WSQ Diploma in Design and Development of Learning for Performance (DDDLP)

www.ial.edu.sg/dddlp

SINGAPORE WORKFORCE SKILLS QUALIFICATIONS

IAL | INSTITUTE FOR ADULT LEARNING SINGAPORE

AN INSTITUTE OF | SUSS SINGAPORE UNIVERSITY OF SOCIAL SCIENCES

Course reference number: TGS-2021002822

Agenda

WSQ DDDLP curriculum

Curriculum Design, Features and Structure

Applied Practice Project

Administrative Details

Fees and funding, prerequisites for this programme and schedules

Note: Presentation slides can be downloaded at www.ial.edu.sg/dddlp-preview

The Institute for Adult Learning (IAL) is an autonomous institute of the Singapore University of Social Sciences (UEN: 200504979Z) (SUSS)

SSG Adult Educators' Qualification Requirements

For <u>Curriculum Developers</u> of SSG-Funded Certifiable WSQ Courses

Public Training Provider → 100% certified with either WSQ DACE or DDDLP *or equivalent*

In-house Training Provider → At least one Master Trainer with WSQ ACTA or ACLP *or equivalent*

All existing DACE graduates **continue to be recognized by SSG** as having met the AE Qualifications Requirements for Curriculum Developers of SSG-Funded Certifiable WSQ Courses.

Who is this for?

Trainers and assessors

with a keen interest in curriculum and courseware design and development

New or practising curriculum developers

who need to design curriculum and courseware within the Singapore Workforce Skills Qualifications (WSQ) framework

Professionals with subject matter expertise

in a specific domain (e.g. from retail to healthcare to manufacturing) who also take on curriculum and courseware design and development functions in their workplace

Learning Outcomes

Allows learner to acquire essential skills to

- ☑ **Conduct learning and performance needs analysis**

- ☑ **Design user-centred blended curriculum to meet authentic learning and performance needs**

- ☑ **Design and develop user-centred learning resources to promote learning within and across learning modes**

- ☑ **Design and develop assessments to promote learning and measure attainment of learning outcomes**

- ☑ **Apply reflective practice in pursuit of professional mastery**
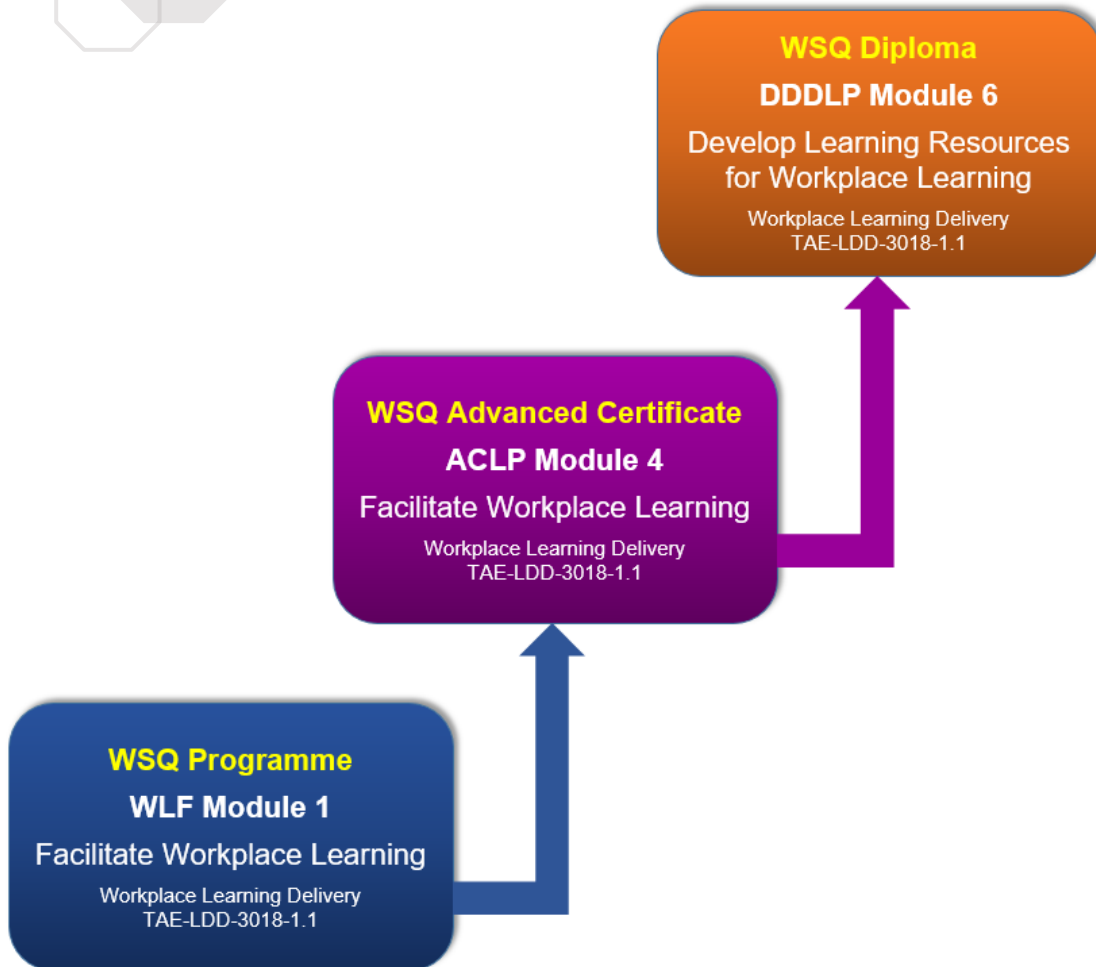
Learning Outcomes
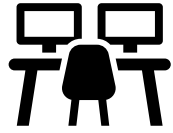
Work-ready

