



Qualifications Requirements for WSQ Adult Educators

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Section A) TRAINING AND ADULT EDUCATION (TAE) WSQ FRAMEWORK

Under the Training and Adult Education (TAE) WSQ framework, the following WSQ programme and qualifications are available to qualify Adult Educators (AE) to function as WSQ Trainers, Assessors and Curriculum Developers to perform design, development, delivery and assessment for WSQ courses for various industry WSQ frameworks:

1. [WSQ Workplace Trainer Programme \(WTP\)](#) – a WSQ level 2 programme
2. [WSQ Advanced Certificate in Training and Assessment \(ACTA\)](#) – a WSQ level 3 qualification
3. [WSQ Diploma in Adult and Continuing Education \(DACE\)](#) – a WSQ level 4 qualification

Each programme or qualification consists of modules that are designed to equip the AE with competencies based on industry endorsed competency standards for the TAE sector. The descriptions of the learning outcomes of the modules are available at:

<https://www.ial.edu.sg/learn-at-ial/ial-programmes.html?tagsKeywords=TMS-IAL:programme/ProgrammeType/Certificates#>

Section B) QUALIFICATIONS REQUIREMENTS FOR WSQ ADULT EDUCATORS

Table 1: Qualifications requirements for WSQ Adult Educators as at 1 October 2015

WSQ AE Role	Public WSQ ATOs ¹	In-House WSQ ATOs ²
WSQ Trainer and/or Assessor	At least 80% ³ with ACTA qualification or equivalent	At least 80% ³ with WTP or equivalent
WSQ Curriculum Developer	100% with DACE qualification or equivalent	At least one must attain ACTA ⁴ qualification or equivalent
WSQ Master Trainer ⁵ (applicable for In-house WSQ ATOs only)	Not applicable	At least one WSQ master trainer with ACTA qualification or equivalent

- 1** Public WSQ Approved Training Organisations (ATOs) are training providers that conduct WSQ training and/or assessment for the public.
- 2** In-house WSQ ATOs are companies/organisations that conduct WSQ training and/or assessment internally within their organisation for their own staff only.
- 3** Proportion of total unique AEs deployed for each course.
- 4** Individuals who are performing WSQ Curriculum Developer responsibilities for in-house WSQ ATOs and who enrol for the 5th version of ACTA (ACTA v5) are advised to further their learning by completing the 2 curriculum development modules (Develop Curriculum and Instruction for Adult Learning Programme + Develop and Review Competency-based Assessment) under the Diploma in Adult and Continuing Education Version 2 (DACE v2).
- 5** The WSQ Master Trainer and WSQ Curriculum Developer for the in-house WSQ ATO can be the same person.

Section C) NON- WSQ QUALIFICATIONS RECOGNISED FOR EXEMPTION FROM TAE WSQ MODULES

AEs can apply for credit exemption by submitting to Institute for Adult Learning Singapore (IAL) the “*TAE WSQ Credit Exemption*” application form (available from <https://www.ial.edu.sg/learn-at-ial/ial-programmes/credit-exemption.html>) in accordance with the following **terms and conditions**:

1. Applicants may apply for exemption from TAE WSQ modules based on the recognised non-WSQ qualifications at Tables 2, 3 and 4, which they had previously attained.
2. The exemption will only take effect if the applicant successfully completes the full TAE WSQ programme/qualification by successfully completing the remaining TAE WSQ module(s). For TAE WSQ qualifications i.e. ACTA and DACE, the applicant will be issued the full WSQ qualification by the ATO who delivered the final remaining TAE WSQ module.
3. An administration fee will be charged for each exemption application.

