

WSQ Advanced Certificate in Learning and Performance [ACLP]

A CUT ABOVE THE REST
Inspiring Excellence in Learning and Work



www.ial.edu.sg/aclp



https://t.me/learn_IAL



Important Note

By attending this course preview session, you agree that the Institute for Adult Learning (IAL), an autonomous institute of Singapore University of Social Sciences may collect, use and disclose your personal data for teaching, learning, research and administrative purposes.



01 - WHAT IS ACLP?

IS IT APPLICABLE FOR ME TO BECOME A TRAINER?



02 - AM I READY TO ENROL ONTO ACLP?



03 - I AM READY!

BUT... WHICH ACLP PATHWAY SHOULD I TAKE?



04 - IMPORTANT INFO



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1

What is ACLP?



Advanced Certificate in Learning and Performance (ACLP)

- **129.5-hour** programme completed over a 9-month duration.
- Designed to **equip Subject-Matter or Domain Specialists** with **SkillsFuture Singapore (SSG)** recognised Training and Adult Education (TAE) competencies.
- Aligned with **industry curated National Skills Frameworks (SFw)** to address the learning needs and business transformation challenges affecting enterprises and workers.
- ACLP extends **beyond classroom-based learning** design, delivery and assessment to enable learners to develop emerging skills in demand and **provide blended learning** solutions that can **enhance the employability** of workers and enterprises.
- **Recognised by SSG** to perform the role of a **Trainer and/or Assessor** of **SSG-funded Certifiable WSQ and Non-WSQ courses.**

Type of Training Provider	AE Qualifications Requirements
Public Training Provider	<ul style="list-style-type: none"> At least 80% of trainers and / or assessors with either ACTA² or ACLP qualification or equivalent (includes DACE¹ and DDDL² Graduates)
In-House Training Provider	<ul style="list-style-type: none"> At least 80% of trainers and / or assessors with WTP³ or WLF⁴ programme, or equivalent <u>and</u> At least one Master Trainer with either ACTA or ACLP qualification or equivalent to function as in-house curriculum developer

[SSG Website Link](#)

¹ WSQ Diploma in Adult and Continuing Education [DACE]

² WSQ Diploma in Design and Development of Learning for Performance [DDL²]

³ WSQ Advanced Certificate in Training and Assessment [ACTA]

⁴ WSQ Workplace Trainer Programme [WTP]

⁵ WSQ Workplace Learning Facilitator [WLF]



All existing WTP and ACTA graduates continue to be recognised by SSG as having met the AE Qualifications Requirements for the training and assessment of SSG-Funded WSQ and Non-WSQ Certifiable Courses



AE Qualifications Requirements for SSG-Funded Certifiable Non-WSQ courses take effect from 1 Jan 2021

ACLP Programme Objective

Prepare TAE Practitioners to



Adopt an open-minded, innovative and enterprise-relevant mindset to help learners and enterprises to address skills gaps and industry needs



Adapt, adopt and facilitate blended learning solutions (including classroom, workplace and technology-enabled learning modes) for effective learning to meet performance outcomes

M1

Facilitate Learning Experiences for Adult Learners

23 hrs

NEW!

M2

Adopt Skills Frameworks for Professional Growth

9 hrs

NEW!

M3

Facilitate Technology-enabled Learning

27 hrs

NEW!

M4

Facilitate Workplace Learning

29 hrs

NEW!

M5

Design Learning Solutions to Address Performance Needs

25 hrs

E1

Interpret WSQ and Assess Competence

16.5 hrs

What does ACLP Cover?

M1

Facilitate Learning Experiences for Adult Learners

Understand Learner

- Key principles in adult learning
- Develop learner profile & learning outcomes
- Instructional methods

Instructional Design

- ID theories, active learning qualities
- Learning aids, learning plan

Classroom Learning Delivery

- Effective facilitation, questioning & feedback techniques

NEW!

M2

Adopt Skills Frameworks for Professional Growth

Skills Framework (SFw) for Personal & Professional Growth

- SFw for 34 sectors
- Resources available
- TAE SFw

Roles & Usage of SFw to Employees

- SFw for different stakeholders (individuals, career counsellors, employers, training providers)
- SFw for employees

NEW!

M3

Facilitate Technology-enabled Learning

Implications & Impact of Tech-enabled Learning

- Principles of blended learning
- TPACK Framework
- Learning tech & tech-enabled learning activities

Tech-enabled Learning Delivery Plan

- SAMR, RASE, ICAP, Salmon's 5-Stage Model, learning delivery plan

Tech-enabled Learning Delivery

- Synchronous and asynchronous

What does ACLP Cover?

NEW!

M4

Facilitate
Workplace
Learning

Workplace Learning
Fundamentals

- Workplace learning fundamentals
- Data gathering plan

Workplace Learning Plan &
Delivery

- Design workplace learning task
- Facilitate workplace learning

Workplace Coaching

- Workplace coaching plan
- Resource preparation
- Coaching conversation

NEW!

