

NOMINATION GUIDE
2026

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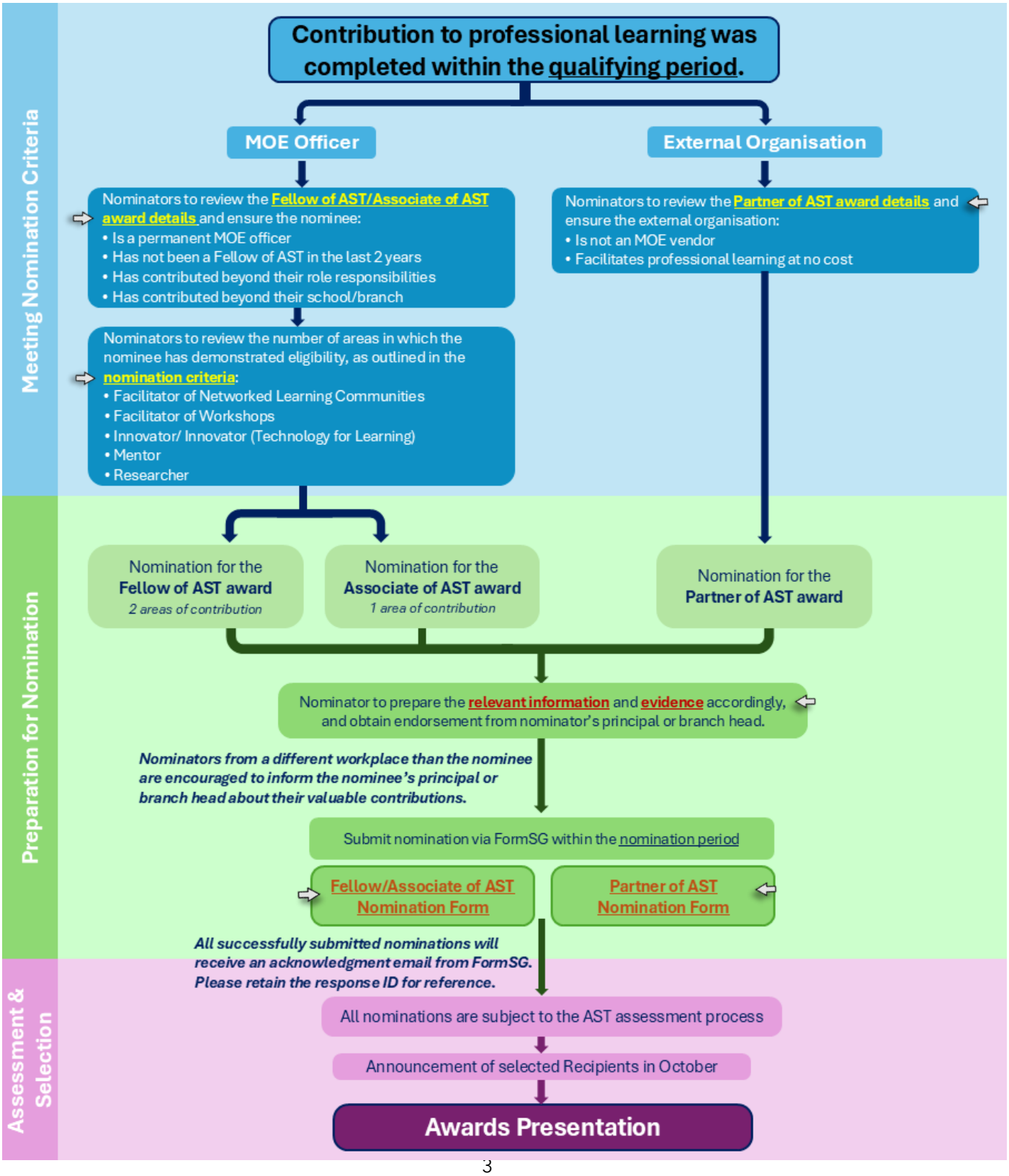
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AWARD OVERVIEW

The Academy Awards for Professional Development, led by the Academy of Singapore Teachers (AST), recognise MOE officers and partners for their contributions to the professional learning of staff in MOE.

