

WSQ Advanced Certificate in Learning and Performance [ACLP]

A CUT ABOVE THE REST
Inspiring Excellence in Learning and Work



www.ial.edu.sg/aclp



https://t.me/learn_IAL



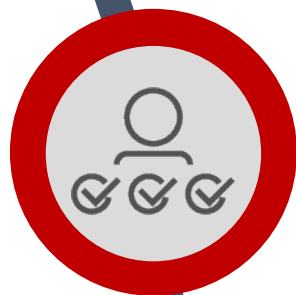
Important Note

By attending this course preview session, you agree that the Institute for Adult Learning (IAL), an autonomous institute of Singapore University of Social Sciences may collect, use and disclose your personal data for teaching, learning, research and administrative purposes.



01 - WHAT IS ACLP?

IS IT APPLICABLE FOR ME TO BECOME A TRAINER?



02 - AM I READY TO ENROL ONTO ACLP?



03 - I AM READY!

BUT... WHICH ACLP PATHWAY SHOULD I TAKE?

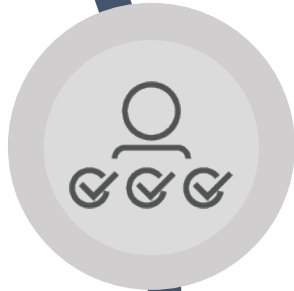


04 - HOW DO I SIGN UP?



01 - WHAT IS ACLP?

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BUT... WHICH ACLP PATHWAY SHOULD I TAKE?



04 - HOW DO I SIGN UP?

1

What is ACLP?



Advanced Certificate in Learning and Performance (ACLP)

- **129.5-hour** programme completed over a 9-month duration.
- Designed to **equip Subject-Matter or Domain Specialists** with **SkillsFuture Singapore (SSG)** recognised Training and Adult Education (TAE) competencies.
- Aligned with **industry curated National Skills Frameworks (SFw)** to address the learning needs and business transformation challenges affecting enterprises and workers.
- ACLP extends **beyond classroom-based learning** design, delivery and assessment to enable learners to develop emerging skills in demand and **provide blended learning** solutions that can **enhance the employability** of workers and enterprises.
- **Recognised by SSG** to perform the role of a **Trainer and/or Assessor** of **SSG-funded Certifiable WSQ and Non-WSQ courses**.

Adult Education [AE] Qualifications Requirements for Trainers and Assessors of SSG-Funded Certifiable WSQ and non-WSQ Courses

Type of Training Provider	AE Qualifications Requirements
Public Training Provider	<ul style="list-style-type: none"> At least 80% of trainers and / or assessors with either ACTA² or ACLP qualification or equivalent (includes DACE¹ and DDDL² Graduates)
In-House Training Provider	<ul style="list-style-type: none"> At least 80% of trainers and / or assessors with WTP³ or WLF⁴ programme, or equivalent <u>and</u> At least one Master Trainer with either ACTA or ACLP qualification or equivalent to function as in-house curriculum developer

[SSG Website Link](#)

¹ WSQ Diploma in Adult and Continuing Education [DACE]

² WSQ Diploma in Design and Development of Learning for Performance [DDL²]

³ WSQ Advanced Certificate in Training and Assessment [ACTA]

⁴ WSQ Workplace Trainer Programme [WTP]

⁵ WSQ Workplace Learning Facilitator [WLF]



All existing WTP and ACTA graduates continue to be recognised by SSG as having met the AE Qualifications Requirements for the training and assessment of SSG-Funded WSQ and Non-WSQ Certifiable Courses



AE Qualifications Requirements for SSG-Funded Certifiable Non-WSQ courses take effect from 1 Jan 2021

today

CARE ECONOMY

Top skills in demand

1

Conduct and ethics

2

Stakeholder management

3

Inclusive practices

4

Change management framework

5

Reflective practice

Examples of jobs available and companies that have been hiring over the past four years

Courseware developer

Combuilder, Quincus, Credit Suisse

Teacher aide

Odyssey the Global Preschool, My First Skool, Sunflower Childcare Group

Staff nurse

Ng Teng Fong General Hospital, Institute of Mental Health, Parkway Shenton



Skills in digital, green and care sectors expected to be in demand...

ACLP Programme Objective

Prepare TAE Practitioners to



Adopt an open-minded, innovative and enterprise-relevant mindset to help learners and enterprises to address skills gaps and industry needs



Adapt, adopt and facilitate blended learning solutions (including classroom, workplace and technology-enabled learning modes) for effective learning to meet performance outcomes

M1

Facilitate
Learning
Experiences
for Adult
Learners

NEW!

M2

Adopt Skills
Frameworks
for
Professional
Growth

NEW!

M3

Facilitate
Technology-
enabled
Learning

NEW!

M4

Facilitate
Workplace
Learning

NEW!

M5

Design
Learning
Solutions to
Address
Performance
Needs

E1

Interpret WSQ
and Assess
Competence

WSQ ACLP Module Duration and Type

Module Title		In-Class / Online Training Hours	Module Type
M1	Facilitate Learning Experiences for Adult Learners	23	Core
M2	Adopt Skills Frameworks for Professional Growth	9	Core
M3	Facilitate Technology-Enabled Learning	27	Core
M4	Facilitate Workplace Learning	29	Core
M5	Design Learning Solutions to Address Performance Needs	25	Core
E1	Interpret WSQ & Assess Competence	16.5	Elective

Totaling **16 days** of contact time and approx. **129.5 hours** of learning effort excluding **independent online learning** and **applied practice** through **case-study** and/or **workplace application**

What does ACLP Cover?

M1

Facilitate Learning Experiences for Adult Learners

Understand Learner

- Key principles in adult learning
- Develop learner profile & learning outcomes
- Instructional methods

Instructional Design

- ID theories, active learning qualities
- Learning aids, learning plan

Classroom Learning Delivery

- Effective facilitation, questioning & feedback techniques

NEW!

M2

Adopt Skills Frameworks for Professional Growth

Skills Framework (SFw) for Personal & Professional Growth

- SFw for 34 sectors
- Resources available
- TAE SFw

Roles & Usage of SFw to Employees

- SFw for different stakeholders (individuals, career counsellors, employers, training providers)
- SFw for employees

NEW!

M3

Facilitate Technology-enabled Learning

Implications & Impact of Tech-enabled Learning

- Principles of blended learning
- TPACK Framework
- Learning tech & tech-enabled learning activities

Tech-enabled Learning Delivery Plan

- SAMR, RASE, ICAP, Salmon's 5-Stage Model, learning delivery plan

Tech-enabled Learning Delivery

- Synchronous and asynchronous



What does ACLP Cover?

NEW!

M4

Facilitate
Workplace
Learning

Workplace Learning
Fundamentals

- Workplace learning fundamentals
- Data gathering plan

Workplace Learning Plan & Delivery

- Design workplace learning task
- Facilitate workplace learning

Workplace Coaching

- Workplace coaching plan
- Resource preparation
- Coaching conversation

NEW!

M5

Design
Learning
Solutions to
Address
Performance
Needs

Problem Scoping

- SCOPE map

Solution Concept Map

- CLEAR tool

Solution Prototyping

- Iteration techniques
- Sketching & paper prototype
- Life-size experiment
- Landing page

Solution Prototyping

- Cover story method (Observation, Benefit, Solution)

E1

Interpret
WSQ &
Assess
Competence

Prepare & Conduct
Assessment

- Key concepts in competency-based assessment
- Code of ethics as assessor

Determine Assessment Outcome

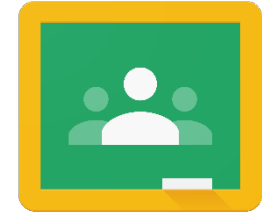
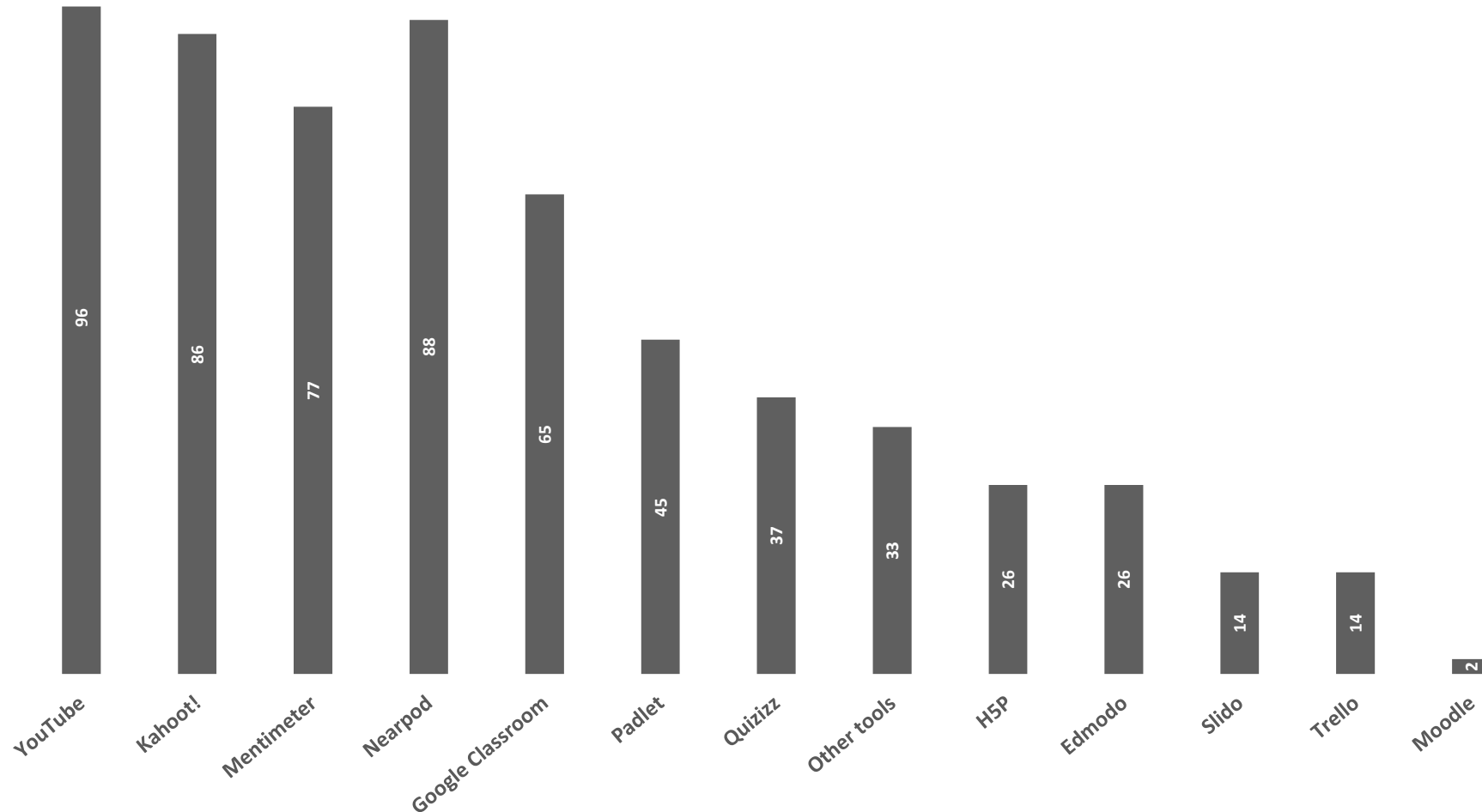
- Principles of assessment
- Rules of evidence

