**Master of Learning and Professional Development (MLPD)**

**Application Instructions**

Dear Applicant, do note the following instructions:

* Please use the form templates as provided.

Save your complete application documents in ONE (1) file and save in pdf format with naming convention <MLPD\_surname\_first name >.pdf. (For example: MLPD\_Tan\_Meiling.pdf)

* Email your completed submission to: [mlpdapplication@ial.edu.sg](mailto:mlpdapplication@ial.edu.sg)
* Your submission should include the following documents in the specific order indicated below. Please note that incomplete submissions will not be processed.
* For items 4 to 7 and 10 listed in the table below, the original documents have to be presented to IAL for certification of true copies upon request.

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| **Document Required** | **Form Template/ Separate Attachment** |
| 1. Completed MLPD Application Submission Checklist | **Annex A** |
| 1. Completed MLPD Application Form | **Annex B** |
| 1. **Two** Completed Reference Request Forms   *Note: If to be submitted separately by referee, please indicate in the MLPD Application Submission Checklist.* | **Annex C** |
| 1. Scanned copy of original undergraduate degree certificate | Separate attachment |
| 1. Scanned copy of original undergraduate degree transcript | Separate attachment |
| 1. Scanned copy of other original academic qualifications | Separate attachment |
| 1. Scanned copy of other original professional qualifications (if any) | Separate attachment |
| 1. Cover page of the 40-credit points Portfolio Submission | **Annex D** |
| 1. Portfolio evidences | Separate attachment |
| 1. Reference letter(s) of a minimum of three years of work experience in the discipline/field of training and development.   *Note: Letters are to be printed on official business letterhead paper, stating commencement and/or completion dates; a position description and a brief scope of work.* | Separate attachment |
| 1. [Optional] CV | Separate attachment |

**ANNEX A**

**Master of Learning and Professional Development (MLPD)**

**Application Submission Checklist**

Please use this form as the cover page for your application.

Kindly ensure the submitted forms and documents are arranged in the correct order as indicated below. **Please note that submissions not meeting the minimum required documentation listed under the application instructions will not be processed**.

Full Name of Applicant (as in NRIC/FIN): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Submission: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Mandatory Documents***

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|  | Document required | Included?  (Yes / No) |
|  | MLPD Application Submission Checklist |  |
|  | MLPD Application Form |  |
|  | 1. Reference Request Form 1 (please indicate ‘SEP’ if submitted separately) |  |
| 1. Reference Request Form 2 (please indicate ‘SEP’ if submitted separately) |  |
|  | Original undergraduate degree certificate (to certify & make copy of) |  |
|  | Original undergraduate degree transcript (to certify & make copy of) |  |
|  | Other original academic qualifications (to certify & make copy of) |  |
|  | Other original professional qualifications (if any; to certify & make copy of) |  |
|  | Cover page of the 40 Credit Points Portfolio Submission |  |
|  | Portfolio Evidences |  |
|  | Reference letters of a minimum of three years’ work experience in the discipline/field of training and development (to certify & make copy of)  *Note: Letters are to be printed on official business letterhead paper, stating commencement and/or completion dates; a position description and a brief scope of work.* |  |

***Non – Mandatory Documents***

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|  | [Optional] CV |  |

### ANNEX B

**Master of Learning and Professional Development (MLPD)**

**Application Form**

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| **1** I **PERSONAL DETAILS** | | | |
| Salutation:  (e.g. Mr, Ms, Dr etc.) | Full name:  (As it appears in your NRIC/Passport. Please underline surname.) | | |
| Date of birth:  (dd/mm/yyyy) | | NRIC/FIN/Passport No. | |
| Organisation: | | Designation: | |
| Mailing address:  Postal Code: | | | Tel:  Mobile: |
| Email: | | | |
| Race: | | Gender: | |
| Nationality: | | Country of birth: | |

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| **2**  I **PROGRAMME DETAILS** | |
| 5740 Master of Learning and Professional Development | Cohort 3 Intake - 2022 |
| Have you previously studied at Griffith University? (Yes/No)  If yes, please provide your Griffith ID number and programme details below:  Griffith ID No. | |
| Programme: | Dates enrolled: |

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| **3** I **ACADEMIC QUALIFICATIONS** | | | | | | | |
| You must give details of your highest academic qualification and any previous studies you have undertaken at college or university. | | | | | | | |
| Institution | Grade/ class | FT or PT | Title of  **award\*** | Subject(s) | Dates of study | | Date of **award\*\***  (mm/yy) |
| From  (mm/yy) | To (mm/yy) |
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| \*Please give actual title BA, BSc, Martrise, Ptychion, etc.  \*\*If you are currently completing a degree, indicate the expected completion date. | | | | | | | |

