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**ACADEMY AWARDS FOR PROFESSIONAL DEVELOPMENT 2022**

The Academy Awards for Professional Development recognise and affirm the efforts of officers in the education service for their contributions to the professional development of officers in MOE.

**What are the award categories?**

The **Fellow of the Academy of Singapore Teachers** award is conferred upon nominees in recognition of outstanding contributions toward the professional development of MOE staff at the national level over a period of time.

The **Associate of the Academy of Singapore Teachers** is conferred upon nominees in recognition of significant contributions toward the professional development of MOE staff beyond his/her own school/division.

The **Partner of the 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 not affiliated to MOE are recognised under the award category, the **Partner of the Academy of Singapore Teachers** if they 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 5 July 2022 to 3 August 2022.

The qualifying period is between 3 August 2021 and 3 August 2022.

**How to nominate?**

Nomination forms for the Academy Awards 2022 will be made available online via FormSG. Click on these links below (Links will only be activated on 5 July 2022).

- [Fellow of the Academy of Singapore Teachers](#)
- [Associate of the Academy of Singapore Teachers](#)
- [Partner of the Academy of Singapore Teachers](#) (For submission by officers from MOE HQ only)

**References to Annexes for Further Information:**

**Annex A-** Instructions for submission of nomination for Fellow and Associate of AST Awards

**Annex B-** Details of Fellow and Associate of AST Awards, and evidence criteria

**Annex C-** Details of Partner of AST Award and instructions for submission of nomination

**Annex D-** Frequently Asked Questions (FAQs)

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**Annex A**

**Instructions for Submission of Nomination for Fellow and Associate of AST Awards**

1. Submission of nomination form will be via FormSG. Please note that, in 2022, nomination will only be a one-step process.
2. For every nomination submitted via FormSG, the Principal/Branch Head of the nominator must have endorsed the nomination. A copy of the nomination will be sent to them for their reference.
3. When doing the write-up for each area of contribution, you might find the following pointers useful:

**Areas of Contribution**



<b>Facilitator of Workshops</b>	The write-up should contain, for each workshop that the nominee facilitated, the following: <ul style="list-style-type: none"><li>• title of workshop(s)</li><li>• dates of each session of the workshop</li><li>• profile of attendees of workshop (e.g., POA Teacher Leaders, S2 Cluster Science HODs, North Zone Geography BTs)</li><li>• synopsis of workshop</li><li>• SQ Ratings and, if any, other form of endorsement for each session of the workshop</li><li>• succinct description of the contributions made by nominee, including the significance of relevant accomplishments and their impact, and the ways in which the nominee meets the requirements of the specific area of contribution.</li></ul>
<b>Facilitator of networked learning communities</b>	The write-up should contain, for each NLC the nominee is involved in, the following: <ul style="list-style-type: none"><li>• name of NLC</li><li>• role of the nominee in the NLC</li><li>• details of any sharing of learning conducted by the nominee (e.g., title of sharing, name of sharing platform (e.g., Chapter Learning Day, Teachers' Conference), dates of each sharing session, target audience</li><li>• succinct description of the contributions made by nominee, including the significance of relevant accomplishments and their impact, and the ways in which the nominee meets the requirements of the specific area of contribution.</li></ul>
<b>Innovator</b>	The write-up should contain: <ul style="list-style-type: none"><li>• a brief description of the development and implementation of the process, tool, strategy, or resource</li><li>• details of any sharing by nominee of the development and implementation of the process, tool, strategy, or resource; to improve professional learning of others with positive impact</li><li>• succinct description of the contributions made by nominee, including the significance of relevant accomplishments and their impact, and the ways in which the nominee meets the requirements of the specific area of contribution.</li></ul>
<b>Mentor</b>	The write-up should contain, for each mentoring programme the nominee is involved in, the following: <ul style="list-style-type: none"><li>• name of the programme</li><li>• start and end dates of the mentoring programme</li><li>• role of the nominee</li><li>• profile of mentees (e.g., WZ UG Teachers, S2 Cluster KPs, BTs from Malan Junior College teaching PW)</li><li>• succinct description of the contributions made by nominee, including the significance of relevant accomplishments and their impact, and the ways in which the nominee meets the requirements of the specific area of contribution.</li></ul>

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<b>Researcher</b>	<p>The write-up should contain:</p> <ul style="list-style-type: none"> <li>• name of partner organisation(s) engaged with</li> <li>• publications of research findings (e.g., title of the publication, name of journal/conference the research was published in, date of publication and abstract of the publication)</li> <li>• succinct description of the contributions made by nominee, including the significance of relevant accomplishments and their impact, and the ways in which the nominee meets the requirements of the specific area of contribution.</li> </ul>
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- Please note that nominations without accompanying evidence will not be considered.
- A total of 7 evidence files can be submitted per nomination. The size of each file, preferably PDF files, should not exceed 1 MB.
- For each piece of evidence submitted, nominators will be prompted to indicate the date of the event/workshop/programme mentioned in the form.
- Do not attach videos or large files.
- All evidence, including photographs and drawings, should be properly labelled.

