



190, Middle Road #11-06 Fortune Centre Singapore 188979 • Tel: (65) 6336 8048 | Fax: (65) 6336 8049

HONE YOUR COMPETITIVE EDGE IN TRAINING



Take the Sigma Solutions to ACTA Certification.

Experience a new level of training with a team of highly dedicated professionals who combine world-class service with in-depth local knowledge and real life experiences.

**Devoted & committed trainers • Low trainer to
trainee ratio • Real-life experience • Result oriented**

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Aim and Objectives of ACTA

The aim of the programme is to train and certify participants in the Advanced Certificate in Training and Assessment (ACTA). ACTA offers two different qualifications in Facilitated Learning and On-The Job Training.

For facilitated learning pathway, the participant is required to achieve the National Competency Standards in the following six competency units :

- CU1: Interpret the Singapore Workforce Skills Qualification (WSQ) Framework
- CU 2: Apply adult learning principles and code of ethics to training
- CU 3A: Design and develop a WSQ facilitated training programme
- CU 4A: Prepare and facilitate classroom training
- CU 5: Develop a competency based assessment
- CU 6: Conduct competency based assessment

For On-the-job training pathway, the participant is required to achieve the National Competency Standards in the following six competency units :

- CU1: Interpret the Singapore Workforce Skills Qualification (WSQ) Framework
- CU 2: Apply adult learning principles and code of ethics to training
- CU 3B: Design and develop a WSQ facilitated training programme
- CU 4B: Prepare and facilitate classroom training
- CU 5: Develop a competency based assessment
- CU 6: Conduct competency based assessment

Note: Common to both Facilitated learning and On-the-job training pathways are CU1, CU 2, CU 5 and CU6.

Upon completing ACTA, you will be equipped with essential skills and knowledge to take on the roles of a curriculum developer, assessment, developer, trainer and assessor for WSQ competency-based programmes.

Programme Structure

ACTA Facilitated Learning Qualification

CU1

- Interpret the Singapore Workforce Skills Qualifications (WSQ) Framework
- Describe the WSQ framework
- Interpret a competency standard
- Apply the WSQ framework for learning and development

CU2

- Apply adult learning principles and code of ethics relating to training
- Interpret adult learning theories and principles
- Address different learning styles/preferences and cultural differences
- Address ethical issues relating to training

CU3A

- Design and develop a WSQ Facilitated Training Programme
- Define parameters of facilitated WSQ training programme
- Design the training programme
- Develop the training programme
- Evaluate the training programme

CU 4A

- Prepare and facilitate Classroom Training
- Review learner's profile and adjust training programme to meet their needs
- Prepare resources needed for training delivery
- Create and maintain a conducive learning environment
- Facilitate learning through effective presentation and instructional skills and strategies. Monitor learner's progress and vary instructional techniques to meet learners' needs
- Review post-course evaluation

CU 5

- Develop a Competency-Based Assessment
- Prepare an assessment plan
- Develop competency-based assessment tools
- Validate assessment plan

CU 6

- Conduct Competency-Based Assessment
- Prepare for conduct of assessment
- Prepare candidate for assessment
- Carry out conduct of assessment

ACTA On-the-job training Qualification (In addition to CU1, CU2, CU5 and CU6)

