

Frequently Asked Questions on the Advanced Diploma in Early Childhood Centre Leadership (ADECL) - also known as the revised ADECL

1. General

1.1 When will the revised ADECL Full Qualification commence?

The first intake for the revised ADECL will commence in Apr 2023.

1.2 What is the rationale for revising the ADECL?

The current ADECL has been running since 2016. With the revision of the Skills Framework for Early Childhood (SFw) in 2021 as well as the introduction of the Leadership Development Framework (LDF) in early 2022, ECDA noted the need to update and revise the ADECL content so that it is current and aligned to both frameworks. Hence, it had worked closely with the course provider, the National Institute of Early Childhood Learning (NIEC) to revise the content.

1.3 What are the key changes in the revised ADECL?

The key changes are in the programme content, structure, and modality:

Content:

- There are now 2 Professional Development Certificates (PDCs). Participants will focus on curricular and pedagogical leadership in PDC1 before they progress to learning about strategic and administrative leadership in PDC2. Both PDCs will have elements of core leadership.
- The competencies covered are aligned to the Skills Framework
- Ethics and the Quality Rating Scale principles will be threaded into the modules
- Participants will develop a professional portfolio to help them build reflective skills.

Structure:

- The contents have been condensed from 3 to 2 PDCs
- The total hours have been reduced from 850 hours to 818 hours
- There are 3 full-time modules – Leading Self (3 days), Supporting Diversity and Inclusive Practices (5 days), and Collaborative Leadership (5 days)

Modality

- The self-profiling tool in the Leading Self module will help to develop participants to be future leaders who are cognisant of their strengths and weaknesses and how to utilise/ overcome them.
- Participants will get the opportunities to strengthen their theoretical understanding through application via the Leadership in Practice element.
- Group coaching of 1 coach to up to 5 participants will help in guiding participants to develop their professional portfolio as well provide opportunities for deeper interaction with peers.

1.4 Why are there 3 full-time modules?

These 3 modules are those that lend themselves to more interactive mode of learning and/ or non-classroom- based elements.

- Leading Self (3 days) – This is the first module for PDC1. Being full-time will help participants to get to build bonds from the course inception.
- Supporting Diversity and Inclusive Practices (5 days) – This module will include a learning journey physical or virtual to a centre with established good practices in supporting diversity and inclusivity. There will be discussions and exchange of views on current reality and aspirations for EC settings
- Collaborative Leadership (5 days) – This module will involve a lot of discussions on scenarios and role playing.

1.5 What is the objective of the ADECL programme?

The revised ADECL is designed to prepare EC educators appointed in senior, deputy lead or lead roles for the role of centre leadership. The centre leader plays a key role in fostering a professional and collaborative culture for the holistic development of children and the professional development of their staff.

1.6 What are the learning outcomes of the revised ADECL?

The revised ADECL aims to equip candidates to:

- a) Develop a good foundation in Curriculum & Pedagogical Leadership
 - Build quality learning environments and lead in evaluating and formulating curriculum designs and pedagogical approaches that provide holistic and meaningful learning experience and quality care for children of various groups (2 months to 6 years old), needs and abilities, to align with trends, best practices, and frameworks.
 - Support a culture of diversity and inclusion in the centre.
- b) Acquire the competencies to lead centres in Strategic & Administrative Leadership

- Guide centre team to align programmes and goals to the organisation's vision, mission and values;
 - Design processes for engagement and collaborative practices to enhance care and education of all children and establish trusting and respectful relationships with families and the community;
 - Develop strategies for centre team's continual professional learning and reflective practice for change, improvement and innovation;
 - Lead the centre to maintain ethical standards as per AECES Code of Ethics;
 - Develop systems, processes, and guidelines for centres to operate effectively (including areas of HR and financial management) and to meet relevant regulatory and quality standards.
- c) Develop core competencies to lead teams and centre operations
- Develop confidence in communication and digital literacy;
 - Demonstrate self-management, resilience, critical thinking, and decision making.