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| **4** I **PROFESSIONAL QUALIFICATIONS** | | | | |
| Institution | Title  (e.g. ACTA, ACLP, DACE) | Dates of study | | Date of  **award\*\***  (mm/yy) |
| From  (mm/yy) | To  (mm/yy) |
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| **5** I **CREDIT TRANSFER** | | | | |
| Do you wish to apply for a transfer of credits from previous postgraduate study? See the notes for further details. | | | | |
| **Institution** | **Module/ Course** | **Credits** | **Dates of study** | |
| From  (mm/yy) | To  (mm/yy) |
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| **6** I **PROFESSIONAL EXPERIENCE/CURRENT EMPLOYMENT** | | | | |
| Tell us about your current and previous employment over the past **eight** years. You should use the personal statement to provide further detail if necessary. | | | | |
| Do you have at least 3 years work experience in CET?  If yes, please complete the section below and provide supporting evidence. | | | Yes  No | |
| Designation | Employer | Job Description | Dates of employment | |
| From  (mm/yy) | To  (mm/yy) |
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| **7** I **ENGLISH PROFICIENCY** | | | | Yes | No |
| Have you completed GCE O/A Levels and achieved a minimum C grade in an English, Humanities or Social Science subject within the last 5 years. If yes, please attach evidence. | | | |  |  |
| Have you successfully completed a Diploma or Advanced Diploma from a Singapore Polytechnic or a degree from a university in Singapore?  If yes, please attach evidence. | | | |  |  |
| Have you successfully completed tertiary study in the USA, UK, Canada (excluding Quebec), New Zealand, Australia or the Republic of Ireland?  If yes, please attach evidence. | | | |  |  |
| If no, please provide details of an English language proficiency test (TOEFL/IELTS Academic) undertaken within the past two years (from time of commencement). A copy of the test result is required to finalise admission procedures. If available, please enclose this with your application. | | | | | |
| Test Type | Scores | Date (dd/mm/yyyy) | Registration number (TOEFL) / Test Report Form number (IELTS Academic) | | |
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| **8** I **FINANCIAL SUPPORT** |
| How will you finance your studies?  Self-funded  Other, please specify: \_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **9** I **REFEREES** | |
| Please give the names and addresses of two (2) people who are able to comment on your programme suitability and to whom you have forwarded the Reference Request forms. The forms should be returned directly to the Institute for Adult Learning (IAL) by the referees.  At least one referee should have direct knowledge of your academic work. We should receive references as soon as possible after submission of your application form. | |
| ***Referee 1*** | |
| Name: | |
| Organisation: | |
| Designation: | |
| Email: | Tel: |
| ***Referee 2*** | |
| Name: | |
| Organisation: | |
| Designation: | |
| Email: | Tel: |

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| **10** I **OTHER INFORMATION** |
| If you have discussed your application with a staff member of Griffith University or the Institute for Adult Learning (IAL), please provide their details.  Name:  Institution:  Phone/email (if available): |
| Please let us know how you heard about this programme: |

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| **11**  I **PERSONAL STATEMENT** |
| Please provide a brief statement in support of your application (If necessary, you may continue on a separate sheet.)  You should outline:   * Why you wish to undertake this programme at Griffith University/ Institute for Adult Learning. * Relevant work *I* professional experience you have undertaken (this can be paid or unpaid). |
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| **12** I **DECLARATION** |
| By submitting this form, I confirm that:   * To the best of my knowledge the statements on this application are true, accurate and complete. * I understand that if offered a place, I will be required to submit certified/notarised documentary evidence of the qualifications named in this application. * I will notify the Institute for Adult Learning and Griffith University if the information supplied in this application changes. * If admitted to Griffith University I agree to abide by the University's rules, regulations and policies at https://policies.griffith.edu.au/ * I am aware that Institute for Adult Learning and Griffith University are not able to provide financial assistance to students whose funds prove to be inadequate at any stage during their programme. I undertake not to make any call upon the Institutes in respect of tuition fees or other expenses related to my studies. * I undertake to make the necessary arrangements to have sufficient funds to cover my tuition fees for the full duration of my programme. * I have read and understand the Griffith University has a privacy policy at <https://www.griffith.edu.au/about-griffith/corporate-governance/plans-publications/griffith-university-privacy-plan> * I undertake to serve a 2-year Bond Period by working in an entity or organisation in the education and training sector or a training and adult education job role in Singapore upon successful completion of the programme. |

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| **Signature** | **Date** (dd/mm/yyyy) |
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**ANNEX D**

**Master of Learning and Professional Development (MLPD)**

**40-Credit Points Portfolio Submission**

***PLEASE NOTE: Text in blue are provided for the purpose of examples and should be deleted in your actual submission.***

**Please use this form as the cover page for your portfolio.**

The portfolio you submit along with your Master of Learning and Professional Development (MLPD) application should address the criteria listed in column 1 of Table 1 (Demonstrated ability) below. The evidence you provide will be assessed for the eligibility of the 40 credit points (CP) towards the MLPD programme. The 40 CP are equivalent to four courses over a period of 2 trimesters and receiving the 40 CP would be equivalent to saving S$14,000 (excluding GST) for the programme.

