



NANYANG TECHNOLOGICAL UNIVERSITY  
NATIONAL INSTITUTE OF EDUCATION

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# **Certificate In Preschool Management & Administration**

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PROGRAMME HANDBOOK

DIVISION OF SPECIALISED EDUCATION  
SCHOOL OF EDUCATION

NATIONAL INSTITUTE OF EDUCATION  
LIBRARY, SINGAPORE

## **CERTIFICATE IN PRESCHOOL MANAGEMENT AND ADMINISTRATION**

This handbook is a guide to the structure, organization and modules of study for the Certificate in Preschool Management and Administration. The contents, modes of delivery and assessment of the module are subject to change from time to time, without prior notice.

July to November 1999

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# **CERTIFICATE IN PRESCHOOL MANAGEMENT AND ADMINISTRATION**

## **[ 120 HOURS ]**

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### ***RATIONALE***

The purposed of this course is to develop, and for some teachers, to introduce, the knowledge and information, attitudes and skills, expected of senior personnel in early years settings.

### ***OBJECTIVES***

This course prepares senior teachers to :

1. become efficient and creative administrators of early childhood programmes;
2. acquire management skills and develop policies in the field of early childhood;
3. be sensitive to the competing influences affecting programme planning;
4. be skillful and confident supervisors of those staff employed in preschool centres.

### ***MODULES***

Module 5 : Supervision Practicum	30 hours
Module 6 : Administration and Management Skills	30 hours
Module 7 : Influences on Effective Programme Planning	60 hours

### ***ORGANISATION OF MODULES***

Each module is discrete and may be selected appropriately for those exempted from other modules.

**MODULE 5:           SUPERVISION PRACTICUM**  
**[ 30 HOURS ]**

**TOPICS:**

1.     Supervision: An Overview
2.     Role of a Supervisor
3.     Assumptions in Supervision
4.     Prerequisites of Supervision
5.     Effective Teaching
6.     Effective Classroom Management
7.     Mechanics of Supervision
8.     Supervision Skills [Practicum Sessions]

**ASSESSMENT:**

Participants will be required to demonstrate their understanding of the knowledge and skills in the supervision of teaching by preparing a Supervision Report of a video-taped lesson conducted in a preschool centre. This will be held during the last session of the module.

**MODULE 6:           ADMINISTRATION AND MANAGEMENT SKILLS**  
**[ 30 HOURS ]**

**TOPICS:**

1.     Skills required to run a preschool centre,  
  
      e.g.   Human Relationship Skills;  
            Communication Skills;  
            Problem Solving Skills;  
            Conflict Management Skills.
  
2.     Establishing the preschool centre through team building, enhancing staff morale and motivating staff.
  
3.     Recruitment and selection of new staff including orientation and job training.
  
4.     Supervision of staff in the preschool centre.
  
5.     Awareness of assumptions and beliefs held about organizations and people.
  
6.     Dealing with policies on :  
  
      health, sick children, medicines, safety rules, accidents, excursions, visitors, students on practice teaching, grouping of children, discipline and establishing rules, established routines of meal times, bathing and toileting, sleeping, fire and emergency, security, statutory boards e.g. MCD, MOE, philosophy of centre and programmes.
  
7.     Using support services and resources in the community :
  - a)    legal and government and policies;
  - b)    support groups and welfare services;
  - c)    counselling services;
  - d)    maternal and child health services;
  - e)    polyclinics.

**MODULE 7:           INFLUENCES ON EFFECTIVE PROGRAMME PLANNING**  
**[ 60 HOURS ]**

**TOPICS:**

1.     Family influences on the needs of preschool children.
2.     Working with and involving parents and the community in the preschool setting.
3.     Use of community resources for effective programme planning.
4.     Identifying individual differences and special needs, and planning for differentiation in the preschool setting.
5.     Identifying and managing, learning and behaviour difficulties in preschool children.
6.     Uses of instructional technology.

### **MODE OF ASSESSMENT**

1. There will be an assignment/written examination for each module with the weightage as follows:

Module 5:	written examination	33%
Module 6:	written examination	33%
Module 7:	written examination and/or assignments	34%

2. A certificate will be awarded to students who successfully complete each of the three modules.
3. Students who select modules for upgrading purposes will receive an attendance certificate indicating the title and duration of the module.

### **ENTRY REQUIREMENTS**

1. Candidates should possess a minimum of three passes in the Singapore-Cambridge GCE 'O' Level Examination [English Medium], including a credit pass in English at first language level [EL1].
2. Candidates should have successfully completed the Certificate in Preschool Teaching or its equivalent.
3. Candidates should have at least six months' teaching and/or related experience.