1.7 How does each Post-Diploma Certificate (PDC) relate to the Advanced Diploma qualification?

The revised ADECL comprises 2 Post-Diploma Certificates (PDCs), where the completion of each will result in an award of a PDC. The attainment of a PDC on its own is an acknowledgement that the candidate has acquired relevant knowledge and skills in a particular area which would help him/her perform in the job function related to the PDC. Upon successful completion of the 2 PDCs prescribed of the revised ADECL, within the maximum candidature period of 3 years, the candidate will be conferred the full qualification of the ADECL programme. The full qualification of the ADECL programme is required for appointment as a centre leader.

1.8 What is the progression pathway for graduates of the revised ADECL programme?

Graduates of the ADECL programme can assume centre leadership positions (i.e. Principal/Supervisor). Centre Leaders are encouraged to continue to enhance their knowledge, skills, and competencies as they progress in their careers, and can work towards Senior Centre Leadership and Sectoral Leadership positions.

1.9 What is the duration of the revised ADECL programme?

The revised ADECL is an 818-hour programme and can be completed in 18 months on a part-time basis.

1.10 Why is the total programme still 18 months despite the reduction in hours to 818 hours (from 850 hours)?

It is not advisable to compress the programme which is content heavy and now has a practical element. The reduction in hours over the same duration will help spread out the learning so that participants have more time to digest what they have learned and engage in reflective practice.

1.11 What is the class schedule of the revised ADECL programme?

The class schedules of the ADECL course offered at the respective NIEC campuses will be made available 4 months before course commencement. You may refer to NIEC's [ADECL website](#) for the latest information.

For further queries regarding class details, please contact NIEC at adecl@niec.edu.sg.

2. Eligibility Criteria

2.1 What are the entry requirements of the revised ADECL Full Qualification?

The following are the entry requirements for the ADECL:

- a. Be nominated by an early childhood development centre;
- b. Have completed an ECDA-recognised diploma in Early Childhood Care and Education (ECCE) or equivalent;
- c. Be an ECDA-certified Level 2 Preschool Educator;
- d. Have at least 4 years of trained teaching experience post-L2 certification and be appointed in senior, deputy lead or lead roles; and
- e. Have completed the pre-requisite core courses as identified by ECDA and offered by NIEC.

2.2 Can interested individuals who do not meet all the stated requirements still be nominated for the revised ADECL programme?

Interested educators may still be nominated for the ADECL programme. However, selection will be based on nominees' ability to meet eligibility guidelines.

2.3 Can interested individuals not nominated by their centres apply for the revised ADECL programme?

No. Individuals must be nominated by their centre to apply for the revised ADECL

2.4 Can non ECDA-certified educators be nominated for the revised ADECL programme?

Nominees for the ADECL programme must be ECDA-certified as an L2 educator at the point of nomination.

2.5 Can ECDA-certified L2(2L) educators be nominated for the revised ADECL programme?

ECDA-certified L2(2L) candidates and/or candidates with an ECDA- recognised qualification which is NOT conducted in EL are required to obtain a minimum B4 grade in GCE 'O' Level English Language (EL1) or an [English Language Acceptable Alternative \(ELAA\)](#).

2.6 Regarding the new minimum entry requirement on "Have at least 4 years of trained teaching experience post-L2 certification and be appointed in senior, deputy lead or lead roles.", why is there a need to have at least 4 years of trained teaching experience post-L2 certification?

The requirement of "at least 4 years of trained teaching experience post-L2 certification" has been introduced to ensure that future Centre Leaders have sufficient classroom experience to guide educators in managing children of various age groups. This will help efforts to raise the curricular and pedagogical leadership standards of future Centre Leaders.

2.7 Regarding the new minimum entry requirement on "Have at least 4 years of trained teaching experience post-L2 certification and be appointed in senior, deputy lead or lead roles.", how do I know my appointed role qualifies?

Occupational Titles (OTs) are the job titles indicated in the SFw career map. These are aligned to the 'Career Pathways in the Skills Framework for Early Childhood'. They describe the *current* competency level and job scope of the educator.

