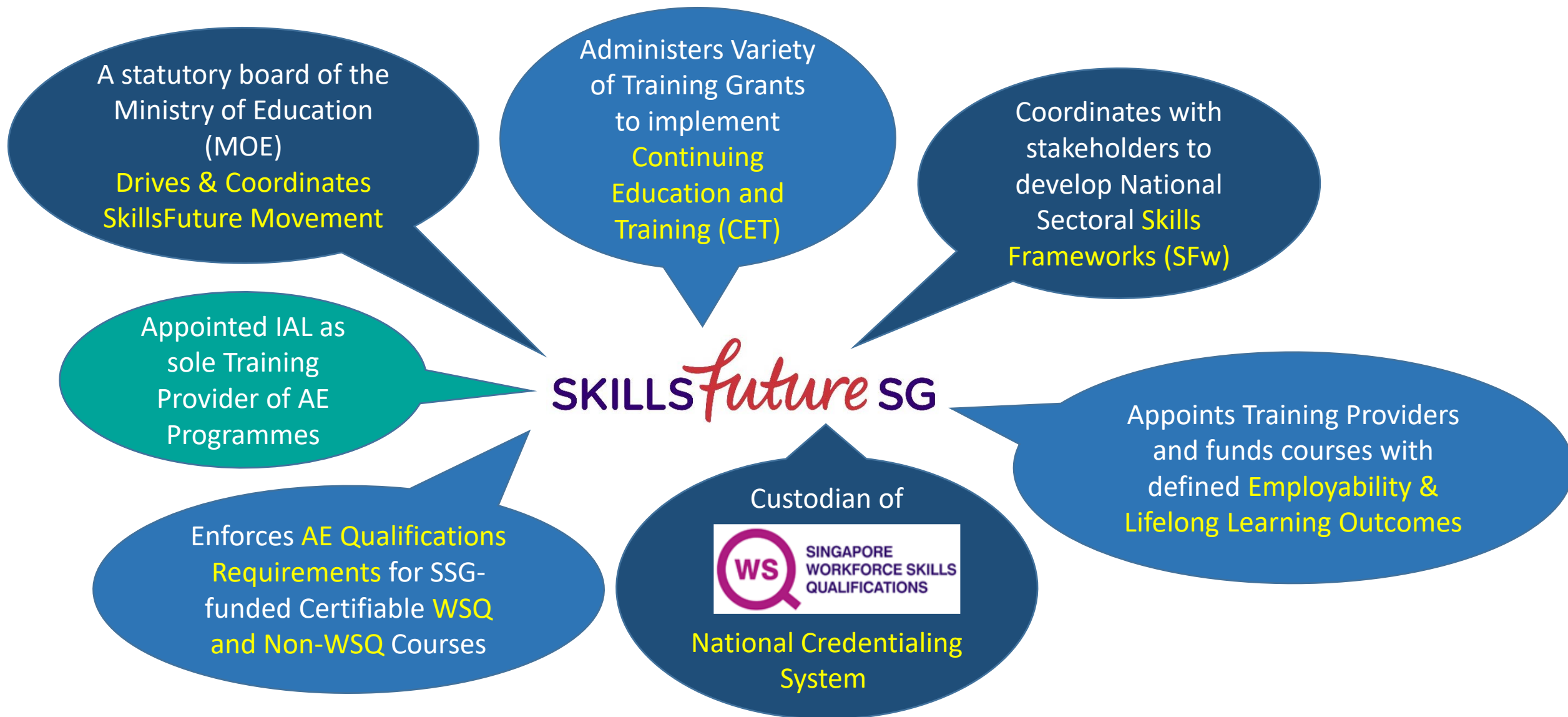
Type of Training Provider	AE Qualifications Requirements
Public Training Provider	<ul style="list-style-type: none"> 100% with DACE qualification or equivalent.
In-House Training Provider	<ul style="list-style-type: none"> At least one Master Trainer with ACTA or ACLP qualification or equivalent.

Note

AE Qualifications Requirements for SSG-Funded Certifiable Non-WSQ courses take effect from 1 Jan 2021.

