



ONLINE

SKILLS DEVELOPMENT

E-LEARNING LAB ON DIGITAL TVET

COURSE 1: 06 – 31 JULY 2020

🕒 4 WEEKS, 30 HRS

COURSE 2: 05 – 30 OCTOBER 2020

🕒 4 WEEKS, 30 HRS

Information Note

ONLINE COURSE PACKAGE

ITCILO organizes this e-Learning Lab as a **coherent package of two stand-alone courses**.

Participants will choose if attending only one or both courses. The completion of both courses (60 hours, 8 weeks), leads to a certificate of Achievement under the ITCILO Certification Framework.

- **Online Course 1:** Modular content creation and e-pedagogy in TVET, 6–31 July 2020, 4 WEEKS, 30 HOURS, leading to a certificate of participation
- **Online Course 2:** Integrating a virtual campus in the TVET offer, 5–30 Oct. 2020, 4 WEEKS, 30 HOURS, leading to a certificate of participation

Language: English

Application deadline: Course 1: 29 June 2020 / Course 2: 23 September 2020

Contact: skillsdevelopment@itcilo.org

Code course 1: A9713447

Code course 2: A9713446

INTRODUCTION TO THE E-LEARNING LAB

ITCILO organizes this specially designed Lab for TVET specialists, managers and teachers of TVET centres in order to rapidly develop their capacities for transforming available materials to suit on-line delivery and also operate distance-learning programmes with a strong focus on multimedia, digital (incl. mobile) and inter-active learning solutions.

The materials designed for this Lab course package will be used to sustainably improve TVET Centres' overall distance learning capacity and trainers' skills to lead e-Learning delivery in TVET; this will benefit TVET systems' effectiveness and quality in the short and in the long-term in delivering E-learning and blended learning as part of a modern approach to TVET.

The course is centred on **instructional design models and strategies**, reflecting state-of-the-art approaches with a focus on technologies increasing **TVET users' engagement**, on developing **e-assessment tools** and on how to ensure **quality in distance and online learning**.

The Lab will also be an experience-sharing platform: connecting with other colleagues and using the latest e-tools designed to support TVET, participants will be able to define an e-Learning strategy that is suitable to their specific TVET-focused needs.

This e-Learning training offer is part of ITCILO's Skills Development portfolio, which targets worldwide capacity building needs to support the implementation of TVET and skills development programmes.

WHO ATTENDS THIS E-LEARNING PACKAGE?

Representatives, managers and staff of key TVET stakeholders, such as:

- Pedagogical staff of TVET trainers' training centres;
- Curriculum developers, didactical and managerial staff in National Training Authorities
- TVET teachers and trainers, in-company trainers and mentors;
- Managers of vocational training centres;
- Experts and technical staff from CSOs, NGOs and other civil society actors, working in the field of TVET.

OBJECTIVES AND LEARNING OUTCOMES

The aim of the e-Learning Lab package is to rapidly build the capacities of TVET professionals to improve the quality and outreach of e-Learning TVET and the delivery of TVET through digital learning, adopting successful approaches and tools to foster different forms of engagement and learning by the TVET users.

The e-Learning Lab on Digital TVET package is composed of two separate and stand-alone online courses:

- The first e-learning on **Modular content creation and e-pedagogy in TVET** will cover the most essential elements, quick tips and hands-on practice allowing participants to rapidly shifting face-to-face content of a module into an online offer. This course is mostly self-paced combined with hands-on activities, supported by qualified tutors. The course comprises a Capstone Project aiming at creating modular content into online features.
- The second e-learning on **Integrating a virtual campus in the TVET offer** will be guiding participants into developing and setting-up a virtual campus capable of hosting a set of online modules as part of the TVET overall e-Learning strategy. The Lab is hands-on and practical with assignments for each module, which have the objective of building concrete TVET lessons until the realisation, by each participant, of individual Capstone Project under the form of a complete TVET course on ITCILO's Moodle-based eCampus.

Both courses provide a certificate of participation, while the participants attending the **entire e-Learning Lab on Digital TVET** will be assessed and certified with a **certificate of achievement**.

By the end of the entire Lab package, participants will have strengthened their technical knowledge to have a better understanding of the overall e-Learning cycle from a quality assurance perspective. The Lab will guide participants in the different phases, familiarising them with concrete tools and technologies to develop interesting, engaging and entertaining learning contents and to mainstream the latest advancements in technology, including Augmented and Virtual Reality, in service of TVET pathways. The Lab will also foster a thorough reflection on the eAssessment in TVET and will support

participants in defining quality assurance tools and tailoring them to their needs and TVET systems or their e-Learning offer.

