IAL
INSTITUTE FOR ADULT LEARNING SINGAPORE

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Workforce Skills Qualifications (WSQ) and IAL Certifiable Programmes

Programme Directory

JULY - DECEMBER 2018

AN INSTITUTE OF **SKILLS**future **SG**

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The development of the TAE[1] sector is a joint mission between the professionals, the industries and the Government. In this era of SkillsFuture, you play a critical and decisive role. Training is not just delivering a lecture and showing slides, you dive into the dreams, hopes and fears of your trainees, and help them to develop. You hone their skills and raise their game to a higher level, but more importantly, if you are really good at what you are doing, you uncover their passions, interests, and activate inner motivations.

SkillsFuture Singapore cannot do what you can, but it can support you with resources, authoritative accreditation and spreading important public messages. Much work has already been done, but we will partake this journey together for years to come.

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MR ONG YE KUNG
Minister for Education
In his Opening Address at the IAL's Adult Learning Symposium 2016

[1] Training and Adult Education

Strengthening Capabilities in Training & Adult Education

Here's an overview of the various programmes and initiatives offered by IAL to ensure the success of your Training and Adult Education journey.

Develop critical and emerging skills as well as deepen existing skills to stay relevant and grow professionally.

	AE **Adult Education**	TM **Training Management**	HCM **Human Capital Management**
	Individuals who are involved in direct activities of development and training for the continuing education and training of the workforce.	Individuals who are involved in managing a training institution as its core business function.	Individuals who are involved in the strategic conceptualisation and creation of HR strategies to build employee capacity and human capital to support business needs.
	YOU ARE A/AN: trainer, coach, facilitator, educator, mentor, training consultant, e-learning specialist, instructional designer, learning designer, courseware developer, curriculum developer, assessor	**YOU ARE A/AN:** education technologist, programme manager, training manager, business development manager, education quality manager	**YOU ARE A/AN:** human resource developer, learning & development manager, organisational development manager, talent manager, performance manager, workforce developer
YOUR FUNCTIONAL SKILLS	▪ Analysis ▪ Design ▪ Development ▪ Delivery ▪ Evaluation ▪ Research ▪ Framework Design and Development	▪ Leadership and Management ▪ Training Administrations and Operations ▪ Curriculum and Programme Management ▪ Quality Management	▪ HR Planning and Implementation ▪ Performance Management ▪ Organisation Development ▪ Talent Management ▪ Learning and Development
OUR MAIN PROGRAMMES	WSQ Advanced Certificate in Training and Assessment (ACTA) WSQ Diploma in Adult and Continuing Education (DACE) WSQ Specialist Diploma in Advanced Facilitation (SDAF) WSQ Workplace Trainer Programme (WTP) Blending Learning with Work and Technology (BLWT) Programme Certified Workplace Learning Specialist (CWLS) Programme	WSQ Specialist Diploma in Education Quality Management (SDEQM) WSQ Workplace Trainer Programme (WTP) Certified Workplace Learning Specialist (CWLS) Programme	WSQ Specialist Diploma in Education Quality Management (SDEQM) WSQ Workplace Trainer Programme (WTP) Blending Learning with Work and Technology (BLWT) Programme

Strengthening Capabilities in Training & Adult Education

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CONTINUING PROFESSIONAL DEVELOPMENT (CPD) PROGRAMMES

Exclusive benefits for AEN members + Skillsfuture credit eligible

TECH-ENABLED LEARNING

WORKPLACE LEARNING

PEDAGOGICAL INNOVATION

BUSINESS INSIGHTS

PRODUCTIVITY & PERFORMANCE

ADULT LEARNING SYMPOSIUM 2018

WORK AND LEARNING: CONQUER NEW FRONTIERS!

Deep-dive into fresh insights from keynote speakers, C-suite industry experts and practitioners to thought leaders and renowned authors.