Feedback on Assessment

- Communicate assessment decision with feedback

EdTech Tools used in IAL and SUSS

Overall Usage of EdTech Tools for Conducting Online Lessons (%)



Google Classroom



1

Is ACLP applicable for me to become a Facilitator (Trainer)?

The TAE Landscape

ACLP is relevant for those who...

- Aspire to commence a career as an Adult Educator.
- Be part of the Singapore Training and Adult Education (TAE) community.
- Contribute to Continuing Education and Training (CET) for raising the quality of the Singapore Workforce.
- Be part of the National SkillsFuture Movement to promote lifelong learning and employability.



TAE Sector Training Organisations offering

- **Non-SSG funded or SSG Skills Future Credit (SFC) courses.**
- ACLP is **NOT** a requirement.
- Other Corporate / Institutional TTT or Lecturer Preparatory Programs may apply with Credit Exemptions awarded to complete ACLP.
- Consider those first before considering ACLP.

ACLP is a REQUIREMENT

Individuals performing the Role of a **Trainer and/or Assessor of SSG-funded WSQ and non-WSQ Certifiable courses** at Category B and higher funding levels



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02 – AM I READY TO ENROL ONTO ACLP?



03 – I AM READY!

BUT... WHICH ACLP PATHWAY SHOULD I TAKE?



04 – HOW DO I SIGN UP?

2 Am I ready to enrol onto ACLP?

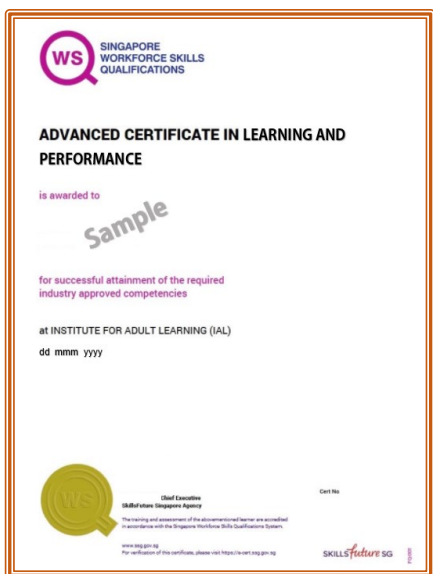
ACLP Qualification... is essentially a means...



To evaluate your readiness, ask yourself:

- What are you going to teach?
- Who are your target audience?
- What level are you going to teach at?
- Do you have the necessary domain qualification/s?
- Do you have the required industry experience?
- Have you identified the potential Training Organisation where are you going to apply to?

For opportunities for a career in TAE with a TAE Training Organisation



Answers Ready? = No / Uncertain...
Explore Options to improve readiness on next slide.

Answers Ready? = Yes!
You are well-positioned to explore ACLP pathways in the next section.

2 Am I ready to enrol onto ACLP?

Attend Group Advisory Session

IAL » IAL Programmes » Continuing Professional Development » In Conversation with AEs:...

Community Outreach and Support Services

In Conversation with AEs: Should I Become a Freelance AE?

Singaporean/PR: S\$16.05 |
Others: S\$21.40 w/GST
AEN Member

Singaporean/PR: S\$16.05 |
Others: S\$21.40 w/GST
Non-AEN Member

AE Career Advisory
Speaker

7:00pm – 9:00pm
Duration

SCHEDULE / APPLY

This is a fully online session conducted via ZOOM. Participants can participate in the session from any venue of their convenience with a laptop / device that is compatible with ZOOM. More details on participating in the session will be send to the confirmed registrants.

<https://www.ial.edu.sg/learn-at-ial/ial-programmes/other-continuing-and-professional-development/In-Conversation-with-AEs-Should-I-Become-a-Freelance-AE.html>

This session aims to:



Offer perspectives to individuals who aspire to become freelance Adult Educator

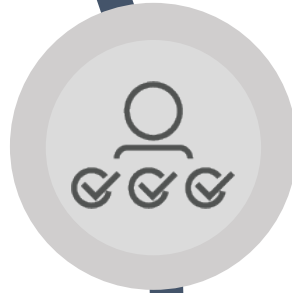


Provide a platform to share information pertaining to Adult Educator landscape



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BUT... WHICH ACLP PATHWAY SHOULD I TAKE?



04 – HOW DO I SIGN UP?

Which ACLP Pathway is for You?



Aspiring
TAE professional

With little or no TAE
expertise and
interested in a career
transition to the TAE
sector

Cohort-based Learning



Existing
TAE professional

With TAE expertise
and qualifications,
current with sector's
practice
complementing
domain expertise

One-Stop Skills Credentialing (OSSC)

Modularised Learning

Which ACLP Pathway is for You?



With little or no TAE expertise and interested in a career transition to the TAE sector

Aspiring
TAE professional

Cohort-based Learning

With TAE expertise and qualifications, current with sector's practice complementing domain expertise



Existing
TAE professional

One-Stop Skills Credentialing (OSSC)

Modularised Learning



Aspiring TAE Professionals - Cohort-based Learning

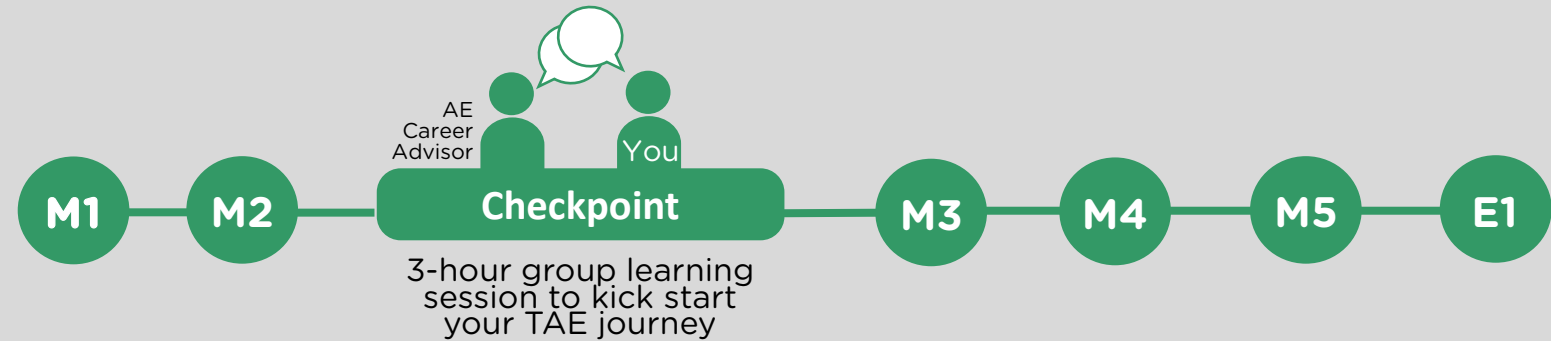


Ready and eager to join the TAE sector?

Ensure you meet the following:

- General Entry requirements (Slide 23)
- Workplace Assessment Requirements (Slides 25-26)

Full Cohort





ACLP Programme Entry Requirements



Be eager to facilitate learning and assess adult learners through the design, reflection and continuous improvement of learning activities in an array of learning settings such as classroom, workplace and technology-enabled learning contexts



English language at GCE 'O' Level of C6 and above, or WSQ Workplace Literacy skills of Level 6 and above



Min. 2 years of domain expertise



Possess appropriate level subject matter specialisation and industry experience, relevant for the design, facilitation and assessment of learning



Be able to source and analyse relevant materials from the workplace, library, internet or online databases for design and development of learning resources



- Possess basic information and communication technology (ICT) skills
- Possess a Laptop - Recommended

Attendance Requirement:

You would need to meet the **minimum attendance requirement of 75% for every module** else a rescheduling is required (an administrative fee of \$110 – before GST).

IAL strongly encourage full attendance for all classes unless there are unforeseen circumstances, e.g. due to medical reasons where documentary proof can be provided.



ACLP Programme Commitment & Rigour



Be prepared to put in a lot of hours and work for the assignments and 'homework' after class/work. Examples like video recording of lesson facilitation, workplace coaching plan, assignments and more assignments



ICT skills must be competent in facilitating online, submission of assignments online and use of tech tools in the new normal world



Assignments done in M1 affects M3, M4, M5 so complete your assignments conscientiously



Social learning with your peers is very important and powerful. The journey maybe tough but do not give up easily.

Enjoy the journey of learning together these few months!



