



Annex A

NON-CONTACT TIME

1. What is Non-Contact Time (NCT)?

Non-Contact Time (NCT) is protected time during an educator's working hours to carry out professional duties without directly teaching, caring for or supervising children.

NCT allows educators to focus on responsibilities outside the classroom, to plan, reflect, prepare learning resources and engage parents and community partners.

2. What is ECDA's new mandatory NCT requirement?

From 1 November 2027, all ECDA-licensed Early Childhood Development Centres ("Centres") must provide each eligible educator with **at least two hours of NCT per week**. NCT must be provided in blocks of at least one hour.

Centres may schedule NCT flexibly based on their operational needs, such as daily, weekly, every two weeks or monthly. Regardless of the arrangement, centres should ensure that educators receive NCT on a regular basis so that they have dedicated time for professional responsibilities.

3. Why is ECDA introducing the NCT requirement?

Educators' responsibilities extend beyond teaching, caring for and supervising children. They also need time for lesson planning, preparation and other professional duties.

The minimum NCT requirement will provide educators with protected time during work hours to carry out these responsibilities. Over time, this can support better workload management, strengthen the quality of teaching and learning, support educator well-being and contribute to better staff retention.



4. Why is the requirement set at two hours per week for each educator?

The minimum of two hours per week takes into account feedback and consultations with educators, as well as current practices across the sector. It aims to provide educators with regular, dedicated time for professional duties while remaining practical for centres to implement.

The two hours are a minimum requirement, not a cap. Centres that already provide more NCT, or are able to do so, are encouraged to continue.

5. When will the new NCT requirement take effect?

The requirement will take effect from 1 November 2027.

The lead time will allow centres to review and adjust their manpower and operational arrangements ahead of implementation. Centres that already provide NCT should continue with their existing arrangements.

6. Who is eligible for NCT?

All full-time certified Early Childhood (EC) educators taking on job roles per Skills Framework for EC, must be provided with at least two hours of NCT per week.

Certified EC educators refer to educators who are certified by ECDA with a Letter of Notification (LON).

Early Intervention (EI) educators and Learning Support (LS) educators are also eligible for NCT if they are employed by the preschool organisation and based in one centre.

For EI or LS educators who are employed at the organisation or headquarters level and deployed across several centres, their employer may determine appropriate NCT arrangements based on their work arrangements and operational needs.



7. Is NCT part of an educator' working hours?

Yes. NCT is protected time within an educator's working hours. Centres should schedule NCT within the working hours, and not extend the educator's working hours in order to meet the NCT requirement.