Table 2: Non-WSQ Qualifications Recognised for Exemption for WSQ Workplace Trainer Programme (WTP) Version 2 Modules

S/N	Country	Recognised Non-WSQ Qualifications / Certificates	Exempted WTP v2 Modules*	Additional ACTA v5 Module [^] Required to be Completed
W1	England	Institute of Leadership and Management - ILM Level 3 Certificate in Workplace Coaching and Mentoring	<i>WTP M1, WTP M2</i>	<i>ACTA v5's M4</i>
W2	England	City and Guilds - IVQ Level 2 Diploma in Training Skills	<i>WTP M1, WTP M2</i>	<i>ACTA v5's M4</i>

* To complete the WSQ Workplace Trainer Programme (WTP) Version 2, an AE must complete the following modules:

Abbreviation	Competency Standard Title	Competency Standard Code
WTP M1	Facilitate workplace learning	(TR-DAT-201C-1)
WTP M2	Assess competence	(TR-DAT-302C-1)

Note: WTP M2 covers the same competency standard as ACTA v5 M5.

The descriptions of the learning outcomes of the modules are available at:

<https://www.ial.edu.sg/learn-at-ial/ial-programmes/certificate/workplace-trainer-programme.html>

[^] For the exemptions to take effect, applicants must also successfully complete ACTA Version 5 Module 4 (M4) "Interpret the Singapore Workforce Skills Qualifications System".

Table 3: Non-WSQ Qualifications Recognised for Exemption for WSQ Advanced Certificate in Training and Assessment (ACTA) Version 5 Modules

S/N	Country	Recognised Non-WSQ Qualifications / Certificates	Exempted ACTA v5 Module/s*	Additional ACTA Module/s Required to be completed for Award of full ACTA v5 qualification*
A1/v5/1	Australia	TAE40110 AQF Certificate IV in Training and Assessment, Registered Training Organisations	<i>ACTA v5 Modules:</i> <i>M1, M2, M3, M5 and M6</i>	ACTA v5 Modules: M4
A1/v5/2	Singapore	Institute of Technical Education (ITE) Train-the-Trainer modules:- Issued <u>from April 2017</u>: - <i>Design and Develop Training Curriculum</i> - <i>Deliver and Facilitate Learning</i>	<i>ACTA v5 Modules:</i> <i>M1, M2, and M3</i>	ACTA v5 Modules: M4, M5 and M6
A1/v5/3	Singapore	WSQ Workplace Trainer Programme Version 2 - WTP v2	<i>Completed ACTA v5 Module:</i> <i>M5</i>	ACTA v5 Modules: M1, M2, M3, M4 and M6

* To complete the WSQ Advanced Certificate in Training and Assessment (ACTA) Version 5, an AE must complete the following modules:

Abbreviation	Competency Standard Title	Competency Standard Code
ACTA v5 M1	Apply Adult Learning Principles in Training	(TR-LDD-301C-1)
ACTA v5 M2	Design a Learning Experience	(TR-LDD-302C-1)
ACTA v5 M3	Prepare and Facilitate a Learning Experience	(TR-DAT-301C-1)
ACTA v5 M4	Interpret the Singapore Workforce Skills Qualifications System	(TR-PSC-301C-1)
ACTA v5 M5	Assess Competence	(TR-DAT-302C-1)
ACTA v5 M6	Prepare for Continuing Professional Development	(TR-PSC-302C-1)

The descriptions of the learning outcomes of the modules are available at;

<https://www.ial.edu.sg/learn-at-ial/ial-programmes/certificate/training-assessment-acta.html>

Table 4: Non-WSQ Qualifications Recognised for Exemption for WSQ Diploma in Adult and Continuing Education (DACE) Version 2 Modules

