



AST Academy Awards for Professional Development 2023 Nomination Guide

The Academy Awards for Professional Development recognise and affirm officers' contributions to professional development of staff in MOE.

What are the award categories?

The **Fellow of Academy of Singapore Teachers** is conferred upon officers who have contributed to the professional development of MOE staff in at least two areas of contribution beyond his/her own school/branch or cluster.

The **Associate of Academy of Singapore Teachers** is conferred upon officers who have contributed to the professional development of MOE staff in at least one area of contribution beyond his/her own school/branch or cluster.

The **Partner of Academy of Singapore Teachers** award is conferred upon organisations outside of MOE in recognition of their support and contribution toward the professional development of Singapore teachers.

Who qualifies for the awards?

All MOE officers from schools and MOE HQ divisions are eligible for the awards. Officers from independent schools and/or specialised institutes can also qualify if they contribute to the professional development of officers in MOE.

External agencies are recognised under the award category, the **Partner of Academy of Singapore Teachers**. These are unaffiliated organisations that have contributed to the professional development of the fraternity. MOE vendors are not eligible for this award.

What are the nomination and qualifying periods?

The nomination period is from 23 June 2023 to 24 July 2023.

The qualifying period is between 4 August 2022 and 24 July 2023.

How to nominate?

All nominations for the AST Academy Awards for Professional Development 2023 will be via **FormSG**.

Click on the links below to access the nomination form for the respective award categories:

- [*Fellow / Associate of Academy of Singapore Teachers](#)
- [Partner of Academy of Singapore Teachers](#)

(Links will be active from 23 June 2023 onwards.)

*There will only be one form for nomination for both the Fellow/Associate of AST award. For the Fellow of AST Award, nominators will have to ensure that they select two areas of contribution in the form. **(NEW)**

*Nominators will be able to submit a group nomination for the Associate of AST Award via the same form. Group nomination is only applicable for nomination of a group of officers for the same area of contribution (e.g., Facilitator of Workshops). This group of officers would have participated/contributed to the same project, with the same set of evidence and commitment. **(NEW)**

References to Annexes for Further Information:

Annex A- Instructions for Submission of Nomination for the Fellow/Associate of AST Award

Annex B- Details of the Fellow and Associate of AST Awards, and Evidence Criteria

Annex C- Details of the Partner of AST Award and Instructions for Submission of Nomination

Annex D- Frequently Asked Questions (FAQs)

Instructions for Submission of Nomination for Fellow/Associate of AST Award

1. Submission of nomination forms will be via **FormSG**.
2. For nomination for the Associate of AST Award, nominators will have to select one area of contribution in the form. On the other hand, for nomination for the Fellow of AST Award, nominators will have to ensure that they select two areas of contribution.
3. Nominators will be able to submit a *group nomination for the Associate of AST Award via the same form. Nominators will have to select the type of nomination – Individual/ Group. Upon selecting 'group nomination', nominator will have to download a MS Excel document to fill in details of each group member. Thereafter, nominator will upload the MS Excel document in the designated field in the form.
4. For every nomination submitted via FormSG, the Principal/Branch Head of the nominator must have endorsed the nomination. A copy of the nomination form will be sent to them for their reference.
5. The **Fellow/Associate of AST Award** nomination form consists of four sections:

- **Section 1: Details of Nominator**

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| <ul style="list-style-type: none">❖ Full Name of Nominator❖ Official Email of Nominator (CES Email) |
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- **Section 2: Details of Nominee**

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| <ul style="list-style-type: none">❖ Full Name of Nominee
(Please indicate statutory name of nominee as per MOE HR records.)❖ Official Email of Nominee (CES Email)
(For nominees from MOE schools/HQ, please enter CES e-mail only. E.g., jon_li@schools.gov.sg.)❖ Service Scheme of Nominee
(Please indicate designation of nominee at the point of nominee's contribution)❖ Designation of Nominee❖ School/Branch of Nominee❖ Cluster/Branch of Nominee |
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- **Section 3: Information of Nominee's Area(s) of Contribution**