Nomination Period	Qualifying Period
25 May 2026 to 15 July 2026	28 June 2025 to 26 June 2026

Tips: Use the flowchart as your navigation guide. Click the hyperlinked sections marked with the arrow, ⇨, to view more details on each section. To return to this page, click 'Back to Flowchart'.



1 FELLOW AND ASSOCIATE OF AST AWARD

1.1 Award Details

<table>
<tr><th></th><th>Fellow of AST</th><th>Associate of AST</th></tr>
<tr><td>Award Categories</td><td>The Fellow of AST is awarded to MOE officers who have contributed to the professional learning of other MOE officers, beyond their school/branch and role responsibilities, in at least <u>two</u> areas of contribution.</td><td>The Associate of AST is awarded to MOE officers who have contributed to the professional learning of other MOE officers, beyond their school/branch and role responsibilities, in at least <u>one</u> area of contribution.</td></tr>
<tr><td>Nominee Requirements</td><td colspan="2">• All permanent MOE officers across all service schemes are eligible for the awards.
• MOE officers from Independent schools, Specialised Independent schools and Specialised schools are also eligible if they contribute to the professional learning of staff in MOE.
• Officers' contribution must:
  ○ Be beyond their school or branch, and
  ○ Go beyond their role responsibilities.
• Officers from the supplementary manpower pool are not eligible.
• Officers have not been a Fellow of AST in the last two years.</td></tr>
<tr><td rowspan="2">Areas of Contribution
(Refer to page 5 for the nomination criteria for each area of contribution)</td><td>• For nomination for the Fellow of AST award, nominators are required to select at least <u>two</u> areas of contribution.</td><td>• For nomination for the Associate of AST award, nominators are required to select <u>one</u> area of contribution.</td></tr>
<tr><td colspan="2">• Facilitator of Networked Learning Communities (NLC)
• Facilitator of Workshops
• Innovator/ Innovator (Technology for Learning)
• Mentor
• Researcher</td></tr>
<tr><td rowspan="2">Nomination Guidelines</td><td colspan="2">• Each nomination must be <u>endorsed by the nominator's principal or branch head</u> before submission.</td></tr>
<tr><td>• Fellow of AST award recipients must observe a <u>two-year hiatus</u> before being eligible for nomination for Academy Awards for Professional Development again.</td><td>• Previous recipients of the Associate of AST award are eligible for re-nomination in the same area of contribution if (1) they have either made <u>new contributions</u>, e.g., developed innovative engagement activities to strengthen professional learning; or (2) <u>significantly enhanced contributions</u> previously recognised e.g., enriched existing workshops/ NLCs with more comprehensive content or different adult learning strategies; thus demonstrating <u>greater impact</u> in the current year.</td></tr>
<tr><td>Award Recognition</td><td>• Total number of Fellow of AST award given will be capped at <u>five</u> annually.
• Fellow of AST award recipients will receive a grant of $1000 to attend conferences/ seminars/courses or purchase of PD resources, a certificate, and a plaque.
• Recipients will be featured on the AST website, and the Professional Recognition page on <u>MOE Intranet.</u></td><td>• Associate of AST award recipients will receive a certificate.
• List of recipients will be published on the AST website.</td></tr>
</table>

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1.2 Nomination Criteria for Fellow and Associate of AST Award