M5

Design
Learning
Solutions to
Address
Performance
Needs

Problem Scoping

- SCOPE map

Solution Concept Map

- CLEAR tool

Solution Prototyping

- Iteration techniques
- Sketching & paper prototype
- Life-size experiment
- Landing page

Solution Prototyping

- Cover story method (Observation, Benefit, Solution)

E1

Interpret
WSQ &
Assess
Competence

Prepare & Conduct
Assessment

- Key concepts in competency-based assessment
- Code of ethics as assessor

Determine Assessment
Outcome

- Principles of assessment
- Rules of evidence

Feedback on Assessment

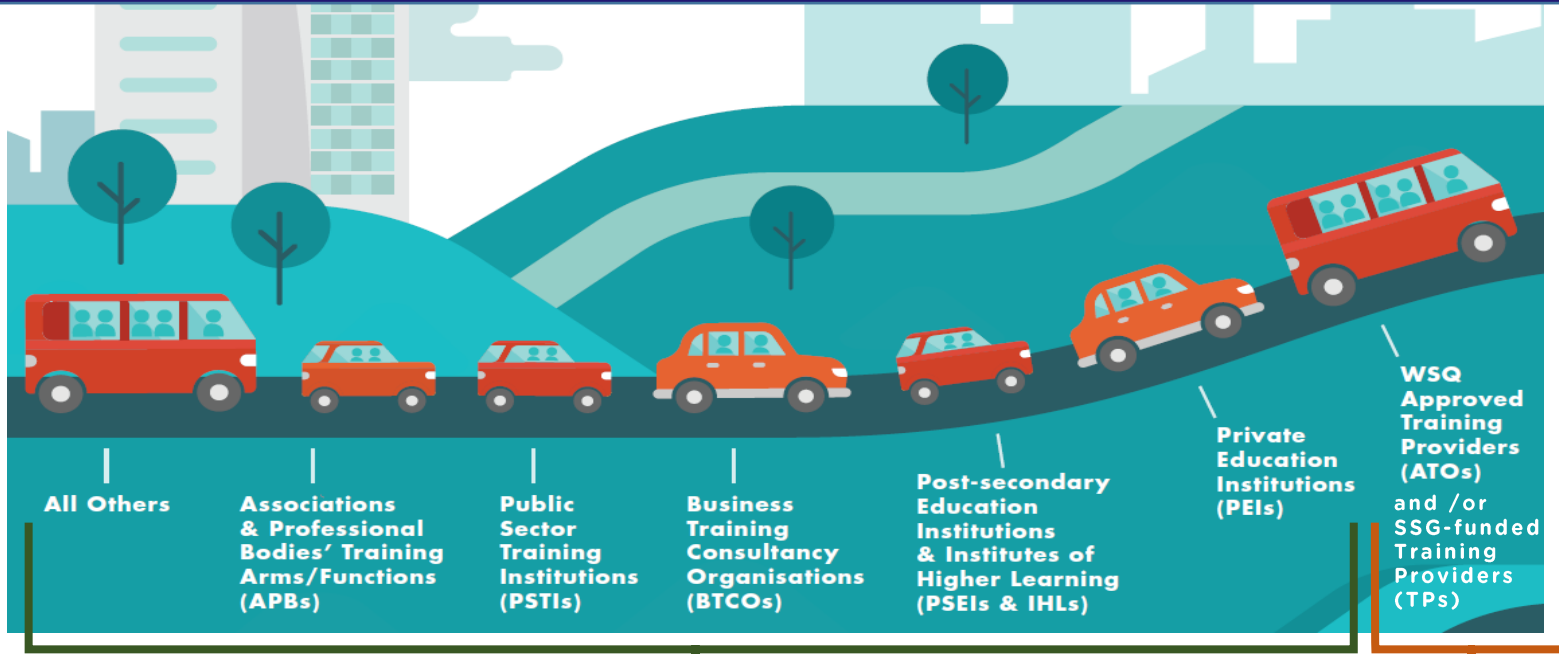
- Communicate assessment decision with feedback

1 Is ACLP applicable for me to become a Facilitator (Trainer)?

The TAE Landscape

ACLP is relevant for those who...

- Aspire to commence a career as an Adult Educator.
- Be part of the Singapore Training and Adult Education (TAE) community.
- Contribute to Continuing Education and Training (CET) for raising the quality of the Singapore Workforce.
- Be part of the National SkillsFuture Movement to promote lifelong learning and employability.



TAE Sector Training Organisations offering

- **Non-SSG funded or SSG Skills Future Credit (SFC) courses.**
- ACLP is **NOT** a requirement.
- Other Corporate / Institutional TTT or Lecturer Preparatory Programs may apply with Credit Exemptions awarded to complete ACLP.
- Consider those first before considering ACLP.

ACLP is a REQUIREMENT

Individuals performing the Role of a **Trainer and/or Assessor of SSG-funded WSQ and non-WSQ Certifiable courses** at Category B and higher funding levels



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2 Am I ready to enrol onto ACLP?

ACLP Qualification...

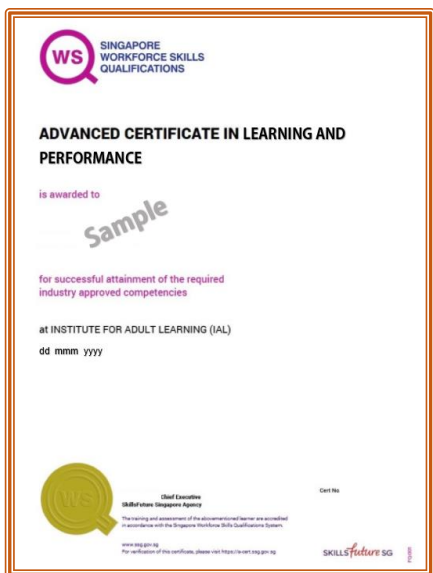
is essentially a means...



