

## Progress Tracking in Numeracy Development (Synchronous e-learning)

**Certifiable Course:** Non-WSQ  
**Duration:** 14 hours over 2 days  
**Course reference number:** NUMPTND19E | TGS-2020502712

<b>Mode of Application</b>	Self-Registered & Nominated
<b>Max Class Size</b>	30
<b>Min Class Size</b>	10
<b>Fee (without GST)</b>	\$ 320.00
<b>Fee (with GST)</b>	\$ 342.40
<b>Mode of Delivery</b>	Programme is conducted online via Zoom. (For information on How to Join a Zoom meeting, refer <a href="#">here</a> .)

### Programme Overview

Often, teachers place a great deal of effort in creating good lessons that engage the children, enhance their experience, and maximise their learning. Yet, the area of progress tracking is often neglected or lacks effectiveness. In DuFour's four critical questions, teachers need to question themselves and be clear of what is there to be taught, and how to know if the learners have learnt it. There is no point in having to conduct a good lesson without knowing its impact and effectiveness.

In this workshop, participants will understand the theories and rationale behind pupils' progress tracking and see how it is connected to learning. Participants will learn the different modes of progress tracking and strategies, to be applied to assess children's learning in specific areas of focus, both content and skill, to further effectively carry out their role as a teacher and assessor in the classroom. Participants will also study the complete process of progress tracking, in different stages, from planning to implementing, analysing and reporting, and subsequently impacting the formulation of follow up plans and improving the teaching and learning processes. Participants will be designing learning progress tracking tools and methods to be implemented in their classrooms, of which they will reflect on and share their practical experiences during the session.

### Learning Objectives

1. Understand the theories and the importance of progress tracking in early childhood numeracy.
2. Explain how progress tracking is connected and aligned to numeracy development.
3. Describe the different modes of progress tracking and the teacher's role in each one.
4. Engage in activities, demonstrations, and discussions to learn different progress tracking strategies and tools in numeracy development.
5. Design different types of instructions, activities, and rubrics to track and monitor children's attainment and development of specific numeracy concepts and skills, and their applications.
6. Study the progress tracking process and its impact to numeracy development.
7. Explore a variety of effective ways of progress tracking and reporting.
8. Present, demonstrate and share the experience of implementing the activities or methods in tracking children's learning in numeracy.
9. Present rubrics for tracking children's learning progress, designed by teachers.

10. Discuss and evaluate the suitability, validity, reliability and effectiveness of each progress tracking method or process implemented.

### Topics Covered

- Understand the theories and rationale behind children's progress tracking and see how it is connected to learning
- Learn the different modes of progress tracking and strategies, which can be applied to assess children's learning in specific area of focus, both content and skill, to carry out their role further effectively as a teacher and assessor in the classroom
- Study the complete process of progress tracking, in different stages, from planning to implementing, analysing, and reporting, and subsequently impacting the formulation of follow up plans and improving the teaching and learning processes.
- Design learning progress tracking tools and methods to be implemented in their classrooms, of which they will reflect and share their practical experiences during the session

### Remarks

- ECDA course fee subsidy is available\* for Non-Singapore Citizens and Non- Permanent Residents (Non-SCPR) for ECDA-endorsed courses (course fee before GST). Please refer to ECDA's CPD Prospectus for more details.

*\*Subject to the availability of funds*

### Learning Area:

- Numeracy
- Curriculum, Pedagogy & Assessment

**Intended Target Participants:** ECDA Scheme

**LON Certification Status:** L2

### Who should Attend:

Occupational Title – Senior Educarer, Beginning Preschool Teacher, Preschool Teacher, Senior Preschool Teacher, Lead Teacher, Senior Lead Teacher, Centre Leader, Senior Centre Leader, Pinnacle Leader

### Skills Unit

Occupational Title	Skills Category	Skills Sub-Category	Skills Unit
Senior Educarer	Developing the Child Holistically	Curriculum & Pedagogy	Customise strategies to observe and document children's learning (Senior Educarer)
Beginning Preschool Teacher	Developing the Child Holistically	Curriculum & Pedagogy	Apply classroom management strategies, and strategies to observe and document children's learning
Preschool Teacher	Developing the Child Holistically	Curriculum & Pedagogy	Refine classroom management strategies, and strategies to observe and document children's learning
Senior Preschool Teacher	Developing the Child Holistically	Curriculum & Pedagogy	Customise strategies to observe and document children's learning (Senior Pre-school Teacher)
Lead Teacher	Developing the Child Holistically	Curriculum & Pedagogy	Drive the design, implementation and evaluation of teaching and learning approaches (Lead Teacher)
Senior Lead Teacher	Developing the Child Holistically	-	Drive the implementation of quality teaching and learning approaches at the cluster level
Centre Leader	Developing the Child Holistically	Curriculum & Pedagogy	Drive the design, implementation and evaluation of teaching and learning approaches (Centre Leader)
Senior Centre Leader	Developing the Child Holistically	-	Champion the implementation of quality teaching and learning approaches at the cluster level
Pinnacle Leader	Developing the Child Holistically	-	Mentor Leaders in the implementation of quality teaching and learning approaches

**Funding Type** WDA Cat-B

**Fee (after subsidy)** Funding for this course is available under the SkillsConnect System for Singaporeans and Permanent Residents (PRs). Please login to [www.skillsconnect.gov.sg](http://www.skillsconnect.gov.sg) to apply for funding.