Area(s) of Contribution	Nomination Criteria
Facilitator of Networked Learning Communities (NLC) Facilitates professional learning which involves collaboration with other officers in the education service to encourage them to be more reflective in their professional practice	• 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	• Facilitates at least two workshops • Delivers quality workshops with strong endorsement from participants, substantiated with quantitative data • Guides participants over a period of time to ensure that the learning is translated into practice
Innovator/ Innovator (Technology for Learning) Develops and implements innovation (e.g., resources, processes, tools or strategies) to support effective professional teaching, learning, or work processes	• Develops and implements innovation (e.g., resources, processes, tools or strategies) that demonstrates positive impact • Shares innovation to benefit other officers in the education service • Guides others to use the innovation to enhance their professional practice

Innovator (Technology for Learning) was introduced in 2025 under the Innovator area of contribution to reflect the growing role of technology as a critical enabler of learning for both students and adults. Technology supports greater learner engagement, self-directed learning, and access to diverse resources—laying the foundation for continual professional growth and lifelong learning.

This sub-area recognises officers who have either:

i) leveraged technology innovatively to enhance students' learning experiences and gone on to share and guide others in applying these innovations; or

ii) leveraged technology innovatively to support the professional learning of MOE staff and gone on to share and guide others in applying these practices.

We continue to recognise meaningful contributions where officers share and guide others on innovations in teaching and learning or innovations in workplace practices that are not related to technology. These impactful contributions will continue to be recognised under the main ***Innovator*** *area.*

The same nomination criteria for the Innovator area apply to the Innovator (Technology for Learning) sub-area.

Mentor Leads, guides, and supports other officers to develop professionally	• 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 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 or professional practices, and publishes the findings	• Engages partners for collaborative and networked research • Translates and implements research finding(s) • Publishes/Shares research findings(s) (e.g. articles/website/presentation at a seminar or workshop) *Note: The qualifying period applies only to the publication of findings, not to the duration of the research project.*

Research projects conducted using critical inquiry methods such as action research are eligible for recognition in the Researcher area. To qualify, the findings must be shared or published beyond nominee's school or branch within the designated qualifying period, irrespective of the project's duration.

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1.3.1 Instructions for Submission of Nomination for Fellow and Associate of AST Award

— All submissions must be made via FormSG. Only information and supporting evidence submitted through FormSG within the nomination period will be considered.

— There is a single nomination form for both the Fellow/Associate of AST awards.
  a. For the Fellow of AST award, nominators must select at least two areas of contribution.
  b. For the Associate of AST award, nominators must select one area of contribution, and indicate whether the type of nomination is Individual or Group.

— Group nomination (for Associate of AST only): Nominators may submit a group nomination of up to six names using the same FormSG form. Group nominations are only applicable if all nominees contributed to the same project or event with equal commitment. The same set of evidence must support all nominees. After selecting 'Group Nomination', the nominator must download an MS Excel template, fill in the details of each group member, and upload the completed MS Excel file in the designated field in the form.

— Each nomination must be endorsed by the nominator's principal or branch head before submission. A copy of the completed form will be shared with them for reference.

— Nominators from a different workplace than the nominee are encouraged to inform the nominee's principal or branch head about their valuable contributions.

— All nominations are subject to the AST assessment process.

1.3.2 Relevant Information required for Fellow and Associate of AST Award

— Nominators are required to complete the following fields in the nomination submission.

— The nomination form consists of **four** sections:

Section 1: Details of Nominator
— Nominator's Full Name — Nominator's Official Email (CES Email)

Section 2: Details of Nominee

— Nominee's Full Name (Please indicate statutory name of nominee as per MOE HR records.)
— Nominee's Official Email:
  o For nominees from MOE schools or HQ, please enter their CES email only (e.g., jon_li@schools.gov.sg/ jon_li@moe.gov.sg).
  o For nominees from Independent schools, Specialised Independent schools or Specialised schools, please enter their official email address.
  o Please ensure the accuracy of the email address. You may verify the email using the People Finder intranet link.
— Nominee's Service Scheme
— Nominee's School/Branch
— Nominee's School Cluster/Division
— Nominee's Designation (Please indicate their designation of nominee at the point of nominee's contribution)