Information required for the following areas of contribution:

Facilitator of Networked Learning Communities (NLC)	<ul style="list-style-type: none"> ❖ Name of NLC ❖ Nature of Membership of Nominee in NLC (e.g., Overall In-Charge/Core Team Member) ❖ Name of Platform which Nominee Shared on behalf of NLC ❖ Date of Sharing ❖ *Impact of Nominee's Participation/Contribution in NLC
Facilitator of Workshops	<ul style="list-style-type: none"> ❖ Name of Workshops 1 & 2 ❖ Date of Workshops 1 & 2 ❖ Quality of Delivery of Workshops (SQ Ratings and, if any, other form of endorsement for each workshop) ❖ *Focus of Workshop/Profile of Workshop Participants/ Impact of Workshop
Innovator	<ul style="list-style-type: none"> ❖ Name of Innovation (Resource/Process/Tools or Strategies) ❖ Name of Platform which Nominee Shared about the Innovation ❖ Date of Sharing ❖ *Description and Impact of Innovation
Mentor	<ul style="list-style-type: none"> ❖ Name of Mentoring Programme ❖ Role of Nominee in Mentoring Programme ❖ Period of Mentoring ❖ *Profile of Mentees/ Outline of Mentorship Programme/ Impact of Nominee's Mentorship on Mentees
Researcher	<ul style="list-style-type: none"> ❖ Title/Focus of Research ❖ Name of organization which nominee partnered for the research project ❖ Name of platform which nominee's research has been published/ presented at ❖ Date of Publication/Presentation ❖ *How has the research findings been translated/implemented? / Impact of nominee's research findings on teaching and learning/ workflow processes

**Maximum of 800 characters (approximately 150 words)*

- **Section 4: Endorsement by Principal/Branch Head of Nominator**

- ❖ Full Name of Endorser
- ❖ Official Email of Endorser (CES Email)

**For every nomination submitted via FormSG, the Principal/ Branch Head of the nominator must endorse the nomination. A copy of the nomination form will be sent to the endorser for their reference.*

- Please note that nominations without accompanying evidence will not be considered.
- A total of **six evidence files** can be submitted per nomination. The size of each file, preferably PDF files, should not exceed 1 MB. Examples of evidence include:
 - ❖ Email exchanges amongst NLC members/ workshop participants
 - ❖ Email/Screenshots of workshop facilitation
 - ❖ Screenshots of Posters/ PowerPoint/Padlet

8. All evidence, including photographs and drawings should be labelled. Convention for naming evidence file and zipped folder:

Evidence File		Area of Contribution_Evidence Number <i>e.g.</i> <i>Workshop_1, Researcher_2, Mentor_1, Innovator_3</i>
Zipped Folder		Type of Award_Full Name of Nominee_Branch/School of Nominee <i>e.g.</i> <i>Associate_Jane Doe_Malan Primary School</i>

