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

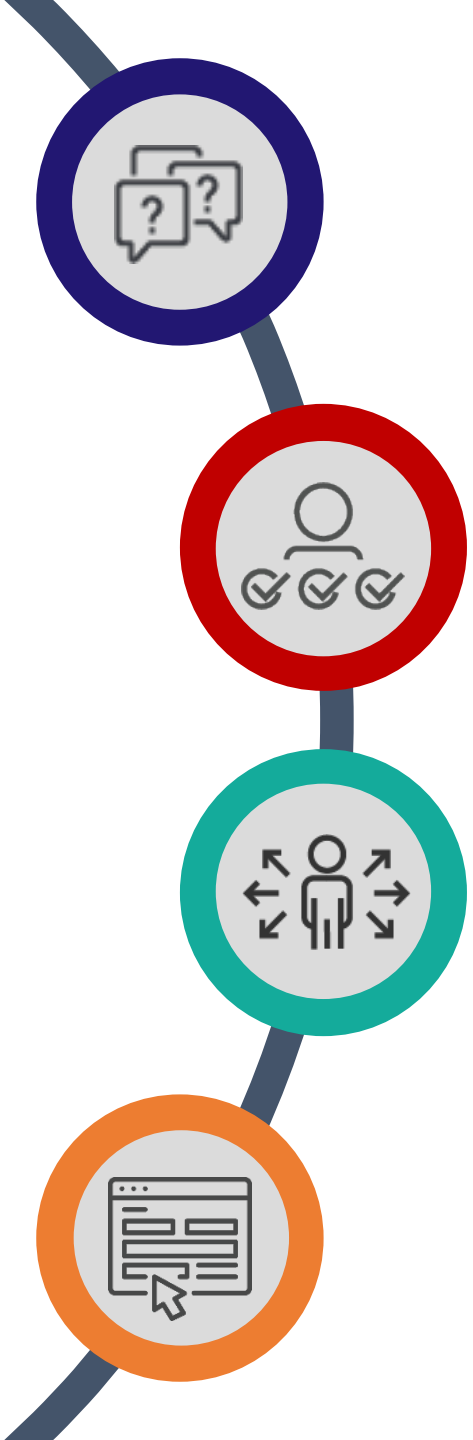
Accurate as of 29 Jul 2022

Course reference number: TGS-2019503584

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.

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



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?

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1 What is ACLP?

SINGAPORE WORKFORCE SKILLS QUALIFICATIONS

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	• At least 80% of trainers and / or assessors with either ACTA[2] or **ACLP** qualification or equivalent (includes DACE [1] and DDDLP [2] Graduates)
In-House Training Provider	• At least 80% of trainers and / or assessors with WTP[3] or WLF[4] programme, or equivalent and • 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 [DDDLP]
[3] WSQ Advanced Certificate in Training and Assessment [ACTA]
[4] WSQ Workplace Trainer Programme [WTP]
[5] WSQ Workplace Learning Facilitator [WLF]

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

- 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

Skills Demand for the Future Economy Report 2021
By SkillsFuture Singapore

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

Source: Choo, D. (2021, December 8). Skills in digital, green and care sectors expected to be in demand: SkillsFuture report. TODAY. https://www.todayonline.com/singapore/skills-digital-green-and-care-sectors-expected-be-demand-skillsfuture-report-1765451

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	NEW! M2	NEW! M3	NEW! M4	NEW! M5	E1
Facilitate Learning Experiences for Adult Learners	Adopt Skills Frameworks for Professional Growth	Facilitate Technology-enabled Learning	Facilitate Workplace Learning	Design Learning Solutions to Address Performance Needs	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

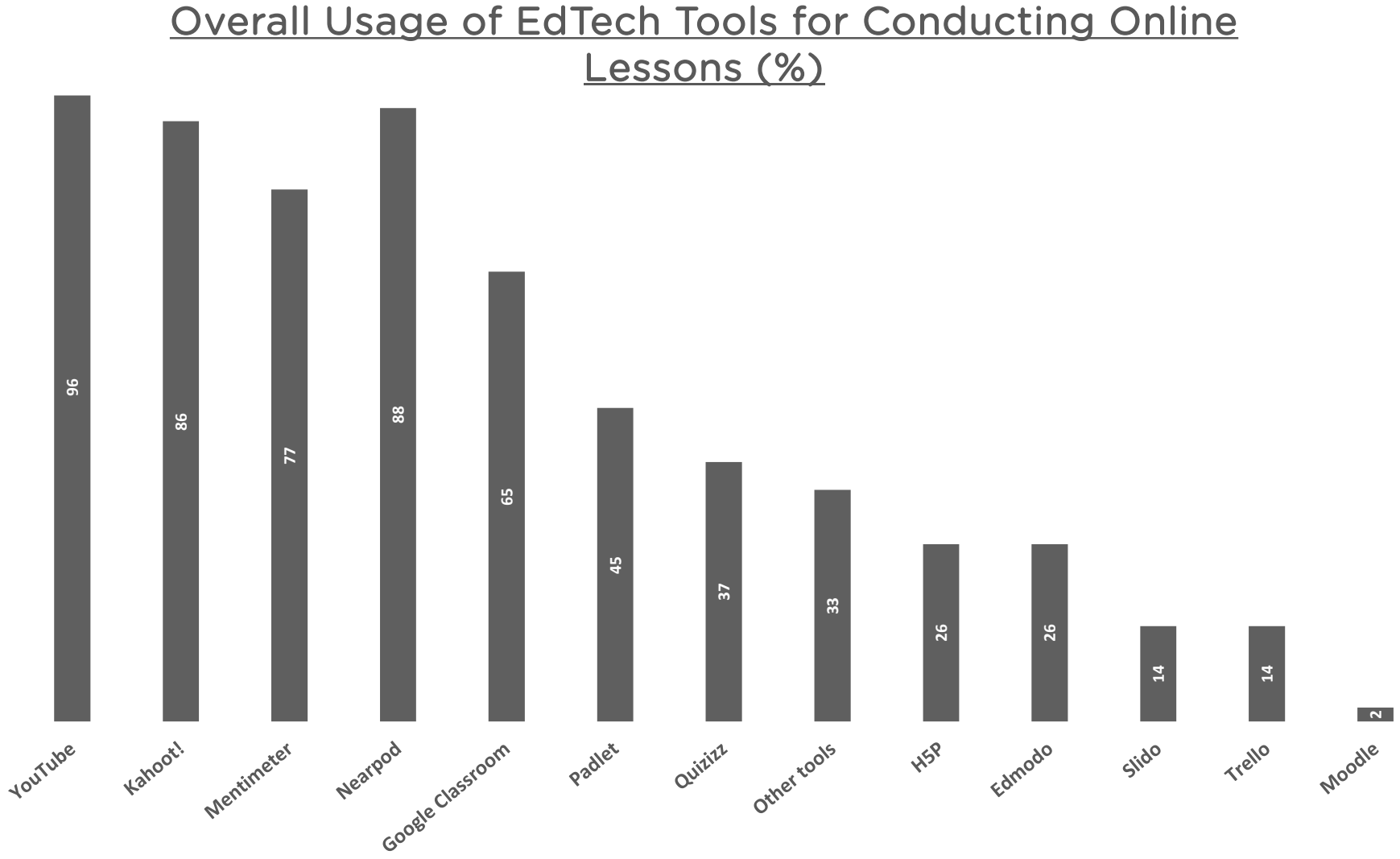
Interpret WSQ & Assess Competence

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



Google Classroom

Kahoot!

Mentimeter

nearpod

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

The TAE Landscape

ACLP is relevant for those who…

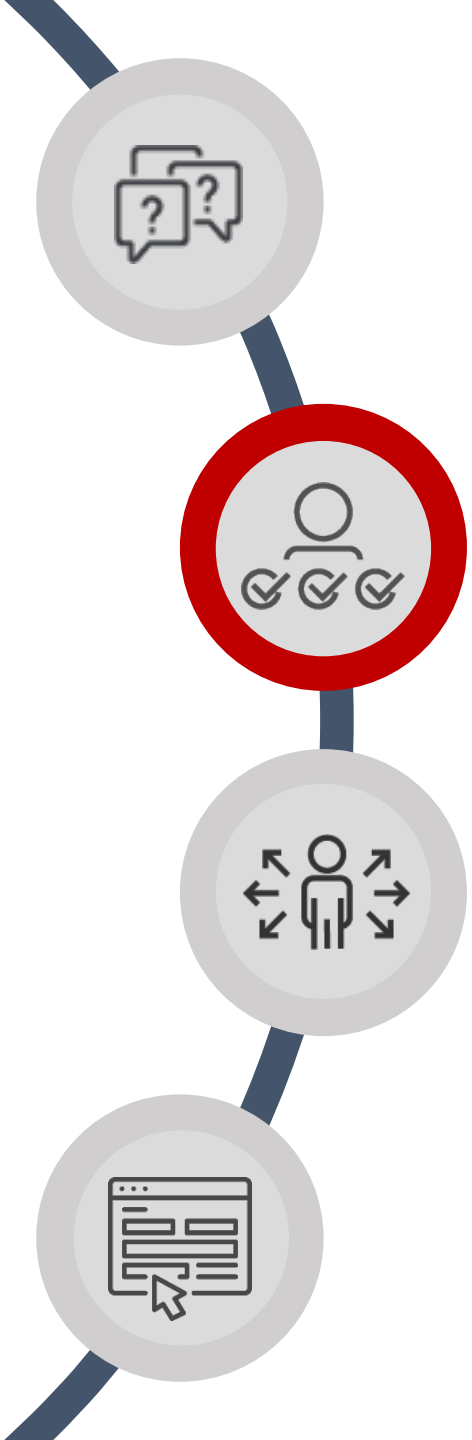
- Aspire to commence a career as an Adult Educator.
- Be part of the Singapore Training and Adult Education (TAE) community.
- Contribute to Continuing Education and Training (CET) for raising the quality of the Singapore Workforce.
- Be part of the National SkillsFuture Movement to promote lifelong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