To evaluate your readiness, ask yourself:

- What are you going to teach?
- Who are your target audience?
- What level are you going to teach at?
- Do you have the necessary domain qualification/s?
- Do you have the required industry experience?
- Have you identified the potential Training Organisation where are you going to apply to?

For opportunities for a career in TAE with a TAE Training Organisation



Answers Ready? = No / Uncertain...
Explore Options to improve readiness
on next slide.

Answers Ready? = Yes!
You are well-positioned to explore ACLP
pathways in the next section.

2 Am I ready to enrol onto ACLP?

Attend Group Advisory Session

IAL » IAL Programmes » Continuing Professional Development » In Conversation with AEs...

Community Outreach and Support Services

In Conversation with AEs: Should I Become a Freelance AE?

Singaporean/PR: S\$16.05 |
Others: S\$21.40 w/GST
AEN Member

Singaporean/PR: S\$16.05 |
Others: S\$21.40 w/GST
Non-AEN Member

AE Career Advisory
Speaker

7:00pm – 9:00pm
Duration

SCHEDULE / APPLY

This is a fully online session conducted via ZOOM. Participants can participate in the session from any venue of their convenience with a laptop / device that is compatible with ZOOM. More details on participating in the session will be send to the confirmed registrants.

<https://www.ial.edu.sg/learn-at-ial/ial-programmes/other-continuing-and-professional-development/In-Conversation-with-AEs-Should-I-Become-a-Freelance-AE.html>

This session aims to:



Offer perspectives to individuals who aspire to become freelance Adult Educator



Provide a platform to share information pertaining to Adult Educator landscape



ACLP Programme Entry Requirements



Be eager to facilitate learning and assess adult learners through the design, reflection and continuous improvement of learning activities in an array of learning settings such as classroom, workplace and technology-enabled learning contexts



English language at GCE 'O' Level of C6 and above, or WSQ Workplace Literacy skills of Level 6 and above



Min. 2 years of domain expertise



Possess appropriate level subject matter specialisation and industry experience, relevant for the design, facilitation and assessment of learning



Be able to source and analyse relevant materials from the workplace, library, internet or online databases for design and development of learning resources



- Possess basic information and communication technology (ICT) skills
- Possess a Laptop - Recommended

Attendance Requirement:

You would need to meet the **minimum attendance requirement of 75% for every module** else a rescheduling is required (an administrative fee of \$110 - before GST).

IAL strongly encourage full attendance for all classes unless there are unforeseen circumstances, e.g. due to medical reasons where documentary proof can be provided.



ACLP Programme Commitment & Rigour



Be prepared to put in a lot of hours and work for the assignments and 'homework' after class/work. Examples like video recording of lesson facilitation, workplace coaching plan, assignments and more assignments



ICT skills must be competent in facilitating online, submission of assignments online and use of tech tools in the new normal world



Assignments done in M1 affects M3, M4, M5 so complete your assignments conscientiously



Social learning with your peers is very important and powerful. The journey maybe tough but do not give up easily.
Enjoy the journey of learning together these few months!

ACLP Assessments

Module Title		Assessment Design	Workplace Access?
M1	Facilitate Learning Experiences for Adult Learners	<ul style="list-style-type: none"> • Design a learning experience • Facilitate a 20-min segment in class • Complete a self-assessment with feedback 	Nil
M2	Adopt Skills Frameworks for Professional Growth	<ul style="list-style-type: none"> • Desktop-report on benefits of SFw as TAE professional • Role-play on how SFw can be adopted by employees • Complete a self-assessment with feedback 	Nil
M3	Facilitate Technology-Enabled Learning	<ul style="list-style-type: none"> • Develop a tech-enabled delivery plan based on lesson plan in M1 • Facilitate a synchronous & asynchronous session • Complete a self-assessment with feedback 	Nil
M4	Facilitate Workplace Learning	<ul style="list-style-type: none"> • Develop a workplace delivery and follow-up plan • Facilitate a 30-min segment at the workplace • Develop a workplace coaching plan • Facilitate a 30-min coaching segment at the workplace • Complete a self-assessment with feedback 	Recommended Or Use IAL's Case Studies
M5	Design Learning Solutions to Address Performance Needs	<ul style="list-style-type: none"> • Develop a learning solution as a project team to address an authentic workplace performance need • Prototype a solution and gather feedback from workplace stakeholders • Refine prototype for implementation planning • Complete a self-assessment with feedback 	Recommended Or Use IAL's Case Studies

ACLP Assessments

Module Title		Assessment Design	Workplace Access- YES!
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M2	Adopt Skills Frameworks for Professional Growth	<ul style="list-style-type: none"> • Desktop-report on benefits of SFw as TAE professional • Role-play on how SFw can be adopted by employees • Complete a self-assessment with feedback 	Nil
M3	Facilitate Technology-Enabled Learning	<ul style="list-style-type: none"> • Develop a tech-enabled delivery plan based on lesson plan in M1 • Facilitate a synchronous & asynchronous session • Complete a self-assessment with feedback 	Nil
M4	Facilitate Workplace Learning	<p>Workplace Stakeholders Involvement</p> <ul style="list-style-type: none"> ▪ Management representative to provide organisational context and learning performance need <ul style="list-style-type: none"> • Intended workplace learner (at least 1) 	
M5	Design Learning Solutions to Address Performance Needs	<ul style="list-style-type: none"> ▪ Access to Standard Operating Procedures (SOPs - if applicable) ▪ Onsite access for workplace learning delivery and prototyping of workplace learning approach or solution ▪ Feedback from Workplace Stakeholders 	



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3

Which ACLP Pathway is for You?