OUR COMMUNITIES

Adult Education Professionalisation (AEP)
Be recognised for your pedagogical and professional excellence through the AEP initiative. Take advantage of exclusive professional development opportunities - local and overseas learning journeys, profiling on IAL website, and more.

Associate Adult Educator (AAE) ▶ Specialist Adult Educator (SAE) Adult Education Fellow (AEF)

Adult Education Network (AEN)
Join a community of professionals coming together to connect, collaborate and learn for continuing professional development and skills acquisition. Take advantage of preferential workshop rates, opportunities for networking, jobs and mentorship.

Special Interest Groups (SIG)
Join a community of like-minded individuals who meet up to share, discuss and exchange best practices, perspectives and experiences in the focus areas.

RESEARCH & INNOVATION

iN.LAB
iN.LAB is set up to explore, collaborate and contribute to learning innovation within Singapore's Continuing Education and Training (CET) sector. iN.LAB provides not only the facilities, equipment and tools, but also educational programmes and networking opportunities to support your experimentations, collaborations and project works.

Centres of Research
The IAL aims to provide a strong knowledge for practice development in the CET sector. It has three research centres which work together to facilitate projects, build research capability amongst practitioners, and serve as a conduit for funding and commissioning research. Underpinned by current knowledge and research, the centres also enable the sharing of international and local best practices.

WSQ CERTIFICATE FOR

WORKPLACE TRAINER PROGRAMME (WTP)

If you've been nominated to be a trainer or assessor in your organisation, it's likely that you already have excellent job skills and knowledge. Imparting these abilities and 'know-hows' to others effectively may however, be challenging. The WSQ Workplace Trainer Programme (WTP) aims to solve these challenges, by arming you with competencies to effectively deliver training and assessment at a worksite.

You will be a much more effective trainer when you have the ability to come up with a learning plan and assessment records to support your training and assessment delivery.

This is a concise and succinct programme that is ideal for anyone who needs to rise up to the challenge of ensuring better transfer of learning at the workplace.

GET MORE DETAILS AT

www.ial.edu.sg/wtp

MODULES

WP1 — Facilitate Workplace Learning
Design and develop a workplace learning plan and deliver a learning experience for a workplace setup.

WP2 — Assess Competence
Design and develop assessment records for a workplace learning plan, and deliver a competency-based assessment.

TARGET AUDIENCE

The programme will benefit you if you are:
- A supervisor, line-leader or manager who performs the role of a worksite trainer, coach or assessor
- A professional who wants to be more effective in learning transfer at the workplace

DELIVERY

The programme is delivered as in-classroom training, with coaching sessions provided at the workplace where appropriate.

You will engage in discussions, facilitated activities, skills practice, and exchange of feedback for learning purposes.

LEARNING OUTCOMES

Graduates of this programme will be able to:
- Design and deliver a workplace learning experience
- Deliver a competency-based assessment, which is aligned to the workplace learning plan

ENTRY REQUIREMENTS

To enrol, you must meet the following criteria:
- Be employer-sponsored and given resource support, with your employer making available the relevant reference materials e.g. standard operating procedures, checklists and job aids. You also need to have your employer's permission to use your worksite to conduct workplace learning and assessment.
- Have good English proficiency (a 'Pass' grade in English language at lower secondary school level and above, or WSQ Workplace Literacy skills of Level 4 and above)

CERTIFICATE IN
BLENDING LEARNING WITH WORK AND TECHNOLOGY (BLWT)

Industry trends indicate an increase in the need for more Learning & Development (L&D) professionals to incorporate blended learning into programme design.

The Blending Learning with Work and Technology (BLWT) programme thus, provides you not only with the ability to design blended learning elements into courseware, but also ensures that you are able identify workplace challenges and take business considerations into account.

Emphasising on established methods, the programme aims to help you achieve successful implementation results in actual work environments and provides a foundation for further education.

GET MORE DETAILS AT

www.ial.edu.sg/blwt 🔍

MODULES

BL1 **Types of Blended Learning**
Be introduced to the four types of learning from the IAL Blended Learning Guide and how blended learning can benefit businesses. Learn strategies that can be customised for use in different work-related scenarios.