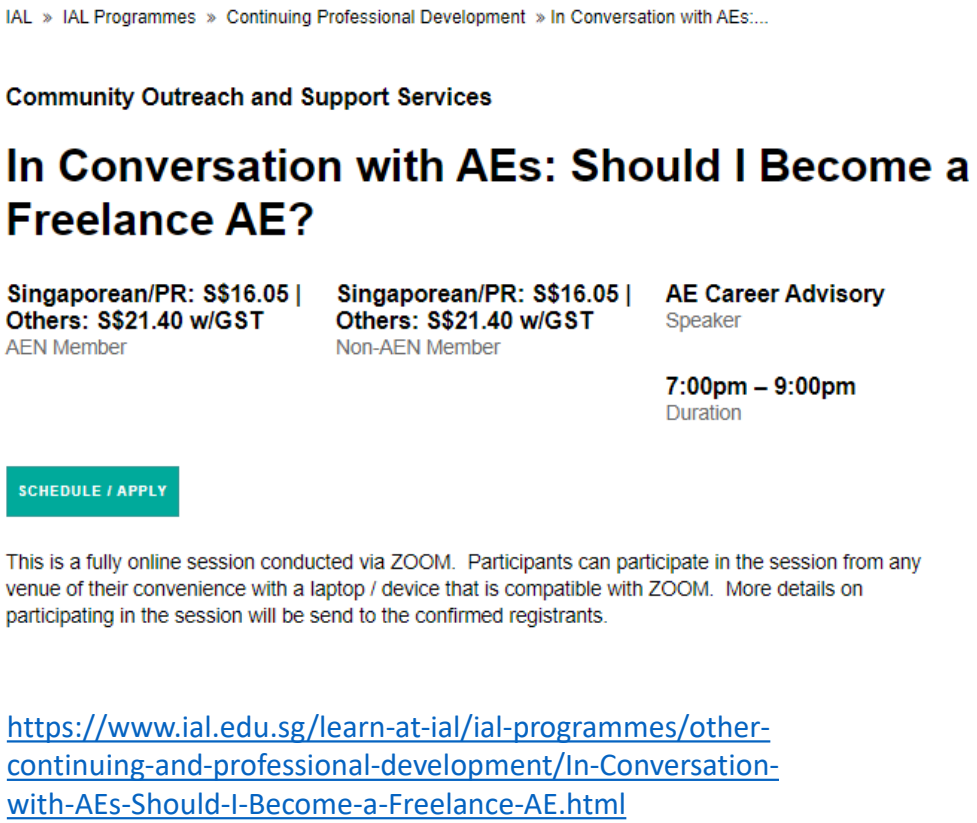
For opportunities for a career in TAE with a TAE Training Organisation

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

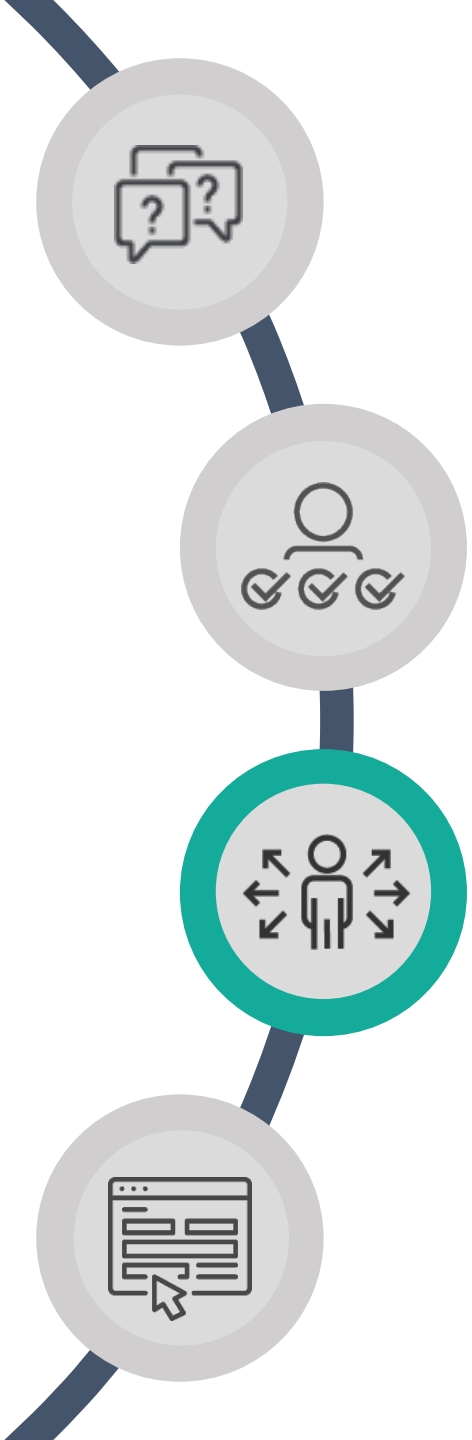
SCHEDULE / APPLY

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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3 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

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

Existing
TAE professional

Cohort-based Learning

One-Stop Skills Credentialing (OSSC)

Modularised Learning

Which ACLP Pathway is for You?

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

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TAE professional

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Modularised Learning

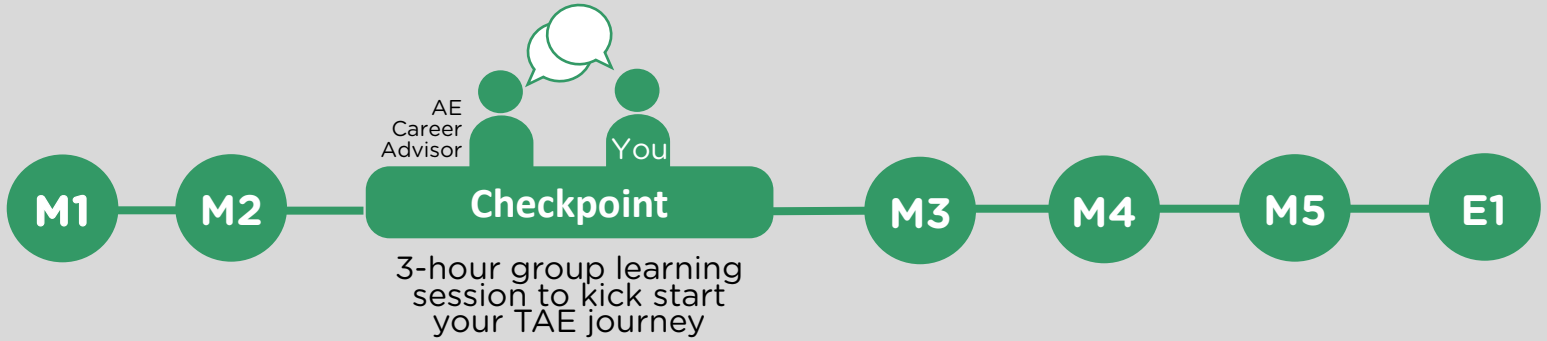
Aspiring TAE Professionals - Cohort-based Learning

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.

IAL ACLP Website Link

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!

IAL ACLP Website Link

ACLP Assessments

	Module Title	Assessment Design	Workplace Access?
M1	Facilitate Learning Experiences for Adult Learners	• 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	• 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	• 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	• 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	• 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	• 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	• 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	• 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 ▪ Management representative to provide organisational context and learning performance need • 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

	Funding Scheme (all fees in S$)	**Application Fee** *with GST*	**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*	(***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.***)
Full ACLP Cohort	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