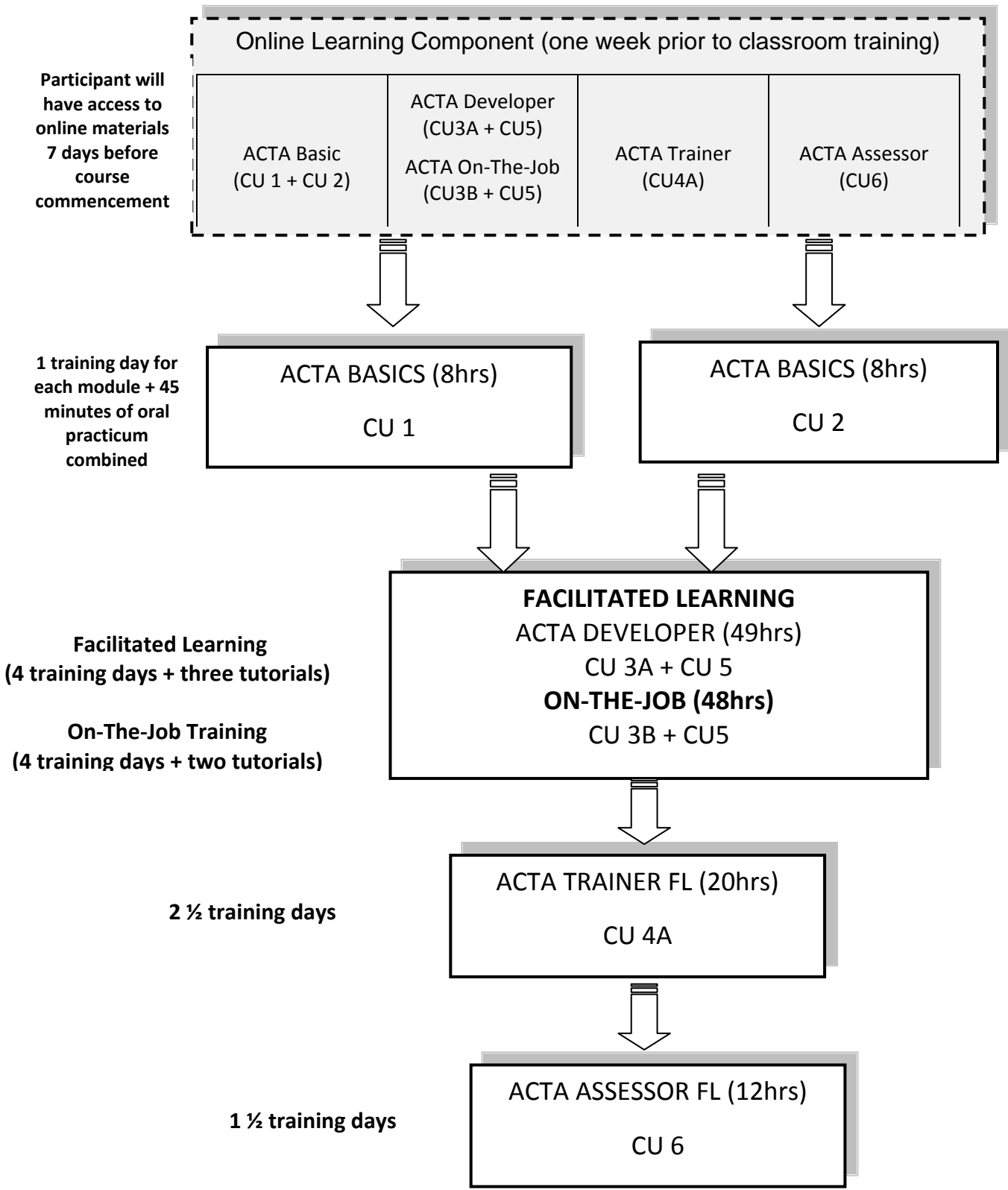
CU3B

- Define parameters of on-the-job training programme based on the competency standard.
- Design on-the-job training materials.
- Develop on-the-job training materials.
- Validate on-the-job training programme

CU4B

- Prepare to conduct on-the-job training
- Prepare workplace for on-the-job training.
- Prepare learners for on-the-job training.
- Conduct on-the-job training.
- Review effectiveness of on-the-job training.

ACTA Training Roadmap



You can also choose to go on a fast track route with our ACTA programme and obtain a full qualification for ACTA in **8 weeks**.

ACTA Certificates

The participant will receive a Statement of Attainment upon the successful completion of each competency unit.

Upon successful completion of all the six modules (CU 1 to CU 6), you will be awarded the full ACTA certificate