ACLP Assessments

Module Title		Assessment Design	Workplace Access?
M1	Facilitate Learning Experiences for Adult Learners	<ul style="list-style-type: none">• Design a learning experience• Facilitate a 20-min segment in class• Complete a self-assessment with feedback	Nil
M2	Adopt Skills Frameworks for Professional Growth	<ul style="list-style-type: none">• Desktop-report on benefits of SFw as TAE professional• Role-play on how SFw can be adopted by employees• Complete a self-assessment with feedback	Nil
M3	Facilitate Technology-Enabled Learning	<ul style="list-style-type: none">• Develop a tech-enabled delivery plan based on lesson plan in M1• Facilitate a synchronous & asynchronous session• Complete a self-assessment with feedback	Nil
M4	Facilitate Workplace Learning	<ul style="list-style-type: none">• Develop a workplace delivery and follow-up plan• Facilitate a 30-min segment at the workplace• Develop a workplace coaching plan• Facilitate a 30-min coaching segment at the workplace• Complete a self-assessment with feedback	Recommended Or Use IAL's Case Studies
M5	Design Learning Solutions to Address Performance Needs	<ul style="list-style-type: none">• Develop a learning solution as a project team to address an authentic workplace performance need• Prototype a solution and gather feedback from workplace stakeholders• Refine prototype for implementation planning• Complete a self-assessment with feedback	Recommended Or Use IAL's Case Studies



ACLP Assessments

Module Title		Assessment Design	Workplace Access- YES!
M1	Facilitate Learning Experiences for Adult Learners	<ul style="list-style-type: none">• Design a learning experience• Facilitate a 20-min segment in class• Complete a self-assessment with feedback	Nil
M2	Adopt Skills Frameworks for Professional Growth	<ul style="list-style-type: none">• Desktop-report on benefits of SFw as TAE professional• Role-play on how SFw can be adopted by employees• Complete a self-assessment with feedback	Nil
M3	Facilitate Technology-Enabled Learning	<ul style="list-style-type: none">• Develop a tech-enabled delivery plan based on lesson plan in M1• Facilitate a synchronous & asynchronous session• Complete a self-assessment with feedback	Nil
M4	Facilitate Workplace Learning	Workplace Stakeholders Involvement <ul style="list-style-type: none">▪ Management representative to provide organisational context and learning performance need<ul style="list-style-type: none">• Intended workplace learner (at least 1)▪ Access to Standard Operating Procedures (SOPs - if applicable)▪ Onsite access for workplace learning delivery and prototyping of workplace learning approach or solution▪ Feedback from Workplace Stakeholders	
M5	Design Learning Solutions to Address Performance Needs		



Aspiring TAE Professionals - Cohort-based Learning Fees

Full ACLP Cohort

Funding Scheme (all fees in S\$)	Application Fee <i>with GST</i>	Full Programme Fee <i>with GST</i>	For Singaporeans and PRs After 70% funding <i>With GST</i>	For Singaporeans (40 years old and above) After Mid-Career Enhanced Subsidy (MCES) 90% Funding <i>With GST</i>	(Note: Workfare Training Support (WTS) has been replaced by Workfare Skills Support (WSS) from 1 Jul 2020. Refer to https://www.workfare.gov.sg/Pages/WSS.aspx for more details.)
ACLP (with E1)	64.20	6,313.00	1,893.90	713.90	

The fees are inclusive of prevailing GST and subject to change. IAL reserves the right to amend this information without prior notice.
For full details on the available funding schemes, <https://www.ial.edu.sg/learn-at-ial/funding/skillsfuture-funding.html>.

Which ACLP Pathway is for You?



With little or no TAE expertise and interested in a career transition to the TAE sector

The complimentary RPL Advisory Chat service is no longer available.

If you wish to make an application for RPL, you may do so through our One-Stop Skills Credentialing (OSSC) platform [here](#).

With **TAE expertise and qualifications**, current with sector's practice complementing domain expertise



Existing TAE professional

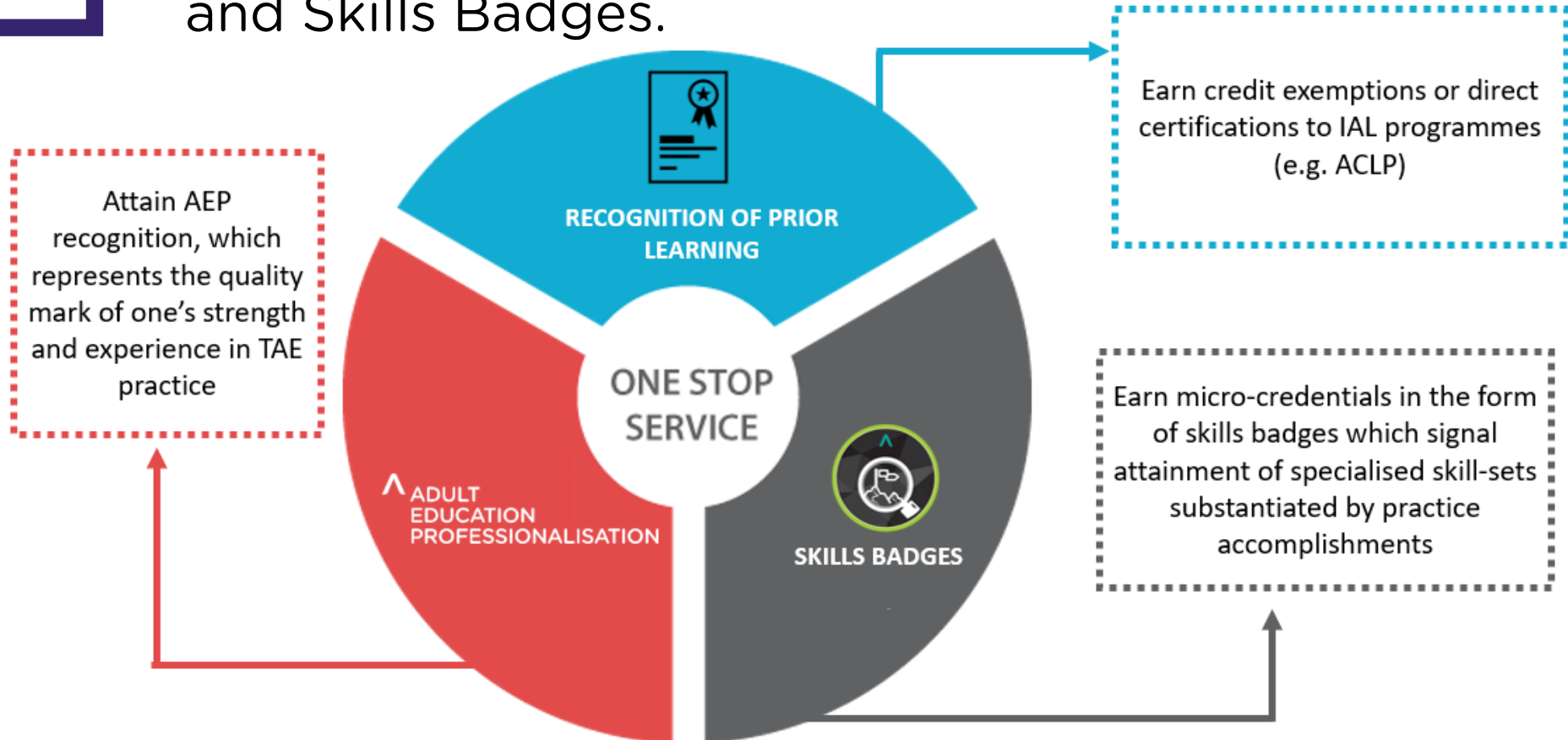
One-Stop Skills Credentialing (OSSC)

Modularised Learning

What is OSSC?



One-Stop Skills Credentialing (OSSC) integrates Adult Education Professionalisation (AEP), Recognition of Prior Learning (RPL) and Skills Badges.



Why OSSC (Skills Badges)?



LEARNING EXPERIENCE
DELIVERY



SKILLS FRAMEWORK
ADOPTION



TECHNOLOGY-ENABLED
LEARNING DELIVERY

Recognised Skills Badges showcasing your competency

Exemptions (*where applicable*)
and Badge/s granted if you
show proficiency for the
respective modular competency



WORKPLACE LEARNING
FACILITATION



LEARNING SOLUTION DESIGN

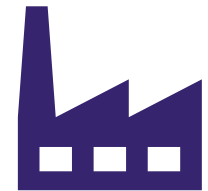


ASSESSMENT DESIGN
IMPLEMENTATION



Expert Advisory Service

Prior to meeting Industry
Panel, advisors will assist
with your decision on
Pathway Options and
explain the preparation
needed.



Skills Badges Composite Assessment Panel

Map your own experience
against your sector's TAE
practices and broad
outcomes, rather than
detailed, prescriptive
competency statements

OSSC Launch – Available Skills Badges for Application

SPECIALIST ADULT EDUCATOR

Accumulate at least 6 skills badges (across 3 skills categories)

ASSOCIATE ADULT EDUCATOR

Accumulate 4 skills badges (across 2 skills categories)

SKILLS CATEGORY: INTERVENTION DESIGN AND DEVELOPMENT

ACLP M5



LEARNING SOLUTION DESIGN

ACLP M2



SKILLS FRAMEWORK
ADOPTION

SKILLS CATEGORY: DELIVERY AND EXECUTION

ACLP M3



TECHNOLOGY-ENABLED
LEARNING DELIVERY

ACLP M4



WORKPLACE LEARNING
FACILITATION

WLF1 / ACLP M1



LEARNING EXPERIENCE
DELIVERY

IMPACT MONITORING AND EVALUATION

WLF2 / ACLP E1/E2



ASSESSMENT DESIGN
IMPLEMENTATION

What are the Different Options for me?