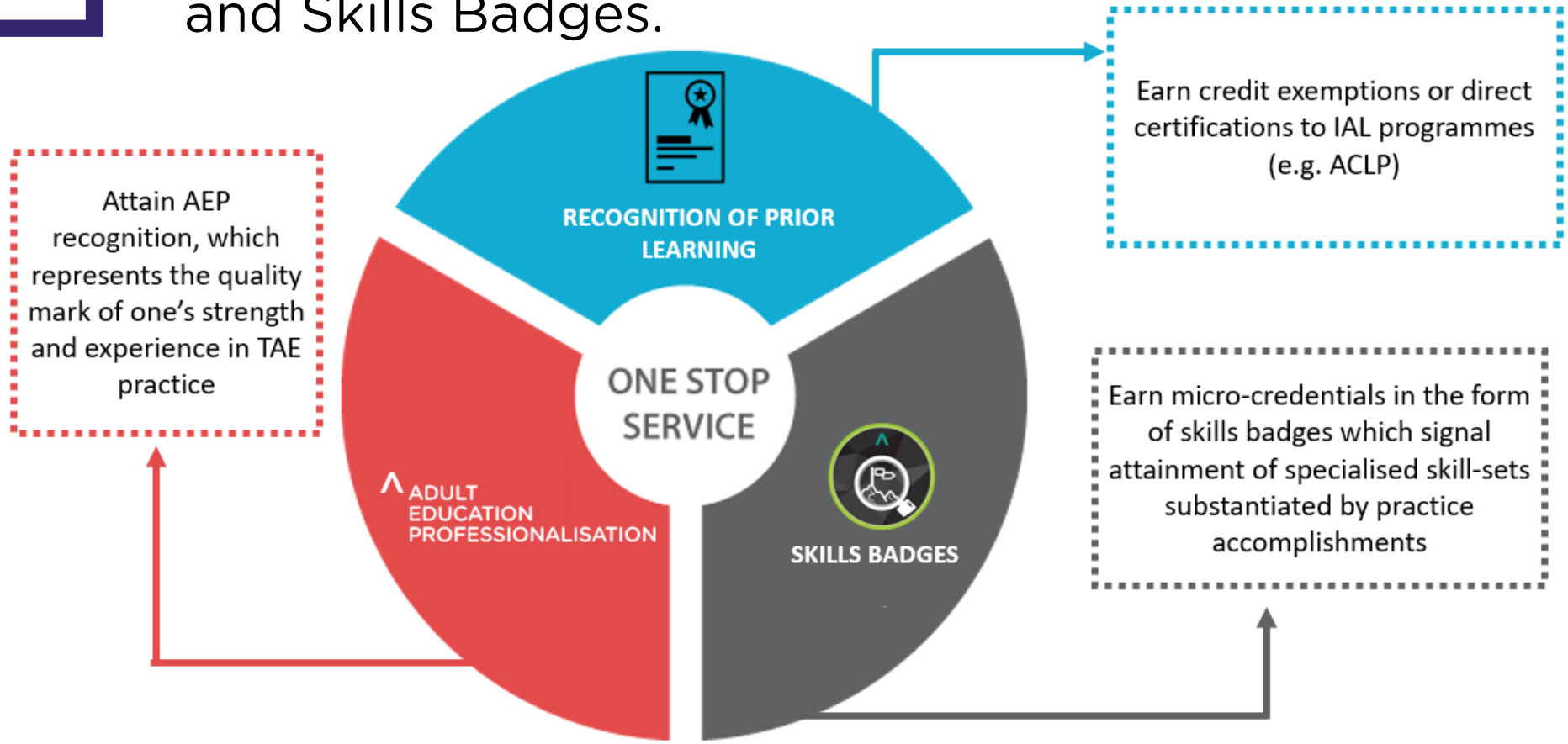
Existing TAE professional

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

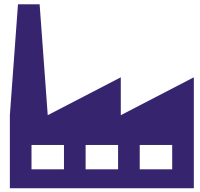
WORKPLACE LEARNING FACILITATION

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

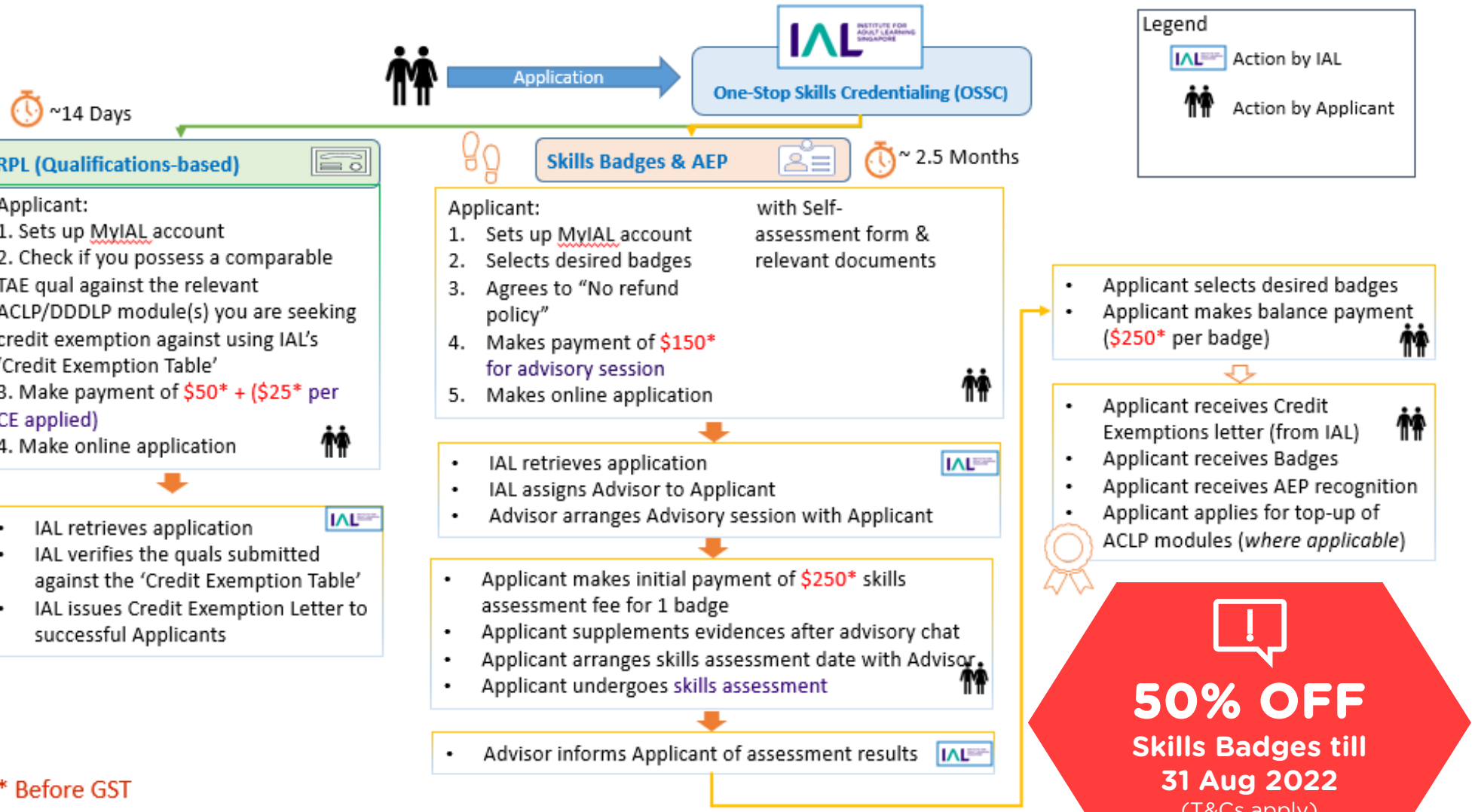
I possess **ACLP-comparable TTT qualifications**

Non-refundable Application Fee of S$53.50 (with GST) ** + S$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 S$160.50 (with GST) ** + S$267.50 (with GST) Skills Badges Composite Assessment (CA) Fee per Skills Badge applied **



50% OFF
Skills Badges till 31 Aug 2022
(T&Cs apply)

* 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) **S$53.50 (with GST) + S$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	(***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.*)
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	

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.

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?

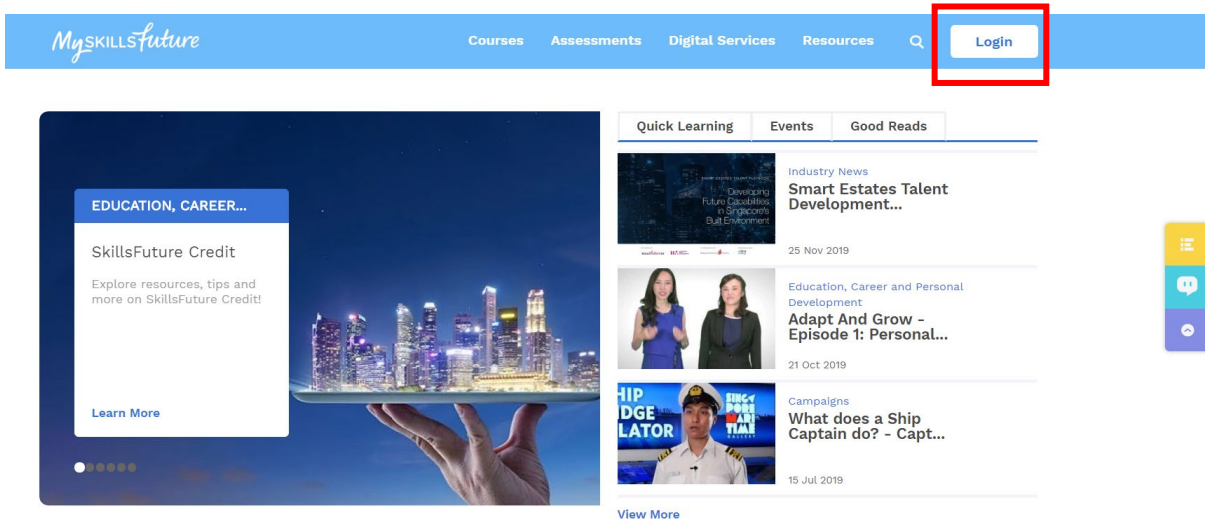
You will receive WSQ electronic certificates (e-Certs) between 4 to 6 weeks after completing the required assessments

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

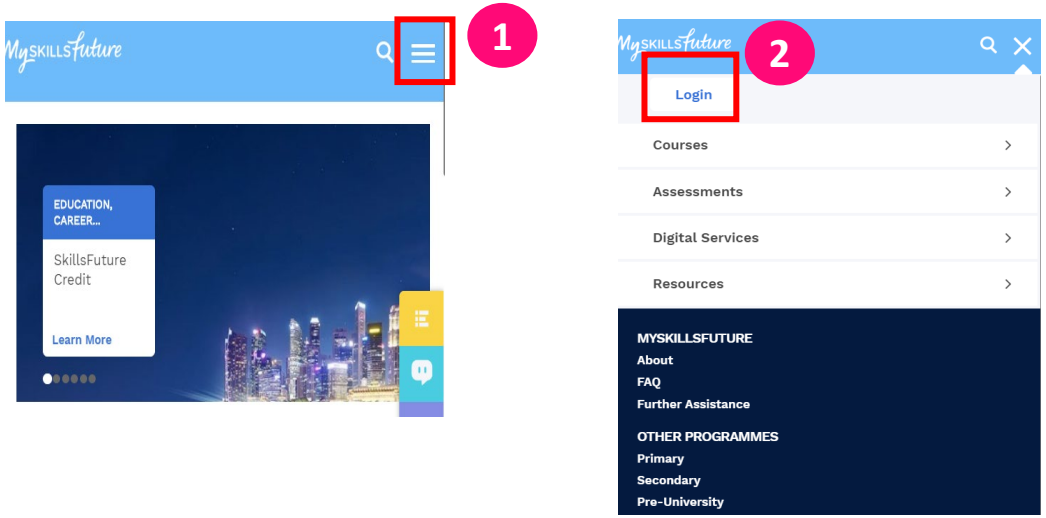
[MySkillsFuture Portal Link]

Read FAQ and User Guide [here]

Desktop View



Mobile View



What happens after ACLP?

