

Adult Education (AE) Programmes

and

AE Qualifications Requirements

for

Adult Educators / AEs (Trainers, Assessors and Curriculum Developers)

of

SkillsFuture Singapore (SSG) - Funded Certifiable Courses





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Section A) ADULT EDUCATION (AE) PROGRAMMES

SkillsFuture Singapore (SSG) has appointed the Institute for Adult Learning (IAL) - an institute of the Singapore University of Social Sciences (SUSS) – to offer the following Adult Education (AE) Singapore Workforce Skills Qualifications (WSQ) programmes for individuals to meet SSG's AE Qualifications Requirements for Adult Educators (AEs) to function as Trainers and Assessors for SSG-Funded WSQ and non-WSQ Certifiable courses and Curriculum Developers for SSG-Funded WSQ Certifiable courses:

- A1 WSQ Workplace Leaning Facilitator (WLF) Programme a level 3 WSQ programme
- A2 WSQ Advanced Certificate in Learning and Performance (ACLP) a level 3 WSQ qualification
- A3 WSQ Diploma in Design and Development of Learning for Performance (DDDLP) a level 4 WSQ qualification

Note:

- A1a. The WSQ Workplace Learning Facilitator (WLF) programme has replaced the former WSQ Workplace Trainer Programme (WTP) with effect from 1st January 2020.
- A2a. The WSQ Advanced Certificate in Learning and Performance (ACLP) has replaced the former WSQ Advanced Certificate in Training and Assessment (ACTA) qualification with effect from 1st July 2019.
- A3a. The WSQ Diploma in Design and Development of Learning for Performance (DDDLP) has replaced the former WSQ Diploma in Adult and Continuing Education (DACE) with effect from 1st April 2021

Graduates of former versions of DACE, ACTA and WTP programmes continue to be recognised by SSG as having met the AE Qualifications Requirements for the respective AE functions of SSG-Funded Certifiable Courses – *Refer to Section B*.

SSG-Funded WSQ and Non-WSQ certifiable courses offered by Institutes of Higher Learning (IHLs) [Autonomous Universities, Polytechnics and the Institute of Technical Education (ITE)] and those that are certified by ITE are exempted from SSG's AE Qualifications Requirements. Programmes jointly offered and certified by Training Providers and/or organisations with IHLs are also exempted from SSG's AE Qualifications Requirements.





Programmes A1–A3 consists of modules that are designed to equip AEs with industry endorsed Technical Skills and Competencies (TSC) referenced from the Skills Framework for Training and Adult Education (SFw for TAE) sector. More information about SFw for TAE may be found at: https://www.skillsfuture.sg/skills-framework/tae





Section B) SSG's ADULT EDUCATION (AE) QUALIFICATIONS REQUIREMENTS FOR ADULT EDUCATORS (AEs)

Table B1: AE Qualifications Requirements ^a for <u>Trainers and Assessors</u> of SSG-Funded Certifiable WSQ and non-WSQ Courses

Type of Training Provider (TP)	AE Qualifications Requirements for <u>Trainers and Assessors</u>		
Public Training Provider ^b	 At least 80% ^d of trainers and / or assessors with either ACTA or ACLP qualification or equivalent (includes either DACE or DDDLP Graduates^e). 		
In-House Training Provider ^C	 At least 80% of trainers and / or assessors with WTP or WLF programme, or equivalent and At least one Master Trainer f with either ACTA or ACLP qualification or equivalent to function as in-house curriculum developer. 		

Table B2: AE Qualifications Requirements for <u>Curriculum Developers</u> of SSG-Funded Certifiable WSQ Courses

Type of Training Provider (TP) AE Qualifications Requirements for <u>Curriculum Developers</u>		
Public Training Provider	100% with either DACE or DDDLP qualification or equivalent.	
In-House Training Provider	$ullet$ At least one Master Trainer ${m f}$ with ACTA or ACLP qualification or equivalent to function as in-house curriculum developer.	





