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

**Self-Assessment Form**

**Badge Title:**

**INSTRUCTIONAL DESIGN**

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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\_**DDDLP05\_DCF**\_Self Assessment\_YOUR FULL NAME\_v1.0\_draft.doc

For Stage 2 Assessment Interview:

OSSC\_Skills\_Badge\_**DDDLP05**\_**DCF**\_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 AND DEVLOPMENT: INSTRUCTIONAL 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. Design courseware development plan based on learning requirements and intended outcomes* | [ ]  A learning programme of **at least seven (7) hours of facilitated classroom AND/OR synchronous learning** from which I can show evidence that it was **fully designed by me.** [ ]  **Work artefacts** and **authentic work documentary evidence** such as programme proposal, courseware development plan, **AND/OR** programme report, that outlined and showed the courseware development and my full involvement in the design and development processes.[ ]  **Documentary evidence** of analysis and outcomes of learner profile and learning needs analysis  | The evidence I am able to submit includes the following parameters and considerations for design and development planning, and with which I am prepared to walk the Assessor through in the Assessment Interview:[ ]  Course background[ ]  Course overview[ ]  Identified learning needs, learners’ profile and Client context.[ ]  Subject matter expertise and contentI am able to show artefacts and evidence of the following features:[ ]  Sequencing of Learning Units and learning activities.[ ]  Key Features of the programme which includes:* Learning Units
* Learning Outcomes
* Assessment Methods
* Instructional Methods
* Duration

[ ]  Instructional design model that I chose to adopt and the learning models, theories, and approaches that I had determined could most appropriately be used to develop the courseware. *Applicant’s Notes:*

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 | *For Assessor’s comments* |
| *2. Define curriculum requirements, courseware development plan and select appropriate learning resources and technology to achieve learning outcomes* | [ ]  Documentary evidence and courseware for which I have developed all the learning resources required for the facilitation of a learning programme (either classroom or synchronous) of at least 7-hour duration.[ ]  A lesson plan with activity instructions. [ ]  A Learner’s Guide[ ]  Facilitator’s Guide **AND/OR** presentation deck (e.g., Power Point slides)[ ]  Relevant learning materials needed to facilitate learning activities such as notes and instructions for role plays, games, quizzes, discussions, etc.  | [ ]  I am able to point out in my artifacts and courseware the decisions I made and considerations I gave in the design and development of the following: * + Learning outcomes
	+ Duration of learning
	+ Implementation of course materials
	+ Instructions and notes on implementing learning activities.
	+ Listing of learning resources, equipment, facilities, people and materials required
	+ **AT LEAST FOUR (4)** different instructional methods., which may include role plays, group discussions, demonstrations, lectures, etc.)

[ ]  I am ready to walk through the contents and explain the intents of the curriculum and related courseware that I have submitted: ***Applicant to note:*****Examples of learning materials/aids may include props, models, cards, scripts, handouts, activity worksheets, quiz questions (with answers), etc.**[ ] The learning programe that I developed included **AT LEAST TWO (2)** different technology-enabled learning resources which facilitated collaborative activities, such as Breakout Rooms, competitive activities, platforms for sharing learning and receiving responses.I am able to explain the following:[ ]  the design,[ ]  development process, and[x]  **AT LEAST THREE (3)** learning design principles and theories on whichI have based the design of my programmes and activities.***Applicant to note:*** **These may include adult learning principles, AND/OR IAL’s Principles of Learning Design (POLD) which considers the following: Judgement, Feedback, Authenticity, Future-Orientation, Alignment, and being Holistic.**[ ]  The planned alignment across the entire programme in instructional methods, activities, and assessment methods and into the learning outcomes.[ ]  The ethical factors and concerns that I dealt with and gave consideration to.*Applicant’s Notes:*

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| *3. Analyse the effectiveness, and make adjustments for improvement of the learning activities and resources* | [ ]  Documentary proof of having conducted a review, implementation **AND/OR** actual run of the programme I have designed and developed.[ ]  A review /critique **AND/OR** documentary evidence of the feedback on effectiveness and the implementation of the learning resources, including feedback and responses to the programme | I am able to discuss the following: [ ]  Information on stakeholders/team members who provided feedback and the processes for feedback[ ]  Obstacles faced in implementation and how they were resolved[ ]  The feedback that I received from the review.***Applicant to note:*** **The feedback may touch on** * + **Ease of use for facilitator**
	+ **Level of learner centricity**
	+ **Cost**
	+ **Viability of implementation, etc.**

[ ] I can provide **AT LEAST TWO (2)** findings AND/OR recommendations from the review/implementation of the programme, as well as my follow through action/reflection to improve on the courseware and course design.*Applicant’s Notes:*

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