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

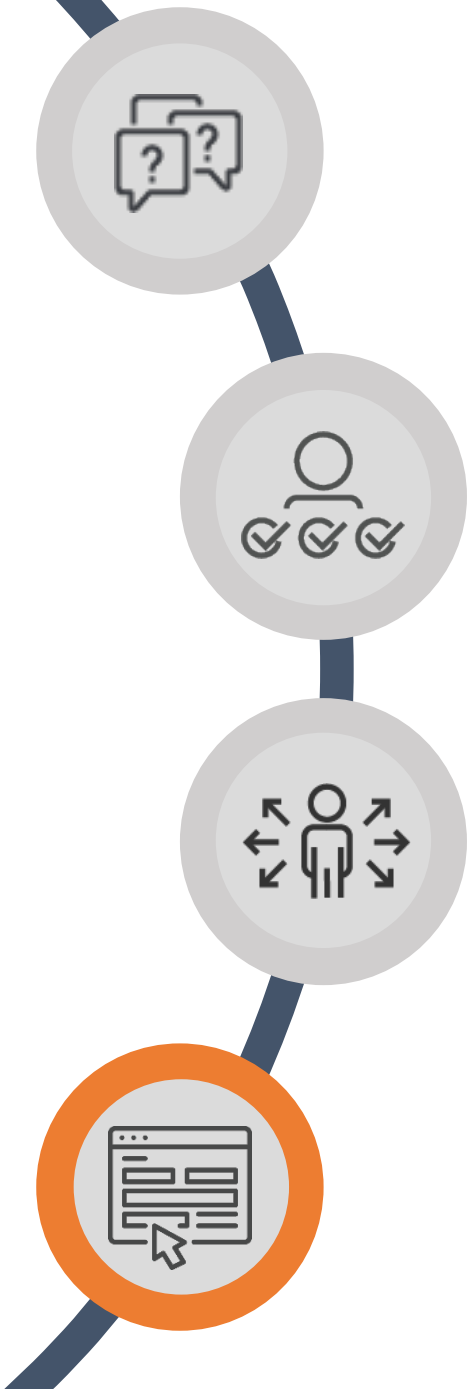
Go on to other IAL programmes (eg. Diploma or Master) once you have more field experience

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!)

We are on TELEGRAM!



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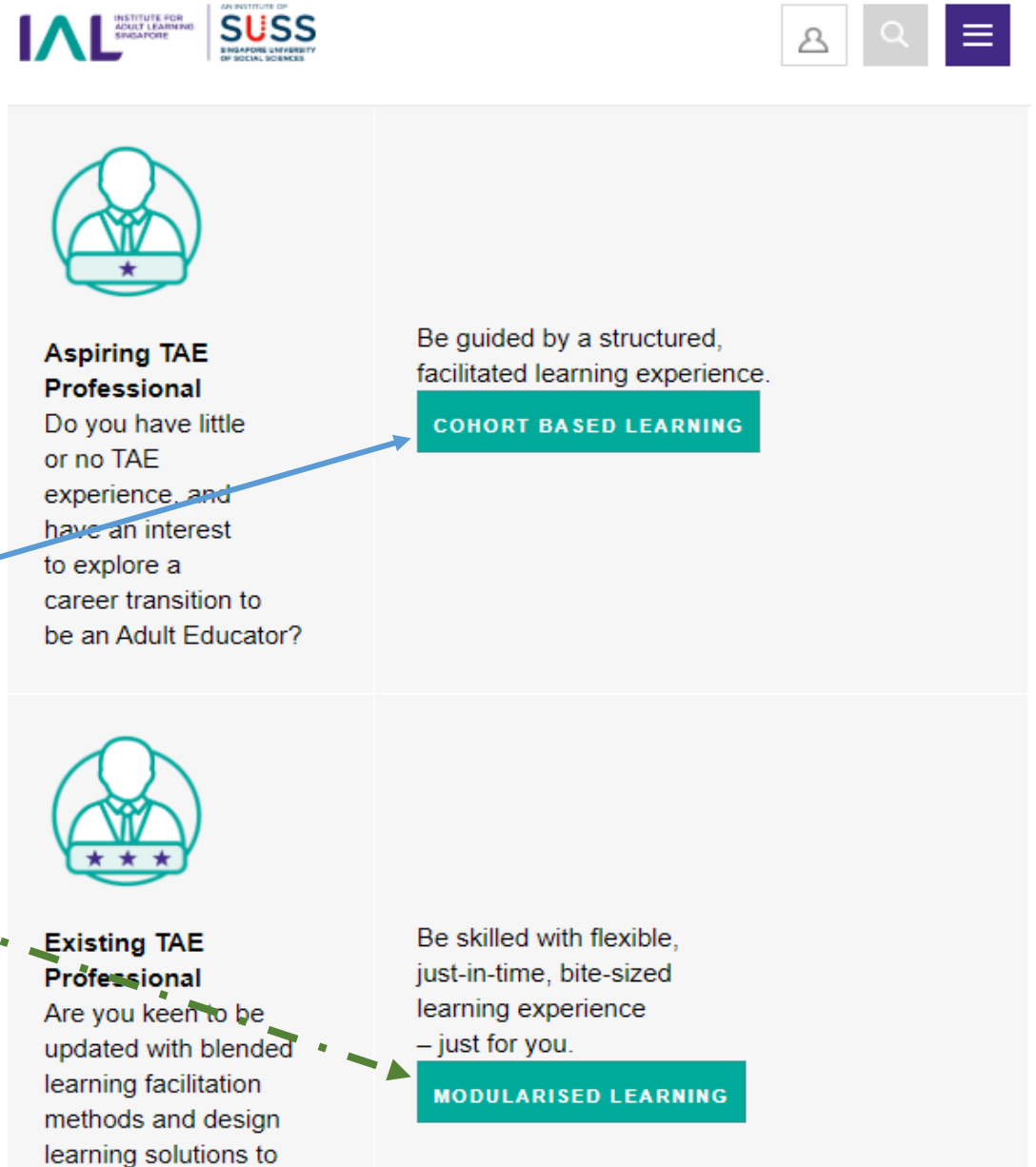
How to View Available ACLP Schedules on IAL's Website (1/4)

1. Visit IAL's website: www.ial.edu.sg/aclp

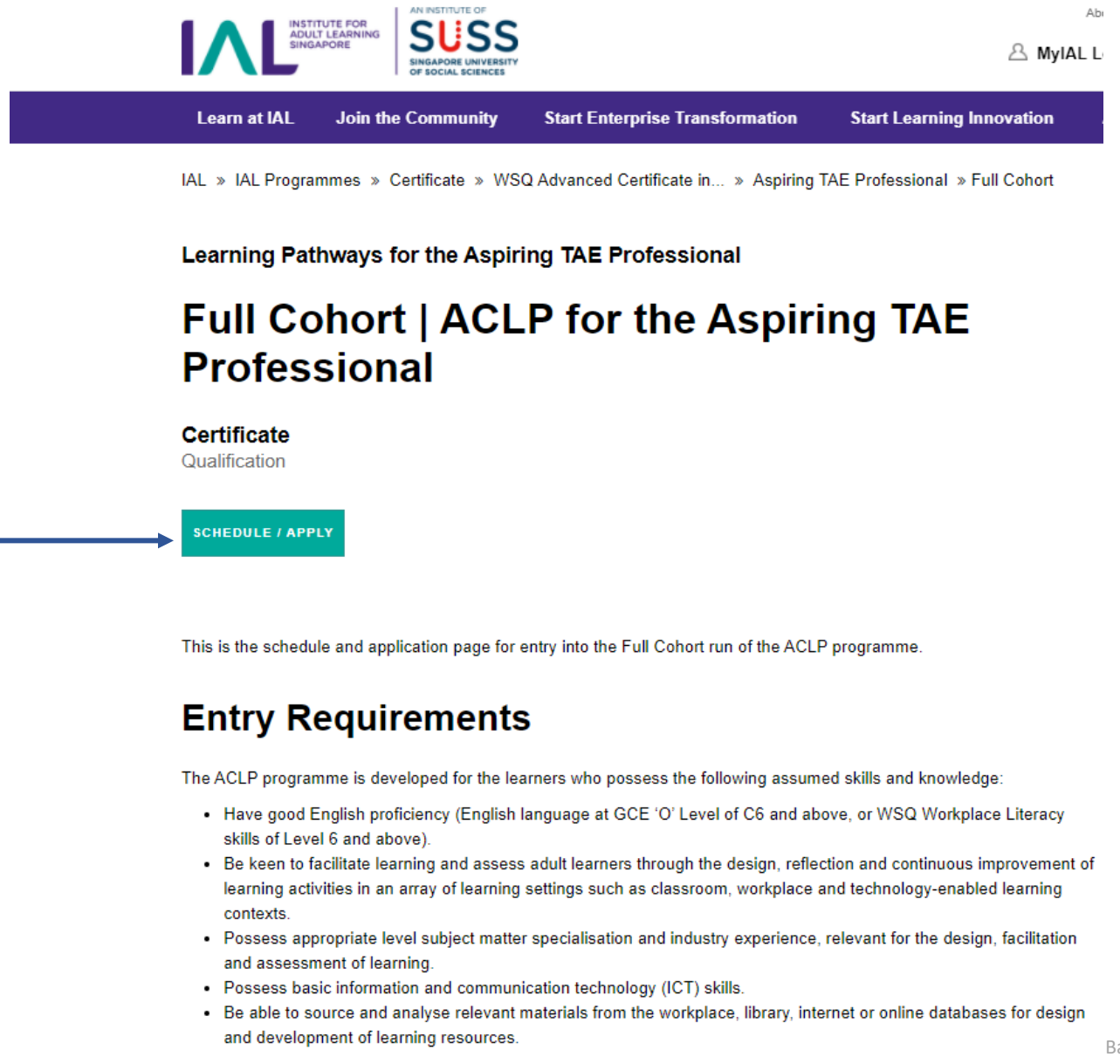
2. Select COHORT BASED LEARNING Or MODULARISED LEARNING