BL2 **Business Considerations for Blended Learning**
Learn what conditions are necessary for blended learning designs to be successful — integration, access, valuing, and flexibility. Scope for and apply design schemas for appropriate workplace scenarios to enhance the quality of training at the workplace.

BL3 **Blended Learning Design & Development for Business**
Giving consideration to business objectives, workplace dynamics, and learner profiling, design and develop a suitable learning programme for delivery.

BL4 **Blended Learning Solutions for Business**
Be introduced to various learning environments and corresponding instructional methods appropriate for use. Recommend technology-enabled tools to supplement learning support structures and help meet business objectives.

Practicum Component
Bring your knowledge into the real world - Design a blended learning course for a work-based business scenario. Deliver a presentation and discuss your coursework with your programme facilitator.

TARGET AUDIENCE

The programme will benefit you if you are:
- A professional looking to incorporate blended learning into a programme or organisation

DELIVERY

The programme is delivered as in-classroom training, and leverages the use of technology.

You will engage in discussions, facilitated activities, skills practice, and exchange of feedback for learning purposes.

Your learning is reinforced with a work-based project (practicum component) which will give you ample opportunity for skills practice to incorporate blended learning in your workplace.

LEARNING OUTCOMES

Graduates of this programme will be able to:
- Analyse current training practices at workplaces, incorporate blended learning and suggest improvements to business outcomes
- Scope learning requirements for plausible workplace scenarios with considerations to the business
- Implement targeted learning strategies to cater for different modes of learning, and contextualisation in accordance to learner profiles

ENTRY REQUIREMENTS

To enrol, you must meet the following criteria:
- Have completed the WSQ Advanced Certificate in Training and Assessment (ACTA) programme
- Have good English proficiency (English language at GCE 'O' Level of C6 and above, or WSQ Workplace Literacy skills of Level 6 and above)
- Documentary evidence to show employment status and training engagement by training organisation/ provider (e.g. e-mail correspondence, testimonial, training assignments contract)
- Secured a Practicum Host Organisation (PHO)[2]

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[2] It is a requirement for BLWT candidates to secure an organisation that is agreeable to function as a host for the undertaking of the practicum.

CERTIFICATE IN
CERTIFIED WORKPLACE LEARNING SPECIALIST (CWLS) PROGRAMME

Awareness of Continuing Education and Training is at an all-time high – initiatives such as SkillsFuture and the Future Economy Council have made employers and businesses aware of the importance of skills mastery. As an experienced Training and Adult Education (TAE) practitioner, you're already benefiting from this, but can you take it even further?

The Certified Workplace Learning Specialist (CWLS) programme can help accomplished TAE practitioners take on roles in designing and developing workplace learning solutions, engaging and influencing enterprises and functioning as a workplace learning consultant. You will get to analyse real-world performance issues, and get hands-on experience implementing workplace learning interventions for actual businesses.

GET MORE DETAILS AT

www.ial.edu.sg/cwls

MODULES

WL1 Embark on the Workplace Learning Initiative (Diagnosis & Grant application)

Diagnose learning and performance gaps in a business unit through quantitative and qualitative means. Gain practical pointers on putting together an effective enterprise grant application as part of your professional services.

WL2 Manage Performance at Work (Performance Management & Job Process Design)

Gain a deeper understanding of:
- Essentials for successful recruitment and on-boarding new hires
- The performance management cycle and how it provides direction, support and worker performance accountability
- Approaches for recognition and rewards

WL3 Training on the Job

Learn the importance of a well-designed On-the-Job Training (OJT) in building a consistent, comprehensive workplace learning experience, and in bringing new hires from novices to competent employees.

Gain the skills to plan, develop, review and evaluate a structured OJT blueprint as a critical enabler of structured workplace learning and accelerating competence development.