With little or no TAE expertise and interested in a career transition to the TAE sector

Aspiring
TAE professional

Cohort-based Learning



With TAE expertise and qualifications, current with sector's practice complementing domain expertise

Existing
TAE professional

One-Stop Skills Credentialing (OSSC)

Modularised Learning

Which ACLP Pathway is for You?



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With TAE expertise and qualifications, current with sector's practice complementing domain expertise



Existing
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Modularised Learning



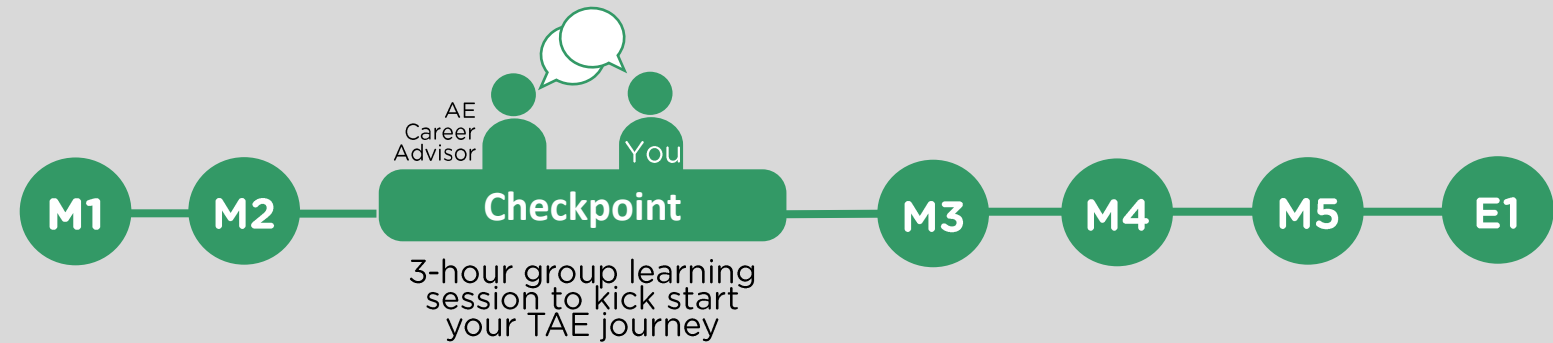
Aspiring TAE Professionals - Cohort-based Learning



Ready and eager to join the TAE sector?

Ensure you meet the following:

- General Entry requirements (Slide 23)
- Workplace Assessment Requirements (Slides 25-26)



Which ACLP Pathway is for You?



With little or no TAE expertise and interested in a career transition to the TAE sector

The complimentary RPL Advisory Chat service is no longer available.

If you wish to make an application for RPL, you may do so through our One-Stop Skills Credentialing (OSSC) platform [here](#).

With **TAE expertise and qualifications**, current with sector's practice complementing domain expertise



Existing TAE professional

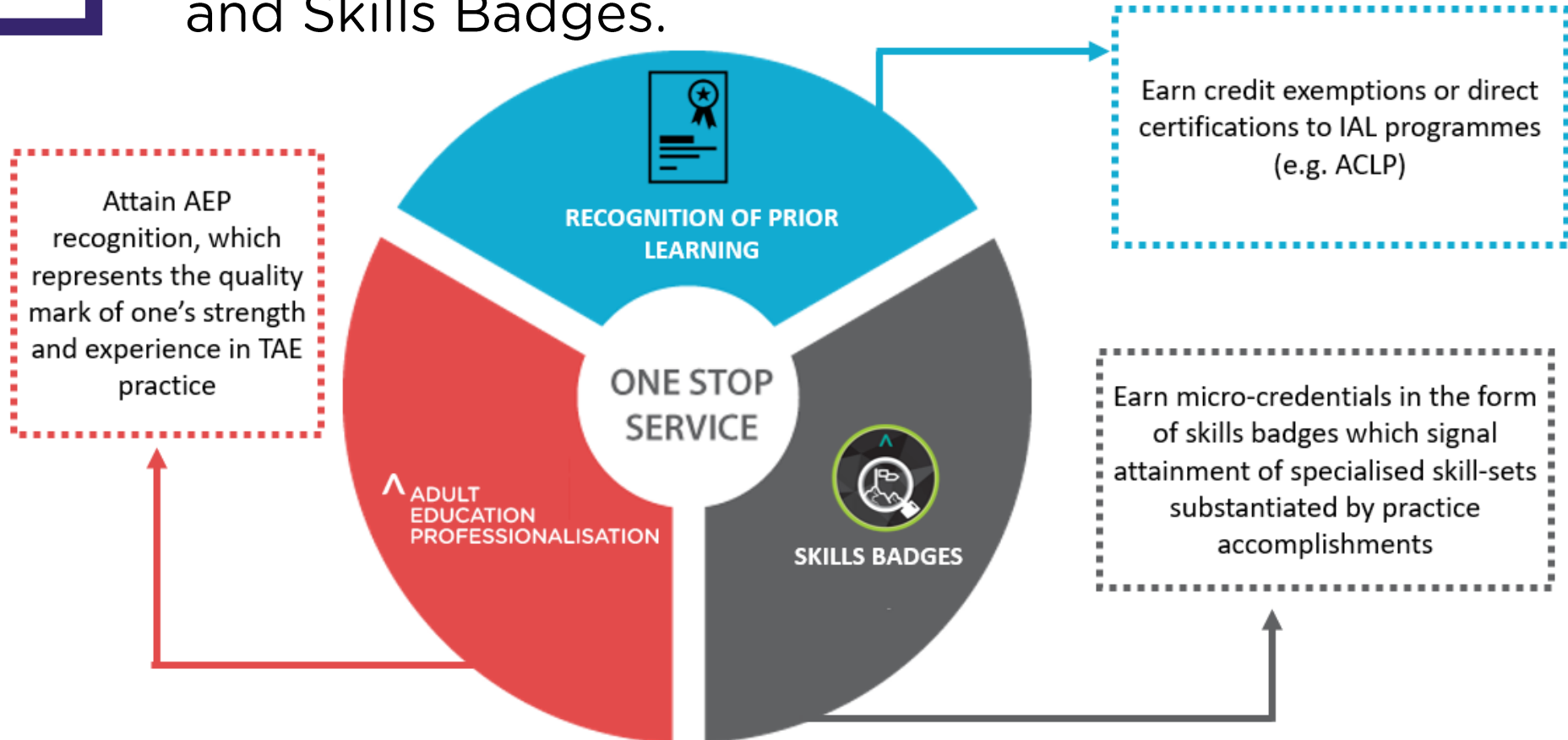
One-Stop Skills Credentialing (OSSC)