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

3

Select
SCHEDULE / APPLY



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. <u>SCHEDULES – Choose Either:</u>
Day schedules: 9am – 5pm
<u>OR</u>
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

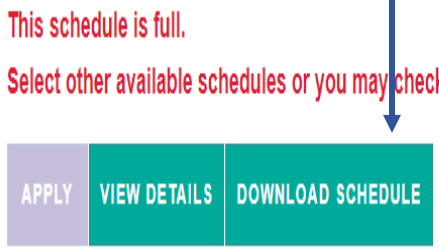
D. For **coaching and 1-hour summative assessment sessions**, Learners are **only required to attend 1 of the available slots scheduled over a few dates**. The Module's Facilitator will brief the class on Day 1 of each module and learners will sign up for a slot.

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

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



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

SSG Requirements

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
^ 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. ^ Processing Time for a refund is **20 working days** from the date of written notice of withdrawal.	

- 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 Recognised absences with supporting documents: • 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)	**One-time ONLY per course**** 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 5 working days of last Assessment Date)	
'NYC' is awarded on 1st attempt: Re-assessment fee of **S$160.00** (before GST)	'NYC' is awarded on 2nd attempt: 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

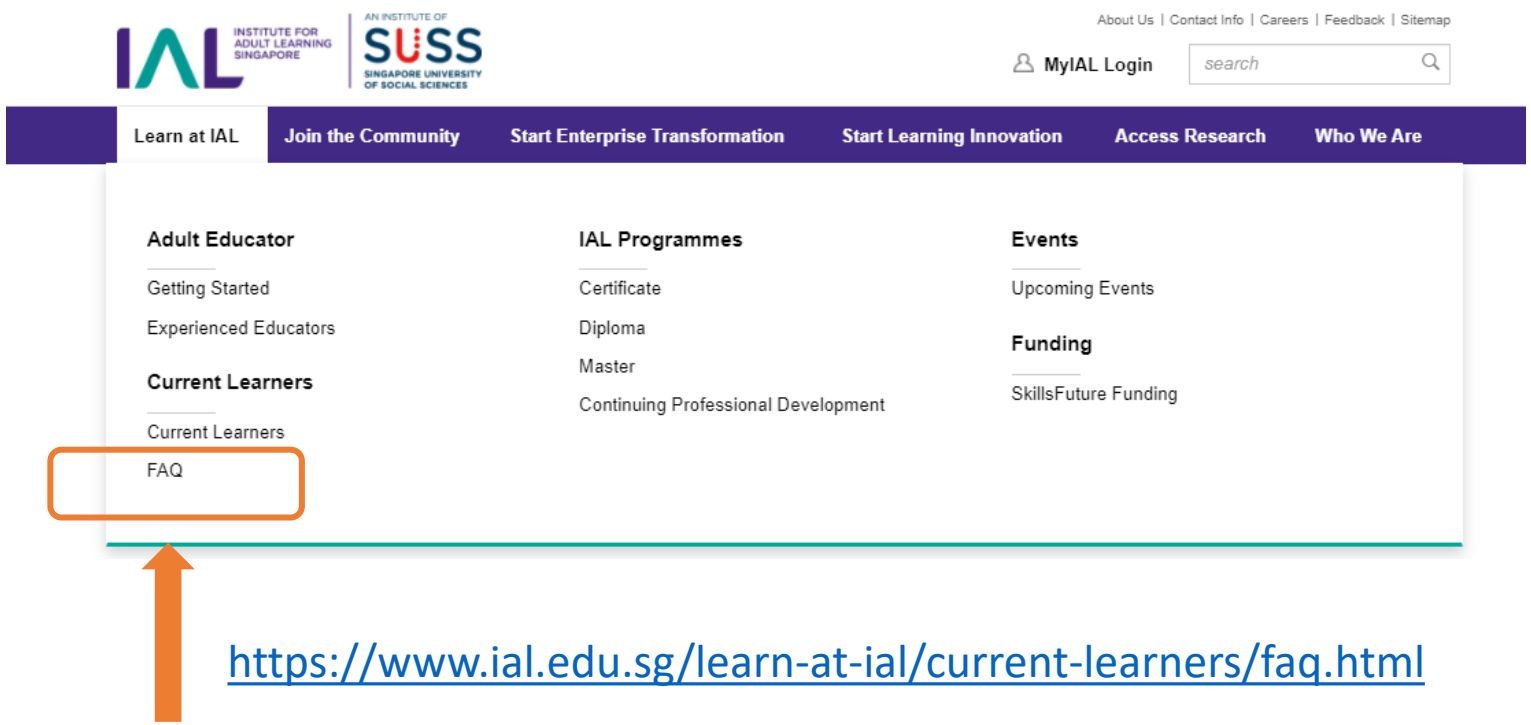
- You may submit a deferment application if you cannot complete the full qualification due to reasons beyond your control. An admin fee of S$110.00 (before GST) will apply.
- Deferment applications with invalid, insufficient or no supporting documents will be rejected. Upon review, IAL's decision will 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

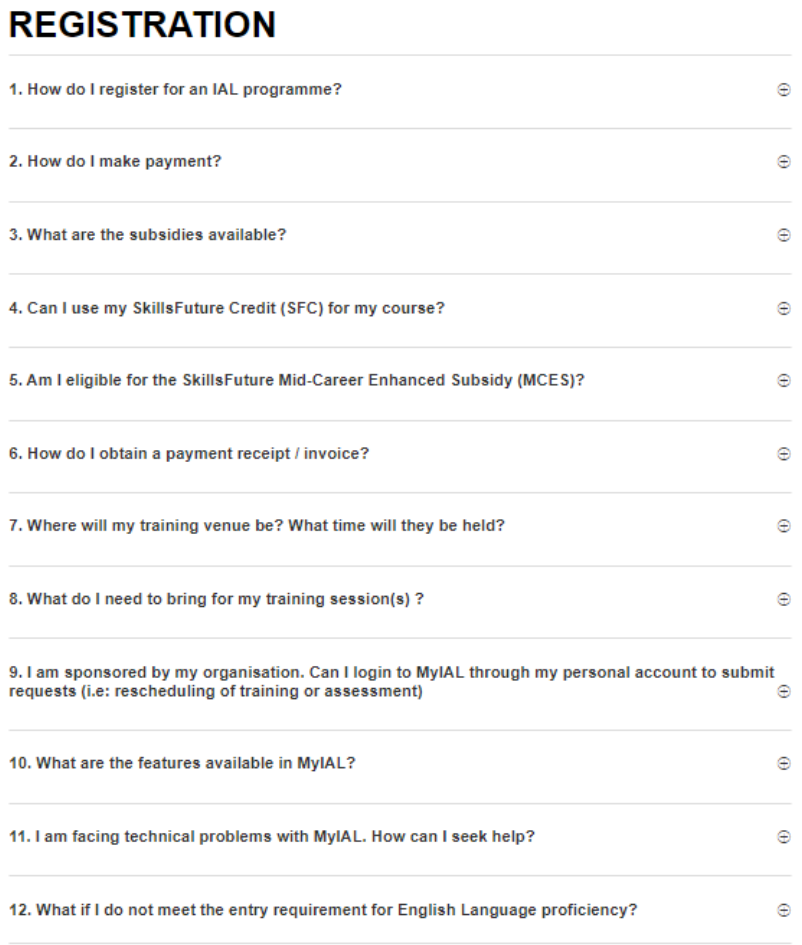
Module	Face-to-Face (F2F) Day Schedule	Face-to-Face (F2F) Eve / Sat Schedule
M1 – Facilitate Learning Experiences for Adult Learner	Day 2 & Day 3	Day 3 & Day 4 (2 Evening & 2 Saturday Sessions) OR Day 4 & Day 5 (3 Evening & 2 Saturday Sessions) OR Day 5 & Day 6 (5 Evening & 1 Saturday Sessions)
M4 – 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**.