WL4 Managing Client Relationships

Building rapport and trust with clients is critical in enterprise consultancy work. Learn foundational micro-skills e.g. inquiry, advocacy, active listening, conflict resolution and facilitation skills for more productive interaction with enterprise stakeholders.

WL5 Evaluate Learning at Work

Develop a sound and practical evaluation plan, indicators, data collection tools, and impact evaluation reports to assess efficacy of workplace learning solutions.

Practicum Component

Bring your knowledge into the real world — successfully complete an enterprise project as a workplace learning specialist.

TARGET AUDIENCE

The programme will benefit you if you are:
- An adult educator or human capital management practitioner looking to design and develop workplace learning solutions
- A professional looking to gain mutual recognition as a SkillsFuture Mentor

DELIVERY

The programme is delivered in a combination of self learning hours and in-classroom training, and leverages the use of technology. You will engage in facilitated activities, discussions, skills practice, and feedback exchanges for learning purposes.

Your learning is reinforced with a work-based project (practicum component) which will give you ample opportunity for skills practice to a deliver workplace learning solution.

LEARNING OUTCOMES

Graduates of this programme will be able to:
- Diagnose learning and performance issues, in relation to business needs
- Work with key stakeholders to create workplace solutions
- Facilitate implementation of solutions by enterprise stakeholders, track progress, and troubleshoot issues
- Evaluate the effect of the solutions, in relation to enterprise goals

ENTRY REQUIREMENTS

To enrol, you must meet the following criteria:
- Attended a CWLS programme preview
- Completed (or are in the process of completing) the 'Enable Workplace Learning' workshop offered under the IAL Adult Education Network, or completed the DACE elective module EM4 on 'Develop a Workplace Learning Plan'
- Possess at least 8 years of industry experience and 5 years of managerial/supervisory experience
- Knowledge and experience in needs analysis, project management, group facilitation, change management
- Corporate experience, especially in a learning and development, human resource development, or organisational development job function
- Possess experience in adult training and development work in the last 5 years
- Enterprise consultancy experience is preferred
- Have excellent English proficiency (written and oral)
- Possess a diploma qualification and above, and qualifications related to Adult Training and Education
- Preferably to have secured a Practicum Host Organisation (PHO)[3]

[3] It is a requirement for CWLS programme candidates to secure an organisation with a minimum staff strength of at least 12 employees, that is agreeable to function as a host for the undertaking of the practicum.

⏱ **3.5 Months**

WSQ ADVANCED CERTIFICATE IN
TRAINING AND ASSESSMENT (ACTA)

How do you go from being an expert in your field, to being an expert adult educator, confident of your delivery, your training methods, and of giving your learners what they need to succeed? If you're an educator looking to make inroads in Adult Education, or looking to deliver WSQ programmes, the WSQ Advanced Certificate in Training and Assessment (ACTA) (5th version) is a vital step forward.

The programme is designed to equip current and prospective adult educators with the learning facilitation skills and knowledge, and the confidence to conduct training and assessment in a diverse range of industries, in the modern, tech-driven workplace.

It is also a requirement for adult educators looking to deliver training and assessment for WSQ programmes.

GET MORE DETAILS AT

www.ial.edu.sg/acta 🔍

MODULES

M1 **Apply Adult Learning Principles in Training**
Develop the knowledge and skills to apply adult learning principles in your delivery of training.

M2 **Design a Learning Experience**
Learn how to apply your knowledge of adult learning principles, instructional methods, and active learning qualities, in the design of your lesson plans for a short learning experience.

M3 **Prepare and Facilitate a Learning Experience**
Develop the knowledge and skills to prepare and facilitate an active learning experience for your learners.

M4 **Interpret the Singapore Workforce Skills Qualifications System**
Learn how to interpret the Singapore WSQ system and its competency standards. Gain an understanding of how it can be used in a learning and development context.

M5 **Assess Competence**
Develop the knowledge and skills to prepare and conduct a competency-based assessment.

M6 **Prepare for Continuing Professional Development**
Learn how to objectively reflect and assess your own training practice so you can continually improve through continuing professional development.