Note:

- a. SSG-Funded WSQ and Non-WSQ certifiable courses offered by Institutes of Higher Learning (IHLs) [Autonomous Universities, Polytechnics and the Institute of Technical Education (ITE)] and those that are certified by ITE are exempted from SSG's AE Qualifications Requirements. Programmes jointly offered and certified by Training Providers and/or organisations with IHLs are also exempted from SSG's AE Qualifications Requirements.
- **b.** Public Training Providers are training providers that offer SSG-Funded Certifiable courses for the public.
- **c.** In-house Training Providers are enterprises/organisations that that offer SSG-Funded Certifiable courses internally within their organisation for their own staff only.
- d. 80% refers to the proportion of total unique AEs deployed for each SSG-Funded Certifiable course.
- e. DACE or DDDLP Graduates who do not possess ACTA or ACLP qualification (i.e.: Enrolled for the DACE or DDDLP programme directly or attained through award of credit exemption/s in lieu of attainment of ACTA or ACLP) are recognised to perform the roles of Curriculum Developers, Trainers and Assessors of SSG-Funded Certifiable WSQ and non-WSQ Courses.
- *f.* The Master Trainer and Curriculum Developer for the in-house WSQ Approved Training Organisation (ATO) can be the same person.

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Section C) COMPARABLE CERTIFICATIONS RECOGNISED FOR CREDIT EXEMPTIONS FROM ADULT EDUCATION (AE) PROGRAMMES

Adult Educators / Trainers who have attained comparable Train-The-Trainer (TTT) or TAE related certifications may apply for credit exemption/s for completion of the AE programmes by submitting to IAL the "Credit Exemption" application form (available at:

https://www.ial.edu.sg/learn-at-ial/ial-programmes/credit-exemption.html) in accordance with the following terms and conditions:

- C1. Applicants may apply for credit exemption/s from WLF, ACLP or DDDLP modules based on the comparable Train-The-Trainer (TTT) or TAE related certifications which they had previously attained. Refer to tables C1, C2 & C3 for the respective credit exemption details.
- C2. To attain the full WSQ qualification or programme with award of credit exemption/s, the applicant may need to enrol and successfully complete the remaining non-exempted module(s) of the respective TAE WSQ programme.
- C3. A non-refundable administration fee of \$26.75 (with GST) is applicable for each credit exemption application submission.

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Table C1a: Comparable Certifications Recognised for Award of Credit Exemptions for attainment of the WSQ Workplace Learning Facilitator (WLF) Programme – First Version (WLF v1):

S/N	Originating Country	Comparable Train-The-Trainer Programme	Exempted WLF v1 Module	Additional WLF v1 Module Required for fulfilment of WLF v1 Programme
W 1	Singapore	Institute of Technical Education (ITE)'s Train-the-Trainer (TTT) – Module:		
		ITE TTT module: • Prepare and Conduct Coaching	WLF 1 (Equivalent to ACLP M4)	WLF 2 (Equivalent to ACLP E2)
		ITE TTT module: • Develop and Conduct Assessment	WLF 2 (Equivalent to ACLP E2)	WLF 1 (Equivalent to ACLP M4)
W 2	Singapore	WSQ Workplace Trainer Programme (WTP) – Full Programme	WLF 2 (Equivalent to ACLP E2)	WLF 1 (Equivalent to ACLP M4)
W 3	Singapore	WSQ Advanced Certificate in Learning and Performance (ACLP) – Module:		
		• Module 4 / M4: Facilitate Workplace Learning	WLF 1 (Equivalent to ACLP M4)	WLF 2 (Equivalent to ACLP E2)
		• Elective 1 / E1: Interpret WSQ & Assess Competence	WLF 2 (Equivalent to ACLP E2)	WLF 1 (Equivalent to ACLP M4)