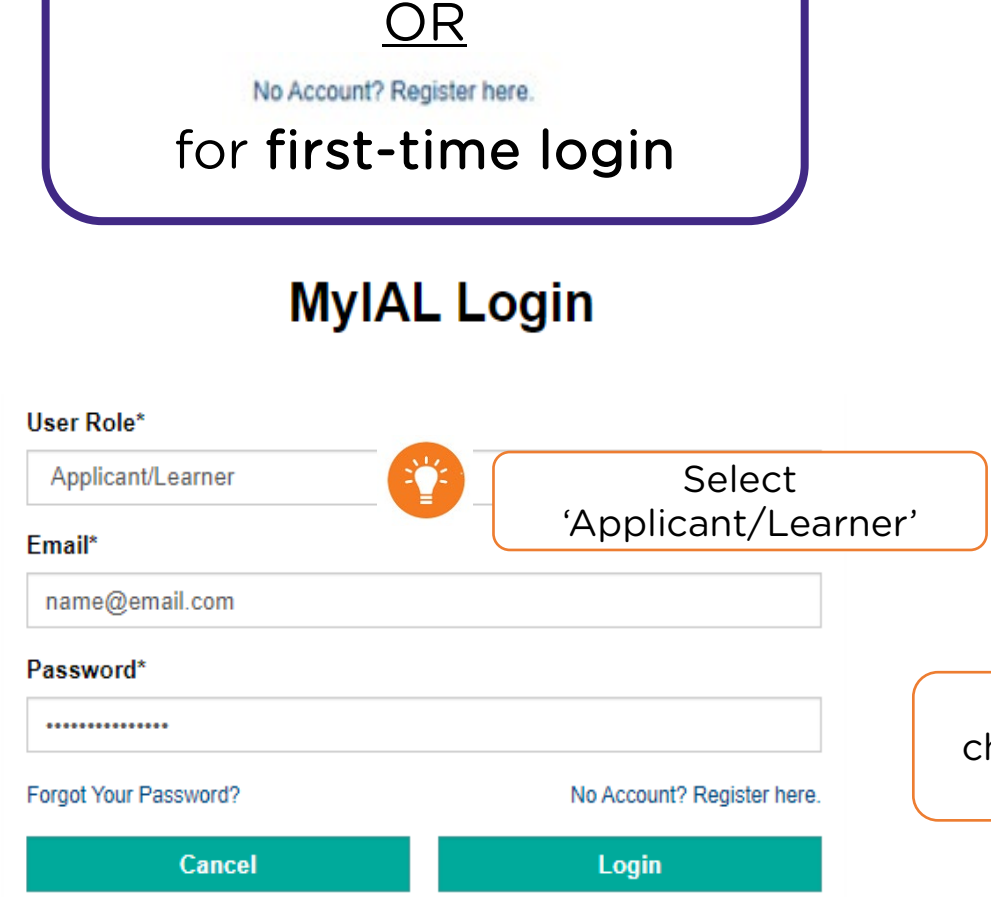
https://www.ial.edu.sg/learn-at-ial/current-learners/faq.html



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

6

Login
OR
No Account? Register here.
for **first-time login**



Select 'Applicant/Learner'

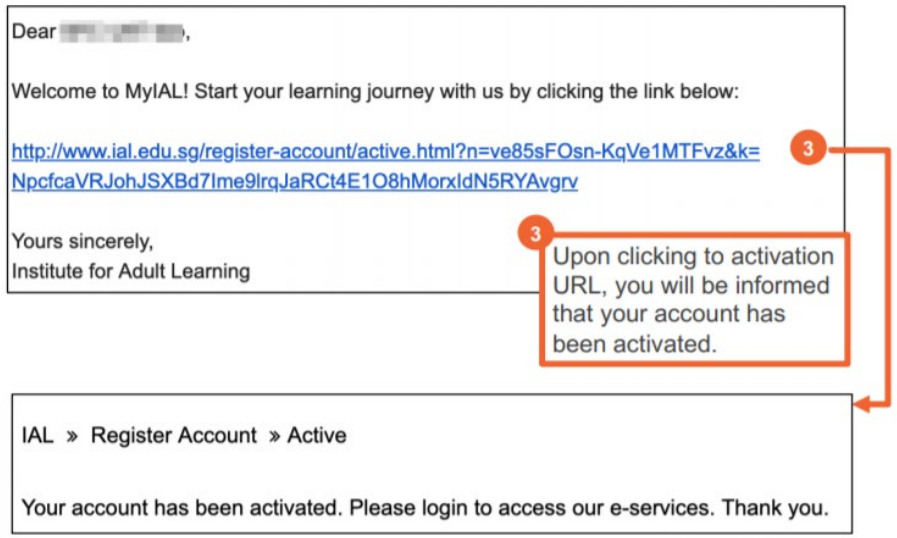
Password Orientation – 8 characters minimum, uppercase, lowercase & numericals

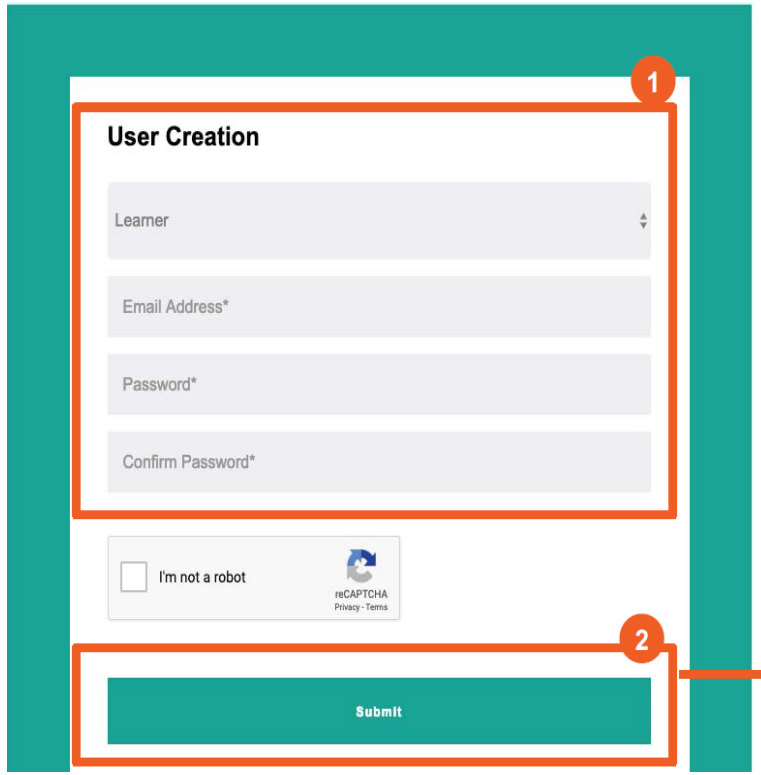
How to Register on MyIAL – Self Sponsored Learners (2/4)

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





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

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.

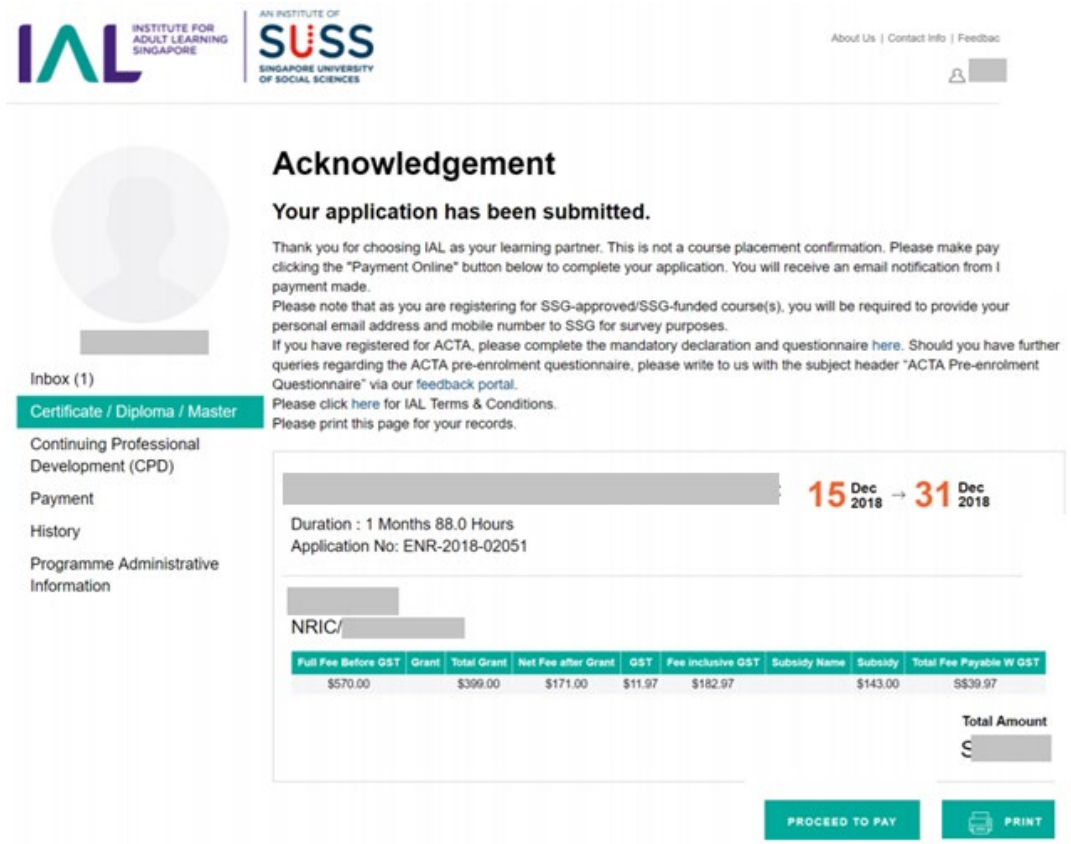
All these details will be **saved on MyIAL** and you would not need to repeat this step if you wish to apply for other programmes / workshops with IAL.

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.