Who's SSG? What's WSQ?

What's SSG's Adult Educator (AE) Qualifications Requirements?



WSQ Diploma in Adult and Continuing Education (DACE)

The Diploma in Adult and Continuing Education (DACE) will enable graduates to

TARGET LEARNER PROFILE



- Foster **curriculum design** sensibilities, and be able to access big-picture curriculum considerations before embarking on a **courseware development** assignment
- Be adept in a wide range of **instructional strategies** through **knowledge and application of learning strategies** for different types of knowledge and skills acquisition
- Craft valid and reliable **assessment criteria and specifications** and be competent assessment developers
- Develop as **reflective practitioners** who will continually engage in activities to professionally upgrade themselves
- Apply their learning in **real-time workplace project**

1

Adult educators with a keen interest in learning and assessment design and development

2

New and practising curriculum developers who need to design courseware within the Singapore Workforce Skills Qualifications (WSQ) framework

3

Professionals from a wide range of industries with subject matter expertise in a specific domain (e.g. from retail to healthcare to manufacturing) who also take on instructional design and assessment design functions in their workplace

WSQ DACE STRUCTURE AND MODULES

Core Modules

CM1 : Develop Practice Through Reflection

CM2 : Review Competency-Based Training Approaches for Adult Workers (CBT)

CM3: Conduct a Training Needs Analysis (TNA)

CM4: Develop Curriculum and Instruction for Adult Learning Programme (DCI)

CM5 : Develop and Review Competency-based Assessment (AD)



Elective Tracks

Track 1 : Assessment and Evaluation

EM1 : Develop Assessment Tools

EM2 : Evaluate an Adult Learning Programme

Track 2 : e-Learning

EM3 : Design and Develop and e-learning Programme

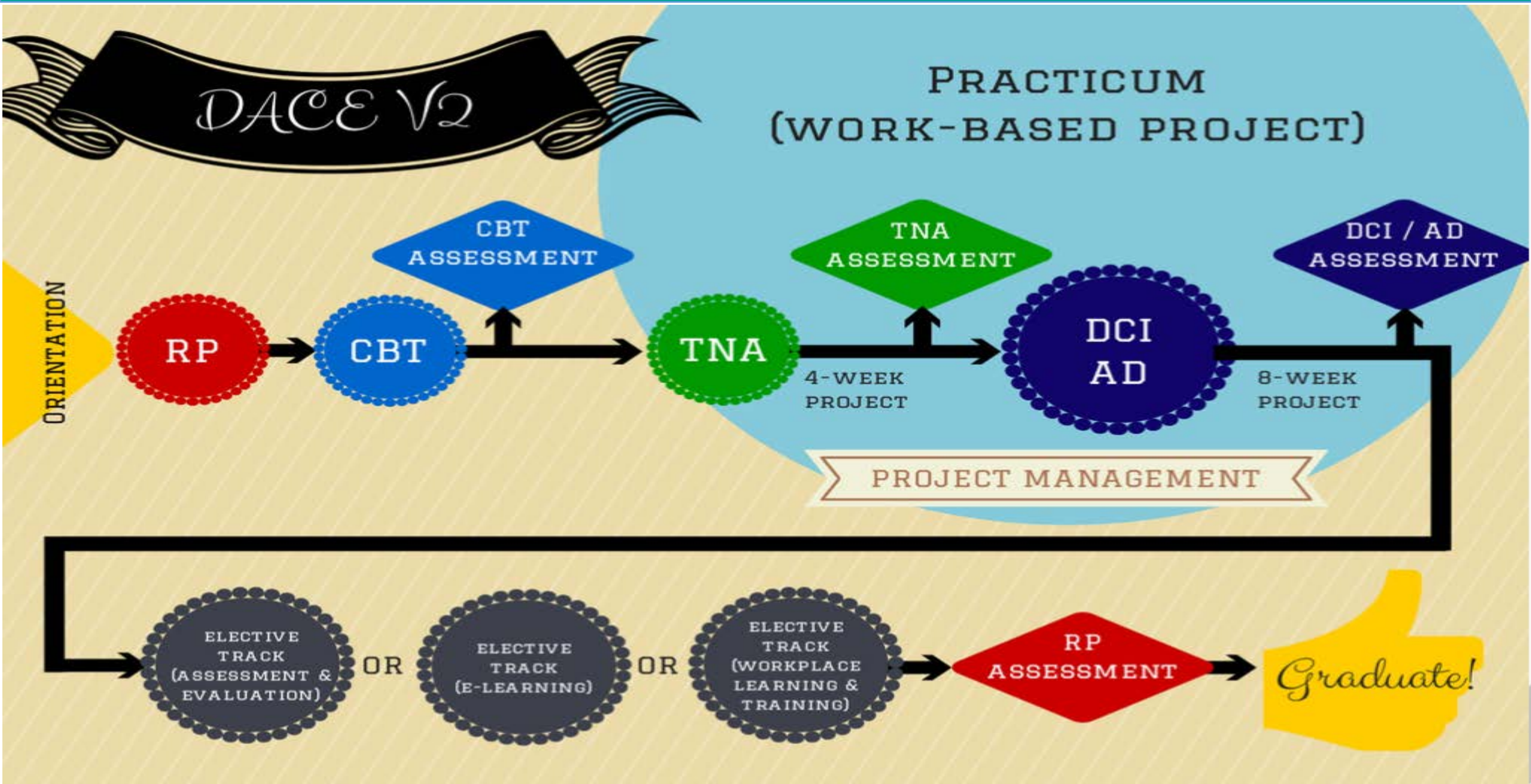
Track 3 : Workplace Learning and Training