For the revised ADECL, nominees would have to have one of the following OTs:

- Senior Infant Educator (SIE)
- Senior Early Years Educator (SEYE)
- Senior Preschool Educator (SPE)
- Deputy Centre Leader (DCL)
- Lead Early Years Educator (LEYE)
- Lead Preschool Educator (LPE)
- Curriculum / Pedagogy Specialist (CPS)

2.8 I note that the revised ADECL no longer requires applicants to have met the relevant competencies and skills required of a Senior Preschool Educator. Does that mean that the requirement is less stringent in that only the Occupational Title will be considered?

The previous requirement was put in place to ensure candidates have some experience in a senior role before submitting their nominations for the programme. The new requirement is as stringent as the applicant will need 4 years of trained teaching experience post-L2 certification and be appointed in senior, deputy lead or lead roles.

2.9 Can a Senior Early Years Educator (SEYE) be nominated for the revised ADECL?

The revised ADECL is open to all senior, deputy lead or lead roles. Hence, a SEYE can also apply if they meet the prevailing minimum entry requirements including the requirement to have at least 4 years of trained teaching experience post-L2 certification and be appointed in senior, deputy lead or lead roles.

2.10 Can Curriculum Specialists (CPS) be nominated for the revised ADECL?

Based on the refreshed Skills Framework for Early Childhood, Curriculum Specialist is a senior role. As such, Curriculum Specialists can also apply if they meet the prevailing minimum entry requirements including the requirement to have at least 4 years of trained teaching experience post-L2 certification and be appointed in senior, deputy lead or lead roles.

3. Nomination Process and Outcome

3.1 Why is there a need for nomination for revised ADECL full qualification (Option A)?

This requirement is as per current ADECL. Nominations are required to ensure that prospective ADECL students receive their centre's support to undertake ADECL for 18-months and can vouch for the suitability of candidate for the programme.

3.2 How many intakes are there per year?

There will be 2 intakes per year (in Apr and Oct).

3.3 How do Centre Leaders or Operators nominate educators for the revised ADECL programme?

Nominations will have to be submitted online via NIEC's website [here](#). All Centre Leaders or Operators interested in nominating their educators for the revised ADECL programme should follow the step below:

- Nominator to access and complete the e-nomination form found on **NIEC's ADECL website** during nomination period.

Late and incomplete submissions will not be accepted. Relevant supporting documents are to be submitted by successful nominees later on at point of course application.

3.4 What are the supporting documents required for submission at point of nomination?

No supporting documents are required at point of nomination. However, nominees would be required to submit supporting documents (e.g. Proof of L2 certification by ECDA, Occupation Title as stated in ONE@ECDA etc.) at point of course application. Incomplete submission or submission of supporting documents that contradict what has been declared by the nominator (at point of nomination) may result in non-acceptance for the course.

3.5 I'm the owner of a childcare centre who have L2-certification and I am keen to take on ADECL so that I can step in to lead the centre if I am unable to hire a suitable Centre Leader. Can I self-nominate myself for revised ADECL full qualification?

Similar to the existing ADECL, self-nomination would not be accepted. You will need to get a nominator to vouch for your suitability for the programme.

3.6 When will nominees be notified of the application outcome?

Nominators will be notified of the outcome of their nomination 4 months before course commencement. Successful nominators would be provided with an Invite Link which they would send to their successful nominees to apply for the course through NIEC's website.

3.7 Do candidates pursuing the revised ADECL programme need to remain employed in their nominating organisation?

ECDA does not require ADECL candidates to remain employed in their nominating organisations. However, some companies may have a bond with the candidate. This is entirely a private HR arrangement between the candidate and the company.

Please note that the mode of application for ADECL Full Qualification is by nomination only. Hence the nominator has the prerogative to withdraw the nominee's nomination for ADECL if he/she is assessed to be unsuitable to continue with the course or resigns from the company.

3.8 If I am not able to start my ADECL course, after having been successfully nominated by my employer, can I defer the commencement of my studies to the next/subsequent intake(s)?