The convention for naming evidence files and the zipped folder are as follows:

<b>Evidence File</b>		<p><b>Area of Contribution_Evidence Number</b> e.g.</p> <p align="center">↓</p> <p align="center"><i>Workshop_1, Researcher_2, Mentor_1, Innovator_3</i></p>
<b>Zipped Folder</b>		<p><b>Type of Award_Name of Nominee_Branch/School of Nominee</b> e.g.</p> <p align="center">↓</p> <p align="center"><i>Associate_Jane Doe_Malan Primary School</i></p>

- For greater clarity for purpose of submitting evidence, please refer to the MLU on OPAL2.0 titled 'Understanding the Criteria for Nomination for the Academy Awards 2022'. It can be accessed [via this link](#).

Details of the Fellow and Associate of AST Awards, and Evidence Criteria

Table 1: Details of the Fellow and Associate of the Academy of Singapore Teachers Awards

	Fellow of the Academy of Singapore Teachers	Associate of the Academy of Singapore Teachers
<b>Target group</b>	All MOE officers from schools and MOE HQ divisions	
<b>Requirements of Nomination</b>	Nominations must be endorsed by the nominator's Principal/ Branch Head	
	Repeat award recipients are allowed but there must be a two-year hiatus for Fellow award recipients before they can be nominated again.	Repeat award recipients are allowed
<b>Areas of Contribution (Refer to Table 2 for evidence criteria for each area of contribution)</b>	<ul style="list-style-type: none"> <li>• Facilitator of networked learning communities</li> <li>• Facilitator of workshops</li> <li>• Innovator</li> <li>• Mentor</li> <li>• Researcher</li> </ul> <p>Note: To be considered for the Associate of AST award, nominees must have shown contributions in <b><u>one of the areas</u></b> of contribution; and to be considered for Fellow of AST award, nominees must have shown contributions in <b><u>at least two areas</u></b> of contribution. These contributions should be beyond the nominees' <b><u>job scope</u></b>.</p> <p>Note <b>(NEW)</b>: All recipients of the Associate/Fellow of AST (Innovator) award will be requested to submit their innovation to be shared with the fraternity in due course.</p>	
<b>Level of Contribution</b>	All nominations are to be accompanied by an explanation of how the nominee's contributions have <u>impacted the professional development</u> of other officers in the education service at <u>national level</u> over a period of time.	All nominations are to be accompanied by a description of how the nominee's contributions have <u>impacted the professional development</u> of other officers in the education service <u>beyond his/her own school/division</u> .

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<b>Details of Award</b>	<ul style="list-style-type: none"> <li>The total number of awards given will be capped at five annually.</li> <li>Award recipients will receive a grant of \$1000 to attend conferences/seminars/courses or purchase PD resources, a certificate and a plaque.</li> <li>Award recipients will be featured on the AST website, as well as the Professional Recognition page <a href="#">on MOE Intranet</a>.</li> </ul>	<ul style="list-style-type: none"> <li>No upper limit on the number of awards given annually.</li> <li>Award recipients will receive a certificate.</li> <li>List of award recipients will be published on the AST website.</li> </ul>
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**Table 2: Evidence Criteria for the Fellow and Associate of the Academy of Singapore Teachers Awards**

Area(s) of Contribution	Evidence Criteria
<b>Facilitator of networked learning communities</b> Facilitates professional learning which involves collaboration with other officers in the education service to encourage them to be more reflective in their professional practice	<b>Supporting evidence:</b> <ol style="list-style-type: none"> <li>Facilitates learning team to develop programmes or strategies to improve the professional learning of others with positive impact</li> <li>Builds a strong sense of community through professional collaboration and purposeful sharing</li> <li>Promotes professional networks to drive networked learning and reflective practice^</li> </ol>
<b>Facilitator of workshops</b> Initiates and delivers workshops that facilitate professional learning of other officers in the education service	<b>Supporting evidence:</b> <ol style="list-style-type: none"> <li>Facilitates two workshops or more</li> <li>Delivers quality workshops with strong endorsement from participants, substantiated with quantitative data, such as SQ rating</li> <li>Guides participants over a period of time to ensure that the learning is translated into Practice</li> </ol>
<b>Innovator</b> Develops and implements resources, processes, tools or strategies to support effective professional learning and teaching	<b>Supporting evidence:</b> <ol style="list-style-type: none"> <li>Adapts and implements resources, processes, tools or strategies to improve professional learning of others with positive impact</li> <li>Shares these resources, processes, tools, or strategies to benefit other officers in the education service</li> <li>Guides others to use the resources, processes, tools or strategies to enhance their professional practice</li> </ol>

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<p><b>Mentor</b> Leads, guides, and supports other officers to develop professionally</p>	<p><b>Supporting evidence:</b></p> <ol style="list-style-type: none"><li>1. Provides quality mentoring according to the mentee's needs, to improve the professional learning of others with positive impact</li><li>2. Leads in the planning and implementation of a mentoring programme</li><li>3. Held in high esteem by fellow officers for being a role model for continual self-development and collaboration with others</li></ol>
<p><b>Researcher</b> Conducts research to improve teaching and learning, and publishes the findings (article/book)</p>	<p><b>Supporting evidence:</b></p> <ol style="list-style-type: none"><li>1. Engages partners for collaborative and networked research</li><li>2. Publishes research article(s)</li><li>3. Translates and implements research findings</li></ol>

**Annex C**

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

**Details of the Partner of AST Award**

1. The shortlisting criterion is as follows:

The organisation has hosted at least 2 teachers for Teacher-Work Attachment (TWA) within the qualifying period;

*OR*

The organisation has partnered AST for / hosted at least 2 teacher Professional Development (PD) programmes or activities within the qualifying period.