## **REFERENCES**

1. Adair, J. (1989). Developing Leaders. S.I.M.S.
2. Cohen, W.A. (1990). The Art of the Leaders. New York: Prentice-Hall.
3. Northcete, Parkinson C., and Rustomji, M. K. Parris (1984). How to Manage Children. Federal Publications.
4. Sager, Ashery R. and Basen, M. M. (1989). Parents with Careers. Washington: Acropolis.
5. Skoppe, E. W. (1990). Communication for Success. New York: Addison-Wesley.
6. Weiss, E. (1990). Mothers Talk about Learning Disabilities. New York: Prentice-Hall.



## **FACILITIES OF THE NATIONAL INSTITUTE OF EDUCATION**

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### ***LIBRARY***

The NIE Library boasts the best collection of educational materials in the region. Its total stock consists of over 200, 000 volumes in the four official languages, 1,000 periodical subscriptions, and a growing collection of educational and psychological tests and microtext material. The books and bound periodicals are arranged on the open shelves by subject according to the Library of Congress Classification system. The tests and microtext material are kept in the Reference section.

The Library provides loan, information and reference services to all students and staff of the Institute as well as school principals and teachers in Singapore.

All students must register with the Library. Upon registration each student will be allowed to borrow general books for a period of three weeks, and reserved books on a two-hourly basis. Fines are charged for overdue loans.

The Inter-Library loan service is available for staff and higher degree students engaged in research.

### ***LECTURE THEATRES***

The Institute has eight lecture theatres. The biggest lecture theatre can accommodate about 500 students and the smallest about 110. Lecture Theatre One, which has a seating capacity of 260, is used for seminars, talks, concerts, forums and the showing of films.

### ***OTHER TEACHING FACILITIES***

The Institute is also equipped with Language Laboratories, Science Laboratories, Educational Computing Laboratories and Workrooms, Media Workrooms for the preparation of teaching aids and charts, a Photo-Laboratory and two Video Studios. There are also tutorial rooms, special subject rooms and micro-teaching rooms.

### ***GAMES AND SPORTS FACILITIES***

Facilities for games and sports include a 6-lane athletic track, with a centre pitch suitable for both soccer and rugby, an all-weather artificial grass hockey pitch, an Olympic size swimming pool, squash courts, tennis courts, basket-ball courts and two gymnasias. There is also a large Multi-Purpose Sports Hall, including a modern Dance Studio.

## **FACILITIES OF THE NATIONAL INSTITUTE OF EDUCATION (Cont'd)**

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### ***CANTEENS***

There are three canteens on the campus. Canteen 1 is located on the first storey of the Students' Recreation Centre. This canteen is self-service and provides Chinese, Muslim and Indian food. It opens from 7.30 am to 5.00 pm, from Mondays to Fridays and 7.30 am to 1.00 pm on Saturdays. Canteen 2 is located in House No. 4 and serves 'a la carte style' Chinese, Muslim food and a variety of hawker-type food. Canteen 3 is found in the Raffles Building and serves continental, Chinese and Muslim cuisine. Canteens 2 and 3 are open from 7.30 am to 8.00 pm, from Mondays to Fridays and from 7.30 am to 2.00 pm on Saturdays.

### ***SUNDRY STORE***

There is a sundry store which sells newspaper, stationery, toiletries, etc. It is located on the ground floor of the Students' Recreation Centre.

### ***UNIVERSITY BOOKSHOP***

There is a bookshop located at the Annex of House No. 4. All textbooks and stationery items are available here.