Option 1 RPL

I possess **ACLP-comparable TTT qualifications**

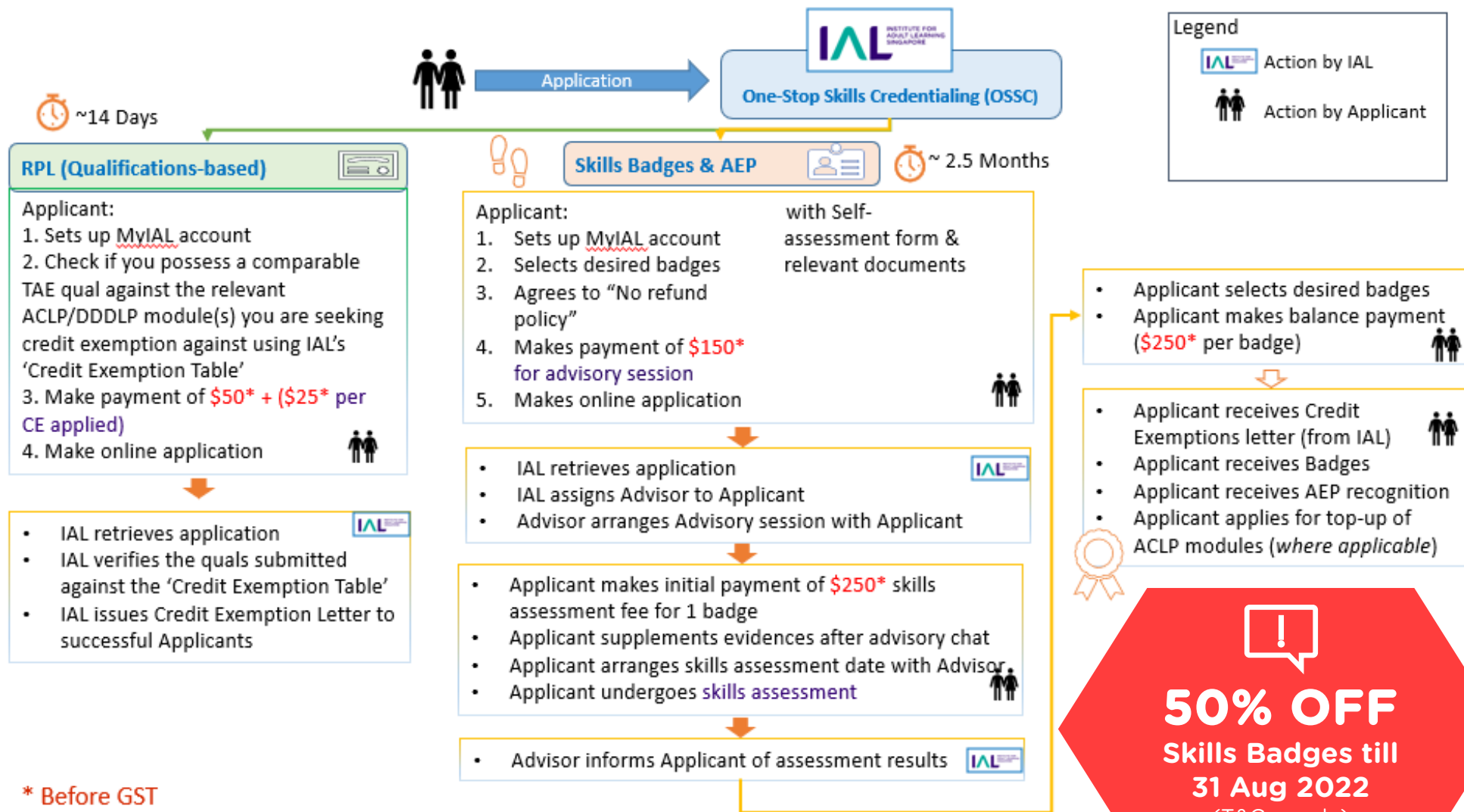
Non-refundable **Application Fee** of
\$53.50 (with GST) **
 +
\$26.75 (with GST) per
 Credit Exemption applied **

Option 2: Skills Badges

I possess ACLP - comparable
 and/or **other TTT qualifications**
 and/or

I possess **more than 2 years of relevant TAE experience**

Non-refundable **Application Fee** of
\$160.50 (with GST) **
 +
\$267.50 (with GST) **Skills Badges Composite Assessment (CA) Fee**
 per Skills Badge applied **



* Before GST

* * Course Fee Funding and/or Skills Future Credit (SFC) is not applicable for payment of the OSSC fee





Option 1 RPL + Fees for Assessment with Training

Non-Refundable **Application** Fee (per application)

\$53.50 (with GST) + **\$26.75** (with GST) per Credit Exemption applied

Remaining Non-Exempted Modules with completion via Assessment WITH Classroom Training				
Module (Fees in S\$)		Full Programme Fee with GST	For Singaporeans and PRs After 70% funding With GST	For Singaporeans (40 years old and above) After Mid-Career Enhanced Subsidy (MCES) 90% Funding With GST
M1	Facilitate Learning Experiences for Adult Learners	963.00	288.90	108.90
M2	Adopt Skills Frameworks for Professional Growth	749.00	224.70	84.70
M3	Facilitate Technology-Enabled Learning	963.00	288.90	108.90
M4	Facilitate Workplace Learning	1,605.00	481.50	181.50
M5	Design Learning Solutions to Address Performance Needs	963.00	288.90	108.90
E1	Interpret WSQ & Assess Competence	1,070.00	321.00	121.00

(Note: Workfare Training Support (WTS) has been replaced by Workfare Skills Support (WSS) from 1 Jul 2020. Refer to <https://www.workfare.gov.sg/Pages/WSS.aspx> for more details.)

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For full details on the available funding schemes, <https://www.ial.edu.sg/learn-at-ial/funding/skillsfuture-funding.html>.



Option 2 Skills Badges + Fees for Assessment with Training

Non-Refundable **Application** Fee (per application)

\$S\$160.50 (with GST) + **\$S\$267.50** (with GST) per Skills Badge applied

Remaining Non-Exempted Modules with completion via Assessment WITH Classroom Training				
Module (Fees in S\$)		Full Programme Fee with GST	For Singaporeans and PRs After 70% funding With GST	For Singaporeans (40 years old and above) After Mid-Career Enhanced Subsidy (MCES) 90% Funding With GST
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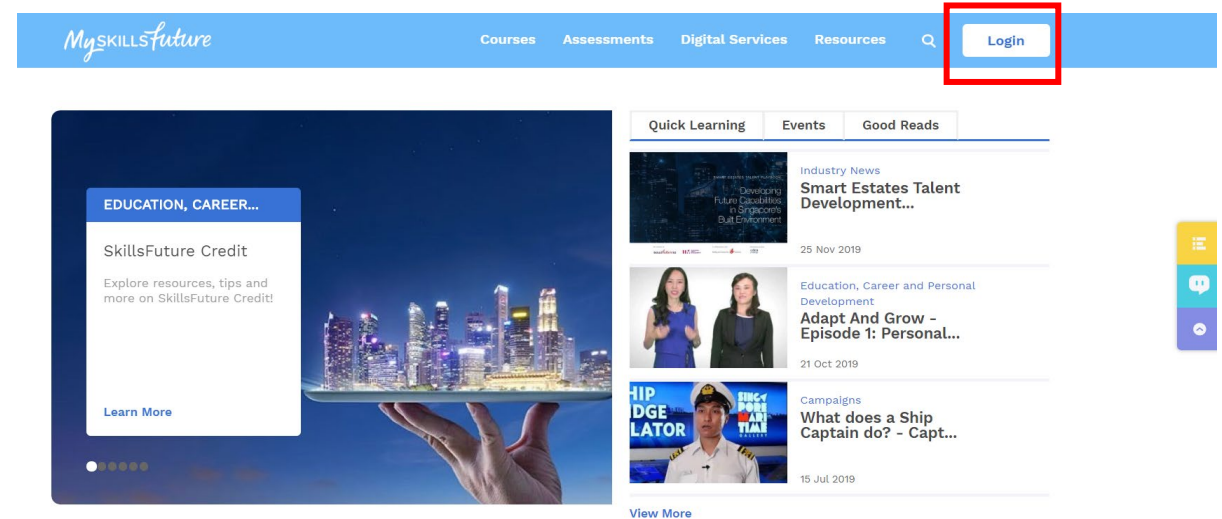
How will I receive my certificates?

You will receive WSQ electronic certificates (e-Certs) between 4 to 6 weeks after completing the required assessments

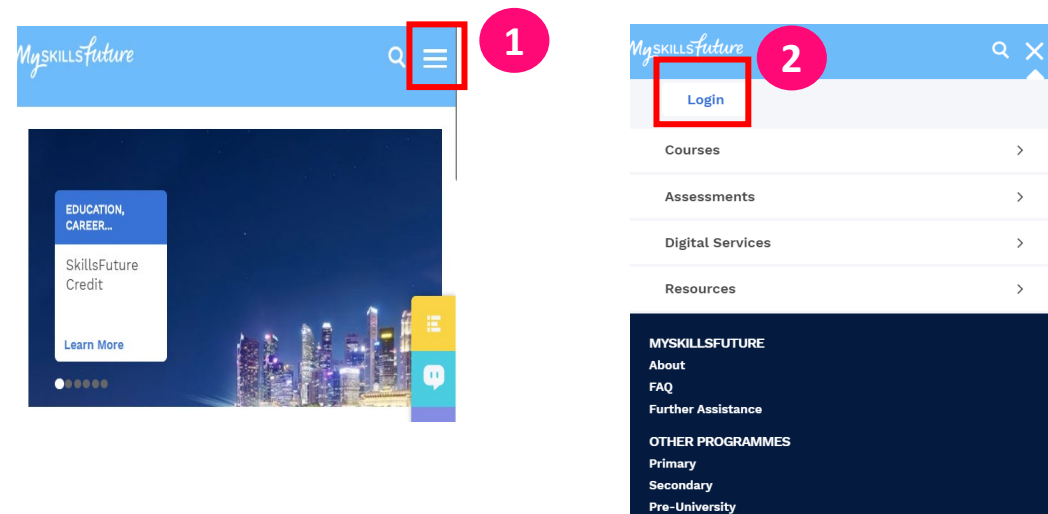
Log in to MySkillsFuture portal via SingPass to download WSQ e-Certs

[MySkillsFuture Portal Link](#)
Read FAQ and User Guide [here](#)

Desktop View



Mobile View





Become an Adult Education Network member and [continue your professional development](#) with many AEN offerings like Special Interest Groups and Adult Learning Symposium



Find an AE Mentor and work on [real work projects](#)



Go on to other IAL programmes (eg. [Diploma](#) or [Master](#)) once you have more field experience