Modularised Learning

What is OSSC?



One-Stop Skills Credentialing (OSSC) integrates Adult Education Professionalisation (AEP), Recognition of Prior Learning (RPL) and Skills Badges.





Option 1 RPL + Fees for Assessment with Training

Non-Refundable **Application** Fee (per application)

S\$50 (b4 GST) + **S\$25** (before GST) per Credit Exemption applied

Why OSSC (Skills Badges)?



LEARNING EXPERIENCE
DELIVERY



SKILLS FRAMEWORK
ADOPTION



TECHNOLOGY-ENABLED
LEARNING DELIVERY

Recognised Skills Badges showcasing your competency

Exemptions (*where applicable*)
and Badge/s granted if you
show proficiency for the
respective modular competency



WORKPLACE LEARNING
FACILITATION



LEARNING SOLUTION DESIGN

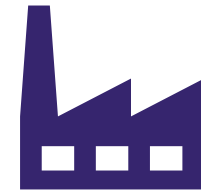


ASSESSMENT DESIGN
IMPLEMENTATION



Expert Advisory Service

Prior to meeting Industry
Panel, advisors will assist
with your decision on
Pathway Options and
explain the preparation
needed.



Skills Badges Composite Assessment Panel

Map your own experience
against your sector's TAE
practices and broad
outcomes, rather than
detailed, prescriptive
competency statements

OSSC Launch – Available Skills Badges for Application

SPECIALIST ADULT EDUCATOR

Accumulate at least 6 skills badges (across 3 skills categories)

ASSOCIATE ADULT EDUCATOR

Accumulate 4 skills badges (across 2 skills categories)