Agile solutionists

Learning and learner-centric

WSQ DDDLP Design Features

WSQ Diploma

DDDLP Module 6

Develop Learning Resources for Workplace Learning

Workplace Learning Delivery
TAE-LDD-3018-1.1

WSQ Advanced Certificate

ACLP Module 4

Facilitate Workplace Learning

Workplace Learning Delivery
TAE-LDD-3018-1.1

WSQ Programme

WLF Module 1

Facilitate Workplace Learning

Workplace Learning Delivery
TAE-LDD-3018-1.1

Caters for modularisation and cohort-based learning

*ACLP M4 is a pre-requisite for enrolment

WSQ DDDLP Design Features

Exemplify translation of IAL proprietary pedagogy into programme development – IAL's Blended Learning methodology

About 60% of lessons are conducted online

Classroom Learning

Workplace Learning

Technology-enabled Learning

Work-based Learning

Source: Institute for Adult Learning (2016). Blending Classroom with Work and Technology: How to design a blended curriculum. Singapore: Institute for Adult Learning.
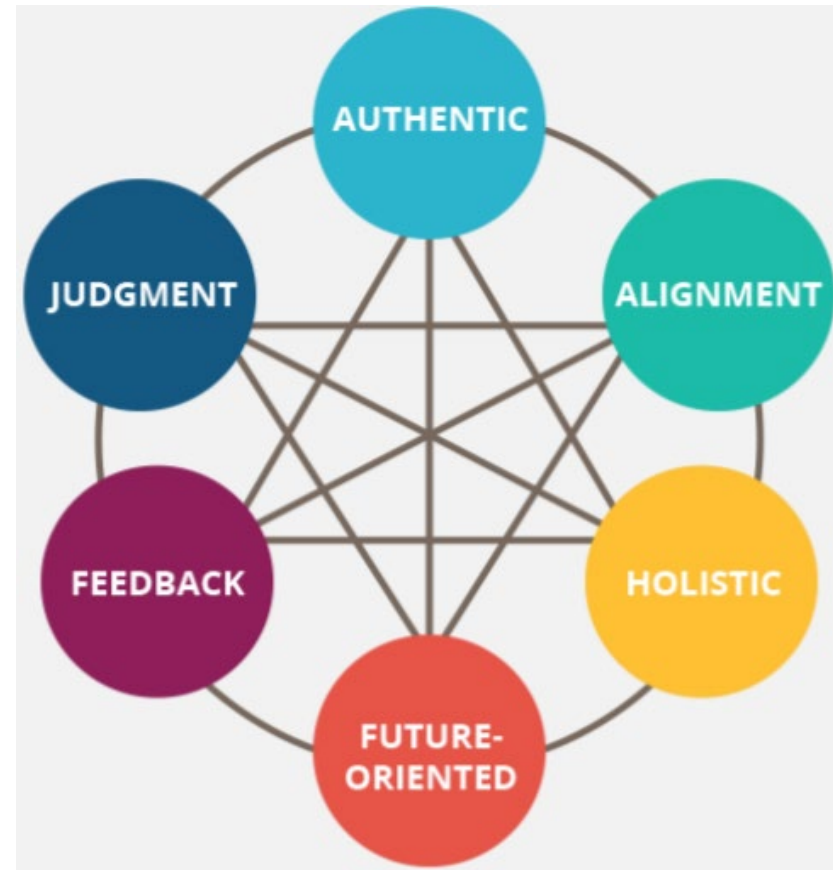
WSQ DDDLP Design Features

Exemplify translation of IAL proprietary pedagogy into programme development – IAL's 6 Principles of Learning Design

Reflective Practice competencies are infused or reinforced in all other modules

Source: Bound, H. & Chia, A. (2019). The Six Principles of Learning Design: Designing learning for Performance. Singapore: Institute for Adult Learning.