S/N	Originating Country	Comparable Train-The-Trainer Programme	Exempted WLF v1 Module	Additional WLF v1 Module Required for fulfilment of WLF v1 Programme
W 4	Singapore	National Centre of Excellence for Workplace Learning (NACE) Led by Nanyang Polytechnic (NYP) NACE Led by NYP's Workplace Learning (WpL) Training Programmes: — All three WpL modules: 1. Workplace Learning Blueprint Development 2. Effective Coaching for Workplace Trainers 3. Assessing and Reviewing Workplace Learning	WLF 1 (Equivalent to ACLP M4) & WLF 2 (Equivalent to ACLP E2)	Nil
W 5	Singapore	National Centre of Excellence for Workplace Learning (NACE) @ Singapore Institute of Technology (SIT) NACE @ SIT's Integrated Work Study Programme (IWSP): — 1. Corporate Coaching & Mentoring Programme	WLF 1 (Equivalent to ACLP M4) & WLF 2 (Equivalent to ACLP E2)	Nil





Note:

Graduates of former WSQ Workplace Training Programme (WTP):

Graduates of former versions of the full WTP programme continue to be recognised by SSG as having met the AE Qualifications Requirements for the respective AE functions of SSG-Funded Certifiable Courses – *Refer to Section B*.

Graduates of WSQ Workplace Learning Facilitator (WLF) programme – version 1

- Individuals who have completed the WLF v1 programme who are keen to attain the full ACLP qualification may proceed to enroll for ACLP v1 modules M1, M2, M3 and M5 directly with IAL on a modular basis.
- Contact: https://feedback.ial.edu.sg/ to indicate interest to enroll for ACLP.

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Table C1b: Glossary of WLF version 1 modules and corresponding Skills Framework for Training and Adult Education's (SFw for TAE)

Technical Skills and Competency (TSC):

WSQ Workplace Learning Facilitator (WLF) Programme - version 1 (WLF v1):

Abbreviation	WLF / ACLP Module Title	Skills Framework for TAE Technical Skills and Competency (TSC)		
		TSC Title	TSC Code	
WLF 1 / ACLP M4 / TSC 4	Facilitate Workplace Learning	Workplace Learning Delivery	TAE-LDD-3018-1.1	
ACLP E1 / TSC 6	Interpret WSQ & Assess Competence	Assessment Design and	TAE-LDD-3002-1.1	
WLF 2 / ACLP E2 / TSC 6	Assess Workplace Learning	Implementation	TAL-LDD-3002-1.1	





The descriptions of the learning outcomes of the modules are available at www.ial.edu.sg/wlf

Table C2a: Comparable Certifications Recognised for Award of Credit Exemptions for attainment of the WSQ Advanced Certificate in Learning and Performance – First Version (ACLP v1) Qualification:

S/N	Originating Country	Comparable Train-The-Trainer Programme	Exempted ACLP v1 Module/s	Additional ACLP v1 Module/s Required for Award of full ACLP v1 qualification
A 1	Australia	TAE40116 AQF Certificate IV in Training and Assessment	ACLP M1, M4 & E1 plus M3 *	ACLP M2 and M5 plus M3 * - if applicable
			* Exempted for ACLP's M3 if To "Facilitate E-Learning" module offered as an elect	
A 2	Singapore	Institute of Technical Education (ITE)'s Train-the-Trainer (TTT) – Module:		
		ITE TTT module: • Deliver and Facilitate Learning	ACLP M1	ACLP M2, M3, M4, M5 and E1 or E2
		ITE TTT module: • Prepare and Conduct Coaching	ACLP M4	ACLP M1, M2, M3, M5 and E1 or E2
		ITE TTT module: • Design and Develop Training Curriculum	ACLP M5	ACLP M1, M2, M3, M4 and E1 or E2
		ITE TTT module: • Develop and Conduct Assessment	ACLP E1	ACLP M1, M2, M3, M4 and M5





