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 Practicum Supervisees with the opportunity to specialise in areas such as e-learning and workplace learning.

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Overview of Practicum

1. Practicum Supervisees 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. Practicum Supervisees 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.

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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.

   If less than 10 employees, < 10, please write in to IAL with a complete organization chart for evaluation before engaging the PHO for practicum.

2. You are also to complete and get your PHO to sign a **Letter of Consent** before applying for the course.

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## Terminology used in Practicum

<table>
<thead>
<tr>
<th>Practicum Host Organisation</th>
<th>PHO</th>
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<tbody>
<tr>
<td>Practicum Supervisor</td>
<td>IAL appointed Adult Educator</td>
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<tr>
<td>Practicum Supervisee</td>
<td>Practicum Supervisee</td>
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Overview of Practicum (Approximately 12 weeks)

CM3
Conduct a Training Needs Analysis (TNA)

CM4
Develop Curriculum and Instruction for Adult Learning Programme (DCI)

CM5
Develop and Review Competency-based Assessment (AD)
What is being done during Practicum?

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

4 Weeks

Total = 12 Weeks
Why PHO should 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
What a Training Needs Analysis (TNA) can do for the PHO?

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
ASSIGN a PHO coordinator to:

- provide Practicum Supervisee with opportunity to conduct a training needs analysis through surveys and interviews
- give feedback on Practicum Supervisee’s:
  - Training Needs Analysis report
  - Curriculum design document
  - Courseware developed for part of the curriculum

ROLE of a PHO
ROLE of a PHO Coordinator (Appointed by PHO)

1. Facilitate the coordination between the tri-partite roles of the Practicum, i.e. Practicum Supervisee, Practicum Supervisor, and Practicum Host Organisation (PHO)
2. Ensure smooth execution and completion of Practicum
So, what does the Practicum Supervisee do?

1. Conduct a Training Needs Analysis (TNA) for PHO
2. Develop a Curriculum Design Document (CD) for PHO
3. Develop courseware for the curriculum for PHO
4. Develop Assessment Plan for courseware (AS) for PHO
So, what does the Practicum Supervisee 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 Supervisee do?

Thank you for the explanation. Roughly..we got the idea.

Wait...I got a question. What do you mean by "Curriculum?" Sounds so difficult.....
Curriculum

• Combination of instructional practices, learning experiences and staff/learners’ performance assessment that are designed to bring out and evaluate the target learning outcome of a particular course/training.
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/learners
• 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?
THE SMALL DETAILS

A set of:
1. 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?
2. Training Materials – **THINK** what are the good sources to deliver your lesson/training? Example: PowerPoint, Infographic, Notes?
3. Assessment Plan – **THINK** of the Learning Outcome, **Design** Assessment method
Last question, what is Assessment?
Example of Assessment

- Assess what has been learnt
- Learning in class
- Pass assessment
- ↑ sales
RECAP, what does the Practicum Supervisee do?

1. Conduct a Training Needs Analysis (TNA) for PHO
2. Develop a Curriculum Design Document (CD) for the PHO
3. Develop courseware for the curriculum for the PHO
4. Develop Assessment Plan for courseware (AS) for the PHO
Responsibilities of PHO

a. The PHO shall provide authentic training opportunities to the Practicum Supervisee to
   i. Understudy, participate in delivery of the PHO’s current existing training programme using existing curriculum;
   ii. Develop and/or contextualize new or existing programmes, and
   iii. Understudy the authentic assessment of Practicum Supervisee undergoing this programme, specifically in the portion that the Practicum Supervisee had delivered.