Details of the Fellow and Associate of AST Awards and Criteria

Table 1: Details of the Fellow and Associate of AST Awards

	Fellow of the Academy of Singapore Teachers	Associate of the Academy of Singapore Teachers
Target group	All MOE officers from schools and MOE HQ divisions	
Areas of Contribution (Refer to Table 2 for criteria for each area of contribution)	<ul style="list-style-type: none"> Facilitator of Networked Learning Communities Facilitator of Workshops Innovator Mentor Researcher <p>Note: To be considered for the Associate of AST award, nominees must have shown contributions in one of the areas of contribution; and to be considered for the Fellow of AST award, nominees must have shown contributions in at least two areas of contribution.</p>	
Requirements of Nomination	<ul style="list-style-type: none"> Nominations must be endorsed by the nominator's Principal/ Branch Head Nominee's contribution must be beyond his/her job scope. 	
	<ul style="list-style-type: none"> Repeat award recipients are allowed but there must be a <u>two-year hiatus for Fellow award recipients</u> before they can be nominated again. 	<ul style="list-style-type: none"> Repeat award recipients are *allowed <p>*While repeat recipients are allowed for the Associate of AST award, <u>nominators are encouraged to nominate officers who have not received the award in the same area of contribution in 2022</u>. The full list of the 2022 AST Academy Awards for Professional Development recipients can be accessed via this link.</p>
Details of Award	<ul style="list-style-type: none"> Total number of awards given will be capped at five annually. Award recipients will receive a grant of \$1000 to attend conferences/seminars/courses or purchase of PD resources, a certificate, and a plaque. Award recipients will be featured on the AST website, as well as The Professional Recognition page on MOE Intranet. 	<ul style="list-style-type: none"> No upper limit on the number of awards given annually. Award recipients will receive a certificate. List of award recipients will be published on the AST website.

Table 2: Criteria for the Fellow and Associate of AST Awards

Area(s) of Contribution	Criteria
Facilitator of Networked Learning Communities Facilitates professional learning which involves collaboration with other officers in the education service to encourage them to be more reflective in their professional practice	<ul style="list-style-type: none"> Facilitates learning team to develop programmes or strategies to improve the professional learning of others with positive impact Builds strong sense of community through professional collaboration and purposeful sharing Promotes professional networks to drive networked learning and reflective practice
Facilitator of Workshops Initiates and delivers workshops that facilitate professional learning of other officers in the education service	<ul style="list-style-type: none"> Facilitates at least two workshops Delivers quality workshops with strong endorsement from participants, substantiated with quantitative data, such as SQ rating Guides participants over a period of time to ensure that the learning is translated into practice
Innovator Develops and implements resources, processes, tools, or strategies to support effective professional learning and teaching	<ul style="list-style-type: none"> Designs innovation to improve professional learning of others with positive impact Shares innovation to benefit other officers in the education service Guides others to use the innovation to enhance their professional practice
Mentor Leads, guides, and supports other officers to develop professionally	<ul style="list-style-type: none"> Provides quality mentoring according to the mentee's needs, to improve the professional learning of others with positive impact Leads in the planning and implementation of a mentoring programme Held in high esteem by fellow officers for being a role model for continuous self-development and collaboration with others
Researcher Conducts research to improve teaching and learning, and publishes the findings	<ul style="list-style-type: none"> Engages partners for collaborative and networked research Publishes research finding(s) (e.g. articles/ website) Translates and implements research finding(s)

Details of the Partner of AST Award and Instructions for Submission of Nomination

1. External agencies are recognised under this award category. These are unaffiliated organisations that have contributed to the professional development of the fraternity. MOE vendors are not eligible for this award.
2. To qualify for this award, contributions of partner organisations have to be goodwill contributions. The contributions should be within the qualifying period of the award. Examples of goodwill contributions may include the following:

- The organisation has facilitated/ hosted Professional Development (PD) programmes or activities for MOE staff at no cost.

OR

- The organisation has sponsored venue for MOE PD programmes or activities.

3. When submitting the form, the following information will be required:
 - Name of Organisation (including name of Liaison Officer of organization)
 - Name & Date of PD Programme/Event
 - Number of MOE Staff Involved
 - Impact of PD Programme/Event
4. For every nomination submitted, the Branch Head of the nominator must have endorsed the nomination. A copy of the nomination form will be sent to them for reference.
5. We seek contribution of photos for publicity purpose during the awards ceremony.



Frequently Asked Questions (FAQs)

- **If an officer has received the award once, does he/she still qualify for the award for subsequent years?**

For the Fellow of AST Award, there must be a two-year hiatus before they can be nominated for the award again. The list of Fellow of AST award recipients for the past two years is attached for ease of reference.