TARGET AUDIENCE

This programme will benefit you if you are:
- A professional who wants to perform effectively as a learning facilitator
- A professional who needs to conduct competency-based assessments
- A professional who wants to conduct training and/or assessment for a WSQ programme

DELIVERY

The programme is delivered in a combination of in-classroom training, self-learning hours, and online webinars. It leverages the use of technology.

You will engage in facilitated activities, discussions, skills practice, reflective practice, e-portfolio, and feedback exchanges for learning purposes.

LEARNING OUTCOMES

Graduates of this programme will be able to:
- Understand and communicate the changing needs of adult learners in this technology-rich age
- Demonstrate a firm foundation in adult learning pedagogical and facilitation skills and knowledge
- Interpret the Singapore WSQ system
- Design an active learning experience
- Deliver effective training and competency-based assessments

ENTRY REQUIREMENTS

To enrol, you must meet the following criteria:
- Have good English proficiency (English language at GCE 'O' Level of C6 and above, or WSQ Workplace Literacy skills of Level 6 and above)
- Possess an appropriate level of subject matter specialisation and industry experience relevant for the design, facilitation and assessment of learning
- Possess basic ICT skills

WSQ DIPLOMA IN
ADULT AND CONTINUING EDUCATION (DACE)

Interested in developing competency-based curriculum and courseware, but don't know where to start? The WSQ Diploma in Adult and Continuing Education (DACE) (2nd version) programme equips you with the knowledge and skills to conduct training needs analysis in an actual organisational setting, and employ effective instructional design strategies in the development of curricula and assessments. Through the programme's practicum component you will be able to apply learnt theoretical concepts to an organisation, and hone your instructional design and development skills. As part of the programme curriculum, you will also have the option to gain additional knowledge in one of these specialised design and development areas: Assessment and Evaluation, E-learning, or Workplace Learning and Training.

The programme is also a requirement for instructional designers looking to develop courseware for WSQ programmes.

GET MORE DETAILS AT

www.ial.edu.sg/dace

CORE MODULES

CM1 — Develop Practice Through Reflection
Develop the practice of reflection as an avenue to lifelong professional development.

CM2 — Review Competency-Based Training Approaches For Adult Workers
Examine various competency-based training approaches, and determine its implications, impact and place in Singapore.

CM3 — Conduct a Training Needs Analysis
Learn how to conduct a training needs analysis, and explore its relevance in a business or training context.

CM4 — Develop Curriculum and Instruction for an Adult Learning Programme
Develop effective courseware that is aligned to sound curriculum design, using concepts such as curriculum models and instructional design principles.

CM5 — Develop and Review Competency-based Assessment
Develop and evaluate assessment plans, methods, and tools.

Practicum Component
Bring your knowledge into the real world — conduct a training needs analysis, design a curriculum, and develop training and assessment courseware for your chosen organisation.

ELECTIVE TRACKS (select 1 of the 3)

ET1 — Develop Assessment Tools
Examine assessment issues and develop further skills in assessment design.

Evaluate an Adult Learning Programme
Design a plan to evaluate a training programme. Develop an instrument for data collection, and prepare an evaluation report.

ET2 — Design and Develop an E-learning Programme
Learn how to conceptualise e-learning programmes, by analysing various e-learning environments and how it impacts learning.

ET3 — Develop a Workplace Learning Plan
Gain the skills to incorporate workplace learning strategies into the design, development and evaluation of a workplace learning plan.

Develop an On-the-Job Training Programme
Examine the characteristics of On-the-Job-Training (OJT), then plan, develop, review and evaluate an OJT programme to meet an organisation's needs.

TARGET AUDIENCE

The programme will benefit you if you are:
- An adult educator with a keen interest in the design and development of curriculum, learning courseware and assessment
- A current or prospective instructional designer and/or courseware developer who needs to design curriculum and/or courseware that fits the Singapore WSQ frameworks

DELIVERY

The programme is delivered in a combination of in-classroom training and self-learning hours, and leverages the use of technology. You will engage in facilitated activities, discussions, skills practice, reflective practice, e-portfolio, and feedback exchanges for learning purposes.

