# A close up of a logo  Description automatically generated

**ONE-STOP SKILLS CREDENTIALING - SKILLS BADGE**

**Self-Assessment Form**

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| **SALUTATION**\*\**\*\* Delete accordingly* | Mr / Miss / Mdm / Ms / Dr / Prof |
| **FULL NAME** *(as per NRIC)\***\*Underline Surname* |   |

**IMPORTANT**: Before you submit this Self-Assessment Form, please save this Word document and rename using the following naming convention:

For Stage 1 Advisory Chat:

OSSC\_Skills\_Badge\_**ACLP06**\_Self Assessment\_YOUR FULL NAME\_v1.0\_draft.doc

For Stage 2 Assessment Interview:

OSSC\_Skills\_Badge\_**ACLP06**\_Self Assessment\_YOUR FULL NAME\_v1.0\_FINAL.doc

**To proceed to Stage 2 Assessment Interview…**

1. Collate all relevant evidence/artefact pertaining to your finalised Self-Assessment Form in a single folder and name the folder according to the Badge Title as stated above.
2. If applying for more than one skills badge, submission should be done in separate folders according to the badge titles.

*To be completed by Advisor:*

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| **NAME OF ADVISOR** |  |
| **ADVISORY CHAT SESSION** | **Date**: *(dd/mm/yyyy)* |
| **Proceed to Skills Assessment?** | [ ]  **Yes** | [ ]  **No** |

[ ]   *I confirm I have completed Stage 1 of the OSSC Skills Badging Application for Basic Package: Skills Advisory (1 hr).*

[ ]   *I confirm I have completed Stage 1 of the OSSC Skills Badging Application for Extended Package: Skills Advisory (2 hr).*

| **INTERVENTION DESIGN & DEVELOPMENT: LEARNING SOLUTION DESIGN** |
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| **(A)****Competency Statement***Read carefully to ensure you meet ALL requirements* | **(B)****Product Evidence***Check the boxes to confirm that you currently have the required evidence listed here* | **(C)****Applicant’s Note of Explanation***Note the given pointers to guide you in the preparation for the Skills Advisory and Assessment Interview sessions. Explain with brief notes to explain how the Product Evidence you intend to submit fulfils the requirements of columns (A) and (B).*  | **(D)****Assessor’s comments*****(For IAL use only)*** |
| 1. Identify scope and objective of learning solutions, taking into account organisation’s intended business outcomes, learner and learning profile analysis and capability gaps uncovered | [ ]  Learning solutions and any records supported by documentation of the design deliberation and discussion process to show the following. * Organisation profile
* Learning objectives, gap and desired outcomes
* Learner profile

These may be supplemented by records of surveys, focus group interview records, TNA records, etc. | *Note to Applicant: For this badge, the presented learning solution(s) should be usable as a complete stand-alone in itself or in support of larger programmes.* * *The focus of learning should*
* *Require minimal trainer-involvement*
* *Leverage technology where possible*
* *Target learner engagement and knowledge check.*
* Be ready to point out in the interview, the problem statements leading to the design process.

*Applicant’s Notes:*

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 | *For Assessor’s comments* |
| 2. Develop learning solutions prototype using innovation **AND/OR** instructional design theories and approaches appropriate to the nature of work and/or workplace | [ ]  Records of design approach and iterations of overall framework for curricular design such as curricular mapping, learning scaffold, storyboarding and learning strategies to achieve desired learning outcomes and performance goalsYou may also supplement with the following evidence, if available: [ ]  Use of micro-learning platforms such as, *Gnowbe*, *TalentLMS*, *Talentcard*, *EdApp*, *Arclab* etc., to develop the learning solution.[ ]  Use of virtual reality or augmented reality in learning solution[ ]  Use of authoring tools such as Rise Articulate to create e-Learning modules[ ]  Use of prototyping tools such as Invision, Figma or Miro, etc.[ ]  Samples from the paper prototype or wireframe[ ]  Physical models such as board games or learning aids and toolkits | * Be ready to explain at the interview, the following:
* Value proposition of the learning design solution idea
* Storyline of the learning design solution idea
* Iterations and refinements of the design ideas
* Learning design solution prototype with considerations of adult learning theories and instructional design theories.

*Applicant’s Notes:*

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 | *For Assessor’s comments* |
| 3. Prototype learning solutions to gather feedback for enhancement and address potential implementation issues | Evidence which may include any one of the following[ ]  Records of pilots and test-runs, documentation of consultations with stakeholders and feedback from stakeholders[ ]  Prototyping steps taken in developing the learning solutions.[ ]  Presentation slides, photographs of prototyping in progress, emails/communications of deliberations and/or to arrange for prototyping session, etc. | * Have ready elaboration on test runs, trials and collection of feedback from stakeholders, to tell the interviewers

*Applicant’s Notes:*

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 | *For Assessor’s comments* |
| 4. Develop implementation roadmap to facilitate effective implementation of learning solutions | [ ]  A project plan or learming solutions implementation roadmap[ ]  Presentation materials to management/ stakeholders on results of learning solution trials/test-runs and pilots pointing out improvements made to learning design and to learning implementation | * Be ready at the interview, to explain the following:
* Process for developing the learning solutions implementation roadmap
* Implementation challenges faced or anticipated
* Types of intervention(s) designed to resolve the implementation challenges and effectiveness
* Be prepared to elaborate on
* Trial results (include benefits)
* Feedback
* Any improvements made to design/ or programme implementation

*Applicant’s Notes:*

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 | *For Assessor’s comments* |