2. Repeat award recipients are allowed.
3. MOE vendors are not eligible for this award.

**Submission of Nomination Form**

4. For every nomination submitted via FormSG, the Branch Head of the nominator must have endorsed the nomination. A copy of the nomination will be sent to them for their reference.
5. When doing the write-up, you might find the following pointers useful:
  - Impact on teachers' PD
  - Include specific details such as date, number of teachers involved, number of PD programmes hosted, name of PD programmes, etc.
6. Supporting evidence is not necessary unless requested by the Academy Awards team. We seek contribution of photos for publicity purpose.

**Frequently Asked Questions (FAQs)**

**1. What are the Academy of Singapore Teachers (AST) Awards for Professional Development?**

The AST Awards for Professional Development or Academy Awards recognise and affirm all MOE officers and external agencies for their contributions to the professional development of officers in the fraternity. Formerly known as the Teachers Network Awards, they were re-named the Academy Awards for Professional Development in 2012.

There are three categories of recognition:

- Fellow of the Academy of Singapore Teachers
- Associate of the Academy of Singapore Teachers
- Partner of the Academy of Singapore Teachers

**2. Who qualifies for the awards?**

All MOE officers from schools and MOE HQ Divisions, regardless of service scheme, 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 category of Partners. These are unaffiliated organisations that have contributed to the professional development of the fraternity. Examples of contributions include providing opportunities for work attachment or learning journeys and logistical support for professional development events.

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

For the Associate of AST Award, repeat recipients are allowed as long as nominees meet the criteria of the award for that year.

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 the Fellow recipients for the past two years is attached for ease of reference.

<b>Year</b>	<b>Name</b>	<b>School</b>	<b>Designation</b>
<b>2021</b>	Dr Chang Suo Hui	Kranji Primary School	Lead Teacher
<b>2021</b>	Yeo Leng Choo	Victoria Junior College	Senior Teacher
<b>2020</b>	Cheng Mee Eng	Princess Elizabeth Primary School	Lead Teacher



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**4. What is the nomination process?**

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

**5. What are the judging criteria for the awards?**

There are specific judging criteria based on the category of award and the area of contributions. Please refer to **Annex B**: Details of the Fellow and Associate of AST Awards, and Evidence Criteria and **Annex C**: Details of the Partner of AST Award and instructions for submission of nomination.

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

All MOE officers, including Lead Teachers are eligible for the award. To determine eligibility of your colleague's contribution, please visit the MLU [via this link](#); specifically, the case studies added towards the end of the MLU.

**7. Where can I obtain more information about the nomination process?**

Information about the nomination process is available on OPAL2.0 Academy Awards (Professional Development) Community page at [this link](#), or it can also be downloaded from the AST website from [this link](#).

**8. What is required for the write-up for the AST Associate Award? Does the write-up function as a summary of the content of the evidence documents that are submitted as part of the nomination?**

The write-up serves as a supporting brief for the team to assess the eligibility of the nominee for the area(s) of contribution for which they have been nominated. You may refer to the pointers on Pages 2, 5 and 6 of this document as a guide for the write-up.

As the nomination form does not have an auto-save feature, it is helpful to prepare the draft of the write-up beforehand instead of typing into the form directly.

The write-up for each area of contribution is limited to a maximum of 2500 characters.

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

To be considered for the Fellow of AST Award, nominees must have shown contributions in at least **two areas** of contribution. To determine suitability or eligibility of the team's contribution, we encourage you to visit the MLU [via this link](#); specifically, the case studies added towards the end of the MLU. Do ensure that the unique contributions of each team member are mentioned in the nomination form.

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**10. 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.

**11. Can school leaders send in nominations?**

All MOE officers, including school leaders, can nominate colleagues for the award.

**12. What is the selection process?**

All nominations will go through a scoring and shortlisting process conducted by AST. Shortlisted nominees for the Fellow of AST Award will be invited for an interview. Successful recipients for the Associate of AST Award will be informed via email.

**13. 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 the award recipients.

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

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

**15. Who can I contact for more information or clarification?**

Please contact the following officers: Arwinder ([arwinder\\_kaur@moe.gov.sg](mailto:arwinder_kaur@moe.gov.sg)) or Audrey ([Audrey\\_SIM@moe.gov.sg](mailto:Audrey_SIM@moe.gov.sg)).