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Section 3: Details of Nominee's Area(s) of Contribution[1, 2]	
Facilitator of Networked Learning Communities (NLC)	— **Name of NLC** — **Number of members in NLC** — **Background and Focus of NLC** — **Role of nominee in the NLC** — **Write-up[3] on nominee's contribution as a facilitator of NLC** (Please provide details of the nominee's contributions to the NLC, the impact of their contributions, and how the nominee drives networked learning and collaboration.) — **Details of nominee's sharing on behalf of NLC** (Please include the name of the platform, date of the sharing, and any additional details on the nature of the sharing.)
Facilitator of Workshops	— **Name of workshops 1 & 2** — **Date of workshops 1 & 2** — **Number of participants in workshops 1 & 2** — **Profile of participants in workshops 1 & 2** — **Write-up[3] on nominee's contribution as a facilitator of workshops 1 & 2** (Please provide details of the nominee's contributions to the workshop, including the guidance provided to participants.) — **Quality of delivery of workshops 1 & 2** (SQ Ratings and, if any, other form of endorsement for each workshop) (Click here for the guide on SQ ratings and click here for the SQ ratings template.)
Innovator/ Innovator (Technology for Learning	— **Name of innovation** (e.g., resource, process, tool, or strategy) — **Write-up on nominee's innovation** (Please provide details of the innovation and its impact.) — **Details of nominee's sharing of the innovation** (Please include the name of the platform where the nominee shared the innovation, as well as the guidance the nominee provided to support others in adopting and adapting the innovation.) — **Date of sharing** — **Identify if the nominee's contribution falls under the Innovator (Technology for Learning)** (For more details on the Innovator (Technology for Learning), please refer to page 5.)
Mentor	— **Name and profile of mentee(s)** — **Period of mentoring** (i.e., start date and end date) — **Write-up on nominee's contribution as a mentor** (Please provide details of the mentor's approach, the developmental plan, and the impact on the mentee(s).)
Researcher	— **Name and profile of nominee's research project partner** — **Title of nominee's research project** — **Write-up on nominee's research project** (Please provide details of the focus of the research, how the research findings have been translated or implemented, and the impact of the nominee's research on teaching and learning and/or workflow processes.) — **Name of platform where nominee's research was published or shared** — **Date when the nominee's research was published or shared**

Please note:

1. *Submit **supporting evidence** that demonstrates the nominee's involvement and contributions within the qualifying period.*
2. *You will be asked to identify the **topic of nominee/group's contribution**. You can select up to 2 topics that best match the nominee/group's contribution.*
3. *For recipients of the 2025 Associate of AST award (Facilitator of NLC or Facilitator of Workshops) who are re-nominated for the same NLC or workshops in 2026, please highlight how the nominee's contribution is either new or significantly enhanced, showing greater impact in the current year.*

Section 4: Endorsement by Principal/Branch Head of Nominator
— Endorser's Full Name — Endorser's Official Email (CES Email)

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2 PARTNER OF AST AWARD

2.1 Award Details

— The **Partner of AST** is awarded to organisations outside of MOE in recognition of their support and contribution to the professional learning of staff in MOE.

— External agencies are recognised under this award category. MOE vendors are not eligible for this award.

2.2 Nomination Criteria

— To qualify for the award, partner organisations must provide goodwill contributions within the award's qualifying period.

— These contributions should include facilitating at least two professional learning sessions for MOE staff at no cost.

2.3 Relevant Information required for Partner of AST Award

— Nominators[1] are required to complete the following fields in the nomination submission.

a. Name of Organisation
b. Salutation, Name and Email Address of Head/Branch Head & Liaison Officer of Organisation
c. Name & Date of Professional Learning Sessions
d. Number of MOE Staff Involved
e. Description of Professional Learning Session (Please include the organisation's role in facilitating the session and its impact on the professional learning of MOE staff.)
f. Photographs[2] that show the organisation in action (e.g., facilitation of the workshop/activity)

— Each nomination must be endorsed by the nominator's branch head before submission. A copy of the completed form will be shared with them for reference.