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

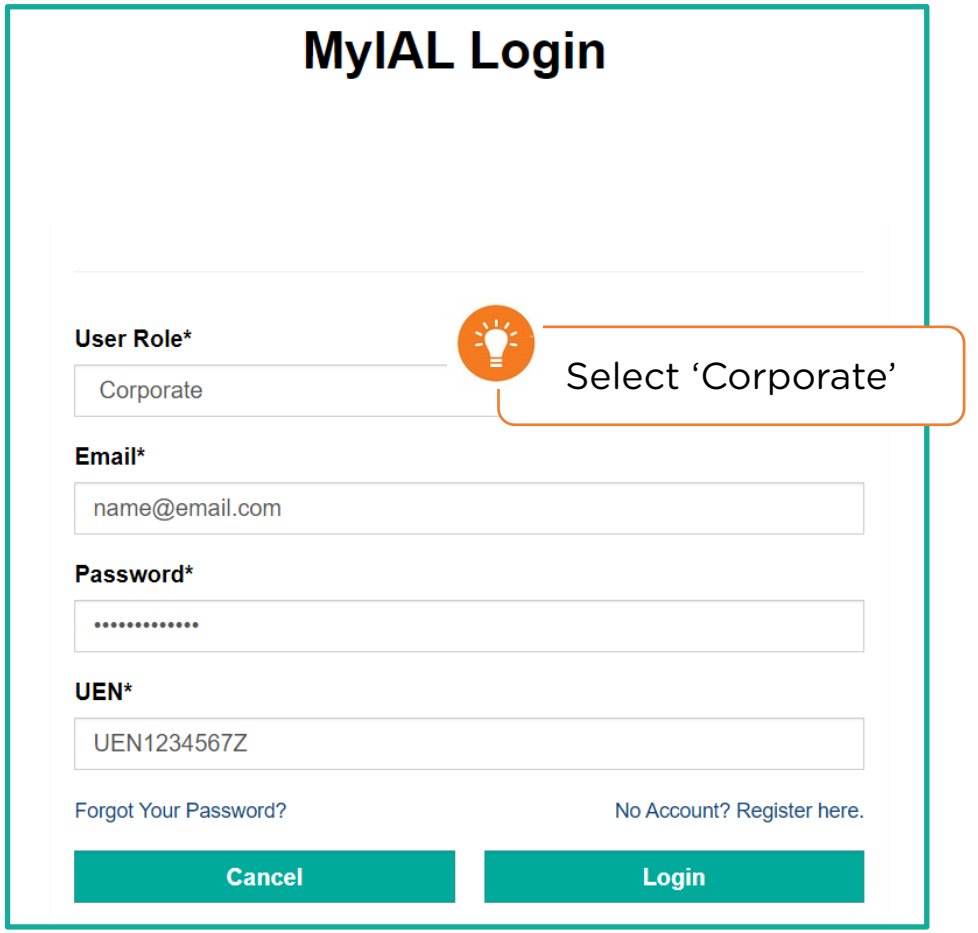
Login or create new account (first-time user) on MyIAL by **selecting 'Corporate' for User Role**.

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.



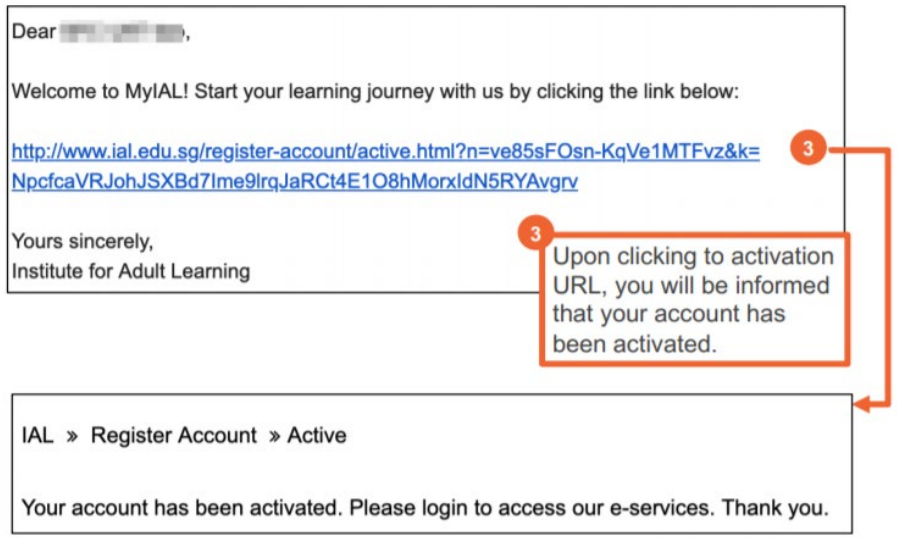
Password Orientation – 8 characters minimum, uppercase, lowercase & numericals

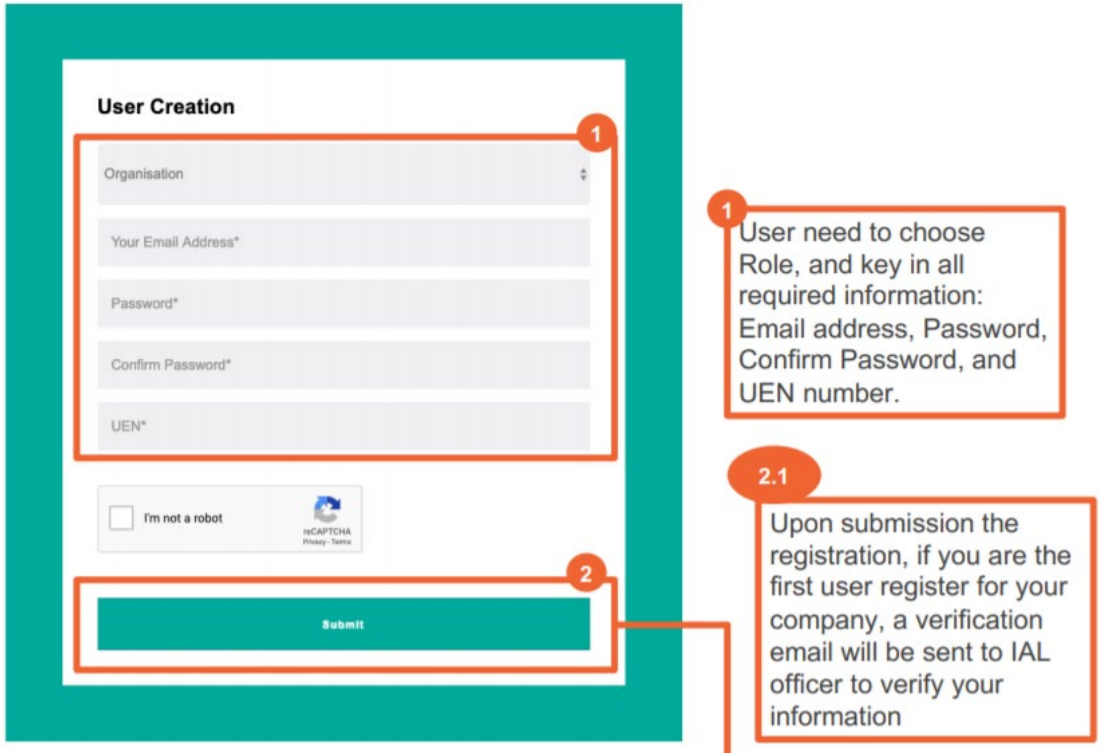
How to Register on MyIAL – Company Sponsored Learners (2/3)

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





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.

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

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Payment for MyIAL Programmes - Pay As You Register (PAYR)

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.

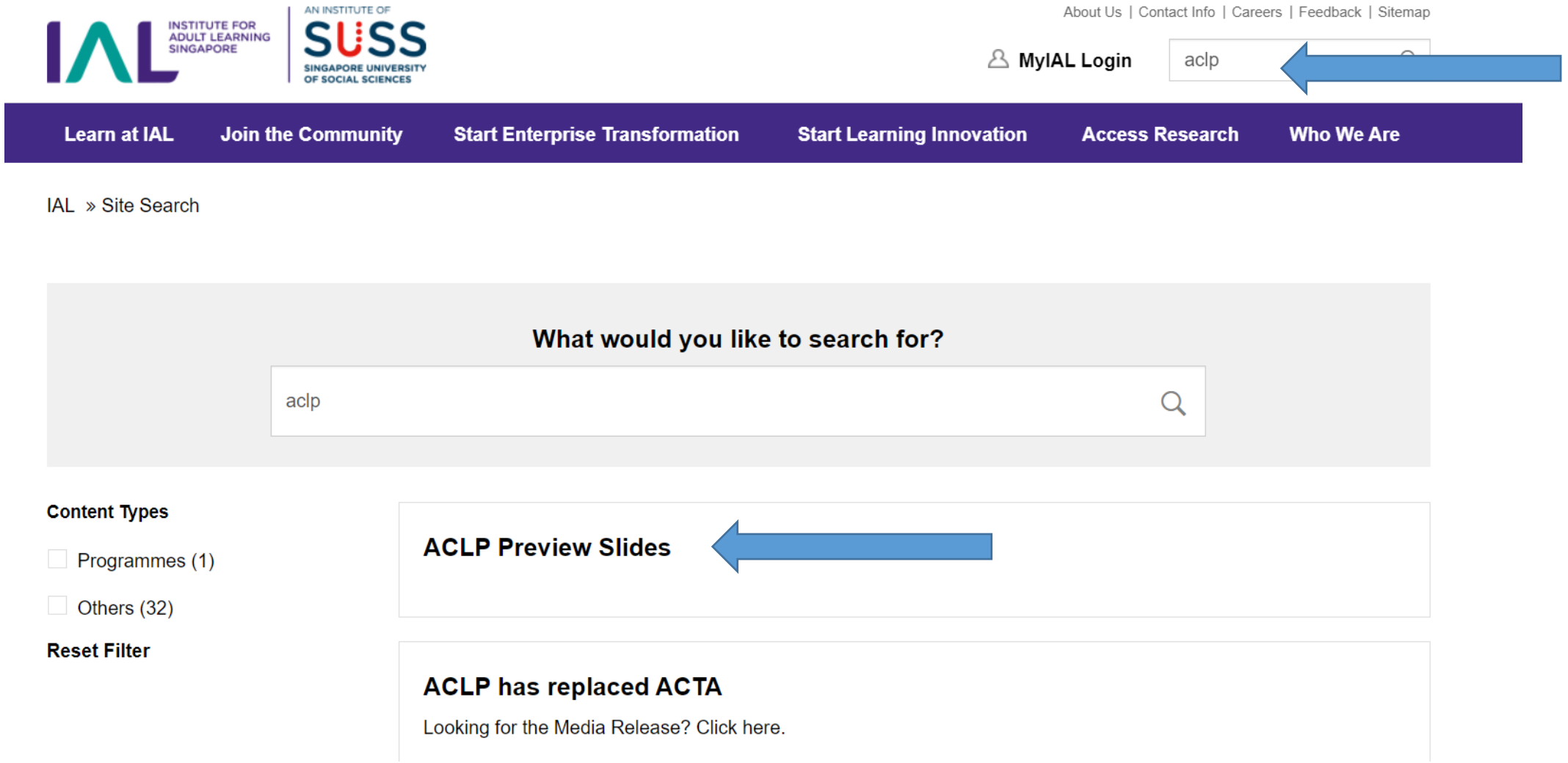
Using SkillsFuture Credit (SFC) to Offset ACLP Course Fees

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.