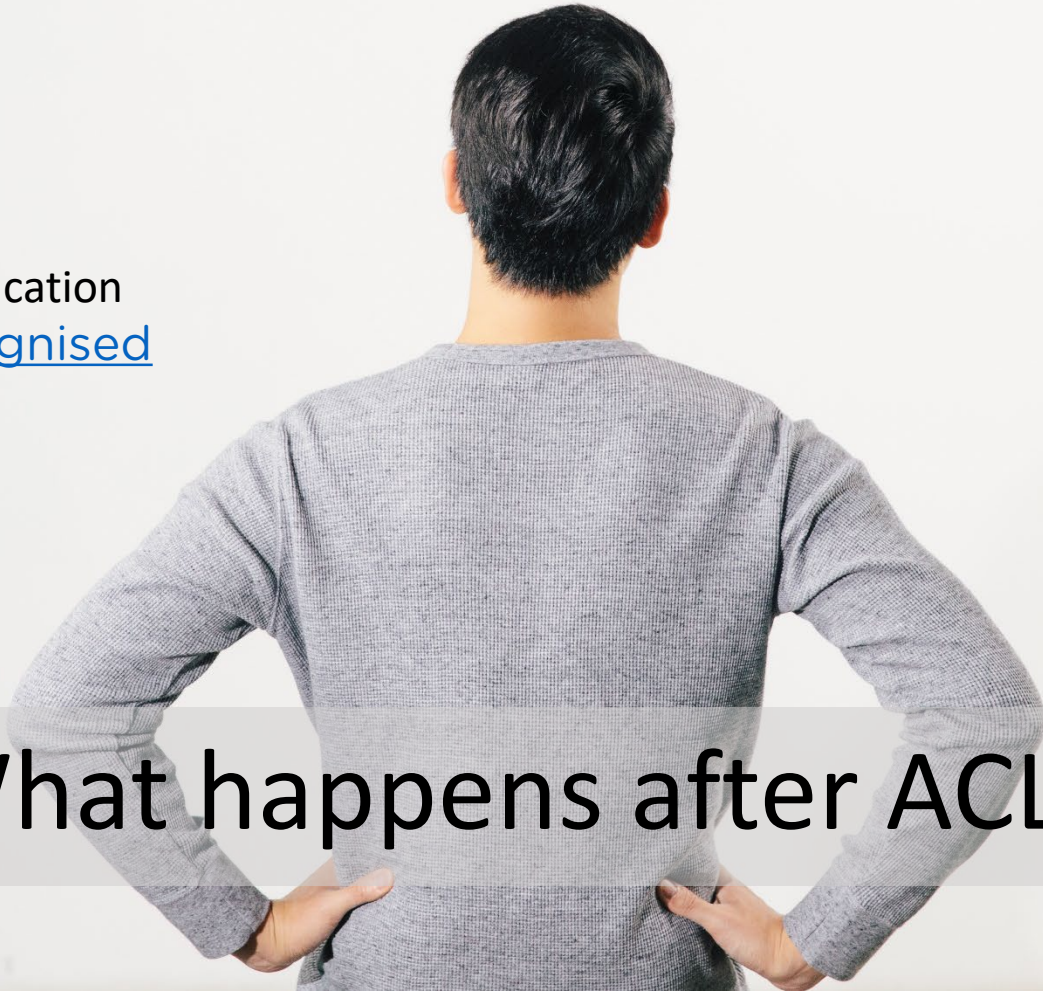
Participate in inlab [activities](#) like ideathons and competitions



Become an Adult Education Professional - [be recognised](#) and get access to exclusive jobs and development opportunities



Practice your TAE skills and get badges (coming soon!)



What happens after ACLP?



We are on TELEGRAM!



01 – WHAT IS ACLP?

IS IT APPLICABLE FOR ME TO BECOME A TRAINER?



02 – AM I READY TO ENROL ONTO ACLP?



03 – I AM READY!

BUT... WHICH ACLP PATHWAY SHOULD I TAKE?



04 – HOW DO I SIGN UP?

How to View Available ACLP Schedules on IAL's Website (1/4)

- 1 Visit IAL's website:
www.ial.edu.sg/aclp
- 2 Select
COHORT BASED LEARNING
Or
MODULARISED LEARNING



Aspiring TAE Professional

Do you have little or no TAE experience, and have an interest to explore a career transition to be an Adult Educator?

Be guided by a structured, facilitated learning experience.

COHORT BASED LEARNING



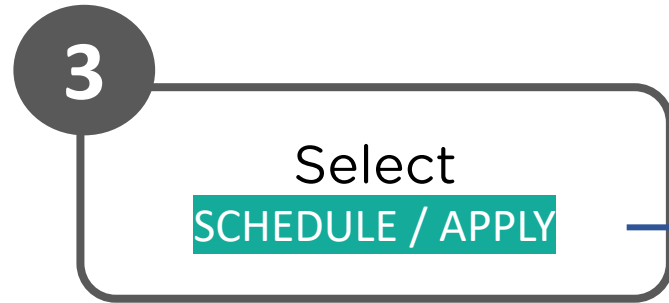
Existing TAE Professional

Are you keen to be updated with blended learning facilitation methods and design learning solutions to

Be skilled with flexible, just-in-time, bite-sized learning experience – just for you.

MODULARISED LEARNING

How to View Available ACLP Schedules on IAL's Website (2/4)



IAL » IAL Programmes » Certificate » WSQ Advanced Certificate in... » Aspiring TAE Professional » Full Cohort

Learning Pathways for the Aspiring TAE Professional

Full Cohort | ACLP for the Aspiring TAE Professional

Certificate
Qualification

SCHEDULE / APPLY

This is the schedule and application page for entry into the Full Cohort run of the ACLP programme.

Entry Requirements

The ACLP programme is developed for the learners who possess the following assumed skills and knowledge:

- Have good English proficiency (English language at GCE 'O' Level of C6 and above, or WSQ Workplace Literacy skills of Level 6 and above).
- Be keen to facilitate learning and assess adult learners through the design, reflection and continuous improvement of learning activities in an array of learning settings such as classroom, workplace and technology-enabled learning contexts.
- Possess appropriate level subject matter specialisation and industry experience, relevant for the design, facilitation and assessment of learning.
- Possess basic information and communication technology (ICT) skills.
- Be able to source and analyse relevant materials from the workplace, library, internet or online databases for design and development of learning resources.

How to View Available ACLP Schedules on IAL's Website (3/4)

4

A. All ACLP schedules are either Day or Evening/Sat classes

B. SCHEDULES - Choose Either:

Day schedules: 9am - 5pm

OR

Evenings: 7 - 10pm (mostly once weekly)
plus

Sat schedules: 9am - 5pm

C. New schedules are published weekly and hence you can check back [here](#) to find preferred schedules

D. For coaching and 1-hour summative assessment sessions, Learners are only required to attend 1 of the available slots scheduled over a few dates. The Module's Facilitator will brief the class on Day 1 of each module and learners will sign up for a slot.

Select **APPLY**

Expand the various module tabs to view session & assessment dates of each module

Select **DOWNLOAD SCHEDULE** to download full session & assessment schedule for this cohort in PDF format

WSQ Advanced Certificate in Learning and Performance (ACLP)

ACLP Jun 2021 (Day) B6-6

9.0 Months | 129.5 Hours

25 Jun 2021 → 15 Feb 2022

[Add to your calendar](#)

[Show all](#)

Module: ACLP M1 Facilitate Learning Experiences for Adult Learners

Module: ACLP M2 Adopt Skills Frameworks for Professional Growth

Please choose other cohorts if the "schedule is full" liner appears.

This schedule is full.

Select other available schedules or you may check back every Monday/Tuesday for new schedules added.

APPLY

VIEW DETAILS

DOWNLOAD SCHEDULE



How to View Available ACLP Schedules on IAL's Website (4/4)



Singapore Citizens and Permanent Residents who enjoy SSG grants/subsidies would need to meet the **minimum requirement of 75% attendance** and be deemed “Competent” for each module.

IAL reserves the right to recover the course grants/subsidies disbursed.

Do choose the schedule that best fits your availability and/or personal commitments as the rescheduling is subject to availability, and Terms and Conditions apply.



Important information



Withdrawal & Refund Policy

Request for Withdrawal^	
Withdrawal request received at least 10 working days before the course start date	100% refund of paid course fees^
Withdrawal request received less than 10 working days but before the course start date	50% refund of paid course fees^
Withdrawal request received on or after the course start date	NO refund
<p>^ For any paid fees funded by SkillsFuture Credit (SFC) or PSEA, the refund will be reinstated to the learner's SFC or PSEA account first, followed by GIRO.</p> <p>^ Processing Time for a refund is 20 working days from the date of written notice of withdrawal.</p>	

- ❑ If a learner withdraws midway from their course for any reason, there will be no refund for any unconsumed portion of the paid fees.

Important information



Class Rescheduling

- ❑ If you fall short of the 75% attendance requirement in a particular module, you will not be allowed to take assessments of that module.
- ❑ You may request a re-scheduling of session(s).
Terms and conditions with an applicable fee apply as below:

Request for Re-scheduling of training or assessment session(s)^ to fulfil 75% attendance requirement	
Re-scheduling free-of-charge for <u>Recognised absences</u> with supporting documents: <ul style="list-style-type: none">• Medical• Reservist• Court appearance• Bereavement of immediate family members (parents, parents-in-law, siblings, spouse and children)• Quarantine Order due to Covid-19 exposure (applicable to F2F sessions only)	<u>One-time ONLY per course**</u> Re-scheduling fee beyond the allowable Recognised Absences: \$110.00 (before GST)
^Processing Time for a Re-scheduled session is 10 working days , or at the earliest possible time slot(s), at IAL's discretion. **Full module fee may apply when a learner is required to make up their attendance in a particular module, and the One-Time Re-scheduling option has been used during their course.	

Important information



Reassessment

- ❑ If you are deemed 'Not-Yet-Competent (NYC)', you can request a one-time re-assessment within **5 working days** from the date of the last assessment. Applicable re-assessment fee per module.

Request for Re-Assessment^ (within <u>5 working days</u> of last Assessment Date)	
'NYC' is awarded on <u>1st attempt</u> : Re-assessment fee of S\$160.00 (before GST)	'NYC' is awarded on <u>2nd attempt</u> : the full course fee without subsidy will apply
^Processing Time for a Re-Assessment is 10 working days or at the earliest possible time slot, at IAL's discretion.	