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[1] *Please note that nomination for Partner of AST is for submission by MOE HQ officers only.*

[2] *Photographs may be used for publicity purpose during the awards ceremony.*

3 EVIDENCE SUBMISSION GUIDE

— **Each nomination must be accompanied by <u>one</u> evidence file, submitted via FormSG.**

— Evidence should be meaningfully selected to clearly demonstrate the nominee's involvement, contributions and impact of their work.

— The evidence file
  - should be in **<u>PDF format</u>.**
  - may contain multiple pieces of evidence, all of which must be clear and legible.
  - must <u>not contain links</u> to sharing folders, collaboration platforms, etc. Links will not be accepted.
  - must not contain files as object links/attachments.
  - <u>must not exceed 7MB</u> in size.

— Nominators (for Fellow/Associate of AST) are encouraged to use the provided template to consolidate evidence and follow the instructions to convert it into a PDF.

— Examples of evidence can include (but are not limited to):

  - **Screenshots indicating the date and platform** (e.g., conference, workshop, learning journey, learning community, seminar, digital learning system, or official social media channel)

  - **Facilitation plans and content materials** prepared by the nominee for workshops or sharing sessions (Note: Full slide decks are <u>not</u> required. Please highlight key knowledge or insights shared, engagement activities conducted, and any enhancements made for repeat runs.)

  - **Screenshots showing communication, discussion, or collaboration** between the nominee and NLC members, mentees, or participants via appropriate platforms (e.g., email, collaborative platform, digital learning system, or official social media channel)

  - **Screenshots showing evidence of learning or application of learning** by NLC members or participants

  - **Screenshots of platforms or resources** used by the nominee to support ongoing professional learning or collaboration

  - **Service Quality (SQ) ratings** (preferred) or other forms of quantitative feedback related to the nominee's workshop(s) or sharing sessions. Click here for the guide on SQ ratings and click here for the SQ ratings template.

  - **Mentor-mentee records**, such as mentoring logs (e.g., Singapore Collaborative Assessment Log (SCAL), School Admin Team Mentoring Journal), reflection forms, or relevant email exchanges that capture the nominee's guidance and impact.

  - **Thank-you notes** or **messages of appreciation** acknowledging the nominee's contributions.

  - **Photographs** (for **Partners of AST** award nominations) to show the nominee in action during professional learning activities.

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4 FREQUENTLY ASKED QUESTIONS (FAQs)

Nominators: Who can nominate?

— Nominations can be self-initiated or made by peers or superiors, but all nominations must be endorsed by the nominator's principal or branch head.

Nominees: Can an officer be nominated for different areas of contribution? How will the officer be recognised?

— Yes. An officer may receive nominations for different areas of contribution. All nominations will undergo AST's assessment process. If the officer qualifies in multiple areas and is considered for Fellow of AST award, he/she will be invited for an interview. If the officer is considered only for the Associate of AST award, he/she will be recognised in one area – the one that demonstrates the most impact. This ensures meaningful recognition of officers' contributions while maintaining the integrity and significance of the awards.

Nominees: Is there an interview for nominees?

— There will be an interview only for shortlisted nominees for the Fellow of AST award.

Group Nomination: Why are we only allowed to submit a maximum of six names in a group nomination?

— Research suggests that teams of a maximum 6 individuals are more effective in tackling complex problems. This number strikes a balance by optimising productivity, communication, and collaboration, while ensuring all members remain engaged and can actively contribute. This number also allows for diverse perspectives without becoming overly challenging to manage.

PD Grant: Can the PD grant given to Fellow of AST award 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 or principal of Fellow of AST award recipients.

For more information on the Academy Awards for Professional Development

AST Website

https://go.gov.sg/astaa

Community Page in OPAL2.0

https://go.gov.sg/aa-wiki

Contact Us

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