

Date

The Programme Manager

WSQ Diploma in Design and Development of Learning for Performance

Institute for Adult Learning (IAL)

Dear Sir/Madam,

Letter of Consent to be Project Host Organisation (PHO)

We are pleased to inform you that we (name of Company) will be able to provide opportunities in our company as a Project Host Organisation for (name of learner) (NRIC No) to carry out the activities required for him/her to fulfil the requirements of the Applied Practice Project (APP). The APP is requirement that the learner needs to fulfil in order to attain the WSQ Diploma in Design and Development of Learning for Performance (DDDLP) Full Qualification. The learner would need to undertake the following activities:

- Conduct a performance and learning needs analysis to identify training gaps for staff in our company
- Design a blended learning curriculum to address the identified training needs
- Design a blended learning plan comprising 3 learning modes: classroom learning, online learning and workplace learning
- Develop learning resources for implementation of the learning solution (i.e. training materials)
- Design an assessment plan to evaluate and promote learning outcomes

These activities will be carried out with our approval as the PHO, under the guidance of an assigned IAL supervisor. It spans across 6 modules and is to be completed in 12-13 months.

Yours faithfully,

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<i>(Signature of PHO Representative)</i>	<i>(Name of PHO Representative)</i>	<i>(Designation of PHO Representative)</i>
.....	
<i>Email</i>	<i>Contact No</i>	