

FACTSHEET ON THE QUALIFICATION REQUIREMENTS UNDER THE SINGAPORE WORKFORCE SKILLS QUALIFICATIONS SYSTEM

As Singapore invests more in Continuing Education and Training (CET) and expands the Singapore Workforce Skills Qualifications (WSQ) system to meet the rising skill needs of industries, the demands on training providers and professionals will increase in tandem. To ensure that they continue to meet the needs of employers and workers and deliver positive training outcomes, WDA is introducing new qualification requirements to raise the professionalism of WSQ trainers, assessors and curriculum developers.

BACKGROUND

2. As the key pillar of our national CET system, WSQ offers nationally recognised skills qualifications. Today, there are WSQ standards and courses in 26 industry frameworks and skills areas. Since the launch of WSQ in 2005, more than 600,000 workers have benefited from WSQ training conducted by some 500 WSQ Approved Training Organisations (ATOs). As we expand the WSQ system, we need to raise the quality of WSQ providers and programmes so as to achieve better outcomes from training.

NEW QUALIFICATIONS REQUIREMENTS

3. WDA is therefore introducing measures to raise the professionalism of WSQ trainers, assessors and curriculum developers. As announced by Manpower Minister Gan Kim Yong, WSQ ATOs will be required to progressively raise their proportion of qualified trainers, assessors and curriculum developers.

4. **Phased Implementation.** To provide time for WSQ ATOs to adjust to the new requirements, this will be implemented in phases. New providers applying to enter the WSQ system or existing ATOs seeking to provide WSQ training in a new area will be required to meet the requirements for WSQ trainers and assessors in Phase I with immediate effect. Existing ATOs in approved skills areas will have an additional one and a half years (i.e. 1 Oct 2012) to meet the Phase I requirements. All ATOs will have to meet the Phase II and III requirements for trainers and assessors by 1 Oct 2013 and 1 Oct 2014 respectively.

5. **Differentiated Requirements.** In determining the requirements, WDA has taken into account the differences in job demands and length of training among trainers, assessors and curriculum developers; as well as the nature of in-house training providers, which are employers that deploy their line managers to take up training, assessment and curriculum development as their secondary roles. The need for ATOs to deploy some subject matter experts with deep industry knowledge, but who may not be qualified trainers, as resource persons has also been taken into consideration.

6. The new requirements and their implementation timelines are shown in Table 1. More details on the Advanced Certificate in Training and Assessment (ACTA), Diploma in Adult and Continuing Education (DACE) and Workplace Trainer Programme (WTP) can be found at Annexes A, B and C respectively.

Table 1 - Requirements and Timelines for WSQ ATOs

WSQ ATOs³			
Role	Phase I – By 1 Oct 2012	Phase II – By 1 Oct 2013	Phase III – By 1 Oct 2014
Trainer and/or assessor	At least 50% with full Advanced Certificate in Training and Assessment (ACTA) or equivalent ¹	At least 65% with Advanced Certificate in Training and Assessment (ACTA) or equivalent	At least 80% with Advanced Certificate in Training and Assessment (ACTA) or equivalent
Curriculum Developer	100% with Diploma in Adult and Continuing Education (DACE) or equivalent by 1 Oct 2015²		
In-House WSQ ATOs⁴			
Trainer and/or assessor	At least 50% with Workplace Trainer Programme (WTP) or equivalent	At least 65% with Workplace Trainer Programme (WTP) or equivalent	At least 80% with Workplace Trainer Programme (WTP) or equivalent
Master Trainer	At least 1 master trainer must attain full ACTA or equivalent* by 1 Oct 2013		
Curriculum Developer	At least 1 developer must attain full ACTA or equivalent* by 1 Oct 2013		

* Can be the same person

7. **Help in Meeting Requirements.** Capacity for the relevant training courses has been increased to help ATOs and WSQ professionals meet the new requirements. Training providers offering the courses include the Institute for Adult Learning (IAL), Nanyang Polytechnic, Singapore Polytechnic, Institute of Technical Education, and the Centre for Competency-Based Learning and Development. In addition, for the WTP, standard curriculum will be issued to eligible in-house ATOs so that they can also conduct the programme themselves.

¹ New ATOs or existing ATOs who are moving into new areas of training are required to meet requirements in Phase I with immediate effect.

² Today, curriculum developers of ATOs are already required to meet ACTA or its equivalent. They will also be required to meet the new DACE requirement by 1 Oct 2015.

³ WSQ ATOs are external training providers that are in the business of conducting training and/or assessment

⁴ WSQ In-house ATOs are companies/organisations that train and/or assess their own staff internally.

8. Each of these courses can be taken as a whole or in modules. Currently, of the 4,000 trainers, assessors and curriculum developers involved in WSQ, above 40% possess a full qualification. The remaining individuals who possess partial ACTA will only need to top up outstanding modules to meet the mandatory requirements, thus benefitting from shorter course duration and lower course fees. To support training providers' efforts to meet the new requirements, WDA is offering funding of up to 70 per cent of course fees for eligible trainees of ACTA or DACE.

9. Workplace trainers are not full time adult educators by profession. They are largely experienced rank-and-file workers, supervisors or managers who have risen from the ranks and are helping to train their colleagues at the workplace. The shorter WTP is designed to equip this group with the knowledge and skills to perform their secondary role as workplace trainers more effectively. Eligible WTP trainees will be funded at up to 90 per cent of course fees.

