



# ONE-STOP SKILLS CREDENTIALING - SKILLS BADGE

## GUIDELINES FOR APPLICATION OF SKILLS BADGES

### **Stage 1 Advisory Chat:**

- This Self-Assessment template will help you do a careful self-check to see if you can meet the requirements for each of the Skills Badges.
- You will need to submit this form when you make the Stage 1 application.
- Once we receive your application, you will be invited to attend a 1-hour Advisory Chat session. This session is for you to gauge your readiness for the Stage 2 assessment interview and to seek further clarifications, if necessary.
- After the Advisory Chat, you may consider proceeding to Stage 2

### **Stage 2 Assessment Interview:**

- Please apply ONLY for 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.).
- Complete this form taking into consideration the feedback received from your Stage 1 Advisory Chat
- For Stage 2 submission, please submit this completed form and the relevant product evidence. *(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.)*
- Ensure that ALL evidence is ready and accessible during the Assessment Interview Session which will be conducted online.
- A confirmation email will be sent to you

**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) Assesor’s comments
<b>What is it about?</b>	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.
<b>What should you do?</b>	Read carefully to confirm if the work you have done as an AE can meet <b>ALL</b> performance statements of the Skills Badge.	Please <b>check the relevant boxes</b> in this column to confirm that your product evidence meets the evaluation criteria. Only apply for the Skills Badge when you can confidently check <b>most, if not all</b> , the boxes.	Write brief notes to <b>relate and explain</b> how your intended product evidence help to meet the performance and evaluation criteria stated in Columns A and B, and to <b>supplement any gaps</b> in your product evidence.	<b>Leave this column BLANK.</b>
<b>What to take note of?</b>	Only apply for the Skills Badge when <b>ALL</b> 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 <b>most, if not all</b> , the boxes.	Notes should be kept <b>brief and to the point</b> .	Not applicable