S/N	Country	Recognised Non-WSQ Qualifications / Certificates	Exempted DACE v2 Module/s*	Additional Module/s Required to be completed for Award of DACE v2 qualification*	Elective Modules of the Corresponding Non-WSQ Qualifications / Certificates that are Recognised for Additional Credit Exemption
D/v2/1.1	Australia	TAA50104 AQF Diploma in Training and Assessment - National Assessors and Workplace Trainers Body, Registered Training Organisations	DACE v2 Modules: <i>CM4, CM5, Practicum, EM1 and EM2</i>	DACE v2 Modules: CM1, CM2 and CM3	-
D/v2/1.2	Australia	TAE50111 AQF Diploma of Vocational Education and Training	DACE v2 Modules: <i>CM1, CM5 and EM1</i>	DACE v2 Modules: CM2, CM3, CM4, Practicum, and Balance Electives	CM3: "TAETAS501B <i>Undertake Organisational Training Needs Analysis</i> " CM4: "TAEDES502A <i>Design and Develop Learning Resources</i> " EM2: "TAEDES505A <i>Evaluate a Training Programme</i> " EM3: "TAEDES503A <i>Design and Develop e-learning Resources</i> "
D/v2/1.3	Australia	TAE50211 AQF Diploma of Training Design and Development	DACE v2 Modules: <i>CM3, CM4, CM5, Practicum, EM1, EM2</i>	DACE v2 Modules: CM1 and CM2	CM1: "TAEPDD501A <i>Maintain and Enhance Professional Practice</i> " or "TAEDEL502A <i>Provide Advanced Facilitation Practice</i> "

S/N	Country	Recognised Non-WSQ Qualifications / Certificates	Exempted DACE v2 Module/s*	Additional Module/s Required to be completed for Award of DACE v2 qualification*	Elective Modules of the Corresponding Non-WSQ Qualifications / Certificates that are Recognised for Additional Credit Exemption
D/v2/2	Australia	Master of Training and Development (MTD) Griffith University - Singapore	DACE v2 Modules: CM4, CM5, Practicum, EM1, EM2	ACTA or equivalent is a prerequisite; DACE v2 Modules: CM1, CM2 and CM3	-
D/v2/3	England	Master of Arts in Lifelong Learning and Leadership (MALLL) - Institute of Education, University College London (IOE-UCL) – Singapore	DACE v2 Modules: CM1 and CM2	ACTA or equivalent is a prerequisite; DACE v2 Modules: CM3, CM4, CM5, Practicum and Balance Electives	-
D/v2/4	Singapore	Master of Arts in Instructional Design and Technology (MAIDT) – National Institute of Education (NIE), Nanyang Technological University (NTU)	-	ACTA or equivalent is a prerequisite; DACE v2 Modules: CM1, CM2, CM3, CM4, CM5, Practicum and Balance Electives	CM3: “Training Needs Assessment and Solutions” EM2: “Evaluation Models and Methods” EM3: “Designing E-Learning Systems”
D/v2/5	Singapore	Master of Arts in Professional Education (MAPE) – National Institute of Education (NIE), Nanyang Technological University (NTU)	-	ACTA or equivalent is a prerequisite; DACE v2 Modules: CM1, CM2, CM3, CM4, CM5, Practicum and Balance Electives	CM3: “Training Needs Assessment and Solutions” EM4: “Facilitating Learning and Performance Improvements at Work”

* To complete the WSQ Diploma in Adult and Continuing Education (DACE) Version 2, an AE must complete the following modules:

Core Modules

Abbreviation	Competency Standard Title	Competency Standard Code
DACE v2 CM1	Develop practice through reflection	(TR-PPD-402C-1)
DACE v2 CM2	Review competency-based training approaches for adult workers	(TR-PSC-402C-1)
DACE v2 CM3	Conduct a training needs analysis	(TR-HRD-402C-1)
DACE v2 CM4	Develop curriculum and instruction for adult learning programme	(TR-LDD-403C-2)
DACE v2 CM5	Develop and review competency-based assessment	(TR-DAT-403C-1)

*Additional Requirement:
Practicum*

Application of CM3, CM4 and CM5 competencies in an authentic CET work environment

Elective Tracks and Modules

Elective Track 1 (Assessment and Evaluation):

DACE v2 EM1	Develop assessment tools	(TR-DAT-405E-1)
DACE v2 EM2	Evaluate an adult learning programme	(TR-ERT-403E-1)

Elective Track 2 (e-Learning):

DACE v2 EM3	Design and develop an e-learning programme	(TR-LDD-405E-1)
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Elective Track 3 (Workplace Learning and Training):