Important information



Maximum Candidature Period

- ❑ You should complete your ACLP within 2 years from the course start date. Failing which, your candidature will be terminated, and full fees without funding will apply if you wish to re-enrol the same course.

Course Deferment

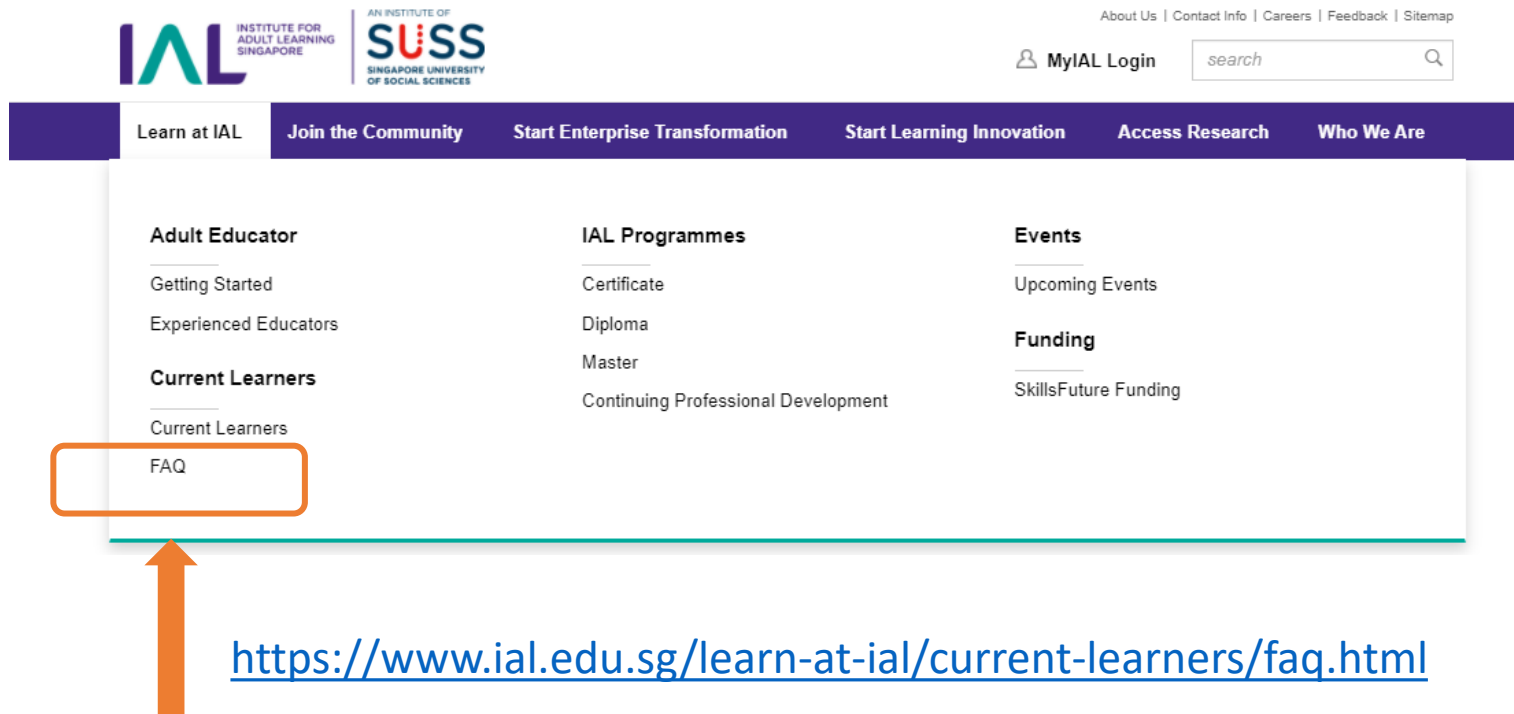
- ❑ You may submit a deferment application if you cannot complete the full qualification due to reasons beyond your control. An admin fee of S\$110.00 (before GST) will apply.
- ❑ Deferment applications with invalid, insufficient or no supporting documents will be rejected. Upon review, IAL's decision will be final.
- ❑ Once the application is approved, you may return within **ONE YEAR** from the Deferment Approval Date to complete the remaining modules.
- ❑ Full fees without funding will apply if you wish to re-enrol the same course past the one-year deferment period.

Overall view of the F2F schedules

Module	Face-to-Face (F2F) Day Schedule	Face-to-Face (F2F) Eve / Sat Schedule
M1 – Facilitate Learning Experiences for Adult Learner	Day 2 & Day 3	Day 3 & Day 4 (2 Evening & 2 Saturday Sessions) OR Day 4 & Day 5 (3 Evening & 2 Saturday Sessions) OR Day 5 & Day 6 (5 Evening & 1 Saturday Sessions)
M4 – Facilitate Workplace Learning	Day 3, Day 4 & Coaching Session 2	Day 3, Day 4 & Coaching Session 2 OR Day 4 and Day 5 & Coaching Session 2 + Continuous Assessment (for ACLP Aug 2020 (Eve/Sat) B8-10, B8-11 & B8-12. ACLP Sep 2020 (Eve/Sat) B9-7, B9-9, B9-10, B9-11)
M5 – Design Learning Solutions to Address Performance Needs	Day 3	Day 5 & 6 (6 Evening & 1 Saturday Sessions) OR Day 4 (3 Evening Sessions and 2 Saturdays Session)
E1 – Interpret WSQ and Assess Competence	Formative Assessment Session & Assessment	

View Frequently Asked Questions (FAQs)

For more information on registration, payment, attendance requirements, rescheduling requests and administrative fees, assessments and post-training administration, e.g. retrieval of e-Certs, **please visit the FAQs below.**



The screenshot shows the IAL website header and a dropdown menu. The header includes the IAL logo (Institute for Adult Learning Singapore) and the SUSS logo (Singapore University of Social Sciences). Navigation links include 'Learn at IAL', 'Join the Community', 'Start Enterprise Transformation', 'Start Learning Innovation', 'Access Research', and 'Who We Are'. The 'Learn at IAL' dropdown menu is open, showing categories: 'Adult Educator' (Getting Started, Experienced Educators), 'Current Learners' (Current Learners, FAQ), 'IAL Programmes' (Certificate, Diploma, Master, Continuing Professional Development), 'Events' (Upcoming Events), and 'Funding' (SkillsFuture Funding). The 'FAQ' link under 'Current Learners' is highlighted with an orange box. An orange arrow points from the URL below to this box.

<https://www.ial.edu.sg/learn-at-ial/current-learners/faq.html>

REGISTRATION

1. How do I register for an IAL programme?
2. How do I make payment?
3. What are the subsidies available?
4. Can I use my SkillsFuture Credit (SFC) for my course?
5. Am I eligible for the SkillsFuture Mid-Career Enhanced Subsidy (MCES)?
6. How do I obtain a payment receipt / invoice?
7. Where will my training venue be? What time will they be held?
8. What do I need to bring for my training session(s) ?
9. I am sponsored by my organisation. Can I login to MyIAL through my personal account to submit requests (i.e: rescheduling of training or assessment)
10. What are the features available in MyIAL?
11. I am facing technical problems with MyIAL. How can I seek help?
12. What if I do not meet the entry requirement for English Language proficiency?

How to Register on MyIAL – Self Sponsored Learners (1/4)

6

Login

OR

[No Account? Register here.](#)

for first-time login

MyIAL Login

User Role*

Applicant/Learner



Select
'Applicant/Learner'

Email*

name@email.com

Password*

[Forgot Your Password?](#)

[No Account? Register here.](#)

Cancel

Login

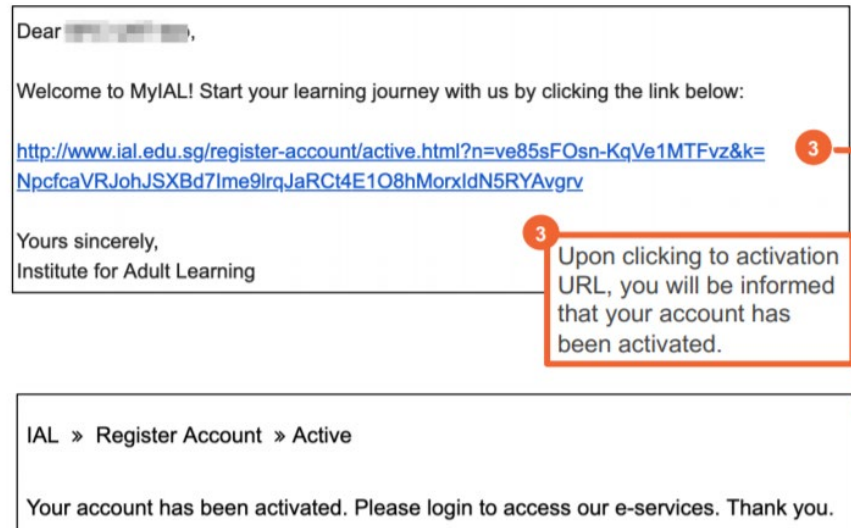
Password Orientation – 8
characters minimum, uppercase,
lowercase & numerals

How to Register on MyIAL – Self Sponsored Learners (2/4)

If it is your first login to MyIAL, you would need to create an account with IAL.

After keying in the required information, a verification email will be sent to IAL for account activation.

Once IAL has activated your account, you will receive an email with the activation link. Please **click on the link** (as shown below) and you would be able to access IAL



3 Upon clicking to activation URL, you will be informed that your account has been activated.

The image displays the 'User Creation' form with three numbered annotations. Annotation 1 points to the form fields: 'Learner' (a dropdown menu), 'Email Address*', 'Password*', and 'Confirm Password*'. Annotation 2 points to the 'Submit' button at the bottom of the form. Annotation 3 points to the 'I'm not a robot' checkbox and the reCAPTCHA logo. To the right of the form, a text box explains that users must choose a role and provide email, password, and confirm password. Below this, another text box states that upon submission, a verification email will be sent. At the bottom right, a text box specifies the password requirements: 'Password Orientation – 8 characters minimum, uppercase, lowercase & numericals'.