SKILLS CATEGORY: INTERVENTION DESIGN AND DEVELOPMENT

ACLP M5



LEARNING SOLUTION DESIGN

ACLP M2



SKILLS FRAMEWORK
ADOPTION

SKILLS CATEGORY: DELIVERY AND EXECUTION

ACLP M3



TECHNOLOGY-ENABLED
LEARNING DELIVERY

ACLP M4



WORKPLACE LEARNING
FACILITATION

WLF1 / ACLP M1



LEARNING EXPERIENCE
DELIVERY

IMPACT MONITORING AND EVALUATION

WLF2 / ACLP E1/E2



ASSESSMENT DESIGN
IMPLEMENTATION

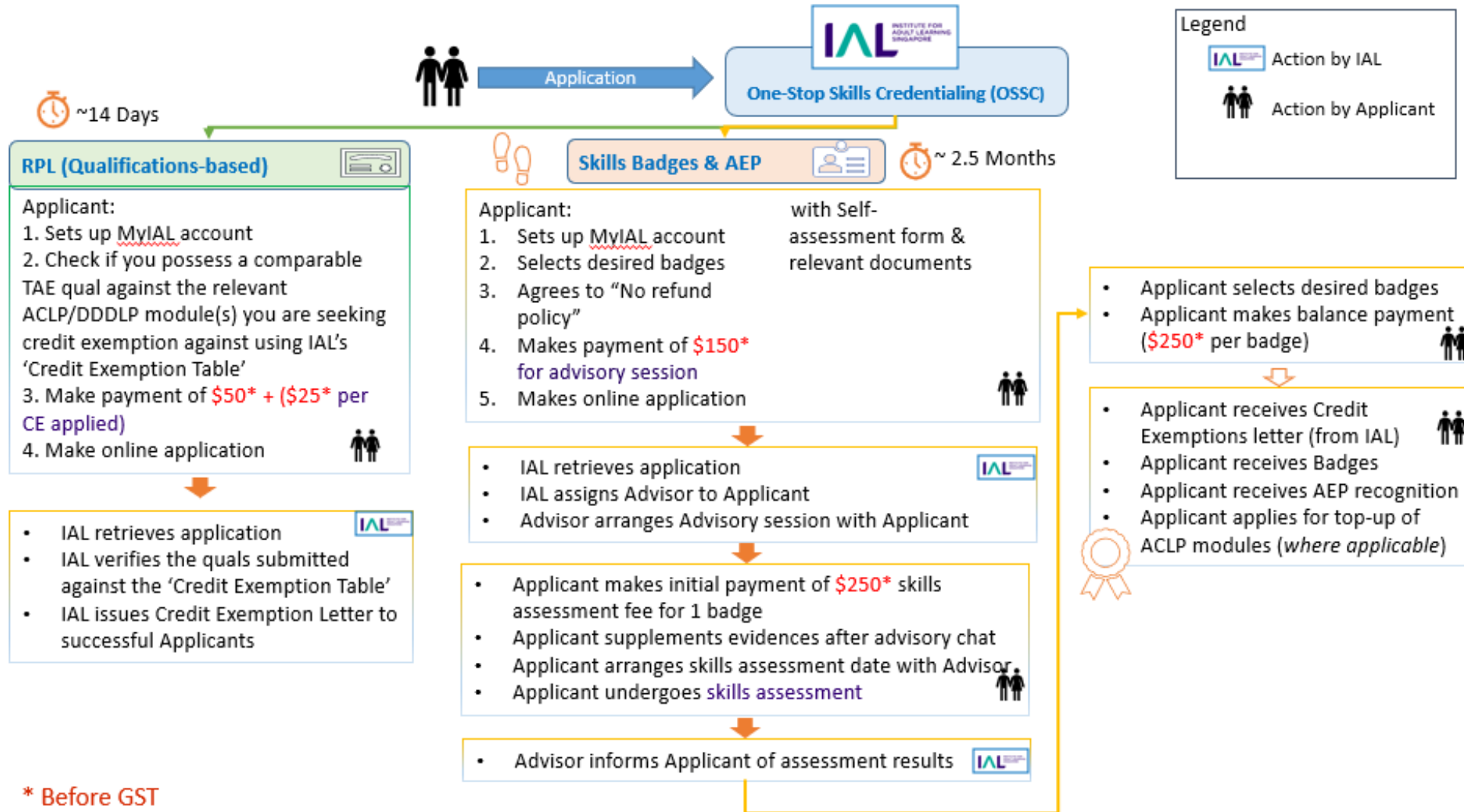


Option 2 Skills Badges + Fees for Assessment with Training

Non-Refundable **Application** Fee (per application)

S\$150 (b4 GST) + **S\$250** (b4 GST) per Skills Badge applied

What are the Different Options for me?





Option 2 Skills Badges + Fees for Assessment with Training

Non-Refundable **Application** Fee (per application)

\$S150 (b4 GST) + **\$S250** (b4 GST) per Skills Badge applied

Remaining Non-Exempted Modules with completion via Assessment WITH Classroom Training					
Module (Fees in S\$)		Full Programme Fee with GST	For Singaporeans and PRs After 70% funding With GST	For Singaporeans (40 years old and above) After Mid-Career Enhanced Subsidy (MCEs) 90% Funding With GST	<p>(Note: Workfare Training Support (WTS) has been replaced by Workfare Skills Support (WSS) from 1 Jul 2020. Refer to https://www.workfare.gov.sg/Pages/WSS.aspx for more details.)</p>
M1	Facilitate Learning Experiences for Adult Learners	963.00	288.90	108.90	
M2	Adopt Skills Frameworks for Professional Growth	749.00	224.70	84.70	
M3	Facilitate Technology-Enabled Learning	963.00	288.90	108.90	
M4	Facilitate Workplace Learning	1,605.00	481.50	181.50	
M5	Design Learning Solutions to Address Performance Needs	963.00	288.90	108.90	
E1	Interpret WSQ & Assess Competence	1,070.00	321.00	121.00	

The fees are inclusive of prevailing GST and subject to change. IAL reserves the right to amend this information without prior notice. For full details on the available funding schemes, <https://www.ial.edu.sg/learn-at-ial/funding/skillsfuture-funding.html>.



Aspiring TAE Professionals - Cohort-based Learning Fees

**Full
ACLP
Cohort**

Funding Scheme (all fees in S\$)	Application Fee <i>with GST</i>	Full Programme Fee <i>with GST</i>	For Singaporeans and PRs After 70% funding <i>With GST</i>	For Singaporeans (40 years old and above) After Mid-Career Enhanced Subsidy (MCES) 90% Funding <i>With GST</i>	<i>(Note: Workfare Training Support (WTS) has been replaced by Workfare Skills Support (WSS) from 1 Jul 2020. Refer to https://www.workfare.gov.sg/Pages/WSS.aspx for more details.)</i>
ACLP (with E1)	64.20	6,313.00	1,893.90	713.90	

The fees are inclusive of prevailing GST and subject to change. IAL reserves the right to amend this information without prior notice. For full details on the available funding schemes, <https://www.ial.edu.sg/learn-at-ial/funding/skillsfuture-funding.html>.

