



## CPD COURSE PROPOSAL FORM FOR STRUCTURED LEARNING/PREScribed ESSENTIAL COURSES

**Important Notes**

- CPD Course Providers (CP) conducting Structured Learning (including Prescribed Essential) courses must adhere to the CPD Guidelines for CPD Course Providers set out by the Council for Estate Agencies (CEA).
- Following CEA’s accreditation of the course, the CP must develop the courseware in accordance with the course proposal which was submitted to CEA for accreditation. The CP will need to submit a NEW course application if any of the following changes are made to an accredited course proposal:
  - i. Changes in mode of learning; or
  - ii. Changes in assessment methods; or
  - iii. Reduction or increase in course duration by more than an hour.
- The CP must ensure accuracy and relevance of the training materials which are to reflect the latest policies and regulations governing the subject.

**PART A- DETAILS OF COURSE PROVIDER**

<b>Name of Course Provider</b>	
<b>Type of Organisation</b> <i>(Please tick.)</i>	<input type="checkbox"/> CEA Approved Course Providers (ACPs) <input type="checkbox"/> Estate Agents <input type="checkbox"/> Government Agencies <input type="checkbox"/> Local Tertiary Institutions <input type="checkbox"/> National Continuing Education & Training (CET) Centres <input type="checkbox"/> Real Estate and Related Industry Associations <input type="checkbox"/> Training Providers for Real Estate and Related Industry Associations <input type="checkbox"/> SkillsFuture Singapore (SSG) Training Providers <sup>1</sup>
<b>Address</b>	
<b>Email Address</b>	
<b>Contact Number</b>	
<b>Key contact person</b>	

<sup>1</sup> SSG Training Providers must have SSG-supported courses with a validity period of at least two months from the time of application to CEA and can only offer courses based on the new course accreditation criteria.

PART B – PARTICULARS OF COURSE	
<b>Course Title</b>	
<b>Mode of Learning</b> <i>(You may select more than one if applicable.)</i>	<input type="checkbox"/> Synchronous online e.g. Zoom <input type="checkbox"/> Asynchronous e-learning <input type="checkbox"/> Physical (in-person) <input type="checkbox"/> Blended learning e.g., Part 1 by e-learning and Part 2 in-person.  *CP is not allowed to conduct any class in a hybrid manner, i.e. physical, in-person and synchronous online at the same time.
<b>Structured Learning Topic</b>	<input type="checkbox"/> Prescribed Essential Topics* <i>or</i> ; <input type="checkbox"/> Professional Competencies  *Minimum course duration 4 hours.
<b>Proposed Sub-Topic for Prescribed Essential</b> <i>(Only applicable for submission of course applications under Prescribed Essential.)</i>	<input type="checkbox"/> Specific Prescribed Essential topic <input type="checkbox"/> Laws, Regulations and Ethics
<b>Proposed Sub-Topic for Professional Competencies</b> <i>(Only applicable for submission of course applications under Professional Competencies.)</i>	<input type="checkbox"/> Laws and Regulations (P1) <input type="checkbox"/> Property Markets (P2) <input type="checkbox"/> Other Related Real Estate Knowledge (P3)
<b>Training Hours</b> <i>(To provide a breakdown of the proposed course duration. Please fill in Part D of CPD Lesson Plan Proposal.)</i>	Total Duration: ____ training hours (break(s) not included)  To provide details in Part D below.
<b>Course Materials</b> <i>(Please list out the files which should include the presentation slides, learners, handouts, lesson plan, assessment plan etc., and upload the documents in the system.)</i>	

**PART C – CURRICULUM DESIGN**

**Course Design Plan**

Outline what the learners will achieve from the completion of this course.

**i) Description of Course**

*(To provide a brief summary of the course, highlighting the purpose and the main topics covered. It should answer what the course is about and how the course is valuable, addressing how it meets the needs of the industry.)*

**ii) Course Objectives**

*(To provide an outline of the intended learning outcome or what the participants should achieve by the end of the course.)*

**iii) Assessment**

The purpose of the assessment component is to ascertain whether the course learning objectives have been achieved and to ensure that the course participants are engaged. Course Providers must have at least 1 mode of assessment for each course application.

Some examples of assessment include:

- *Course Assignment or projects.*
- *Written Assessment (Short answer questions.)*
- *Multiple choice Quizzes.*
- *Simulation (e.g. role play etc.)*
- *Question & Answer segment.*

**iv) Course Structure**

*(To provide an overview of topics mapped to the acquired level of skills and knowledge against each LO.)*

Learning Outcomes		Topics
1)		
2)		
3)		
4)		

5)		
<p><b>v) Target class size</b></p> <p><i>(CEA recommends that class size should not be more than 200 participants per session.)</i></p> <p><i>Classes must not be conducted in a hybrid fashion, in which some participants attend a face-to-face class and some participants attend online at the same session.</i></p>		
<p><b>Details of Instructional Methods Proposed</b></p>		
<p><b>i) Proposed Instructional Method(s)</b></p> <p><i>(Use a separate line for each proposed instructional method (e.g. Interactive presentation, Class discussion, Case Study discussion, Role Play, Practical Performance.)</i></p>		<p><b>Elaborate on appropriateness of proposed instructional methods</b></p> <p><i>(Elaborate on appropriateness of instructional methods by providing examples how the proposed instructional method will be carried out to achieve the proposed learning outcomes.)</i></p>
1)		
2)		
3)		

4)		
<b>Details of Assessment Method</b>		
<p><b>Proposed Assessment Method(s)</b>  <i>(e.g. Course Assignment, Written Assessment, Short answer or Multiple-choice questions, Online quiz (e.g. Kahoot.)</i></p>		<p><b>Elaborate on appropriateness of proposed assessment methods</b>  <i>(Elaborate on appropriateness of assessment methods by providing examples how the proposed assessment method will be carried out.)</i></p>
1)		
2)		
3)		
4)		

<b>PART D – CPD Lesson Plan Proposal</b>					
	<b>Learning outcomes and contents</b>	<b>Time</b>	<b>Instructional Methods</b>	<b>Instruction to Trainers</b>	<b>Resources</b>
1)					
2)					
3)					
4)					
		<b>Total:</b>			