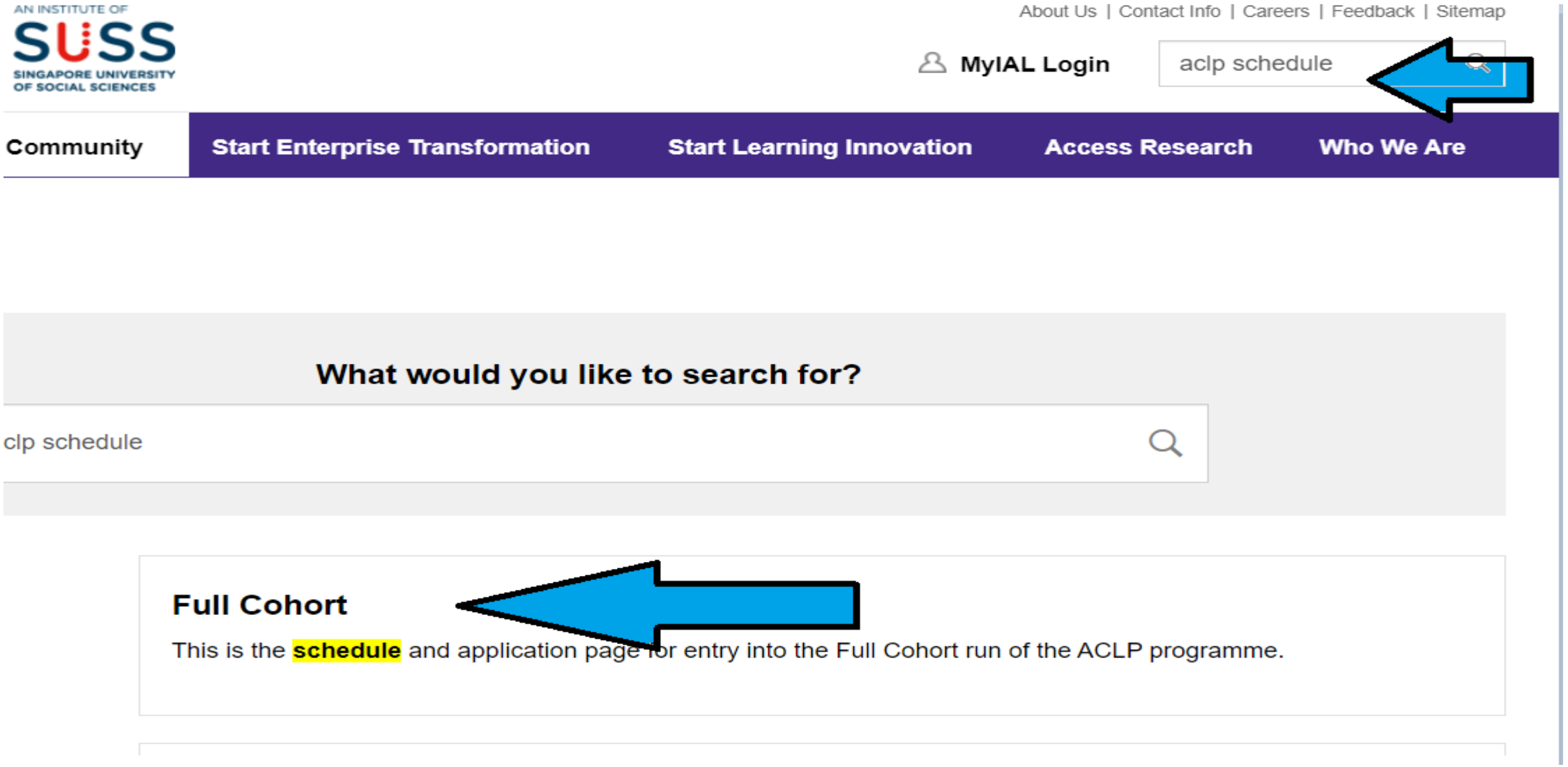
As SFC claim can only be submitted within 60 days before the course start date (date inclusive), please check that your submission is within this timeline stipulated by SkillsFuture Singapore (SSG).

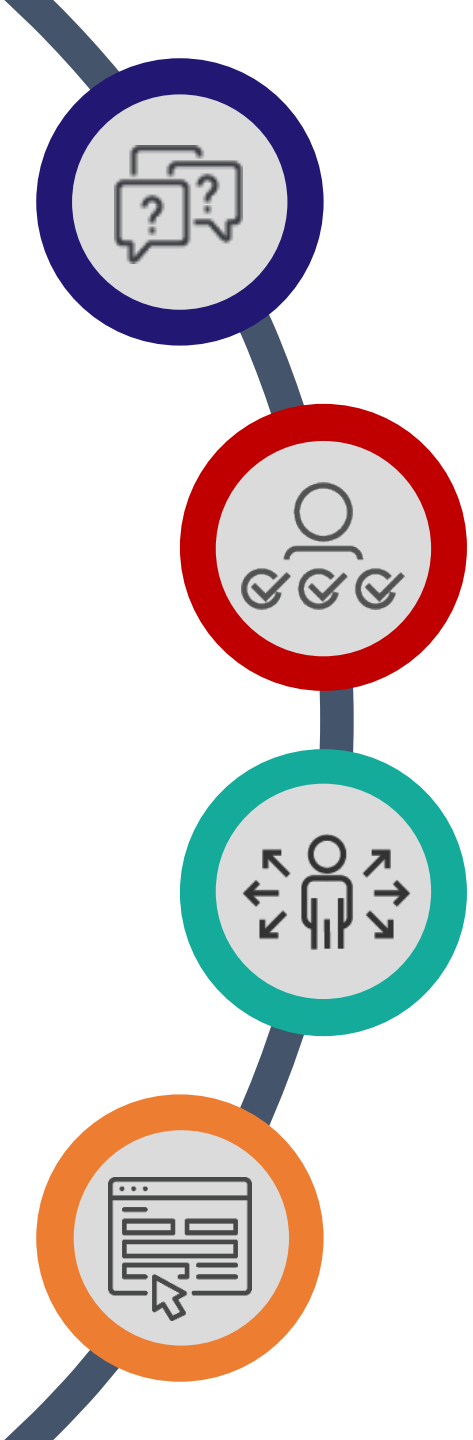
If you are registering for a cohort > 60 days before the course start date, the SSG-SFC portal would reject your application and you would need to pay the course fees upfront using other mode of payments i.e. eNets, Credit Card at the point of registration.

Using the Search Function on IAL Website



Using the Search Function on IAL Website





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

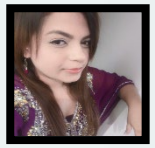
"One of the best experiences that has helped me to provide more engaging and richer learning for my learners."

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

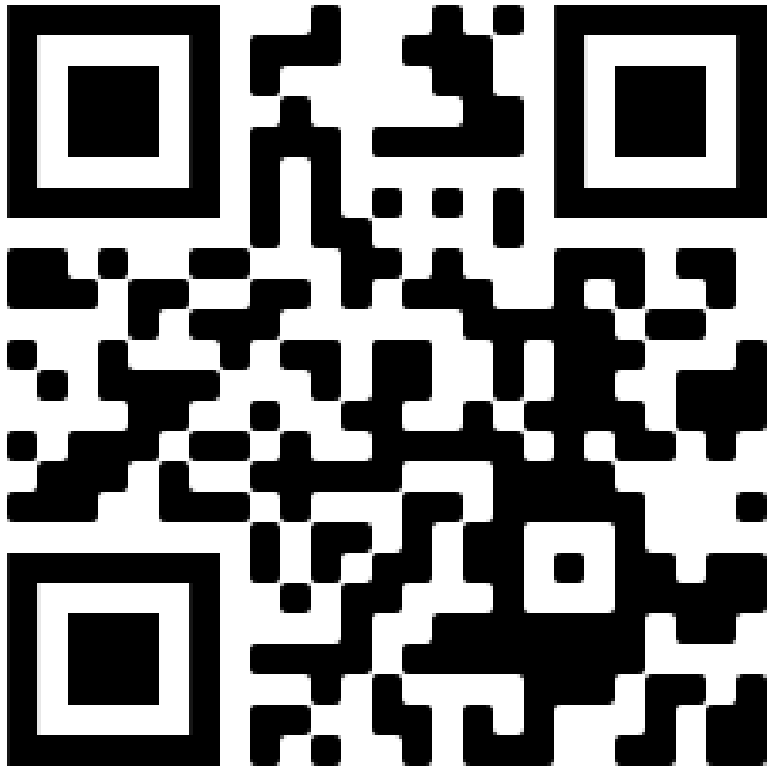
"**Henry Koh** is very clear in his explanations. I like his reiteration and revision of earlier ACLP modules so that we can connect the dots. Good conceptual approach."

Salbiah | Finance Trainer

Thank you for your time.

Feedback about the Programme Preview

Scan QR code



Type link

bit.ly/previewACLP

(case sensitive)