Year	Name	School	Designation
2022	Radha Devi d/o R. Oonnithan	Hai Sing Catholic School	Lead Teacher
2022	Ng Bing Fu	Peirce Secondary School	Senior Teacher
2022	Chee Yao Rong Brendon	St. Andrew's Junior College	Senior Teacher
2021	Dr Chang Suo Hui	Kranji Primary School	Lead Teacher
2021	Yeo Leng Choo	Victoria Junior College	Senior Teacher

While repeat recipients are allowed for the Associate of AST award, nominators are encouraged to nominate officers who have not received the award in the same area of contribution in 2022.

Similarly for the Partner of AST of award, if the organisation has been awarded for the same area of contribution in 2022, you may wish to consider nominating another organisation that has contributed to the PD of MOE staff.

The full list of the 2022 AST Academy Awards for Professional Development recipients is can be accessed via this [link](#).

- **Who can nominate?**

Peer nominations and nominations from superiors are accepted. All nominations must be endorsed by the Principal/Branch Head of the nominator.

- **Can I include multiple nominees in one form?**

In 2023, nominators will be able to submit a group nomination for the Associate of AST Award via the same form. Upon selecting 'group nomination' in the form, nominator will have to download a MS Excel document to fill in details of each group member. Thereafter, nominator will upload the MS Excel document in the designated field in the form.

Group nomination is only applicable for nomination of a group of officers for the same area of contribution (e.g., Facilitator of Workshops). This group of officers should have participated in /contributed to the same project, with the same set of evidence and commitment.

- **How long should the write-up in the nomination be? Must it be long?**

The nomination form for the Fellow/Associate of AST has been revised. To ensure that only required information is submitted, and for ease of submitting a nomination, short fields have been incorporated into the form. For more information on the extent of details required for each section of the form, do refer to Annex A.

- **Must I submit full deck of slides as evidence?**

While all information on nominee's contributions must be supported with accompanying evidence, full deck of slides need not be submitted. Examples of evidence may include:

- ❖ Screenshots of email exchanges amongst NLC members/ workshop participants
- ❖ Email/Screenshots of workshop facilitation
- ❖ Screenshots of Posters/ PowerPoint/ Padlet

Do note that Form SG submission allows a maximum of six evidence files, each file of max 1MB in size. PDF files are preferred.

- **Can I nominate the Lead Teacher in my school for the award?**

All MOE officers, including Lead Teachers are eligible for the award if their contribution is beyond their respective job scope.

- **What is the information required for the submission of nomination forms?**

Please refer to Annex A for the required information needed during submission of the nomination forms.

- **Are Flexi-Adjunct Teachers (FAJT) eligible for nomination for this award? How about staff from independent schools?**

All MOE staff issued with a PS (Public Service) card are eligible for the award. Direct hires from independent schools are eligible for the award if they have contributed to the professional development of officers in MOE.

- **Can we nominate our team for the Award? Much of our PD is a team effort.**

Yes, you may do so by selecting 'group nomination' as the type of submission. Upon selecting 'group nomination' in the form, nominator will have to download a MS Excel document to fill in details of each group member. Thereafter, nominator will upload the MS Excel document in the designated field in the form.

Note that group nomination is only applicable for the Associate of AST award; for nomination of a group of officers for the same area of contribution (e.g., Facilitator of Workshops). This group of officers should have participated in /contributed to the same project, with the same set of evidence and commitment.

- **Can the grant given to the Fellow of AST recipients be used for overseas conferences?**

Yes. The grant can be used for overseas conferences for professional development purposes, subject to approval by the Branch Head/Principal of award recipients.

- **Where can I access publicity materials related to nomination and results?**

For all information, please visit AST Website and Academy Awards for Professional Development Community Page in OPAL2.0 [via this link](#).

- **Who can I contact for more information or clarification?**

Please contact the following officers Arwinder (arwinder_kaur@moe.gov.sg), Audrey (audrey_sim@moe.gov.sg) or Jason (jason_seng@moe.gov.sg).