### ***CASH-ON-LINE FACILITIES***

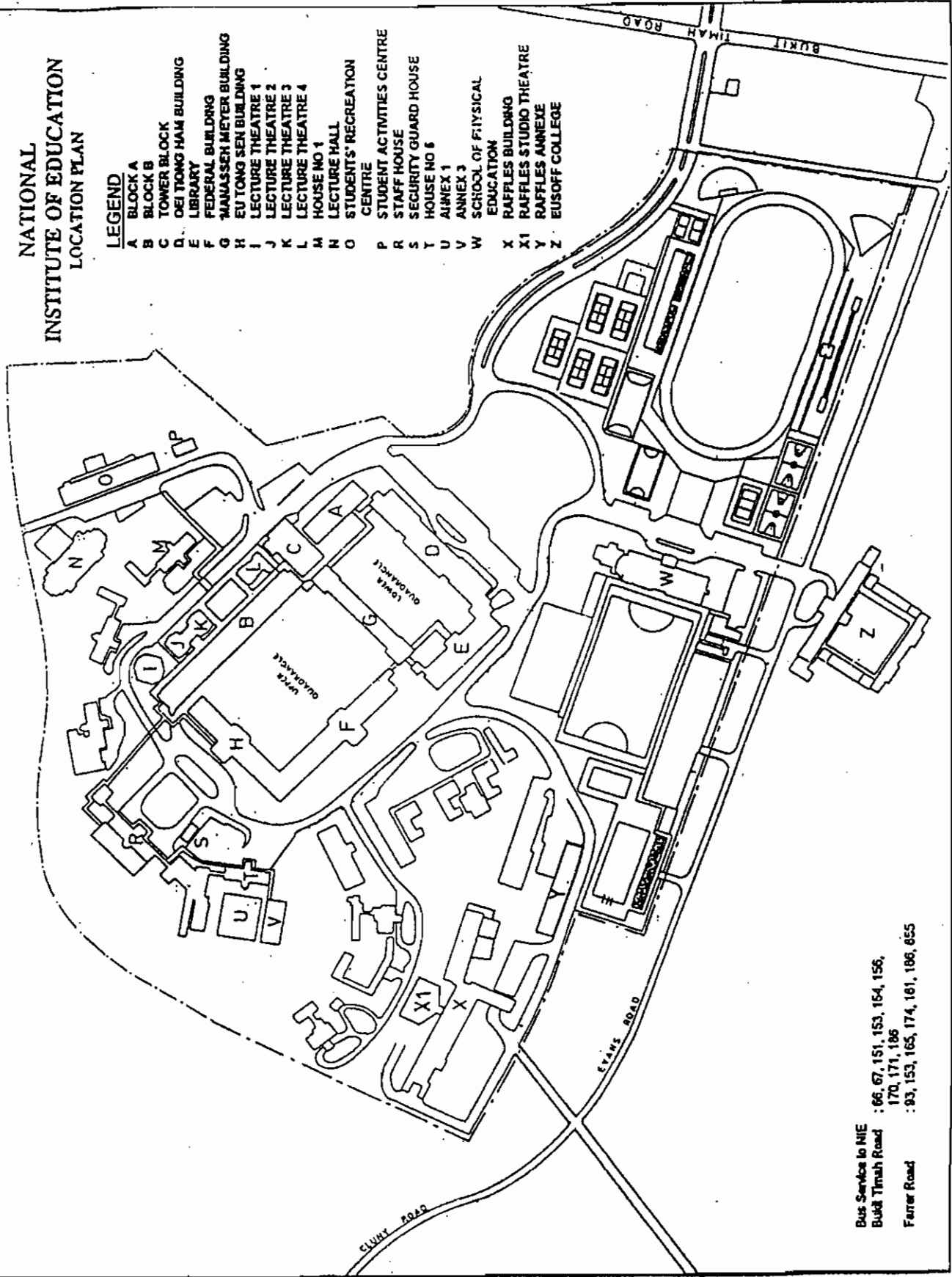
There is a POSB automated teller machine installed on the first storey of the Students' Recreation Centre next to the sundry store.

A map showing where these facilities are located is found on the following page.

**NATIONAL  
INSTITUTE OF EDUCATION  
LOCATION PLAN**

**LEGEND**

- A BLOCK A
- B BLOCK B
- C TOWER BLOCK
- D DEI TONG HAIN BUILDING
- E LIBRARY
- F FEDERAL BUILDING
- G MANASSEH MEYER BUILDING
- H EU TONG SEN BUILDING
- I LECTURE THEATRE 1
- J LECTURE THEATRE 2
- K LECTURE THEATRE 3
- L LECTURE THEATRE 4
- M HOUSE NO 1
- N LECTURE HALL
- O STUDENTS' RECREATION CENTRE
- P STUDENT ACTIVITIES CENTRE
- R STAFF HOUSE
- S SECURITY GUARD HOUSE
- T HOUSE NO 6
- U ANNEX 1
- V ANNEX 3
- W SCHOOL OF PHYSICAL EDUCATION
- X RAFFLES BUILDING
- X1 RAFFLES STUDIO THEATRE
- Y RAFFLES ANNEXE
- Z EUSOFF COLLEGE



Bus Service to NIE  
 Bukit Timah Road : 66, 67, 151, 153, 154, 156,  
 170, 171, 186  
 Farrer Road : 93, 153, 165, 174, 181, 186, 655

Note: NIE will move to its new location at Yunan Campus in November 2000.