WSQ DDDLP Design Features

Videos

Infographics

Interactive Content

Exemplify translation of IAL proprietary pedagogy into programme development – Tech-enabled Learning

More opportunities for self-paced, independent online learning to take place
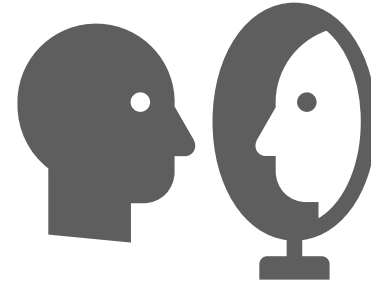
Quizzes

Online Discussions

Web Conference

WSQ DDDLP Design Features

Shift in learning and assessment design to build learning-to-learn capabilities

e.g., Applied Practice Project, reflective practice, scenario-based learning, case studies, etc.

WSQ DDDLP Design Features

Range of different instructional design strategies across modules to expose learners to different design possibilities

e.g., inquiry-based, scenario-based, role-play, cooperative group work, project work, etc.

WSQ DACE to WSQ DDDLP

WSQ DACE

- 212 hours
- 12-13 months
- **5 core and 3 elective tracks**
  - o Assessment
  - o e-Learning
  - o Workplace Learning

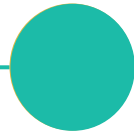## WSQ DDDLP
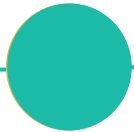
- 220 hours
- 13-14 months
- **7 core modules**
  - o No elective

WSQ DDDLP Programme Structure

LP 1

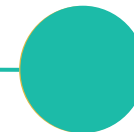Apply Reflective Practice for Professional Mastery

LP 2

Perform Learning and Performance Needs Analysis

LP 3

Design Blended Curriculum and Instruction
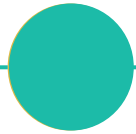
WSQ DDDLP Programme Structure
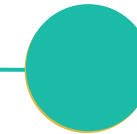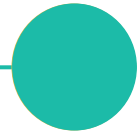
LP 5
Develop Learning Resources
for e-Learning

LP 7
Design Assessment to Promote
and Evaluate Learning

LP 4
Develop Learning Resources
for Classroom Facilitation

LP 6
Develop Learning Resources for
Workplace Learning

o *Self-directed learning module*
o *Use what you learn in ACLP M4*
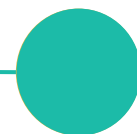
Agenda

WSQ DDDLP curriculum

Curriculum Design, Features and Structure

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Applied Practice Project Overview

APP supervisee

APP supervisor

Applied Practice Project
(APP)

Project Host Organisation
(PHO)

PHO Coordinator

WSQ DDDLP Assessment Requirements

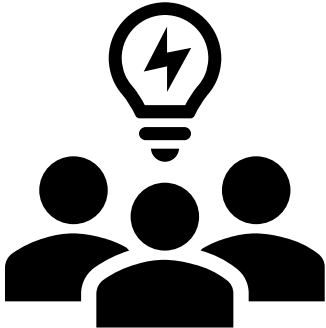| LP 1	LP 2	LP 3	LP 4	LP 5	LP 6	LP 7
Apply Reflective Practice for Professional Mastery	Perform Learning and Performance Needs Analysis	Design Blended Curriculum and Instruction	Develop Learning Resources for Classroom Facilitation	Develop Learning Resources for e-Learning	Develop Learning Resources for Workplace Learning	Design Assessment to Promote and Evaluate Learning
Summative Assessment	Summative Assessment	Composite Assessment	Composite Assessment	Composite Assessment	Composite Assessment	Summative Assessment

