Adult Education Professionalisation (AEP) Application Guide

Thank you for your interest in AEP. You are now poised to join many others on this journey to identify yourself as a Training and Adult Education (TAE) Professional of excellence, dynamism and stature.

This guide serves to provide you with useful information about AEP and requirements for application. All applicants are encouraged to refer to this guide before working on an application.

For further enquiries, please email the AEP Secretariat at Sarinah_Sharif@ial.edu.sg.

Recognising Adult Educators through the Adult Education Professionalisation (AEP) initiative

The Adult Education Professionalisation (AEP) initiative is a step forward in creating a strong, dynamic and forward-looking AE profession in Singapore. AEP aims to advance the professional standards and identity of AEs as professionals recognised for both pedagogical and professional excellence.

To raise the quality of the Continuing Education and Training (CET) system, it is important that we enable AEs to continue to deepen their professional skills, and to be recognised for their mastery of skills. This is particularly so in view of the crucial role that Adult Educators play in supporting the national effort undertaken by the SkillsFuture Council to develop skills for the future.

How AEP works

All Adult Educators (not just trainers of WSQ programmes) who are members of the Adult Education Network (AEN) and want to develop their Adult Education careers are eligible to apply for AEP.

Participation in AEP is voluntary and Adult Educators (AEs) who meet the entry requirements will be recognised as an Associate Adult Educator (AAE) or Specialist Adult Educator (SAE), depending on their skills mastery and area of specialisation. The highest recognition will be that of Adult Education Fellow (AEF) that is by nomination and invitation based on his/her achievements and contributions.

To ensure that AAEs and SAEs continue to maintain quality in their Adult Education practice, a continual review of their status will be conducted on a three-yearly basis. AAEs and SAEs who do not meet the requirements of the review will no longer be entitled to the benefits or be associated with the title they have been awarded.

Please refer to Annex A for details on entry and renewal requirements of AEP.
Continuing Professional Development (CPD)

AEP CPD consists of both learning programmes and/or professional activity in combination of a minimum of 40 hours per annum. Two hours of these CPD efforts is to be made up of mandatory AE Ethics education to be undertaken during the AEP appointment duration.

Learning Programmes
AEP maintains a list of Learning Programmes recognised for CPD renewal requirements. The list comprises programmes which are:

- Aligned to the competency areas under the Training and Adult Education Professional Competency Model (TAEPCM), addressing new and emerging skills needs and developing vertical and horizontal competencies spanning across the three job categories in Adult Education, Training Management, and Human Capital Management.
- Formal or Informal programmes. Formal programmes are typically assessable and lead to qualifications or certifications. Informal programmes are typically non-assessable and do not lead to any qualification or certifications.

For current listing of CPD Programmes offered at the IAL, please visit https://www.ial.edu.sg/learn-at-ial/ial-programmes.html.

For the programme schedule of these programmes, please visit www.ial.edu.sg/events.aspx.

Professional Activity
Professional Activity refers to defined effort hours in these categories*

- Publishing of CET related papers/articles in Journals/Magazines
- Presentations of CET related topics in Conferences and other similar platforms
- Participation and involvement in Special Interest Groups/Communities of Practice within and outside of the AE’s enterprise.

*Each category of Professional Activity is capped at 8 hours per annum.
Benefits of AEP

Associate Adult Educators (AAEs) and Specialist Adult Educators (SAEs) can look forward to the following:

- Exclusive AEP events e.g. overseas study tours, company hosted visits
- Exclusive speaking engagements at IAL-supported conferences and invitation to contribute to IAL-related publications
- Business and networking opportunities related to training and adult education
- Practice-engagement opportunities to deepen and enhance your practice as an AE
- Recognition as an AE Professional on IAL website
- SkillsFuture Study Award ([www.skillsfuture.sg/studyawards](http://www.skillsfuture.sg/studyawards)) to propel skills deepening

In addition, AAEs and SAEs can display their title as *Associate Adult Educator or Specialist Adult Educator*, on their name card and email signatories.

Please refer to *Annex B* for details on guidelines for the usage of the Associate Adult Educator (AAE) or Specialist Adult Educator (SAE) title on name cards and email signatories.

Applying for AEP

Application for Associate Adult Educator (AAE) and Specialist Adult Educator (SAE) is open throughout the year, for Adult Educators (AEs) who are members of the Adult Education Network (AEN).

If you are not a member with AEN, please visit [www.ial.edu.sg/aen](http://www.ial.edu.sg/aen) to apply for AEN Membership first. Once your AEN membership has been approved and activated, please proceed with AEP application at [www.ial.edu.sg/aep](http://www.ial.edu.sg/aep). You will thereafter be notified by the AEP Secretariat to submit supporting documents for your application.