User Creation

Learner

Email Address*

Password*

Confirm Password*

☐ I'm not a robot

reCAPTCHA
Privacy - Terms

Submit

1 User need to choose Role, and key in all required information: Email address, Password, and Confirm Password.

2 Upon submission the registration, you will receive a verification email to ask for account activation

3 Password Orientation – 8 characters minimum, uppercase, lowercase & numericals

How to Register on MyIAL – Self Sponsored Learners (3/4)

If it is your **first login** to MyIAL, you will need to **create your profile**. You will be directed to the 'Create Profile' page, where you will need to populate your personal information.

After you clicked 'Save', you would need to **agree to IAL's T&Cs** before you can apply for the ACLP schedule that you are interested in.

All these details will be **saved on MyIAL** and you would not need to repeat this step if you wish to apply for other programmes / workshops with IAL.

The screenshot displays the 'Create Profile' page on the MyIAL website. The page is titled 'Create Profile' and includes a sub-header 'Please complete your personal information. All mandatory fields are required. This will take approximately 5 to 10 minutes.' The main form is divided into two sections: 'Personal Information' and 'Please fill in your Employment Details'. The 'Personal Information' section includes fields for 'ID' (with a value of 994231020H), 'ID Type' (with a value of NRIC), 'Nationality' (with a value of SINGAPORE CITIZEN), 'Citizenship' (with a value of Singaporean Citizen), 'Race' (with a value of Chinese), 'Gender' (with radio buttons for Male and Female), and 'Full Name' (with a value of John Smith). The 'Please fill in your Employment Details' section includes fields for 'Company Name' (with a value of ABC LTD), 'Company Unique Entity Number (UEN)*' (with a value of 10122783G), 'Company Registration Type' (with a value of Registry Of Company), and 'Industry Sector' (with a value of Computer systems integration activities). A 'Save' button is located at the bottom right of the form. A pop-up window titled 'The Terms and Conditions listed below are applicable for Workforce Skills Qualifications (WSQ) and IAL certified programmes only.' is overlaid on the bottom left of the page. The pop-up contains the text 'APPLYING FOR CREDIT EXEMPTION' and three numbered points: 1. Programme applicants are responsible to apply for all relevant credit exemptions before registration. IAL will not process any exemption requests once the programme commences. 2. Each application must be accompanied by a non-refundable credit exemption fee of S\$107.00 (inclusive of GST). 3. You may click here for more information on the list of approved credit exemptions. The pop-up has 'Cancel' and 'I Agree' buttons at the bottom. Red boxes and numbers 1 and 2 are used to highlight the 'Save' button and the 'I Agree' button, respectively.

1 Fill up the personal information form and click 'Save'.

2 The Terms and Conditions window will pop-up. Acknowledge by clicking on 'I Agree'. Your MyIAL account will be created and you will be directed to the Inbox page of MyIAL.

How to Register on MyIAL – Self Sponsored Learners (4/4)

7

Verify your contact details, acknowledge declaration and **PROCEED TO PAY**

Note:

Do make immediate online payment to secure your enrolment.

The screenshot displays the MyIAL registration interface. At the top, the IAL logo (Institute for Adult Learning Singapore) and SUSS logo (Singapore University of Social Sciences) are visible. The page title is "Acknowledgement" with the message "Your application has been submitted." Below this, a thank-you message and instructions for payment are provided. A sidebar on the left lists navigation options: "Inbox (1)", "Certificate / Diploma / Master" (highlighted), "Continuing Professional Development (CPD)", "Payment", "History", and "Programme Administrative Information". The main content area shows a payment summary for a 1-month course (88.0 hours) with application number ENR-2018-02051. A table details the fee breakdown, and a "Total Amount" is shown as S\$. At the bottom, there are buttons for "PROCEED TO PAY" and "PRINT".

Acknowledgement
Your application has been submitted.

Thank you for choosing IAL as your learning partner. This is not a course placement confirmation. Please make pay clicking the "Payment Online" button below to complete your application. You will receive an email notification from I payment made.

Please note that as you are registering for SSG-approved/SSG-funded course(s), you will be required to provide your personal email address and mobile number to SSG for survey purposes.

If you have registered for ACTA, please complete the mandatory declaration and questionnaire [here](#). Should you have further queries regarding the ACTA pre-enrolment questionnaire, please write to us with the subject header "ACTA Pre-enrolment Questionnaire" via our feedback portal.

Please click [here](#) for IAL Terms & Conditions.

Please print this page for your records.

Duration : 1 Months 88.0 Hours
Application No: ENR-2018-02051

Full Fee Before GST	Grant	Total Grant	Net Fee after Grant	GST	Fee inclusive GST	Subsidy Name	Subsidy	Total Fee Payable W GST
\$570.00		\$399.00	\$171.00	\$11.97	\$182.97		\$143.00	\$539.97

Total Amount
S\$

PROCEED TO PAY **PRINT**

How to Register on MyIAL – Company Sponsored Learners (1/3)

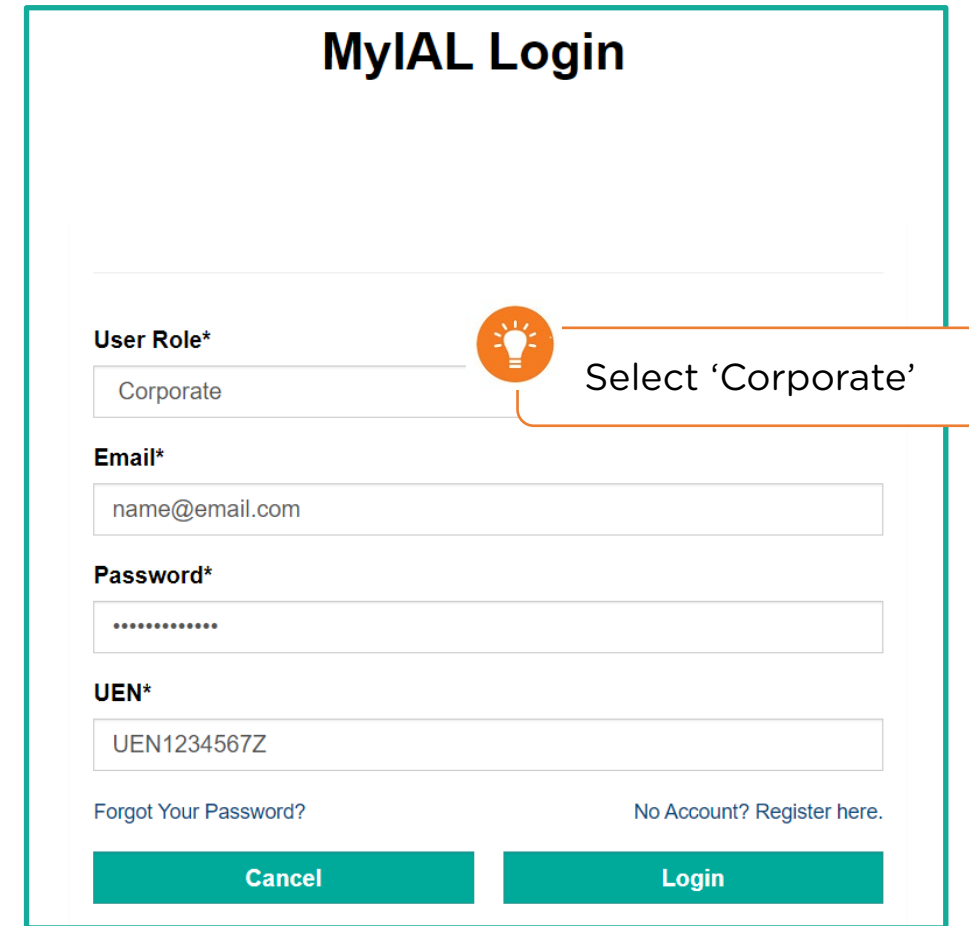
Login or create new account (first-time user) on MyIAL by selecting 'Corporate' for User Role.

As the corporate representative, you would be able to register your employees for ACLP.

Organisations sponsoring their employees will be invoiced at the end of the registration process. Payments may be made through either of the following:

- Interbank GIRO / Bank Transfer
- Cheque - Payable to "SUSS-IAL"

For corporate runs / IAL's clients, payments details will be aligned to the terms in the contract.



The image shows a screenshot of the MyIAL Login page. The page has a teal border and a white background. At the top, the title "MyIAL Login" is displayed in bold black text. Below the title, there are four input fields: "User Role*", "Email*", "Password*", and "UEN*". The "User Role*" field contains the text "Corporate". An orange callout box with a lightbulb icon points to this field, containing the text "Select 'Corporate'". The "Email*" field contains the text "name@email.com". The "Password*" field contains a series of dots. The "UEN*" field contains the text "UEN1234567Z". Below the input fields, there are two links: "Forgot Your Password?" and "No Account? Register here.". At the bottom, there are two teal buttons: "Cancel" and "Login".

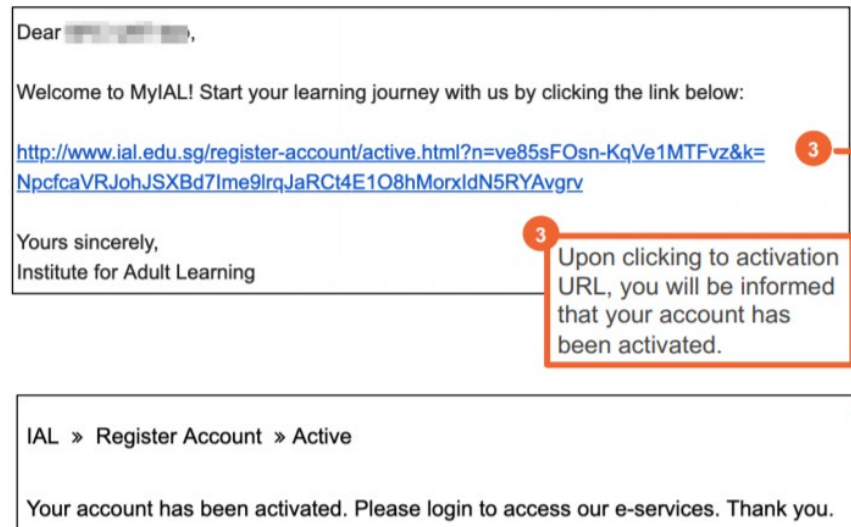
Password Orientation – 8 characters minimum, uppercase, lowercase & numericals

How to Register on MyIAL – Company Sponsored Learners (2/3)

If it is your first login to MyIAL, you would need to create an account with IAL.