Applied Practice Project
Supervision and Learning Milestone Checks

Applied Practice Project Duration

1

LP2 – 9 weeks
Conduct a Learning and Performance Needs Analysis (LNA) for PHO

2

LP3 – 12 weeks
Design a 50-hrs Blended Curriculum for PHO

3

LP4-6 – 19 weeks
Develop learning resources (16 hrs) for the curriculum for PHO

4

LP7 – 8 weeks
Design an assessment plan for the curriculum for PHO

Total time: Approximately 11 months
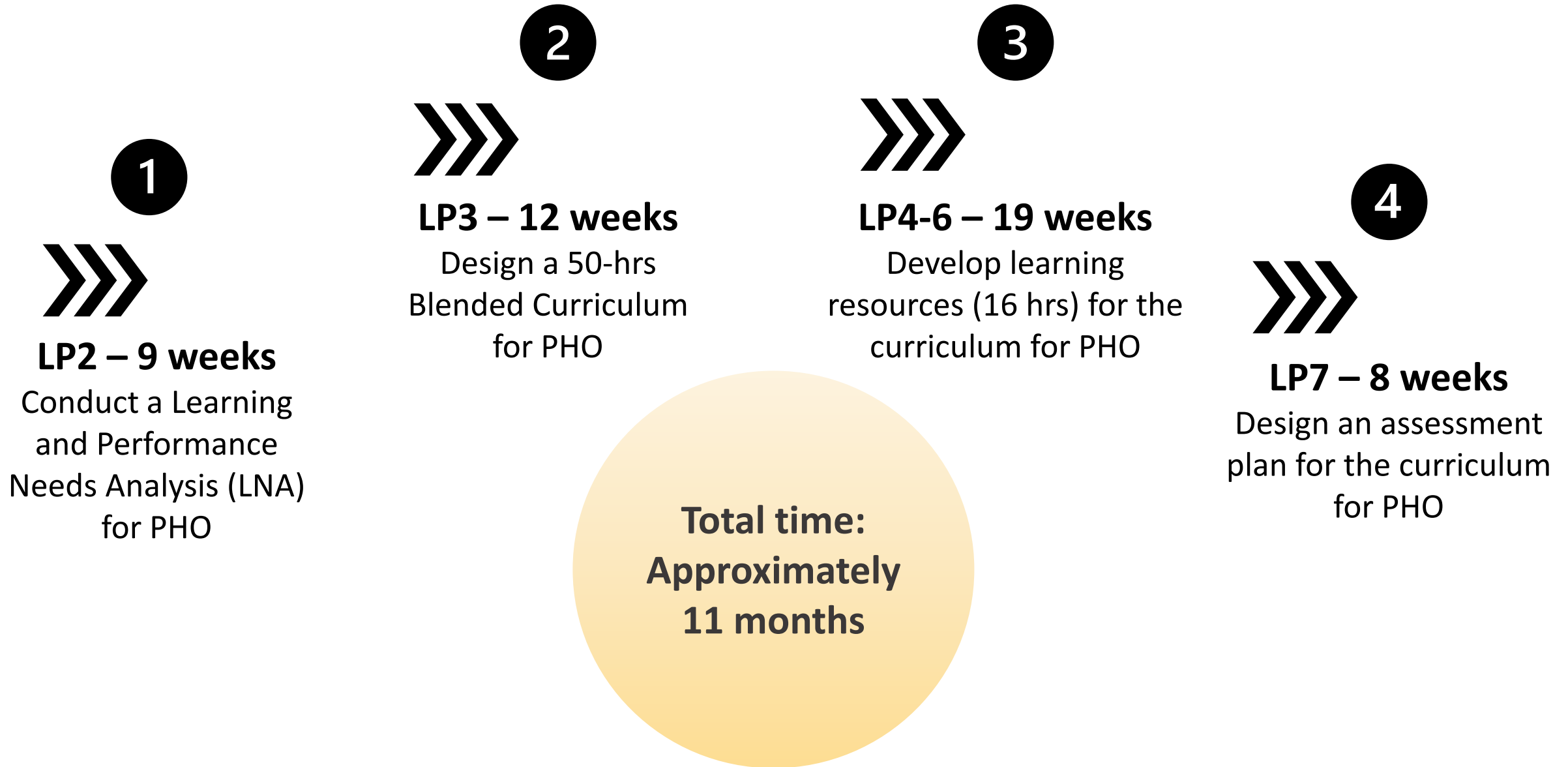
Applied Practice Project Deliverables

LP2 ››› **LEARNING NEEDS ANALYSIS REPORT**

- **Describe** data collection methods used and present the data collected

- **Analyse** the data and **explain** the findings ➔ identify the learning and performance gap