10. ***Recognition of Prior Learning and Equivalent Qualifications.*** Trainers, assessors and curriculum developers possessing equivalent qualifications or relevant experience can apply for partial or full exemption from the requirements. This arrangement will be administered by IAL.

ADVANCED CERTIFICATE IN TRAINING AND ASSESSMENT
(TRAINING AND ADULT EDUCATION WSQ FRAMEWORK)

The Advanced Certificate in Training and Assessment (ACTA) provides course participants with the essential skills and knowledge to deliver training and assessment across different industries. It is suitable for professional adult educators who wish to develop their knowledge and skills in competency-based training and assessment.

Who should apply

- Adult educators who perform the role of WSQ Trainer and Assessor with training providers or on an independent basis
- Anyone who wishes to perform effectively as a trainer or assessor
- Anyone who wishes to conduct competency-based training and assessment

Programme Structure

The ACTA offers two tracks: Facilitated Learning or On-the-Job Training.

Facilitated Learning <i>A specialisation that will certify your ability in developing competency-based training programmes; delivering them in a classroom-training environment; and assessing a trainee's competency levels.</i>	On-the-Job Training (OJT) <i>A specialisation that will certify your competence in developing and conducting OJT programmes; as well as assessing the competency level of workers in performing a specific job function.</i>
Module 1 – Interpret the Singapore Workforce Skills Qualifications (WSQ) System	
Module 2 – Apply adult learning principles and code of ethics relating to training	
Module 3A – Design and develop a WSQ facilitated training programme	Module 3B – Design and develop an On-the-Job Training Programme
Module 4A – Prepare and facilitate classroom training	Module 4B – Prepare and conduct On-the-Job Training
Module 5 – Develop a competency-based assessment	
Module 6 – Conduct a competency-based assessment	

Course Duration

The full programme duration for ACTA (i.e. all 6 modules) is about 110 hours of competency-based training inclusive of classroom training and assessments. Each module is about 19 hours.

Course Fee

The nett fee for the full course, after WDA subsidy, is about \$1,200 - \$1,620. The nett fee for each module, after WDA subsidy is about \$200 to \$270.

Training Providers

Some of the providers of ACTA include the Institute for Adult Learning (IAL) and the Center for Competency-Based Learning and Development (CBLD).

DIPLOMA IN ADULT AND CONTINUING EDUCATION (DACE)
(TRAINING AND ADULT EDUCATION WSQ FRAMEWORK)

The Diploma in Adult and Continuing Education (DACE) is a 36-credit diploma programme that will boost your professionalism and competitiveness within the Continuing Education and Training (CET) industry.

Who should apply

- New and practising Curriculum Developers who need to design courseware within the Singapore Workforce Skills Qualifications (WSQ) system
- Practising Adult Educators who wish to upgrade within the WSQ system
- Anyone who wishes to join the adult education and training profession at Diploma level

Programme Structure

The diploma course requires participants to complete seven core modules, an Integrated Practicum, a Capstone Project, and up to four elective modules.

With Full ACTA Qualifications

Besides the Integrated Practicum, Elective Component and Capstone Project, any participant with full ACTA qualification only needs to take the following core modules to complete the course:

- Develop Practice through Reflection
- Plan a Training Needs Analysis
- A composite module tailored for ACTA graduates

Course Duration

- The Diploma course will require a minimum of 15 to 21 months to complete on a part-time basis. Sessions will be conducted at least twice a week through day or evening classes. Each module is about 30 hours.

Course Fee

- The nett fee for the full course, after WDA subsidy, is about \$3,000 - \$4,340. The nett fee for each module, after WDA subsidy is about \$250 - \$362.

Training Providers

The Diploma is conducted by the Institute for Adult Learning (IAL), Singapore Polytechnic and Nanyang Polytechnic.

WORKPLACE TRAINER PROGRAMME
(TRAINING AND ADULT EDUCATION WSQ FRAMEWORK)

The Workplace Trainer Programme (WTP) is specially designed for workplace supervisors, line-leaders and managers who sometimes perform the role of a trainer. WTP recognises that training is part of the participant's professional duties. It equips them with the skills and confidence they need to conduct effective training.

Who should apply

- Anyone who serves as an on-the-job trainer
- A supervisor or manager who needs to conduct occasional training on a new product, process or service

Programme Structure

The WTP has two specialisation tracks to choose from: Facilitated Learning or On-the-Job Training. Both tracks have a training module, an assessment module and a practicum component for participants to demonstrate their effectiveness in the work environment.

Track	Facilitated Learning	On-the-Job Training
Choice of Module	Facilitated Training in the Workplace	Conduct On-the-job Training
Common Module	Conduct Competency-based Assessment	
Practicum	Workplace Practicum Component	

Course Duration

WTP is a 65-hour programme. Each module is about 23 hours.

Course Fee

The nett fee for the full course, after WDA subsidy, is about \$292 - \$321. The nett fee for each module, after WDA subsidy is about \$146 - \$161.

Training Providers

The WTP is conducted by the Institute for Adult Learning (IAL) and the Institute of Technical Education (ITE).