Applicants who choose to defer the commencement of their studies after having been successfully nominated and/or offered a place for an ADECL intake would be withdrawn with no refund of the registration fees paid. Applicants would need to be re-nominated and re-apply for a subsequent intake, when available.

4. Pre-requisite CPD Courses

4.1 What are the pre-requisite courses for nomination for ADECL?

There are 3 pre-requisite short continuing professional development (CPD) courses which ADECL nominees have to complete or have registered for. Nominees would typically be required to complete the pre-requisite course 3 months before the course commencement.

- 1) Developing a Professional Portfolio for Educators (DPPE);
- 2) Essentials of Leadership (ESLP); and
- 3) Mentoring 201: Bringing Out the Best in EC Educators.

4.2 Why are there 2 new pre-requisites – Essentials of Leadership (ESLP) and Developing a Professional Portfolio for Preschool Educators (DPPE)?

Essentials of Leadership (ESLP) is introduced to ensure that educators keen to pursue ADECL, enter the programme with the right mindset and awareness of the responsibility and expectations involved in leading teams. Professional and Reflective Portfolio for Leaders will be a module that has been introduced in the revised ADECL to instill reflectiveness in future Centre Leaders. The pre-requisite “Developing a Professional Portfolio for Educators (DPPE)” will teach the basics in portfolio building which they will then build upon when they enter the revised ADECL programme.

4.3 When will the pre-requisite classes be open for registration?

The pre-requisite CPD courses are usually open for registration 3 – 4 months before course commencement. Details of the courses may be found in [NIEC’s CPD course page](#) or ONE@ECDA.

4.4 Can I apply for Developing a Professional Portfolio for Preschool Educators (DPPE) when the schedule conflict with other pre-requisite/other CPD courses?

Generally, NIEC is open to allow applicants to attend 2 CPD courses that fall on the same dates as long as the timing does not overlap. You may email your request to cpd@niec.edu.sg and shall be considered on a case-by-case basis.

4.5 I have completed the Senior Teacher Series module on "Leadership Essentials for Senior Teachers" more than 4 years ago. I don't think the content have differed much from recent runs. Why can't this be accepted in lieu of ESLP?

NIEC would typically recognise prior learning obtained within the last 4 years. Prior learning obtained beyond the 4-year period may be considered on a case-by-case basis.

4.6 Would I need to show that I have registered in the pre-requisite courses at the point of nomination? How do I show proof if the classes have yet to open for registration?

Screenshots of registration in the pre-requisite courses and/or certificate of completion are required at the point of course application. Classes for these pre-requisite courses would have been open for registration in ONE@ECDA by the time nomination opens. For proof of registration, applicant's status must be shown either as "Registered" or "Enrolled" in ONE@ECDA. Incomplete submission or submission of supporting documents that contradict what has been declared by the nominator (at point of nomination) may result in non-acceptance for the course.

4.7 I have completed Mentoring 201, registered for DPPE but I have neither completed the PDPT compulsory module "Developing The Teacher in Me" and "Senior Teacher Series: Leadership Essentials for Senior Teachers". What if due to overwhelming demand, I am unable to secure a place for the third pre-requisite – ESLP?

As there are 2 scheduled intakes for the revised ADECL every year, you are encouraged to apply for the subsequent intake after completion of the pre-requisite courses.

4.8 Can educators who have not completed all three pre-requisite courses be nominated?

Educators would typically be required to complete or due to complete all the pre-requisite courses 3 months before the course commencement. As there are 2 scheduled intakes for the revised ADECL every year, you are encouraged to apply for the subsequent intake after completion of the pre-requisite courses.

4.9 I have completed “Mentoring Novice Teachers”. Do I need to complete “Mentoring 101: Bringing Out the Best in EC Educators” before I can register for “Mentoring 201”?

As Mentoring Novice Teachers (MNT) has been replaced by Mentoring 101: Bringing Out the Best in EC Educators with effect from Jun 2021, educators who have completed MNT earlier can register for Mentoring 201 in ONE@ECDA.

4.10 I have completed “Mentoring for Professional Growth”. Do I need to complete “Mentoring 201: Bringing Out the Best in EC Educators”?