- **Propose** a learning solution to address the identified performance gap
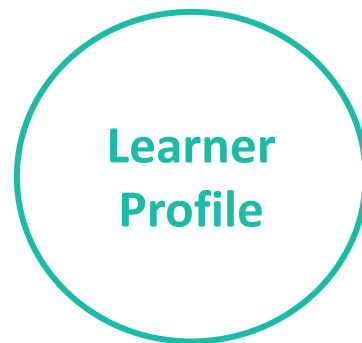
Organisation Analysis

Person Analysis

Task Analysis

Applied Practice Project Deliverables

LP3 ⟫ **BLENDED CURRICULUM AND LEARNING PLANS**

- **Consider**

| Learner Profile | Learning Objectives | Training Duration | Teaching Strategies |

- **Design** the curriculum – include all the knowledge and skills to be taught in 3 modes of learning (classroom, e-learning and workplace)

- **Plan** the lessons – decide on the expected learning outcomes and learning duration and select appropriate teaching strategies and methods

Applied Practice Project Deliverables

LP4-6 ≫ **LEARNING RESOURCES**

- **Consider** what learning resources and activities will be most effective in delivering your lesson?

- **Design** learning activities and **develop** appropriate learning resources, e.g. presentation slides, infographics, handouts, worksheets, videos, e-Learning modules?

LP7 ≫ **ASSESSMENT PLANS**

- **Consider** the Learning Outcomes

- **Design** assessment methods and **develop** appropriate assessment tools

Enrolling into the WSQ DDDLP

PHO Letter of Consent

- Complete and get the PHO to sign before applying for the course

Project Host Organisation (PHO)

- Secure PHO BEFORE applying for the course
- PHO can be any business organisation with **AT LEAST 10 employees** to ensure reasonable sample size for meaningful needs analysis and curriculum design and development

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WSQ DDDLP Fees and Funding

Application Fee	**S$ 60.00**
Full Programme Fee	**S$ 9300.00**
For Singapore Citizens and Permanent Residents	**S$ 2,790.00** (After SkillsFuture Funding)
For Singapore Citizens (40 years old and above)	**S$ 930.00** (After SkillsFuture Mid-Career Enhanced Subsidy)

! *Fees listed are not inclusive of GST*

01 **Cohort-based programme**

02 **SkillsFuture Credit Eligible**

03 **Additional SkillsFuture Credit for career transition not available**
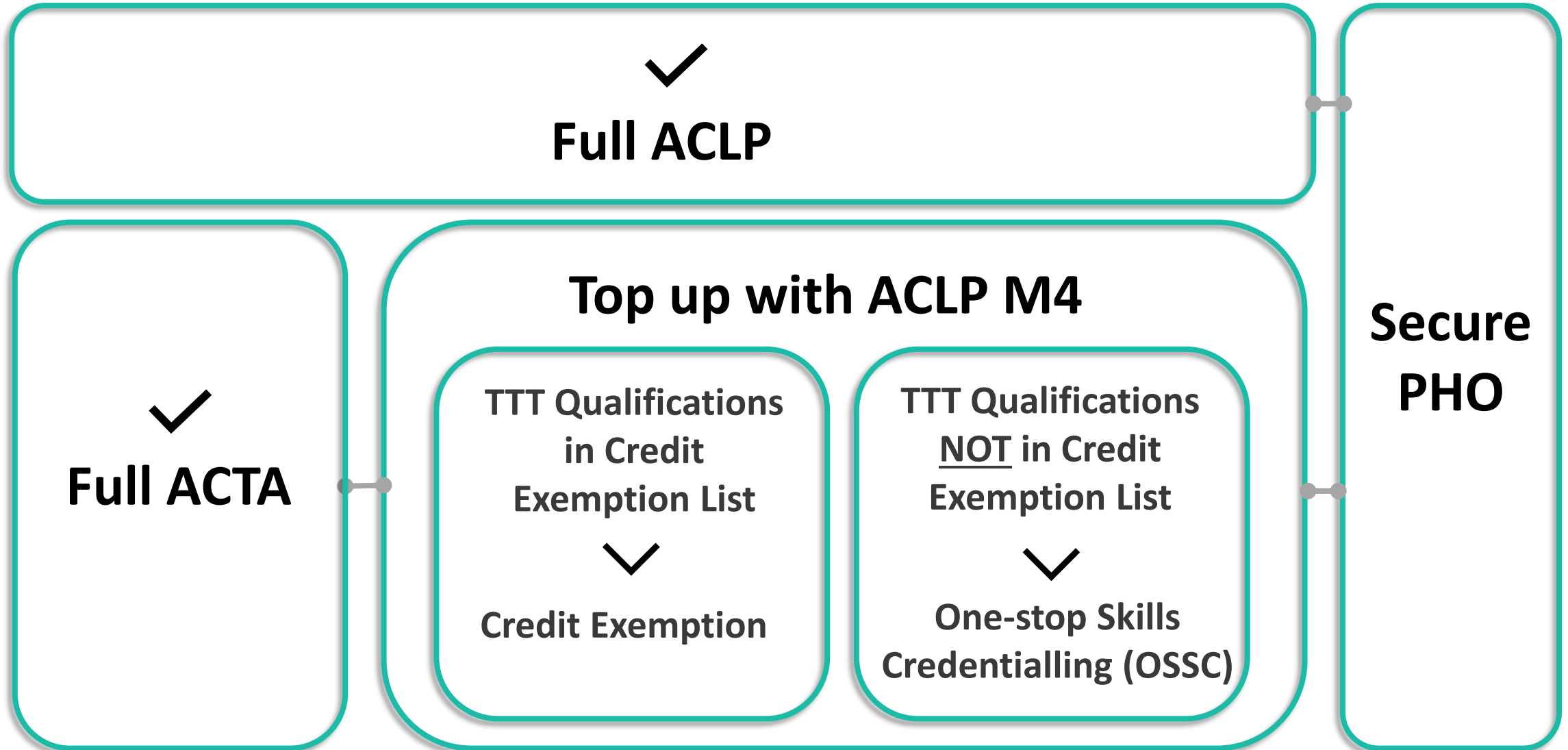
WSQ DDDLP Prerequisites

