Deepen Your Capabilities as a TAE Professional with Effective Training and Development

WHERE TO APPLY:
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Progress In Your Career as a TAE Professional through Continuous Development and Capability Building

WSQ Approved Training Organisations (ATOs) will be required to progressively raise their proportion of qualified trainers, assessors and curriculum developers. To meet the needs and demands across industries, five key competencies have been identified in the Training and Adult Education WSQ framework.

1. HUMAN RESOURCE DEVELOPMENT
   • Identify skills gaps required to meet individuals’ and organisations’ needs in a competitive environment

2. LEARNING DESIGN AND DEVELOPMENT
   • Design and develop face-to-face and e-learning (or instructional) plan, including:
     - determining and specifying the content to be covered;
     - designing and specifying the learning and assessment activities

3. DELIVERY AND ASSESSMENT
   • Deliver learning solutions to produce desired outcomes for both face-to-face and technology-enabled platforms
   • Measure and promote desired learning outcomes via assessment processes, methods and procedures

4. EVALUATION AND RESEARCH
   • Evaluate the effectiveness of a training programme or event to enhance current and future learning
   • Gather, analyse and interpret data to enable understanding and make evidence-informed decisions

5. POLICY, SYSTEM AND CAPABILITIES DEVELOPMENT FOR CET
   • Develop and facilitate workforce skills upgrading through engaging stakeholders, and understand foundational principles underpinning the WSQ system

As Singapore invests more in Continuing Education and Training (CET) and expands the Singapore Workforce Skills Qualifications (WSQ) system to meet the rising skill needs of industries, the demands on TAE professionals will increase in tandem.

The Training and Adult Education (TAE) WSQ Framework is developed to raise the capabilities and professionalism of TAE Professionals whose roles may include adult education, human resource development, training management and workforce development, to meet the continuous demands of quality education, training and development.

Accurate as of January 2016
TRAINING AND ADULT EDUCATION PROGRAMME OVERVIEW

Workplace Trainer Programme (WTP)
The WSQ Workplace Trainer Programme (WTP) is a competency-based training programme, designed specifically for workplace supervisors, line-leaders and managers who also perform the role of a trainer. It aims to equip workplace trainers with the competence to effectively deliver workplace training and conduct assessment at their workplace.

Duration: approximately 47 hours

Advanced Certificate in Training and Assessment (ACTA)
The Advanced Certificate in Training and Assessment (ACTA) is a qualification requirement for Curriculum Developers of WSQ Approved Training Organisation. ACTA 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 also provides learners with opportunities to specialise in areas such as e-learning and workplace learning.

Duration: approximately 100 hours

Diploma in Adult and Continuing Education (DACE)
The Diploma in Adult and Continuing Education (DACE) is a qualification requirement for Curriculum Developers of WSQ Approved Training Organisation. 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 also provides learners with opportunities to specialise in areas such as e-learning and workplace learning.

Duration: approximately 240 hours

Specialist Diploma in Advanced Facilitation (SDAF)
The Specialist Diploma in Advanced Facilitation (SDAF) builds on the foundation of Adult Educators (AEs) competencies covered in the WSQ ACTA, which enables practitioners to hone their capabilities needed to facilitate training delivery using blended learning approaches, to enable sustained learning and positive change.

Duration: approximately 158 hours

Qualifications Requirements for WSQ Adult Educators
To ensure that Adult Educators continue to meet the needs of employers and workers and deliver positive training outcomes, the Singapore Workforce Development Agency (WDA) has introduced new qualification requirements to raise the professionalism of WSQ trainers, assessors and curriculum developers. The qualifications can be attained via the Facilitated Learning Pathway (FLP) and Accelerated Learning Pathway (ALP).

Duration: approximately 100 hours

WSQ Adult Educators’ Qualifications Requirements (as at 1st October 2015)

<table>
<thead>
<tr>
<th>WSQ AE Role</th>
<th>Public WSQ ATOs</th>
<th>In-House WSQ ATOs</th>
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<tbody>
<tr>
<td>WSQ Trainer and/or Assessor</td>
<td>At least 80% 4 with ACTA qualification or equivalent</td>
<td>At least 80% 4 with WTP or equivalent</td>
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<tr>
<td>WSQ Curriculum Developer</td>
<td>100% with DACE qualification or equivalent</td>
<td>At least one must attain ACTA qualification or equivalent</td>
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<tr>
<td>WSQ Master Trainer 3</td>
<td>Not applicable</td>
<td>At least one WSQ master trainer with ACTA qualification or equivalent</td>
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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).

Higher Competence, Greater Benefits
The SkillsFuture Qualification Award, formerly known as Continuing Education and Training Qualification Award, encourages Singapore Citizens to continually deepen their skills or acquire new skills that will allow them to explore new job opportunities.

• Singapore Citizens who attain a WSQ Diploma, Specialist Diploma, Graduate Certificate or Graduate Diploma from 1 January 2016 is eligible for a cash reward of $1,000.
• Singapore Citizens who attain a WSQ Certificate, Higher Certificate, or Advanced Certificate from 1 January 2016 is eligible for a cash reward of $200.

To find out more about the SkillsFuture Qualification Award, visit www.skillsfuture.sg/qualificationaward.