EM4 : Develop a Workplace Learning Plan

EM5 : Develop an OJT Training Programme



WSQ DACE PROGRAMME FLOW





Overview of Practicum

1

Learners embark on a **real work-based project** with their Practicum Host Organisation (PHO) to **conduct a training needs analysis, design a curriculum document and develop courseware and assessment**

2

Learners are required to complete **at least 30 hours of Practicum** in a Practicum Host Organisation (PHO).

3

You will be **required to locate your own PHO** to facilitate your practicum. During the course of the Practicum, IAL will provide a **supervisor to monitor and assess your performance** in the host organisation

^ Requirements of Practicum Host Organisation (PHO)

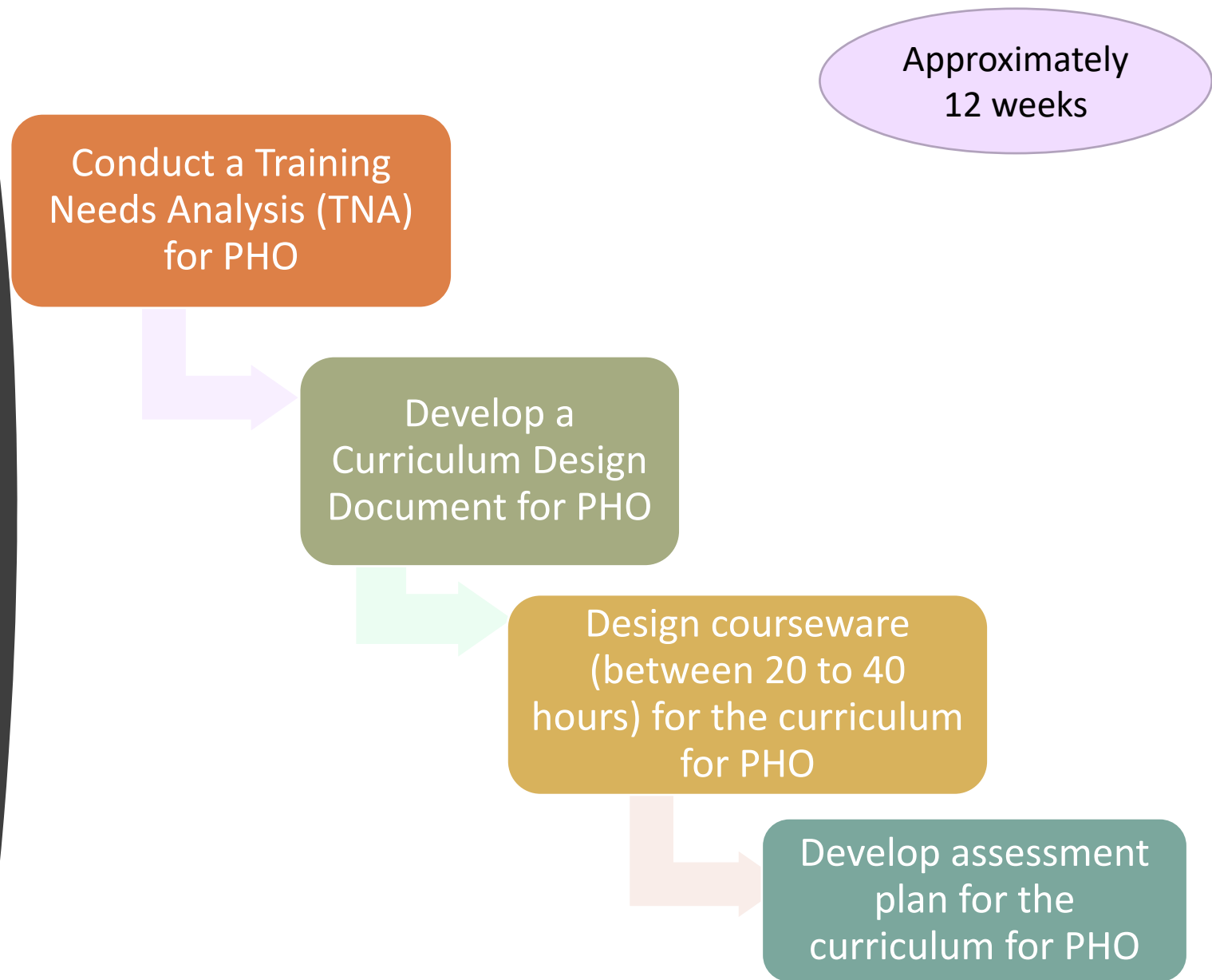
1

The PHO can be any sizeable business organisation (preferably with **AT LEAST 10 employees**). As long as the PHO allows you to find out if there are training gaps among their staff, they will be suitable.

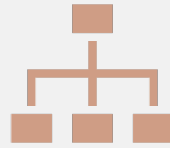
2

You are also to complete and get your PHO to sign a **Letter of Consent** before applying for the course.

What does a Practicum consist?