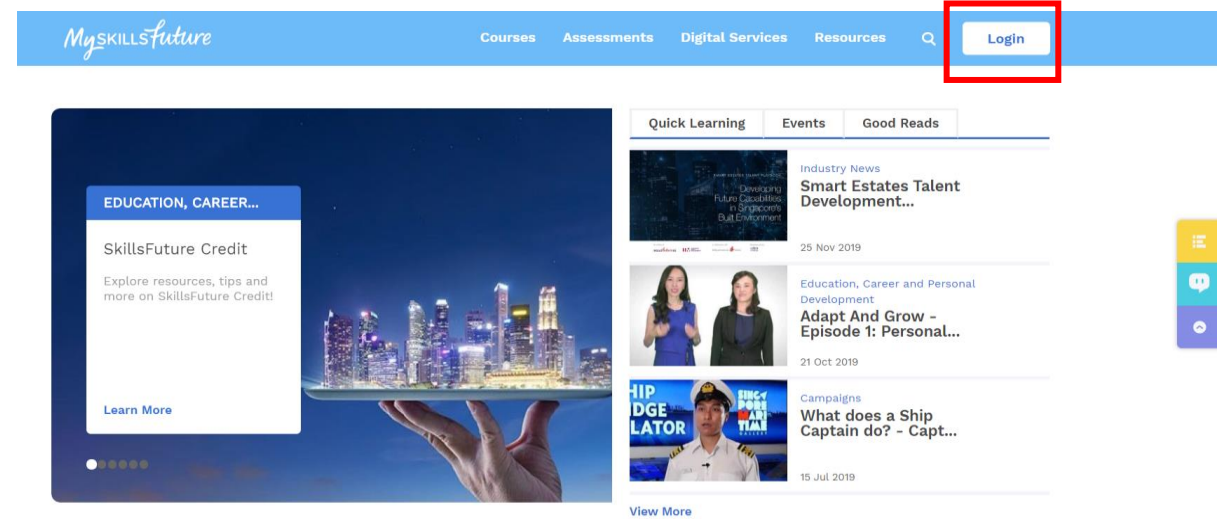
How will I receive my certificates?

You will receive WSQ electronic certificates (e-Certs) between 4 to 6 weeks after completing the required assessments

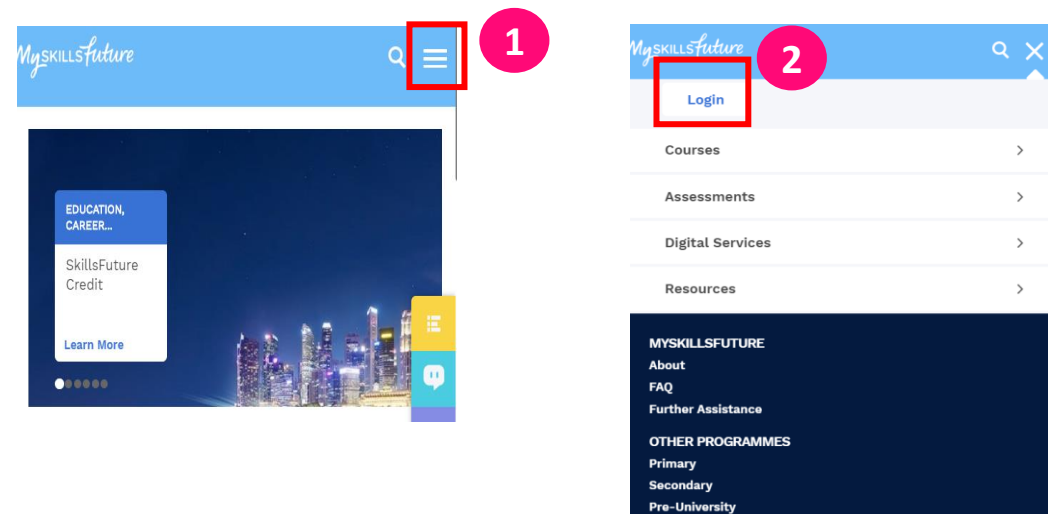
Log in to MySkillsFuture portal via SingPass to download WSQ e-Certs

[MySkillsFuture Portal Link](#)
Read FAQ and User Guide [here](#)

Desktop View



Mobile View





Become an Adult Education Network member and [continue your professional development](#) with many AEN offerings like Special Interest Groups and Adult Learning Symposium



Find an AE Mentor and work on [real work projects](#)



Go on to other IAL programmes (eg. [Diploma](#) or [Master](#)) once you have more field experience



Participate in inlab [activities](#) like ideathons and competitions



Become an Adult Education Professional - [be recognised](#) and get access to exclusive jobs and development opportunities



Practice your TAE skills and get badges

What happens after ACLP?



'LEARN AT IAL'
TELEGRAM CHANNEL



Subscribe now!
Share with your
networks today!



We are on TELEGRAM!



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Important information



Withdrawal & Refund Policy

Request for Withdrawal [^]	
Withdrawal request received at least 10 working days before the course start date	100% refund of paid course fees [^]
Withdrawal request received less than 10 working days but before the course start date	50% refund of paid course fees [^]
Withdrawal request received on or after the course start date	NO refund
[^] For any paid fees funded by SkillsFuture Credit (SFC) or PSEA, the refund will be reinstated to the learner's SFC or PSEA account first, followed by GIRO. [^] Processing Time for a refund is 20 working days from the date of written notice of withdrawal.	

- ❑ If a learner withdraws midway from their course for any reason, there will be no refund for any unconsumed portion of the paid fees.