*With effect from Aug 2021, the pre-requisite course for ADECL, Mentoring for Professional Growth, is replaced by **Mentoring 201: Bringing out the Best in EC educators (Mentoring 201)**. NIEC will accept the following CPD course(s) as an alternative for Mentoring 201: Bringing Out the Best in EC Educators:*

- *Mentoring for Success (course has been discontinued), or*
- *Mentoring for Professional Growth (course has been discontinued)*

4.11 Is there an overview of the pre-requisite course requirements that I can refer to, so that I will not miss out on any important info?

No.	Pre-requisite Course to be Completed	Remarks
1.	Developing a Professional Portfolio for Educators (DPPE)	<ul style="list-style-type: none"> • New CPD course with first run in Oct 2022
2.	Essentials of Leadership (ESLP)	<ul style="list-style-type: none"> • New CPD course with first run in Mar 2023 • NIEC’s Developing the Leader in Me and STS: Leadership Essentials for Senior Teachers (a Senior Teacher Series offered by ECDA) will be accepted under NIEC’s Recognition of Prior Learning (RPL) policy as an alternative short course in place of ESLP, within the past 4 years upon registration to the revised ADECL.
3.	Mentoring 201: Bringing Out the Best in EC Educators	<ul style="list-style-type: none"> • Existing CPD course • With effect from Aug 2021, the pre-requisite course for ADECL, Mentoring for Professional Growth, is replaced by Mentoring 201:

		<p>Bringing out the Best in EC educators (Mentoring 201). NIEC will accept the following CPD course(s) as an alternative for Mentoring 201: Bringing Out the Best in EC Educators:</p> <ul style="list-style-type: none"> ○ Mentoring for Success (course has been discontinued), or ○ Mentoring for Professional Growth (course has been discontinued)
--	--	--

4.12 What can I do to ensure that I can complete the pre-requisite courses in a timely manner?

Educators are encouraged to look out for the existing courses and plan out how they can complete the pre-requisite courses that are available first e.g. Mentoring 201, DPPE, Senior Teacher Series: Leadership Essentials for Senior Teachers (a Senior Teacher Series course offered by ECDA) etc. This will help them to complete as many of the three pre-requisite courses as possible in a timely manner and help them to apply their learning to their daily practice. For forward planning, operators and supervisors may also want to consider the minimum OTs required for the pre-requisites and send their educators as soon as they meet the minimum OTs.

5. Course Fee & Funding

5.1 What are the funding schemes available for the ADECL programme?

Information on course fees and funding for the revised ADECL programme can be found on NIEC's website at the following link:

- <https://www.niec.edu.sg/courses/advanced-diploma-in-early-childhood-leadership-adecl/>

6. Impact on current ADECL students

6.1 What will happen to students who are currently enrolled in ADECL?

Unless they have taken a break from current ADECL, they will not be affected. They will graduate under the existing ADECL structure.

6.2 What will happen to existing ADECL students who take a break mid-way through the programme and planning to resume in 2023 onwards?

The existing ADECL will be mapped to the refreshed ADECL to ensure transition for students who have deferred, but they will graduate with the existing ADECL course structure.

7. Transfer of ADECL nomination to NIEC

7.1 Why is NIEC taking over the ADECL nomination?

The administrator role is in line with NIEC's role as a course provider. With this transfer, NIEC will manage the full spectrum of the course administration for revised ADECL, similar to how it manages the course administration for other diploma or CPD courses etc.

7.2 How will the course nomination process differ under NIEC?

The nomination processes will remain fairly the same except that there is no need for nominees to provide write-ups and artefacts. Nominators are required to complete the e-nomination form (found on NIEC's website) and submit the form during the nomination period. Successful nominees will be notified by their nominator to register for the course through NIEC's website.

7.3 Do we submit appeals for the revised ADECL admission to ECDA or NIEC?

Please submit your appeals directly to NIEC at: adecl@niec.edu.sg.

Further Enquiries

For further enquiries, please email NIEC at adecl@niec.edu.sg.