Your learning is reinforced with a work-based project (practicum component) which will give you ample opportunity for practical work in developing curricula, courseware and assessments.

LEARNING OUTCOMES

Graduates of this programme will be able to:
- Take on courseware development assignments holistically, coupled with good curriculum design sensibilities
- Understand the wide range of instructional strategies available, and which to employ for different learning situations
- Develop valid and reliable assessments
- Demonstrate the qualities of a reflective practitioner

ENTRY REQUIREMENTS

To enrol, you must meet the following criteria:
- Possess strong analytical skills
- Have completed the WSQ Advanced Certificate in Training and Assessment (ACTA) programme
- Secured a Practicum Host Organisation (PHO)[4]
- Have good English proficiency (English language at GCE 'O' Level of B4 and above, or WSQ Workplace Literacy skills of Level 7 and above)
- Possess good ICT and research skills

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[4] It is a requirement for DACE candidates to secure an organisation that is agreeable to function as a host for the undertaking of the practicum.

WSQ SPECIALIST DIPLOMA IN
ADVANCED FACILITATION (SDAF)

Have you already established yourself as an adult educator and want to advance further along the road to success?

The WSQ Specialist Diploma in Advanced Facilitation (SDAF) programme takes you from the point that the ACTA programme left off, and equips you with additional skills to perform as a facilitator in varying contexts.

With more organisations becoming aware of, and seeking out training beyond the traditional classroom, the need for adult educators to be able to facilitate programmes of a blended learning format becomes critical. The SDAF covers the specific skills needed for online facilitation, including how you can use process facilitation to reach group goals, and create mindset shifts to improve learning effectiveness.

GET MORE DETAILS AT

www.ial.edu.sg/sdaf 🔍

MODULES

AF1

(A) Facilitate Mindset Shifts for Impactful Change

Understand the role of mindsets in learning and development and embark on a personal change journey.

(B) Facilitate Mindset Shifts for Impactful Change

Be introduced to concepts and tools that facilitation practitioners can use to foster deeper self-inquiry and reflection. Unearth values, beliefs and assumptions, and reframe them to optimise desired learning and change.

AF2

Use Blended Learning to Deliver Effective Learning Facilitation

Design and deliver blended learning experiences that integrate online facilitation strategies and different active learning approaches.

AF3

Use Process Facilitation to Achieve Desired Group Outcomes

Design and deliver a process facilitation session using a variety of skills and techniques to elicit optimal group participation and reflection, while taking into consideration stakeholder requirements.

AF4

Brand Yourself for Professional Success in a Digital Age

Discover the elements of a holistic career development plan and learn how to build professional credibility and visibility by establishing a professional identity and unique branding. Explore the use of online platforms and social media to showcase professional artefacts.

Practicum Component

Bring your knowledge into the real world — design and deliver a facilitated session that achieves stakeholder objectives for your chosen organisation.

TARGET AUDIENCE

The programme will benefit you if you are:
- An educator looking to deepen and expand your ability to design and deliver learning facilitation in both classroom and online environments
- A professional looking to deploy process facilitation to enable sustained learning and change
- A professional who wants to develop and refine your professional branding in the digital world

DELIVERY

The programme is delivered in a combination of in-classroom training, self-learning hours, and online webinars. It leverages the use of technology.

You will engage in facilitated activities, discussions, skills practice, reflective practice, e-portfolio, and feedback exchanges for learning purposes.

Your learning is reinforced with a work-based project (practicum component) which will give you ample opportunity for skills practice to exercise your facilitation skills.