Training Needs Analysis (TNA) – 3 Key Areas



Organizational Analysis

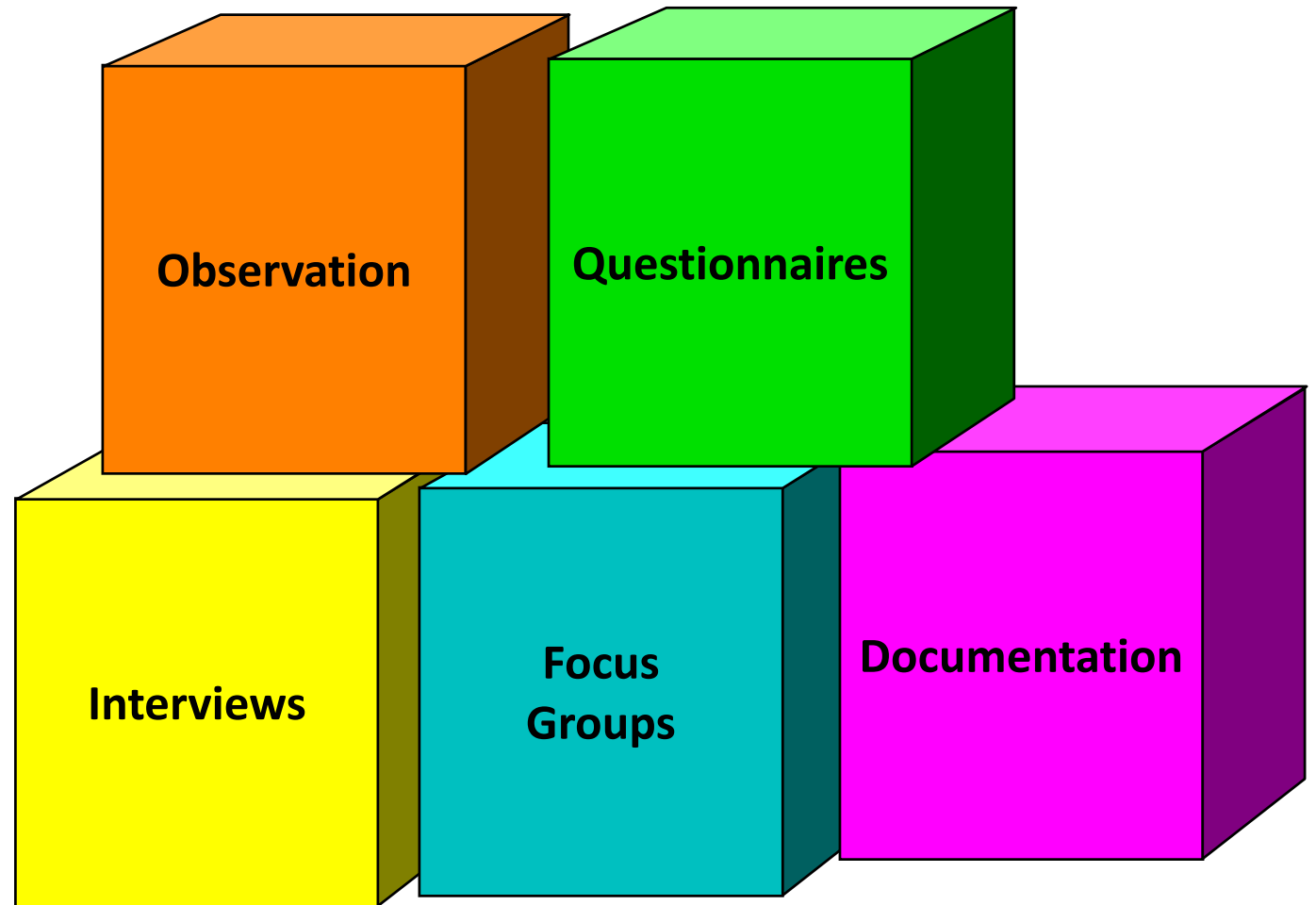


Person Analysis



Task Analysis

Type of Techniques used in TNA



Example

- Sales not doing well

- TNA reveals training gaps in customer service skills

- Solution – Training curriculum on Customer Service



Example of a
Retail
Curriculum –
Focus on
Customer
Service for
Sales
Assistant

Core Module 1

Interact with Customers

Core Module 2

Maintain Professional Image

Core Module 3

Sell Products and Services

Elective Module 1

Provide GEMS Service

Elective Module 2

Deliver Service Excellence

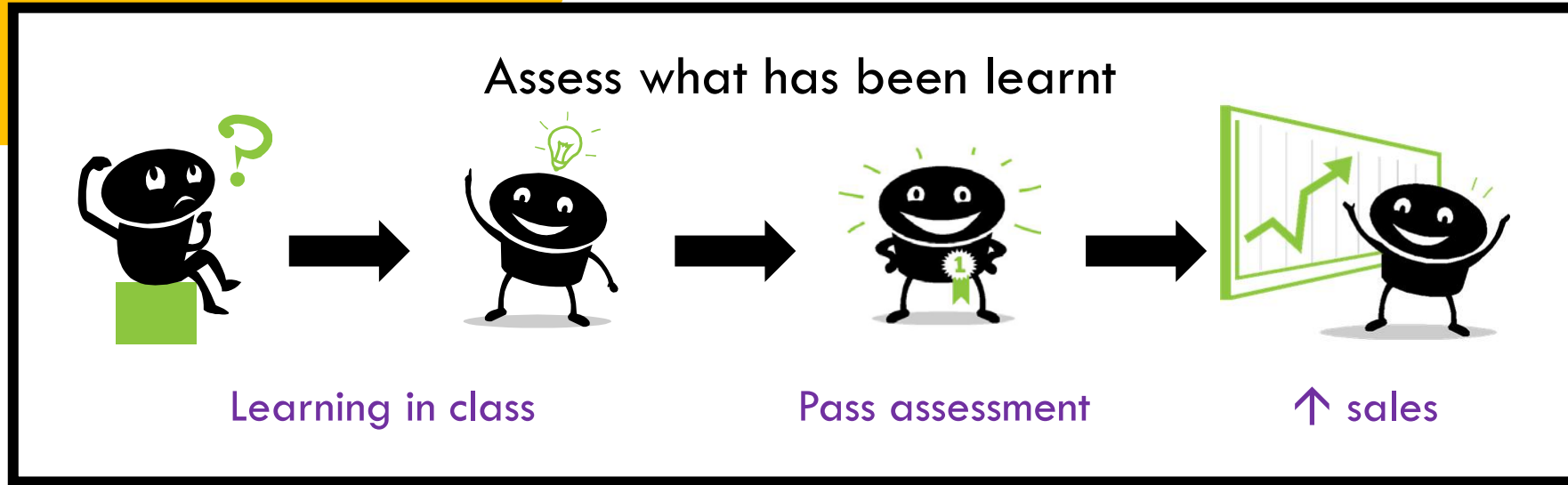


Courseware

A set of:

- Lesson Plan – **THINK** of your staff/student profile, What do you want your staff/student to learn, **DESIGN** How you are going to teach, What is the expected outcome of the lesson/training? What is the minimum Training hours?
- Training Materials – **THINK** what are the good sources to deliver your lesson/training? Example: Powerpoint, Infographic, Notes?
- Assessment Plan – **THINK** of the Learning Outcome, **Design** Assessment method

Example of Assessment



Admission Requirements

Participants must possess

1. Completed WSQ Advanced Certificate in Training and Assessment (ACTA) / WSQ Advanced Certificate in Learning and Performance (ACLP)
2. Effective verbal and written communication skills in English (O Level – B4 or ESS Level 7)
3. Sound analytical abilities
4. Strong presentation skills
5. Good IT and research skills
6. Aspiration that align with a CET career pathway

Course Admission - DACE