1 **Applicants must have attained either:**

✓ Full WSQ Advanced Certificate in Learning and Performance (ACLP)

OR

✓ Full WSQ Advanced Certificate in Training and Assessment (ACTA) + WSQ ACLP M4 (Facilitate Workplace Learning)

WSQ DDDLP Prerequisites

✓

Full ACLP

Full ACTA ✓

Top up with ACLP M4

TTT Qualifications in Credit Exemption List

∨

Credit Exemption

TTT Qualifications NOT in Credit Exemption List

∨

One-stop Skills Credentialling (OSSC)

Secure PHO

WSQ DDDLP Prerequisites

(2) **Project Host Organisation (PHO)**

→ **PHO must be secured before applying for course**

→ **Have a minimum of 10 employees in the organization**
  ➢ Work with you to find out learning gaps
  ➢ Reasonable sample size for meaningful data collection and analysis

→ **Attain signed Letter of Consent before applying for course**

WSQ DDDLP Schedules

Day Schedules

9am – 12pm

or

1pm – 4pm

Evening Schedules

Weekdays
7pm – 10pm

and

Saturdays
9am – 4pm

Register now at

www.ial.edu.sg /dddlp

WSQ DDDLP Important Policies

- ## **Withdrawal and refund**

  No refund of paid fees if learner withdraws **midway** from course

  with no valid reason after course has commenced.

  For full refund of paid fees, withdrawal request must be submitted

  10 working days before course commences.

- ## **Class Rescheduling**

  Fall short of the **minimum of 75% attendance requirement** → Not

  allowed to take assessment of that module.

  Rescheduling may be scheduled F.O.C **only for Recognized Absences**

  (terms and conditions with fee of $110 before GST applies).

List of Recognised Absences

- Medical
- Reservist
- Court Appearance
- Bereavement of **immediate** family members

WSQ DDDLP Important Policies

- ## Reassessment

  Not-Yet Competent (NYC) → You can request for a **one-time reassessment** within 5 working days from the date of the last assessment with a **reassessment fee of $160 (before GST).**

- ## Maximum Candidature Period

  You should complete your DDDLP **within 2 years from the course start date** failing which, your candidature will be terminated.

  Full fees without funding will apply if you wish to re-enrol in the same course.

WSQ DDDLP Important Policies

- **Deferment**

If you cannot complete the course for **reasons beyond your control**,

you can submit a deferment application at an applicable

administrative fee of $110 (before GST) with valid, sufficient

supporting documents.

Upon review, **IAL's decision is final.**

For approved applications, you must return within 1 year to complete the remaining

modules.

Full fees without funding will apply if you wish to re-enrol in the same course past

the 1-year deferment period.

Thank you!

Give us your feedback!

Join us on Telegram!

https://bit.ly/previewDDDLP

https://t.me/learn_IAL