S/N	Originating Country	Comparable Train-The-Trainer Programme	Exempted ACLP v1 Module/s	Additional ACLP v1 Module/s Required for Award of full ACLP v1 qualification
A 3	Singapore	WSQ Advanced Certificate in Training and Assessment (ACTA) – Full Qualification	ACLP M1 and E1 plus M4 *	ACLP M2, M3 and M5 plus M4 * - if applicable
			* Exempted for ACLP's M4 if A "TR-TDL-303C-1 Prepare and module offered as an elect	Conduct On-The-Job Training"
A 4	Singapore	WSQ Diploma in Adult and Continuing Education (DACE) – Full Qualification	ACLP M1 and E1	ACLP M2, M3, M4 and M5
A 5	Singapore	WSQ Specialist Diploma in Advanced Facilitation (SDAF) – Full Qualification	ACLP M1 and M3 *	ACLP M2, M4, M5 and E1 or E2
			* Exempted for ACLP's M3 on SDAF's AF2: "TR-DAT-502C	ly for modular attainment of 1 Use blended learning to deliver effective learning facilitation".
A 6	Singapore	IAL Certified Workplace Learning Specialist (CWLS) – Full Programme	ACLP M4 and M5	ACLP M1, M2, M3 and E1 or E2
A 7	Singapore	WSQ Workplace Trainer Programme (WTP) – Full Programme	ACLP E1	ACLP M1, M2, M3, M4 and M5





S/N	Originating Country	Comparable Train-The-Trainer Programme	Exempted ACLP v1 Module/s	Additional ACLP v1 Module/s Required for Award of full ACLP v1 qualification
A 8	Singapore	National Centre of Excellence for Workplace Learning (NACE) Led by Nanyang Polytechnic (NYP) NACE Led by NYP's Workplace Learning (WpL) Training Programmes: — All four WpL modules: 1. Workplace Learning Blueprint Development 2. Training Needs and Skills Gap Analysis 3. Effective Coaching for Workplace Trainers 4. Assessing and Reviewing Workplace Learning	ACLP M1, M2,M4 & E2	ACLP M3 and M5
A 9	Singapore	National Centre of Excellence for Workplace Learning (NACE) @ Singapore Institute of Technology (SIT) NACE @ SIT's Integrated Work Study Programme (IWSP): — Corporate Coaching & Mentoring Programme	ACLP M4 & E2	ACLP M1, M2, M3 & M5





S/N	Originating Country	Comparable Train-The-Trainer Programme	Exempted ACLP v1 Module/s	Additional ACLP v1 Module/s Required for Award of full ACLP v1 qualification
A10	Singapore	Institute for Adult Learning Singapore		
		(IAL)'s Continuing Professional		
		Development (CPD) programmes:		
		IAL CPD Programme: • Adopt the Skills Framework to Design Curriculum and Courseware	ACLP M2	ACLP M1, M3, M4, M5 and E1 or E2
		IAL CPD Programme: • Basics of Workplace Learning Design	ACLP M4	ACLP M1, M2, M3, M5 and E1 or E2
A11	Singapore	Institute for Adult Learning Singapore		
		(IAL)'s Skills Badges:		
		IAL Skills Badge: • Learning Experience Delivery	ACLP M1	ACLP M2, M3, M4, M5 and E1 or E2
		IAL Chille Dadas		
		IAL Skills Badge: • Skills Framework Adoption	ACLP M2	ACLP M1, M3, M4, M5 and E1 or E2
		IAL Skills Badge:		
		Technology-Enabled Learning Delivery	ACLP M3	ACLP M1, M2, M4, M5 and E1 or E2
		IAL Skills Badge:		
		Workplace Learning Facilitation	ACLP M4	ACLP M1, M2, M3, M5 and E1 or E2
		IAL Skills Badge:		
		• Learning Solution Design	ACLP M5	ACLP M1, M2, M3, M4 and E1 or E2





S/N	Originating Country	Comparable Train-The-Trainer Programme	Exempted ACLP v1 Module/s	Additional ACLP v1 Module/s Required for Award of full ACLP v1 qualification
		IAL Skills Badge: • Assessment Design Implementation	ACLP E1	ACLP M1, M2, M3, M4 and M5





Table C2b: Glossary of ACLP version 1 modules and corresponding Skills Framework for Training and Adult Education's (SFw for TAE) Technical Skills and Competency (TSC):

WSQ Advanced Certificate in Learning and Performance – First Version (ACLP v1) Qualification:

Abbreviation	ACLP Module Title	Skills Framework for TAE Technical Skills and Competency (TSC)		
		TSC Title		
ACLP M1 / TSC 1	Facilitate Learning Experiences for Adult Learners	Learning Experience Delivery	TAE-LDD-3008-1.1	
ACLP M2 / TSC 2	Adopt Skills Frameworks for Professional Growth	Skills Framework Adoption	TAE-HRM-3035-1.1-1	
ACLP M3 / TSC 3	Facilitate Technology-Enabled Learning	Technology-enabled Learning Delivery	TAE-LDD-3009-1.1	
ACLP M4 / TSC 4	Facilitate Workplace Learning	Workplace Learning Delivery	TAE-LDD-3018-1.1	
ACLP M5 / TSC 5	Design Learning Solutions to Address Performance Needs	Learning Solution Design	TAE-LDD-4013-1.1	
ACLP E1 / TSC 6	Interpret WSQ & Assess Competence	Assessment Design and Implementation	TAE-LDD-3002-1.1	
ACLP E2 / TSC 6	Assess Workplace Learning	mpemenation		

The descriptions of the learning outcomes of the modules are available at www.ial.edu.sg/aclp

Note:

Graduates of former WSQ Advanced Certificate in Training and Assessment (ACTA):

Graduates of former versions of the full ACTA qualification continue to be recognised by SSG as having met the AE Qualifications Requirements for the respective AE functions of SSG-Funded Certifiable Courses – *Refer to Section B*.





Table C3a: Comparable Certifications Recognised for Exemption for

WSQ Diploma in Design and Development of Learning for Performance – 1st Version (DDDLP v1) Modules

S/N	Originating Country	Comparable Train-The-Trainer Programme	Exempted DDDLP v1 Module/s	Additional DDDLP v1 Module/s Required for Award of full DDDLP v1 qualification
D 1	Australia	TAA50104 AQF Diploma in Training and Assessment – Full Qualification	DDDLP v1 LP2 and LP7	Pre-requisite: WSQ ACLP or WSQ ACTA (with WSQ ACLP M4) or equivalent DDDLP v1 LP1, LP3, LP4, LP5 and LP6 and Applied Practice Project (APP)
D 2	Australia	TAE50111 AQF Diploma of Vocational Education and Training – Full Qualification	DDDLP v1 LP1 and LP7 Plus *LP2	Pre-requisite: WSQ ACLP or WSQ ACTA (with WSQ ACLP M4) or equivalent DDDLP v1 LP3, LP4, LP5 and LP6 and Applied Practice Project (APP) plus * LP2 - if applicable





S/N	Originating Country	Comparable Train-The-Trainer Programme		xempted P v1 Module/s	Additional DDDLP v1 Module/s Required for Award of full DDDLP v1 qualification
			*Exempted for following DDDLP v1 module if the respective TAE50111's elective/s had been attained: DDDLP v1 TAE50111's Elective Modules LP2: "TAETAS501B Undertake Organisational Training Needs Analysis"		en attained: e <u> Modules</u>
D 3	Australia	TAE50211 AQF Diploma of Training Design and Development – Full Qualification	Pre-requisite: WSQ ACLP or WSQ ACTA (with WSQ ACLP M4) or equivalent LP2 and LP7 Plus *LP1 DDDLP v1 LP3, LP4, LP5 and LP6 and Applied Practice Project (APP) plus *LP1 - if applicable *Exempted for following DDDLP v1 modules if the respective TAE50211's elective/s had been attained: DDDLP v1 TAE50211's Elective Modules LP1: "TAEPDD501A Maintain and Enhance Professional Practice"		WSQ ACLP or WSQ ACTA (with WSQ ACLP M4) or equivalent DDDLP v1 LP3, LP4, LP5 and LP6 and Applied Practice Project (APP)