Additional Requirements

Find own Practicum Host Organisation (before enrolment)

1. Any sizable organisation and PHO coordinator cannot be DACE learner
2. 75% Attendance Rule
3. Graded Assessment
4. Training Schedule – cohort base

Module Exemptions

Recognised Qualifications in Singapore
Pedagogical Certificate in Technical Education (ITE)

Credit Exemptions: <https://www.ial.edu.sg/learn-at-ial/ial-programmes/credit-exemption.html>

Course Admission - DACE

Course Fees

Full Programme Fee	S\$ 9,951.00
Singaporeans / Permanent Residents	S\$ 2,985.30 (After 70% subsidy)
Singaporeans (40 years old and above)	S\$ 1,125.30 (After Mid-Career Enhanced Subsidy [MCES])

Workfare Training Support (WTS) has been replaced by Workfare Skills Support (WSS) from 1 Jul 2020.

Refer to <https://www.workfare.gov.sg/Pages/WSS.aspx> for more details

**Please refer to IAL Website for actual account of course fee payable at point of registration*

<https://www.ial.edu.sg/learn-at-ial/ial-programmes/diploma/adult-continuing-education-dace.html>

From Jan 2016, Singaporean workers who attain a WSQ full qualification can apply for the SkillsFuture Qualification Award (SQA) - a cash award of \$1,000 based on the completion of the following WSQ full qualification:

Diploma
Specialist Diploma
Graduate Certificate
Graduate Diploma

Read more about eligibility and application process:

<https://programmes.myskillsfuture.sg/QualificationAward/ProgrammeDetails.aspx>

Q & A



www.ial.edu.sg/dace

What do you think about the Programme Preview?



<https://www.adulteducation.sg/limesurvey/index.php/17335>