Supporting documents include:

- Copies of original certificates of all qualifications
- Client Reference(s) as evidence of Training Delivery and Assessment activities and/or ADDIE\(^1\) experiences and practices
- Verified documentation of Training Delivery and Assessment hours and ADDIE hours
- CV/Resume
- Portfolio

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\(^1\) ADDIE - Analysis, Design, Development, Implementation and Evaluation of Training
## ANNEX A

### ENTRY REQUIREMENTS FOR ADULT EDUCATION PROFESSIONALISATION (AEP)

<table>
<thead>
<tr>
<th></th>
<th>Associate Adult Educator</th>
<th>Specialist Adult Educator (Curriculum Development)</th>
<th>Specialist Adult Educator (Facilitation)</th>
<th>Adult Education Fellow</th>
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<tbody>
<tr>
<td><strong>Pedagogical Qualification</strong></td>
<td>□ Relevant professional qualification in conducting training delivery and assessment e.g. ACTA</td>
<td>□ Relevant professional qualification in curriculum development, training delivery and assessment e.g. DACE, MAIDT etc.</td>
<td>□ Relevant professional qualification in advanced facilitation skills e.g. SDAF, Certified Professional Facilitator etc.</td>
<td>□ Made significant contributions in the relevant TAE fields of practice;</td>
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<tr>
<td><strong>Practice Hours and Currency</strong></td>
<td>□ Minimum 960 hours of Training and Assessment work activity in the last 24-month period made up of:</td>
<td>□ Minimum 1,400 hours of ADDIE work activities in the last 24-month period which must consist of:</td>
<td>□ Minimum 1,400 hours of facilitation work activities in the last 24-month period which must consist of at least two facilitation approaches and/or assessment where relevant. Examples of facilitation approaches include:</td>
<td>□ Established in their TAE field of practice, advocating learning in the context of organisational performance; and</td>
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<td></td>
<td>▪ Training and Assessment hours only, OR</td>
<td>▪ Minimum of 100 hrs in Training delivery and/or Assessment work, and</td>
<td>▪ Classroom facilitation (no more than 50% of the total number of hours declared)</td>
<td>□ Demonstrated commitment and action in Continuing Professional Development or Lifelong Learning</td>
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<td></td>
<td>▪ Training and Assessment hours and other ADDIE activities</td>
<td>▪ Minimum of 300 hrs in Training Needs Analysis or Design and Development work (e.g. using innovative practices, latest methodologies and approaches etc.)</td>
<td>▪ e-facilitation (synchronous and/or asynchronous)</td>
<td>□ By nomination and invitation only</td>
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<td><strong>Performance</strong></td>
<td>□ At least one client reference</td>
<td>□ At least one portfolio submission</td>
<td>□ At least one portfolio submission</td>
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<td></td>
<td>□ At least two client references</td>
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<td>□ Interview assessment</td>
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**RENEWAL REQUIREMENTS FOR ADULT EDUCATION PROFESSIONALISATION (AEP)**

**AE would need to maintain a minimum of 320 practice and CPD hours per annum**

<table>
<thead>
<tr>
<th>Practice Hours (per annum)</th>
<th>Associate Adult Educator</th>
<th>Specialist Adult Educator (Curriculum Development)</th>
<th>Specialist Adult Educator (Facilitation)</th>
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<tbody>
<tr>
<td>□ Min. 200 hours related to training delivery, assessment, <strong>and/or</strong> design &amp; development work.</td>
<td>□ Min. 200 hours related to training delivery, assessment, <strong>and</strong> design &amp; development type of work</td>
<td>□ Min. 200 hours related to advanced facilitation type of work as specified in entry criteria description</td>
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<tr>
<td>□ Min. 200 hours related to training delivery, assessment, and design &amp; development type of work</td>
<td>□ Renewal practice hours must not consist of only training delivery and/or assessment type work activities for two consecutive years</td>
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<tr>
<th>CPD Hours (per annum)</th>
<th>Associate Adult Educator</th>
<th>Specialist Adult Educator (Curriculum Development)</th>
<th>Specialist Adult Educator (Facilitation)</th>
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<tr>
<td>□ Min. 40 hours</td>
<td>□ Min. 40 hours</td>
<td>□ Min. 40 hours</td>
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ANNEX B

GUIDELINES ON THE USAGE OF THE ASSOCIATE ADULT EDUCATOR (AAE) OR SPECIALIST ADULT EDUCATOR (SAE) TITLE ON NAME CARDS AND EMAIL SIGNATORIES

- Only Adult Education Network (AEN) members who are awarded the AAE / SAE title may use the title in their name cards and email signatories.
- The title is used to accord professional recognition to the AAE / SAE and is not to be used to promote any training programme or workshop.
- The AAE or SAE will discontinue the use of the title in their name cards and email signatories when the appointment tenure expires.
- In the event of abuse, criminal and fraudulent activities, IAL reserves the right to prohibit the AAE / SAE’s usage of the title.
- The AAE / SAE is encouraged to advise clients to refer to the IAL website for the updated AEP registry.
- The AAE / SAE title can be displayed where appropriate on the name card. It is recommended that the display of title be italicised and placed next to, after or below the Job Designation / Job Position, and at 1 font size smaller than that of the Job Designation / Job Position. Please refer to sample display on name card and email signature below.
Sample display on Name card

John Tay
Manager
Marketing Division
Associate Adult Educator
Adult Education Professionalisation, IAL

Sample display of AAE / SAE title in Email Signature

Best regards

John Tay
Manager
Marketing Division
Associate Adult Educator
Adult Education Professionalisation, IAL

For further enquiries and clarification, please email the AEP Secretariat at Sarinah_Sharif@ial.edu.sg.