LEARNING OUTCOMES

Graduates of this programme will be able to:
- Design and facilitate blended learning experiences, integrating classroom and online learning
- Lead professional development activities for organisational learning and capability building
- Establish and refine professional branding in the digital space, and enhance market presence

ENTRY REQUIREMENTS

To enrol, you must meet the following criteria:
- Have completed the WSQ Advanced Certificate in Training and Assessment (ACTA) programme
- Have at least 3 years' experience in facilitated training and instructional design, for a variety of learning environments
- Secured a Practicum Host Organisation (PHO)[5]
- Have good English proficiency (English language at GCE 'O' Level of B4 and above, or WSQ Workplace Literacy skills of Level 7 and above)
- Possess fair mastery of ICT skills

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[5] It is a requirement for SDAF candidates to secure an organisation that is agreeable to function as a host for the undertaking of the practicum.

9 Months

WSQ SPECIALIST DIPLOMA IN
EDUCATION QUALITY MANAGEMENT (SDEQM)

Looking to strengthen your training organisation with Continuing Education and Training (CET) best practices that will improve your processes and systems? The WSQ Specialist Diploma in Education and Quality Management (SDEQM) is one of the few programmes in the market out there that focuses on quality management in organisations that have a business function in training and adult education.

You will be equipped with the knowledge and skills to assess existing organisational quality systems and implement change, while looking at continuous efforts to improve the system.

GET MORE DETAILS AT

www.ial.edu.sg/sdeqm

MODULES

QM1 Review Quality Systems

Be introduced to the 3 quality models, ISO9001, ISO29990 and EduTrust, which are commonly adopted by training organisations. Understand the strengths, weaknesses, threats and opportunities of the different quality models.

QM2 Design and Develop an Education Quality System

Learn to design and develop different elements of a quality system, incorporating industry best practices and addressing requirements of the chosen quality models. Learn the project and change management skills necessary to manage the quality system design and development process.

QM3 Implement and Sustain an Education Quality System

Improve or implement an education quality system for your organisation by adopting one of the quality models, and ensure sustained commitment to continually improve the quality system.

Practicum Component

Bring your knowledge into the real world – Improve or implement an actual education quality system and processes for your chosen organisation.

TARGET AUDIENCE

This programme will benefit you if you are:

- A professional who performs either a primary or secondary function in managing quality of education services and/or programmes

DELIVERY

The programme is delivered in a combination of in-classroom training, self-learning hours, and one-to-one coaching. It leverages the use of technology.

You will engage in facilitated activities, discussions, and skills practice for learning purposes.

Your learning is reinforced with a work-based project (practicum component) which will give you ample opportunity for skills practice on implementing education quality changes in an organisation.

LEARNING OUTCOMES

Graduates of this programme will be able to:

- Understand the CET best practices for education quality management and be able to propose key changes in an organisation
- Conduct quality checks on processes, people and programmes
- Rectify errors related to quality assurance for continual improvement
- Implement sustainable quality systems for organisational processes and programmes

ENTRY REQUIREMENTS

To enrol, you must meet the following criteria:

- Secured a Practicum Host Organisation (PHO)[6]
- Have good English proficiency (English language at GCE 'O' Level of B4 and above, or WSQ Workplace Literacy skills of Level 7 and above)
- Performed management functions within a learning and development unit or organisation in the past 2 years or more
- Occupy a middle or senior management position in the organisation, or have a similar level of influence, in order to bring about effective changes
- Involved in quality management processes within a training organisation with that has least 10 employees
- Possess at least a Diploma qualification and above

[6] It is a requirement for SDEQM candidates to secure an organisation that is agreeable to function as a host for the undertaking of the practicum.

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The Institute for Adult Learning (IAL) is at the forefront of building capabilities and continuing professional development for an effective, innovative and responsive Continuing Education and Training (CET) sector. We work closely and support adult educators, businesses, human resource developers and policy makers through our comprehensive suite of programmes and services. IAL also champions research in the key areas of sustaining economic performance through skills, shaping employment and CET decisions as well as developing innovations through learning technology and pedagogy for informed policies and practices.

For more information, please visit **www.ial.edu.sg**.

IAL

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