Important information



Class Rescheduling

- ❑ If you fall short of the 75% attendance requirement in a particular module, you will not be allowed to take assessments of that module.
- ❑ You may request a re-scheduling of session(s).
Terms and conditions with an applicable fee apply as below:

Request for Re-scheduling of training or assessment session(s)^ to fulfil 75% attendance requirement	
Re-scheduling free-of-charge for <u>Recognised absences</u> with supporting documents: <ul style="list-style-type: none">. Medical. Reservist. Court appearance. Bereavement of immediate family members (parents, parents-in-law, siblings, spouse and children). Quarantine Order due to Covid-19 exposure (applicable to F2F sessions only)	<u>One-time ONLY per course**</u> Re-scheduling fee beyond the allowable Recognised Absences: \$110.00 (before GST)
^Processing Time for a Re-scheduled session is 10 working days , or at the earliest possible time slot(s), at IAL's discretion.	
**Full module fee may apply when a learner is required to make up their attendance in a particular module, and the One-Time Re-scheduling option has been used during their course.	

Important information



Reassessment

- If you are deemed 'Not-Yet-Competent (NYC)', you can request a one-time re-assessment within **5 working days** from the date of the last assessment. Applicable re-assessment fee per module.

Request for Re-Assessment [^] (within <u>5 working days</u> of last Assessment Date)	
'NYC' is awarded on <u>1st attempt</u> : Re-assessment fee of S\$160.00 (before GST)	'NYC' is awarded on <u>2nd attempt</u> : the full course fee without subsidy will apply
[^] Processing Time for a Re-Assessment is 10 working days or at the earliest possible time slot, at IAL's discretion.	

Important information



Maximum Candidature Period

- ❑ You should complete your ACLP within 2 years from the course start date. Failing which, your candidature will be terminated, and full fees without funding will apply if you wish to re-enrol the same course.

Course Deferment

- ❑ You may submit a deferment application if you cannot complete the full qualification due to reasons beyond your control. An admin fee of S\$110.00 (before GST) will apply.
- ❑ Deferment applications with invalid, insufficient or no supporting documents will be rejected. Upon review, IAL's decision will be final.
- ❑ Once the application is approved, you may return within **ONE YEAR** from the Deferment Approval Date to complete the remaining modules.
- ❑ Full fees without funding will apply if you wish to re-enrol the same course past the one-year deferment period.

Overall view of the F2F schedules

Module	Face-to-Face (F2F) Day Schedule	Face-to-Face (F2F) Eve / Sat Schedule
M1 – Facilitate Learning Experiences for Adult Learner	Day 2 & Day 3	Day 3 & Day 4 (2 Evening & 2 Saturday Sessions) OR Day 4 & Day 5 (3 Evening & 2 Saturday Sessions) OR Day 5 & Day 6 (5 Evening & 1 Saturday Sessions)
M4 – Facilitate Workplace Learning	Day 3, Day 4 & Coaching Session 2	Day 3, Day 4 & Coaching Session 2 OR Day 4 and Day 5 & Coaching Session 2 + Continuous Assessment (for ACLP Aug 2020 (Eve/Sat) B8-10, B8-11 & B8-12. ACLP Sep 2020 (Eve/Sat) B9-7, B9-9, B9-10, B9-11)
M5 – Design Learning Solutions to Address Performance Needs	Day 3	Day 5 & 6 (6 Evening & 1 Saturday Sessions) OR Day 4 (3 Evening Sessions and 2 Saturdays Session)
E1 – Interpret WSQ and Assess Competence	Formative Assessment Session & Assessment	



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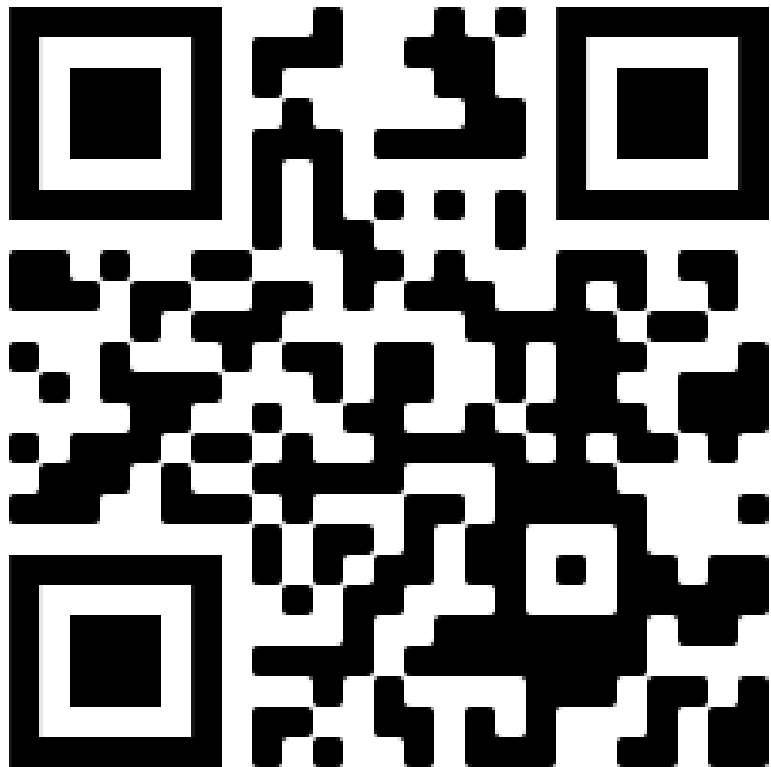
www.ial.edu.sg/aclp



https://t.me/learn_IAL

Feedback about the Programme Preview

Scan QR code



Type link

bit.ly/previewACLP

(case sensitive)