The evidence you supply does not need to be separated into discrete items to meet the criteria listed under Demonstrated ability. You can present a portfolio that includes evidence for more than one criterion and can be used to support the elaboration for the different demonstrated abilities.

If you are an existing Specialist Adult Educator (Curriculum Development or Facilitation) under the Adult Education Professionalisation initiative, you will be exempted from the portfolio requirements for the MLPD programme. You are required to submit the relevant document with your application form.

Table 1 - Criteria and examples as guides to demonstrate relevant extension to expertise in support of the MLPD application.

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| **Demonstrated ability** | **Examples of evidence** | **Portfolio evidence appended** |
| 1. To master a body of theoretical knowledge related to training and development | A document showing understanding of relevant theory underpinning:   * good assessment practices * good lesson planning   (e.g. constructivism) | *E.g.*   * *DACE module: Review competency-based training approaches for adult learners* * *Certified and conducted numerous workshops (e.g. on leadership and specific skills) that demonstrate the principle of constructivism and leadership theories.* |
| 1. To critically reflect on the application of theory to practice | *E.g.*   * *DACE module: Review competency-based training approaches for adult learners* * *Certified and conducted numerous workshops (e.g. on leadership and specific skills) that demonstrate the principle of constructivism and leadership theories.* |
| 1. To investigate, analyse and synthesise complex information | A report or proposal addressing a requirement such as the development of a new learning programme for a particular group of Singaporeans or other learners, based on input from and parameters set by a range of stakeholders and sources of information (eg. news articles, journals) | *E.g.*   * *Development, implementation and review of a training handbook for a company* * *Proposal to revise a training company’s framework in relation to the recognition of prior learning* |
| **Demonstrated ability** | **Examples of evidence** | **Portfolio evidence appended** |
| 1. To generate and evaluate complex ideas and concepts at an abstract level | If you have a post-graduate qualification, a study assignment at this level that demonstrates such ability | *E.g.*   * *Report with recommendations on the findings of a review of the implementation of a training programme* * *Title and summary of research project or dissertation for a university qualification* |
| 1. To justify and interpret theory, methodologies and conclusions that are linked to professional decisions | Review of a research study or other document containing these elements for publication in a professional journal or as part of a postgraduate assignment | *E.g.*   * A curriculum for implementation in (name of industry). * Review of curriculum for (name of industry). |
| 1. To respond in practical and innovative ways to development in a professional training area | Leadership of a project involving the Implementation of innovative yet practical strategies relevant to a work area. | *E.g.*   * Leadership of a team working on an assigned project to introduce an innovation in a particular workplace or industry sector. |
| 1. To plan and execute a substantial research-based project | A report for a funding body or employer detailing the implementation of a successful research project |  |

**ANNEX C**

**Master of Learning and Professional Development (MLPD)**

**Reference Request Form** (Confidential)

**Section A**

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| **To be completed by the Applicant** |
| **Full Name:**  (As it appears in your NRIC/Passport. Please underline surname.) |
| **Course: 5740 Master of Learning and Professional Development (MLPD)** |

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| **Particulars of Referee to be completed by the Applicant** | |
| **Salutation:**  (e.g. Mr, Ms, Dr etc.) | **Name of referee:**  (Please underline surname.) |
| **Designation (if applicable):** | |
| **Email:** | |
| **Date request form sent to referee** (dd/mm/yyyy): | |
| **Please send the completed form to your referee to provide the information required below.** | |

**Section B**

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| **To be completed by the Referee** | |
| **1. How long and in what capacity have you known the applicant?** | |
| **2. Please give your opinion of the applicant’s academic and/or professional achievements.** (If the candidate is completing a course of study this year, please give an indication of the likely result) | |
| **3. Please give a description of the applicant as he/she is known to you with particular reference to qualities of character, personality and suitability for the course of study.** | |
| **Signature of referee** |  |
| **Designation** |  |
| **Date (dd/mm/yyyy)** |  |

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| Please email this completed form in full to:  **mlpdapplication@ial.edu.sg** |