ONE-STOP SKILLS CREDENTIALING - SKILLS BADGE

## GUIDELINES FOR APPLICATION OF SKILLS BADGES

STAGE 1 ADVISORY CHAT

Preparation:

- Download the Self-Assessment (SA) template for the Skill Badges that you would like to apply for. Filling in the SA Form will help you do a careful self-check to see if you can meet the requirements for each of the Skills Badges.

Application:

- Once you have completed the SA Form and are confident that you are able to fulfil the criteria of the Skills Badge, you may submit this form to apply for the Stage 1 Advisory Chat.

- When your application is processed, a confirmation email will be sent to you to schedule for the 1-hour online Advisory Chat (AC) session with your OSSC Advisor.

- At the AC session, you may seek clarifications with your OSSC Advisor to gauge your readiness for the assessment interview.

- When you are ready, you may proceed to prepare for Stage 2.
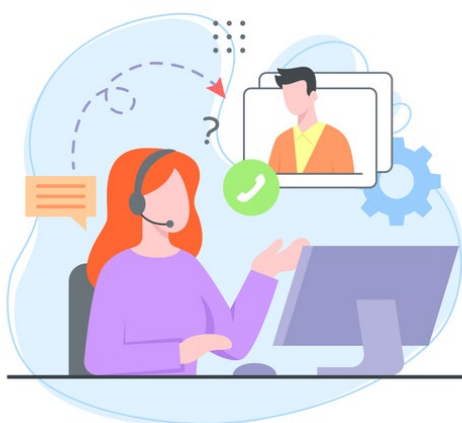
STAGE 2 ASSESSMENT INTERVIEW

Preparation:

- Ensure that your SA Form have been duly completed, taking into consideration the feedback received from your OSSC Advisor.

- Gather all product evidence relevant to each criterion of the Skills Badges. (*NOTE: Submitted product evidence must be true records and artefacts; they must be authentic and original items used in the actual design and/or conduct of learning programmes you intend to showcase as proof of your AE practice.*)

- **IMPORTANT**: Apply ONLY for the Skills Badges for which you have confidence in meeting ALL the Performance Statements and for which you can support the Competency Statements with product evidence in the form of artefacts (such as lesson plans, prototype, course evaluation feedback, etc.).

Application:

- When you are ready with the completed/updated SA Form and all the product evidence, you may submit apply for the Stage 2 Assessment Interview. You will be required to submit the completed/updated SA Form and ALL the relevant product evidence.

- A confirmation email will be sent to you to schedule for the 1-1.5hr online assessment interview with your OSSC Assessor.

- Ensure that ALL evidence is ready and accessible for your sharing/presentation during the online Assessment Interview Session.

Please refer to the next page for the guide on filling up the Self-Assessment Form.

A Guide on the Self-Assessment Form

Component	(A) Competency Statements	(B) Product Evidence	(C) Applicant's Note of Explanation	(D) Assessor's comments
What is it about?	This column provides the performance statement(s) of each Skills Badge	This column lists examples of required product evidence for each performance statement and briefly describes the guidelines for evaluation.	This column provides pointers to guide you to prepare for the Skills Advisory and Assessment Interview sessions.	This column is for IAL use only.
What should you do?	Read carefully to confirm if the work you have done as an AE can meet **ALL** performance statements of the Skills Badge.	Please **check the relevant boxes** in this column to confirm that your product evidence meets the evaluation criteria. Only apply for the Skills Badge when you can confidently check **most, if not all,** the boxes.	Write brief notes to **relate and explain** how your intended product evidence help to meet the performance and evaluation criteria stated in Columns A and B, and to **supplement any gaps** in your product evidence.	**Leave this column BLANK.**
What to take note of?	Only apply for the Skills Badge when **ALL** the performance statements are applicable to you.	Only product evidence that are true records and artefacts, authentic and original items used in the actual design and/or conduct of learning programmes will be accepted. Only apply for the Skills Badge when you check **most, if not all,** the boxes.	Notes should be kept **brief and to the point**.	Not applicable

CONFIDENTIAL