Diploma in Adult and Continuing Education (DACE) V2

Practicum Overview
The WSQ Diploma in Adult and Continuing Education (DACE) is a programme under Singapore Workforce Skills Qualifications System (WSQ) Training and Adult Education framework. It is a qualification requirement for Curriculum Developers of WSQ Approved Training Organisations (WSQ ATOs).

DACE covers common training-related topics like assessment, curriculum development and instructional design, as well as other areas such as reflective practice and needs assessment. The programme provides learners with the opportunity to specialise in areas such as e-learning and workplace learning.

https://www.ial.edu.sg/DACE
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.

https://www.ial.edu.sg/DACE
Requirements of Practicum Host Organisation (PHO)

1. The PHO can be any business organisation 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](https://www.ial.edu.sg/DACE) before applying for the course.

https://www.ial.edu.sg/DACE
What does a Practicum consist?

- Conduct a Training Needs Analysis (TNA) for PHO
- Develop a Curriculum Design Document for PHO
- Design courseware (between 20 to 40 hours) for the curriculum for PHO
- Develop assessment plan for the curriculum for PHO

Approximately 12 weeks
Why should PHO do a Training Needs Analysis (TNA)?

A TNA is used to:

- Assess an organisation’s training needs (Gap Analysis)
- Assessment of the gap between the knowledge and abilities of your staff in the organisation currently possess
- Present the knowledge and abilities of your staff which would need to meet the organisation’s business needs
- Best conducted before training is budgeted, designed and delivered
Learning and Development (L&D)
- Identify the training needs
- Enable achievement of goals through L&D
- Targeted up skilling
- Skills and Competencies
- Emerging Skills

Performance Management
- Design the training required
- Enable job re-design
- Align performance to job expectations
- Occupations and Job Roles
- Skills and Competencies
- Emerging Skills
ROLE of a PHO

ASSIGN a PHO coordinator to:
- provide learner with opportunity to conduct a training needs analysis through surveys and interviews
- give feedback on learner’s:
  - Training Needs Analysis report
  - Curriculum design document
  - Courseware developed for part of the curriculum
So, what does the Practicum Learner do?

3 Steps
Conduct TNA
Design Curriculum
Develop Courseware

What is TNA? Difficult to do? Need a lot of my time? I got no time you know? I need to balance my work and the assignments in the DACE programme.
So, what does the Practicum Learner do?

A TNA is a structured process for identifying gaps in employee training and related training needs.

Let's look at the next slide to go through the process.
Training Needs Analysis (TNA) – 3 Key Areas

- Organizational Analysis
- Person Analysis
- Task Analysis
Type of Techniques used in TNA

- Observation
- Questionnaires
- Interviews
- Focus Groups
- Documentation
Example

• Sales not doing well

• TNA reveals training gaps in customer service skills

• Solution – Training curriculum on Customer Service
So, what does the Practicum Learner do?
Curriculum is the combination of instructional practices, learning experiences, and staff/students' performance assessment that are designed to bring out and evaluate the target learning outcomes of a particular course/training.
THE Layman Term

Curriculum is a MEANS to an END

- Look at the training gap and focus on the gap that matters
- Create instructional methods that engage your staff/students
- Develop deep learning related to an important standard
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
So, what is 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
Last question, what is Assessment?
Example of Assessment

- Learning in class
- Pass assessment
- Increase sales

Assess what has been learnt
RECAP, what does the Practicum Learner do?
Roles and Responsibilities of Practicum Supervisor

a. Help the supervisee in the initial engagement with the Practicum Host Organisation (PHO) to clarify practicum requirements;
b. Keep tab on the supervisee’s progress, ensuring that the supervisee delivers the practicum requirements with a clear and feasible plan;
c. Should the supervisee require help, the supervisor would provide some guidance, as such pointing him/her to the DACE learning resources;
d. When the supervisee has doubts or difficulties completing the assignments, the supervisor is expected to use a facilitative approach to clarify the doubts instead of telling the supervisee what to do. The supervisor would not coach the supervisee on the assignments nor vet them. The supervisee is expected to come out with the work himself/herself to be deemed ‘Competent’ for the respective modules; and
e. The supervisor should not offer templates or practicum samples other than those provided for in the DACE modules and online resources.
Wait wait... last few questions!
1. **Q.** How long does the practicum last?  
   **A.** 1 month for TNA, 2 months for designing curriculum and courseware

2. **Q.** Who owns the work done?  
   **A.** The Intellectual Property (IP) Rights belongs to the PHO. IAL will not claim any rights on the IP.

3. **Q.** Can the PHO engage me to continue the rest of the development work after my practicum?  
   **A.** Yes, This will be a private arrangement between PHO and learner. IAL has no involvement in this.

https://www.ial.edu.sg/DACE
Q. What do I do if the PHO requires Practicum Supervisor to sign a Non-Disclosure Agreement (NDA) or confidentiality agreement?

A. No, All submissions by Learner are handled with Practicum Supervisor is strongly discouraged to sign a NDA or confidentiality agreement separately with the PHO and Learner. Practicum Supervisors, as part of their employment contracts with IAL, are supposed to maintain confidentiality of all assessment artefacts.

B. All submissions are handled with care and in confidence and solely for assessment purpose as per standard practice by Institutes for Higher Learning. Learners are advised not to include highly sensitive content in their assignments such as proprietary information where commercial interest should be guarded.
Q. I need more help for my Practicum, who can I approach?
A. Always consult your Practicum Supervisor and work closely with her/him during your Practicum journey
Need more help on DACE Administration Matters?

1. Contact IAL

a) Hotline: 65 65790300

b) Online Enquiry: https://feedback.ial.edu.sg/
Need 24/7 help with canvas

CALL canvas
800-852-3839 (for AE)
800-852-3910 (for Learners)

CHAT online with canvas

SEARCH the canvas guides

ASK the Community
Thank You