Where appropriate, PHO may assign the Practicum Supervisee to understudy experienced Trainers and Assessors to better grasp the content of the programme.
Responsibilities of PHO Coordinator

a. Induct the Practicum Supervisee into the PHO;
b. Coordinate opportunities for understudy and delivery;
c. Provide input to Practicum Supervisor on Practicum Supervisee’s performance; and
d. Play secondary roles which may include coaching, mentoring or work supervision
Responsibilities of Practicum Supervisee

a. Possess an excellent attitude;
b. Implement practicum plan and develop the pre-agreed deliverables;
c. Deliver training and/or conduct assessment;
d. Maintain confidentiality related to PHO’s materials and processes; and
e. Respect Intellectual Property rights at PHO
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 on concept clarification and pointing him/her to the relevant DACE learning resources. Concept application would be done by the supervisee without the supervisor’s intervention.

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 and how to do.

e. The supervisor would not coach supervisee on the assignments nor vet them to avoid compromising the authenticity of the final submissions.

f. The supervisee is expected to come out with the solutions himself/herself to be deemed ‘Competent’ for the respective modules; and

g. The supervisor would not offer templates or practicum samples other than those provided for in the DACE modules and online resources.
Wait wait... last few questions!
Q. How long does the practicum last?
A. 1 month for TNA, 2 months for designing curriculum and courseware

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.

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 Practicum Supervisee. IAL has no involvement in this.

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**Q.** What do I do if the PHO requires Practicum Supervisor to sign a Non-Disclosure Agreement (NDA) or confidentiality agreement?

**A.** Practicum Supervisors are obliged to maintain confidentiality of all data, assignments and assessment artefacts obtained in the course of their duty as stipulated in their Contract signed with IAL. He/she would not be signing separate agreements with the PHO.

**B.** Practicum Supervisees are advised not to include confidential information or highly sensitive content in their assignments such as proprietary information where commercial interest should be guarded. Personal data also should be sanitised in compliance with PDPA.
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

Q. I am leaving my current enterprise and my current PHO is not keen to continue with the practicum because I will be joining a new enterprise, what do I need to do?
A. Always inform your Practicum Supervisor about the change of a new job and new PHO to sign a Practicum Learning Contract with the New PHO
B. Inform IAL via email attaching the new Practicum Learning Contract and who is the new PHO
Q. I want to change my PHO but my Practicum has started, what should I do?

A. Practicum Supervisee(s) is required to inform both Practicum Supervisor and IAL via email on the change of PHO detailing the reason for such change(s). After which, discuss, work with your Practicum Supervisor and complete the following:

✓ Arrange for the 1st meeting with New PHO
✓ Present the Practicum Overview and your Practicum Gantt Chart/plan for the New PHO
✓ Discuss and agree on the key milestones/meetings with the New PHO
✓ Sign a New Practicum Learning Contract and email Practicum Supervisor and IAL

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Q. Do I need to repeat the completed practicum module with the new PHO?

A. Practicum comprises of 3 Core Modules namely:
  ✓ CM3, Conduct a Training Needs Analysis (TNA)
  ✓ CM4, Develop Curriculum and Instruction for Adult Learning Programme (DCI)
  ✓ CM5, Develop and Review Competency-based Assessment (AD)

Practicum Supervisee(s) do not need to repeat any completed practicum module with a “Competent, C” grade

B. Practicum Supervisee(s) is advised to discuss with Practicum Supervisor and New PHO on the plan forward to complete the remaining components of his/her Practicum
Q. What do I do if I want to change a PHO and the PHO is not agreeable?
A. IAL would not directly intervene in such disagreement between practicum learner and his/her PHO as the PHO has been brought on board the DACE practicum project by the learner. IAL only ensures that the practicum learner is able to deliver the project fulfilling the DACE assessment requirements. Practicum learner is expected to reach an amicable resolution with the PHO privately and update Practicum Supervisor and IAL via email. If the disagreement cannot be resolved, the practicum project would be suspended as the new PHO agreement cannot be signed until the old one is terminated.
Need more help on DACE Administration Matters?

1. Contact IAL

a) Hotline: 65 65790300

b) Online Enquiry: https://feedback.ial.edu.sg/
Thank You