DACE v2 EM4	Develop a workplace learning plan	(TR-LDD-406E-2)
DACE v2 EM5	Develop an on-the-job training programme	(TR-LDD-407E-1)

The descriptions of the learning outcomes of the modules are available at:

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

Section D1) MODULAR EQUIVALENCY BETWEEN ACTA VERSIONS 4 AND 5 AND ARRANGEMENT FOR COMPLETION OF ACTA VERSION 5 BY LEARNERS WHO PARTIALLY COMPLETED ACTA VERSION 4:

Table 5 lists the equivalency between modules of ACTA Versions 4 and 5. For ACTA Version 5 (ACTA v5) M1 and M3, there is no one-to-one equivalency and only the full combination of ACTA v4 modules indicated in Table 5 will be recognised for equivalency to ACTA v5 M1 and M3. For ACTA v5 M2 and M6, there is no equivalency with any of the ACTA v4 modules.

Learners who partially completed ACTA v4 and who wish to complete the remaining ACTA v5 module(s) to attain the full ACTA v5 qualification should check with IAL for bridging arrangements at <https://www.ial.edu.sg/learn-at-ial/ial-programmes/certificate/acta-bridging-programme-v4.html> .

Learners who have already attained any of the previous versions of the full ACTA qualification i.e. v1, v2, v3 or v4 will continue to be recognised as having attained the full ACTA qualification.

Table 5: Equivalency between Modules of ACTA Versions 4 and 5

ACTA Version 5 (v5) Requirements		ACTA Version 4 (v4) Equivalency
ACTA v5 Modules to be Completed	WSQ Competency Standard Code	
M1 Apply Adult Learning Principles in Training	TR-LDD-301C-1	The following combination of ACTA v4 modules is equivalent to ACTA v5 M1 and M3: ➤ ACTA v4 CU2 'Apply Adult Learning Principles and Code of Ethics Relating to Training' (TR-HCD-301C-2); and ➤ ACTA v4 CU4a 'Prepare and Facilitate Classroom Training' (TR-TDL-304C-1) or ACTA v4 CU4b 'Prepare and Conduct On-The-Job Training' (TR-TDL-303C-1)
M3 Prepare and Facilitate A Learning Experience	TR-DAT-301C-1	
M2 Design a Learning Experience	TR-LDD-302C-1	ACTA v4 has no equivalency with ACTA v5 M2
M4 Interpret the Singapore Workforce Skills Qualifications System	TR-PSC-301C-1	ACTA v4 CU1 'Interpret the Singapore Workforce Skills Qualification Framework' (TR-HCD-302C-1) is equivalent to ACTA v5 M4
M5 Assess Competence	TR-DAT-302C-1	ACTA v4 CU6 'Conduct Competency-Based Assessment' (TR-TEV-303C-1) is equivalent to ACTA v5 M5
M6 Prepare for Continuing Professional Development	TR-PSC-302C-1	ACTA v4 has no equivalency with ACTA v5 M6

*The following ACTA v4 modules have no equivalency with ACTA v5:

CU3a 'Design & Develop a WSQ Facilitated Training Programme' (TR-TDV-301C-1)

CU3b 'Design & Develop On-The-Job Training Programme' (TR-TDV-302C-0)

CU5 'Develop a Competency-Based Assessment' (TR-TEV-302C-1)

Section D2) MODULAR EQUIVALENCY BETWEEN DACE VERSIONS 1 AND 2 AND ARRANGEMENT FOR COMPLETION OF DACE VERSION 2 BY LEARNERS WHO PARTIALLY COMPLETED DACE VERSION 1:

Table 6 lists the equivalency between modules of DACE Versions 1 and 2.

Learners who partially completed DACE Version 1 (DACE v1) and who wish to complete the remaining DACE Version 2 (DACE v2) module(s) to attain the full DACE v2 qualification should check with IAL for bridging arrangements.

Learners who have already attained the full DACE v1 qualification will continue to be recognised as having attained the full DACE qualification.