After keying in the required information, a verification email will be sent to IAL for account activation.

Once IAL has activated your account, you will receive an email with the activation link. Please **click on the link** (as shown below) and you would be able to access IAL



3 Upon clicking to activation URL, you will be informed that your account has been activated.

User Creation

1

Organisation

Your Email Address*

Password*

Confirm Password*

UEN*

☐ I'm not a robot

reCAPTCHA

2

Submit

2.1

1 User need to choose Role, and key in all required information: Email address, Password, Confirm Password, and UEN number.

2.1 Upon submission the registration, if you are the first user register for your company, a verification email will be sent to IAL officer to verify your information

Password Orientation – 8 characters minimum, uppercase, lowercase & numericals

How to Register on MyIAL – Company Sponsored Learners (3/3)

If it is your **first login to MyIAL**, you will need to **create your profile**. You will be directed to the 'Create Profile' page, where you will need to populate your personal information.

After you clicked 'Save', you would need to **agree to IAL's T&Cs** before you can apply for the ACLP schedule that you are interested in.

All these details will be **saved on MyIAL** and you would not need to repeat this step if you wish to apply for other programmes / workshops with IAL.

Create Profile
Please complete your personal information. All mandatory fields are required. This will take approximately 5 to 10 minutes.

Personal Information (All fields marked with an asterisk (*) are required)

Update Photo
You may upload a passport size image of yourself in .gif, .jpg or .png. Recommended file size: 330 KB

ID
SIN4231234

ID Type
NRIC

Nationality
SG

Full Name
John Smith

Gender
☐ Male ☐ Female

Nationality
SINGAPORE CITIZEN

Citizenship
Singaporean Citizen

Race
Chinese

1982-11-01

Please fill in your Employment Details [Check your organisation's Unique Entity Number \(UEN\)](#)

Company Name
ABC LTD

Company Unique Entity Number (UEN)
10122783G

Company Registration Type
Regulatory Company

Industry Sector
Computer systems integration activities

1 Save

2 I Agree

1 Fill up the personal information form and click 'Save'.

2 The Terms and Conditions window will pop-up. Acknowledge by clicking on 'I Agree'. Your MyIAL account will be created and you will be directed to the Inbox page of MyIAL.


The Terms and Conditions listed below are applicable for Workforce Skills Qualifications (WSQ) and IAL certified programmes only.


APPLYING FOR CREDIT EXEMPTION

1. Programme applicants are responsible to apply for all relevant credit exemptions before registration. IAL will not process any exemption requests once the programme commences.
2. Each application must be accompanied by a non-refundable credit exemption fee of S\$107.00 (inclusive of GST).
3. You may click here for more information on the list of approved credit exemptions.

Cancel I Agree

Features for MyIAL

As a **LEARNER**, you would be able to access the full suite of e-services to **register and make payment** for IAL's courses, **view schedule details**, **submit requests for rescheduling** and also to **view your attendance and assessment results**, where applicable. Click [here](#)  to download the User Guide for Learners.

As a **CORPORATE REPRESENTATIVE**, you would have an overview of your employees' enrolments with IAL. You would also be able to **register employees** for new courses, **make payment**, **submit requests for rescheduling** and **view your employees' attendance and assessment results**. Click [here](#)  to download the User Guide for Organisations.

Updated as of 16 October 2019



Table of Contents

User Registration	3
Login	4
Create Account	5
View Inbox	6
A. Pending Action - Payment	7
Manage your Certificate / Diploma / Master Programmes	8
A. Apply for New Programme	9
B. View Module	16
C. View Training Schedule	17
D. View Assessment Dates	19
E. View Result	21
F. View Attendance	22
G. Resubmit Document	23
H. Request to Reschedule Programme	25
I. Request to Withdraw	27
Manage your Continuing Professional Development Programmes	29
Make Payment	30
View Transaction History	31
View Programme Administrative Information	32
View and Edit Profile	33

Payment Advisory

Please proceed to make payment via eNets/credit card (VISA or MasterCard) and/or SkillsFuture Credit (SFC) at the end of the registration process. Please note that the system will automatically cancel the registration if full payment (including SFC, where applicable) has not been successfully processed by 11.59pm (Singapore Time) **on the same day of the registration**. You will have to reapply for the course, subject to availability of vacancy at the point of your re-registration.

For dedicated corporate runs with a contract signed with IAL, billing and payment will follow the terms of the signed contract. Otherwise, payment would be expected upon registration.

Using SkillsFuture Credit (SFC) to Offset ACLP Course Fees

Only **self-sponsored applicants** can use SFC to offset ACLP course fees. Please note that the \$500 Additional SFC (Mid-Career Support for locals in their 40s to 50s) available from 1 October 2020 is **not applicable** as ACLP currently does not fall under the 'Career Transition Programmes' category.



As SFC claim can only be submitted within 60 days before the course start date (date inclusive), please check that your submission is within this timeline stipulated by SkillsFuture Singapore (SSG).

If you are registering for a cohort > 60 days before the course start date, the SSG-SFC portal would reject your application and you would need to pay the course fees upfront using other mode of payments i.e. eNets, Credit Card at the point of registration.

Using the Search Function on IAL Website



[About Us](#) | [Contact Info](#) | [Careers](#) | [Feedback](#) | [Sitemap](#)

 [MyIAL Login](#)

aclp

[Learn at IAL](#)

[Join the Community](#)

[Start Enterprise Transformation](#)

[Start Learning Innovation](#)

[Access Research](#)

[Who We Are](#)

IAL » Site Search

What would you like to search for?

aclp



Content Types

☐ Programmes (1)

☐ Others (32)

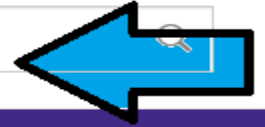
[Reset Filter](#)

ACLP Preview Slides

ACLP has replaced ACTA

Looking for the Media Release? [Click here.](#)

Using the Search Function on IAL Website



What would you like to search for?

clip schedule



Full Cohort

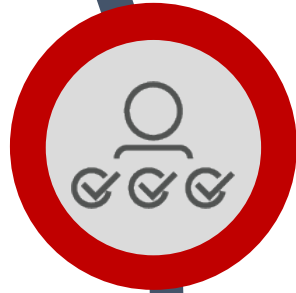
This is the **schedule** and application page for entry into the Full Cohort run of the ACLP programme.





01 - WHAT IS ACLP?

IS IT APPLICABLE FOR ME TO BECOME A TRAINER?



02 - AM I READY TO ENROL ONTO ACLP?




03 - I AM READY!

BUT... WHICH ACLP PATHWAY SHOULD I TAKE?



04 - HOW DO I SIGN UP?

Here's what learners say about ACLP!



“Essential if you want to be an educator for adults as most training happens at the workplace.”

Rashmi | Freelance Retail and Fashion Trainer



“An eye-opening course that is useful for self-upgrading.”

Stephen | Senior Manager (Retail Marketing Group) conducting ad-hoc training sessions

“One of the best experiences that has helped me to provide more engaging and richer learning for my learners.”

Anitha | Adjunct Lecturer,
Freelance Trainer and Course Developer in Finance & Accounting

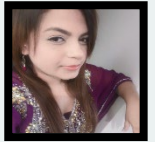


Here's what learners say about their ACLP trainers!



“**Eunice Lim** is an extremely amazing AE! She makes it interesting and very enjoyable. Straight to the point and relevant! I have learned so much from her. Grateful to be a learner in her class!”

Sonia | Trainer in Service Industry



“**Darren Tjan** is able to make us comfortable and has the patience to run through the different learning apps with us. His guidance makes his lesson interesting and less stressful. I have been sharing my learning with many colleagues.”

Tina | Head of Department conducting training for new joiners



“**Henry Koh** is very clear in his explanations. I like his reiteration and revision of earlier ACLP modules so that we can connect the dots. Good conceptual approach.”

Salbiah | Finance Trainer



Thank you for your time.



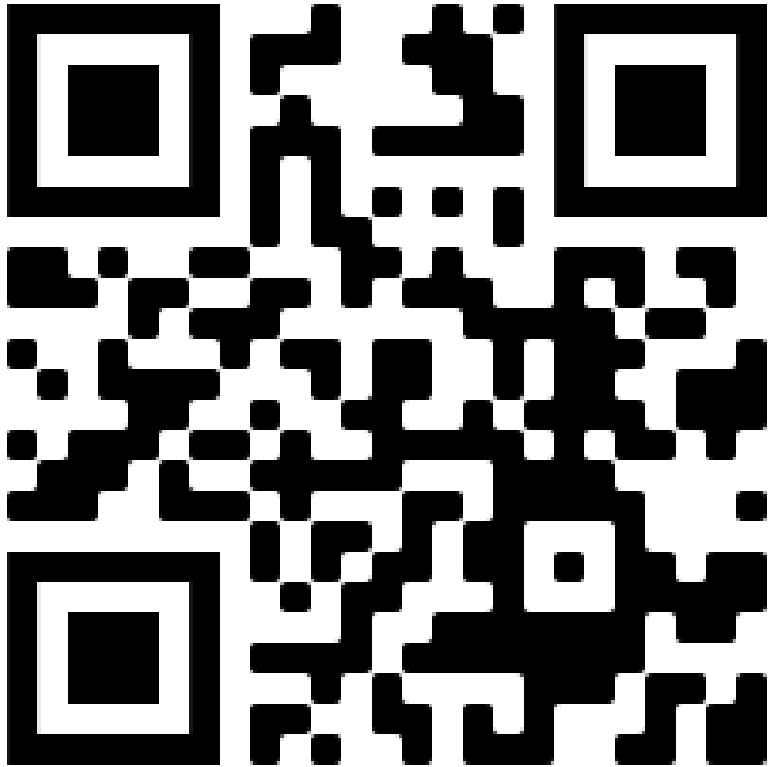
www.ial.edu.sg/aclp



https://t.me/learn_IAL

Feedback about the Programme Preview

Scan QR code



Type link

bit.ly/previewACLP

(case sensitive)