S/N	Originating Country	Comparable Train-The-Trainer Programme	Exempted DDDLP v1 Module/s	Additional DDDLP v1 Module/s Required for Award of full DDDLP v1 qualification	
D 4	Australia	Master of Learning and Professional Development (MLPD) Griffith University - Singapore	DDDLP v1 LP1 and LP7	Pre-requisite: WSQ ACLP or WSQ ACTA (with WSQ ACLP M4) or equivalent DDDLP v1 LP2, LP3, LP4, LP5, LP6 and Applied Practice Project (APP)	
D 5	Singapore	Singapore University of Social Sciences (SUSS) Graduate Diploma in Adult Learning (GDATL) – Full Qualification	DDDLP v1 LP2, LP3, LP4 and LP6	Pre-requisite: WSQ ACLP or WSQ ACTA (with WSQ ACLP M4) or equivalent DDDLP v1 LP1, LP5 and LP7	
D 6	Singapore	Master of Arts in Professional Education (MAPE) with Elective MTD907: Training Needs Assessment and Solution - National Institute of Education (NIE), Nanyang Technological University (NTU)	DDDLP v1 LP2	Pre-requisite: WSQ ACLP or WSQ ACTA (with WSQ ACLP M4) or equivalent DDDLP v1 LP1, LP3, LP4, LP5, LP6 and Applied Practice Project (APP)	





S/N	Originating Country	Comparable Train-The-Trainer Programme	Exempted DDDLP v1 Module/s	Additional DDDLP v1 Module/s Required for Award of full DDDLP v1 qualification
D7	Singapore	WSQ Diploma in Adult and Continuing Education version 2 (DACEv2) – Module:		Pre-requisite: WSQ ACLP or WSQ ACTA (with WSQ ACLP M4) or equivalent
		Core Module 1 / CM1: Develop Practice through Reflection	DDDLP v1 LP1	DDDLP v1 LP2, LP3, LP4, LP5, LP6, LP7 and Applied Practice Project (APP)
		Core Module 3 / CM3: Conduct a Training Needs Analysis (TNA)	DDDLP v1 LP2	DDDLP v1 LP1, LP3, LP4, LP5, LP6, LP7 and Applied Practice Project (APP)
		Core Module 5 / CM5: Develop and Review Competency-based Assessment (AD) & Elective Module 1 / EM1: Develop Assessment Tools	DDDLP v1 LP7	DDDLP v1 LP1, LP2, LP3, LP4, LP5, LP6 and Applied Practice Project (APP)





Table C3b: Glossary of DDDLP version 1 modules and corresponding Skills Framework for Training and Adult Education's (SFw for TAE) Technical Skills and Competency (TSC):

WSQ Diploma in Design and Development of Learning for Performance – First Version (DDDLP v1) Qualification:

Abbreviation DDDLP Module Title		Skills Framework for TAE Technical Skills and Competency (TSC)		
		TSC Title	TSC Code	
DDDLP LP1 / TSC 1	Apply Reflective Practice for Professional Mastery	Reflective Practice	TAE-LDD-4004-1.1	
DDDLP LP2 / TSC 2	Perform Learning and Performance Needs Analysis	Learning Needs Analysis	TAE-PDV-4031-1.1-1	
DDDLP LP3 / TSC 3	Design Blended Curriculum and Instruction	Curriculum Design	TAE-LDD-5010-1.1	
DDDLP LP4 / TSC 4	Develop Learning Resources for Classroom Facilitation	Curriculum Design	TAE-LDD-4010-1.1	
DDDLP LP5 / TSC 5	Develop Learning Resources for e-Learning	Learning Technology Design	TAE-LDD-4016-1.1	
DDDLP LP6 / TSC 6	Develop Learning Resources for Workplace Learning	Workplace Learning Delivery	TAE-LDD-3018-1.1	
DDDLP LP7/ TSC 7	Design Assessment to Promote and Evaluate Learning	Assessment Design and implementation	TAE-LDD-4002-1.1	

The descriptions of the learning outcomes of the modules are available at: www.ial.edu.sg/dddlp





Note:

Graduates of former version of WSQ Diploma in Adult and Continuing Education – Version 1 and/or 2 (DACE v1 and/or v2):

Graduates of former versions of the full DACE v1 and/or v2 qualification continue to be recognised by SSG as having met the AE Qualifications Requirements for the respective AE functions of SSG-Funded Certifiable Courses – *Refer to Section B*.





For clarifications or to offer feedback for improvement of this AE Qualifications Requirements document, please contact IAL via:

https://feedback.ial.edu.sg/