**Mode of Delivery** Zoom Webinar

**Register via One ECDA Portal** <https://one.ecda.gov.sg>

## Entry Requirements

### 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)
- Possess appropriate level subject matter specialisation and industry experience, relevant for the design, facilitation, and assessment of learning
- Minimum 2 years of domain expertise
- 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

### SkillsFuture Funding and SkillsFuture Mid-Career Enhanced Subsidy (MCES)

- For each module, you must achieve at least 75% attendance, and pass assessments.
- For more information on MCES, refer [here](#).

### SkillsFuture Credit

- You can use SkillsFuture Credit and SkillsFuture Credit Top-Up to offset the fees. Please register within 60 days from start date of the programme.
- You cannot use the \$500 Additional SkillsFuture Credit (Mid-Career Support) which was disbursed in October 2020 to Singapore Citizens aged 40 to 60 as this programme does not qualify as a Career Transition Programme.
- For more information on SkillsFuture Credit, refer [here](#).

### Payment Advisory for Self-sponsored and Company-sponsored Applicants

- You will be required to make the course fee payment via eNets/credit card (VISA or MasterCard) and/or SkillsFuture Credit (SFC) - (applicable for self-sponsored applicant) 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 seat availability at the point of re-registration.
- For dedicated corporate runs with a contract signed with MCE, billing and payment will follow the terms of the signed contract. If you wish to find out more on customised corporate arrangements, please get in touch with us by sending us an email to [marketing@mceducation.com](mailto:marketing@mceducation.com)

### How to Apply

Register via One ECDA Portal: <https://one.ecda.gov.sg>

## Administrative Matters

1. What if I miss class and cannot fulfil the 75% attendance requirement?
  - There will be no replacement or make-up lesson for learners who have missed a class.
  - If you fall short of the 75% attendance requirement in a module, you will not be allowed to take assessments. You may request a re-scheduling of session(s). Terms and conditions with an applicable fee apply:

Request for Re-scheduling of session(s) to fulfil 75% attendance requirement	
Re-scheduling free-of-charge for <b>Recognised absences</b> with supporting documents: <ul style="list-style-type: none"> <li>▪ Medical</li> <li>▪ Reservist</li> <li>▪ Court appearance</li> <li>▪ Bereavement of immediate family members (parents, parents-in-law, siblings, spouse and children)</li> <li>▪ Quarantine Order due to Covid-19 exposure (applicable to F2F sessions only)</li> </ul>	<b>One-time ONLY per course</b> <b>Re-scheduling fee beyond the allowable</b> <b>Recognised Absences:</b>  <b>\$160.00</b> <b>(before GST)</b>
The processing time for a rescheduled session is 10 working days, at the earliest possible time slot(s), at Marshall Cavendish Education (MCE)'s discretion.	

## **Programme Administrative Information**

The Terms & Conditions listed below are applicable for all MCE's programmes.

MCE reserves the right to make changes or modifications to these Terms and Conditions at any time without prior notice, as it deems appropriate.

### **Pre-Course Administration**

#### 1. General

- All interested applicants must comply with the Marshall Cavendish Education (MCE)'s entry requirements and application procedures, which may include the submission of supporting documents, attending a pre-enrolment screening, or both.
- For courses with a screening component, unsuccessful applicants will bear the applicable screening fee in cash (i.e., SFC cannot be used). All applications are subjected to review by MCE, and the decision is final.

### **In-Course Administration**

#### 1. Online Learner Expectations

- Learners are expected to have access to a safe and robust network connection and a laptop running on Windows Operating System 7 and above (or MAC OS system).
- The laptop should have a pre-installed webcam or a headset with a USB webcam.
- The entirety of each training/assessment session will be recorded, and the learners must turn on their webcam at all times for attendance purposes.
- Learners' faces in the video recordings must be fully visible (i.e., the entire face and not just the forehead/eyebrows).
- Learners' full names, as reflected in their NRICs, should be indicated in the video recordings.

### **Post-Course Administration**

#### 1. Post-Training Administration

All WSQ certificates are issued by SkillsFuture Singapore (SSG) through MySkillsFuture Portal. Your SOAs, transcript or full qualification will be available 4 to 6 weeks upon the completion of the module or final assessment.

Notifications of e-Certificates (e-Certs) are also available via the MySkillsFuture mobile App.

Singaporeans and permanent residents can access/download the WSQ e-Certs upon logging in to the MySkillsFuture portal via SingPass and following the steps below:

- Go to the [MySkillsFuture](https://www.myskillsfuture.gov.sg) portal
- Click the SingPass icon and log in via SingPass
- Go to Skills Passport > click on Certificates to view WSQ e-Certs records
- Select trainee's WSQ e-Certs and click on "Download e-Certs"

Foreign trainees may follow the steps below:

- Go to the [MySkillsFuture](#) portal
- Go to 'Digital Services'
- Under 'Individuals', click 'Download Certificates'
- Click 'No Portal ID'
- Enter the relevant information to retrieve your certificates

You may also view the user guide [here](#).

### **Frequently Asked Questions (FAQs)**

1. What if I do not meet the entry requirement for English Language proficiency?
  - Learners who do not meet the requirements for English Language proficiencies as required by the respective courses need to take the Workplace Literacy (WPL) – Computer Adaptive Test (CAT) and secure the ES WSQ WPL qualification for listening and speaking reading and writing modalities. Please click [here](#) for more information.
  - You may also provide other documented evidence of your proficiency in English or be required to attend an interview with MCE to ascertain your suitability for the programme.