Table 6: Equivalency between Modules of DACE Versions 1 and 2

DACE Version 2 (v2) Requirements		DACE Version 1 (v1) Equivalency	
DACE v2 Core Modules to be Completed	WSQ Competency Standard Code		
CM1/ RP Develop Practice Through Reflection	TR-PPD-402C-1	DACE v1 C1 'Develop Practice Through Reflection' (TR-PPD-401C-1) is equivalent to DACE v2 CM1	
CM2/ CBT Review Competency- based Training Approaches for Adult Workers	TR-PSC-402C-1	DACE v1 C2 'Review Competency- based Training Approaches for Adult Workers' (TR-PSC-401C-1) is equivalent to DACE v2 CM2	
CM3/ TNA Conduct a Training Needs Analysis	TR-HRD-402C-1	DACE v1 C4 'Plan a Training Needs Analysis" (TR-HRD-401C-1) is equivalent to DACE v2 CM3	
CM4/ DCI Develop Curriculum and Instruction for Adult Learning Programme	TR-LDD-403C-2	The following combination of DACE v1 units is equivalent to DACE v2 CM4: <ul style="list-style-type: none"> ➤ DACE v1 C5 'Apply Instructional Design to Create Courseware' (TR-LDD-402C-1) and ➤ DACE v1 E1 'Design and Develop Curriculum for Adult Learning Programmes' (TR-LDD-401E-1) 	
CM5/ AD Develop and Review Competency- based Assessment	TR-DAT-403C-1	DACE v1 C7 'Implement and Evaluate Assessment' (TR-DAT-402C-1) is equivalent to DACE v2 CM5	
DACE v2 Practicum Practicum = 30 hours (Includes assessment for CM3, CM4 and CM5 based on completed Workplace Project)	NA	The following combination of DACE v1 units is equivalent to DACE v2 Practicum: <ul style="list-style-type: none"> ➤ DACE v1 Integrated Practicum which is 30 hours and linked to Core Units C3, C5, C6 and C7 and ➤ DACE v1 Capstone Project which is 30 hours and linked to selected Elective Unit 	

DACE Version 2 (v2) Requirements		DACE Version 1 (v1) Equivalency
DACE v2 Elective Modules (One Elective Track needs to be Completed)	WSQ Competency Standard Code	
Elective Track 1 – Assessment and Evaluation		
EM1 Develop Assessment Tools	TR-DAT-405E-1	DACE v1 E2 'Develop Assessment Tools (TR-DAT-401E-1) is equivalent to DACE v2 EM1
EM2 Evaluate an Adult Learning Programme	TR-ERT-403E-1	DACE v1 E3 'Evaluate an Adult Learning Programme' (TR-ERT-401E-1) is equivalent to DACE v2 EM2
Elective Track 2 – e-Learning		
EM3 Design and Develop an e-Learning Programme	TR-LDD-405E-1	DACE v1 E4 'Design and Develop e-Learning Programme' (TR-LDD-402E-1) is equivalent to DACE v2 EM3
Elective Track 3 – Workplace Learning and Training		
EM4 Develop a Workplace Learning Plan	TR-LDD-406E-2	DACE v1 E8 'Develop Workplace Learning Plan' (TR-LDD-403E-1) is equivalent to DACE v2 EM4
EM5 Develop an On-The-Job Training Programme	TR-LDD-407E-1	DACE v1 E9 'Develop On-The-Job Training Programme' (TR-ERT-404E-1) is equivalent to DACE v2 EM5

*The following DACE v1 modules have no equivalency with DACE v2:

C3 'Incorporate Learning Theories and Approaches for Adult Learning' (TR-LDD-401C-1)

C6 'Facilitate Adult Learning' (TR-DAT-401C-1)

E5 "Facilitate e-Learning Programme' (TR-DAT-402E-1)

E6 'Use Facilitation Techniques for Group-based Learning' (TR-DAT-403E-1)

E7 'Facilitate Activity- based Learning' (TR-DAT-404E-1)

E10 'Initiate and Conduct Applied Research' (TR-ERT-402E-1)