The course is action oriented. After completion of the entire Lab package participants will be able to immediately integrate e-Learning into their TVET systems and disseminate their learning among other colleagues who do not attend the course

COURSE 1: MODULAR CONTENT CREATION AND E-PEDAGOGY IN TVET

MODULE 1: INTRODUCTION TO E-LEARNING

The e-Learning and Multimedia Landscape

- Induction phase: introduction to the course outline, the digital environment, the tasks to be accomplished, the learning and working methodology and certificate criteria
- The future of digital learning in TVET institutions: overview of the key features concepts, trends, myths and stereotypes
- Learning needs analysis (optional: online elevator pitch and sharing existing training materials)
- Webinar: meet the people

User experience: The Learner Journey

- Empathizing with learners: creation of user personas
- Defining objectives and transforming them into expected outcomes
- Action mapping and activity design

MODULE 2: THE PLATFORM: LEARNING MANAGEMENT SYSTEMS

- What is an eCampus?
- Examples of Moodle used in TVET projects
- Key features and differences of LMS: Beyond storage of online materials & information transfer: Communication, Online Assessment, Collaboration & Co-creation of content;
- Introduction to the concept of low connectivity, online & offline options
- Overview of online activities (forum, glossary/Library, quiz) for online learning

Hands on activity: choose your Capstone Project (i.e. one module to be shifted online)

MODULE 3: E-FACILITATION/TUTORING AND E-PEDAGOGY (FOR YOUTH /TVET STUDENTS)

Methodologies

- Facilitating Online Conversations, learning units, lessons, including exercises and demonstration videos
- E-pedagogy, didactics of online-learning
- Combining self-guided, tutored and collaborative learning, live- and self-paced modalities, online and off-line, creation of learning content by students
- Share, connect, practice: the value of the students' and the teachers' community
- How to provide peer support, learners attitudes/motivation and skills for self-directed learning
- How can we use assessment effectively? Encouraging and guiding learning through tasks

Hands-on activity: Setting up a forum and a quiz/assessment to engage fellow-participants

MODULE 4 LEARNING TECHNOLOGIES: SUITABLE ONLINE TOOLS FOR MULTIMEDIA PRODUCTION

Designing of training materials for modern learners and e-learning

Towards a definition of multimedia design

- What is multimedia design? Text, Image, Audio, Video?
- What are multimedia Power Point Presentations (5 quick tips to Boost it)
- Can we boost mobile features to produce effective multimedia materials?

What are the right tools for your project?

- Infographic (Piktochart) , Interactive Video (Powtoon), Prezi, e-zine (Ready Mag),
- Interactive Content (H5P, Genially)
- Micro-learning booklets
- Technologies and social media: Zoom, YouTube for demonstration videos, Whatsapp, Facebook (for classroom)
- Introducing tools for practical training (i.e. AR from tablets and smartphone and/ or VR mobile with smartphone google cardboards)

Hands on activity: produce one of these items in accordance to your Capstone Project

COURSE 2: INTEGRATING A VIRTUAL CAMPUS IN YOUR TVET OFFER

MODULE 1: THE PLATFORM: LEARNING MANAGEMENT SYSTEMS

- Introductory activities
- Institutional benefits of a virtual Campus on Moodle
- Key features and differences of LMS: Beyond storage of online materials & information transfer: Communication, Online Assessment, Collaboration & Co-creation of content;
- What to do in case of low connectivity? Online & offline options?

Hands on activity: Course activation, start editing and choose your Capstone Project

MODULE 2: E-FACILITATION/TUTORING AND E-PEDAGOGY (FOR YOUTH /TVET STUDENTS)

Methodologies

- Advanced knowledge on E-pedagogy and didactics of online-learning
- Choosing digital learning modalities according to the learning outcomes
- Share, connect, practice: Community of Practice as a learning tool
- Peer learning and engagement techniques to foster students' empowerment

Hands-on activity: setting up a Webinar and facilitate online conversation

MODULE 3: CURRICULUM TRANSFER/CURRICULUM DEVELOPMENT FOR BLENDED AND ONLINE TVET

- Transferring curricula from face to face to online (or blended) TVET
- Creating online and blended curricula
- Promoting core skills (4Cs) in a digital environment
- Compensation for practical training, WBL and apprenticeship

Hands-on activity: creating the storyboard of your course/project

MODULE 4: AUGMENTED REALITY AND VIRTUAL REALITY IN TVET

- AR/VR what is the difference? Where does VR fit in the learning ecosystem?
- What are the models for immersive learning? What are the benefits for VR In education?
- AR/VR in TVET: Focus on Technical skills

Hands on activity: AVR platform (app for smartphone and 60 licences available for 3 months)

MODULE 5: EASSESSMENT IN TVET AND QUALITY ASSURANCE FRAMEWORKS FOR E-LEARNING

- Theory: Basics for e-assessment in TVET
- eRPL – Digital models of Recognition of Prior Learning
- Introduction to minimum standard quality criteria for learning materials, ECB Check Quality Assurance Framework and self-assessment from participant on their digital output

Hands activity: e-assessment: selection of tools according to the delivery strategy of the project

FORMAT AND METHODOLOGY

This innovative e-Learning course has been designed on the basis of a learner-centred approach in order to actively involve participants and keep them motivated.

- Course 1 will be designed as a self-paced-course with webinars and output-oriented tutoring
- Course 2 will be fully tutor-based. After the participant has completed each module and submitted the assignment through the course platform, a tutor will provide feedback and the participant will be given access to the next module.

Participants who successfully complete the entire Lab (course1 + course2), i.e. the full design of an e-Learning TVET course, will receive a **Certificate of Achievement**.

LANGUAGE

Participants will be required to have a good knowledge of written English, as training materials will be available on the e-platform in this language.

COST

Tuition fees of Course 1: Modular content creation and e-pedagogy in TVET – **600€**

Tuition fees of Course 2: Integrating a virtual campus in your TVET offer – **600€**

INFO

**FOR FURTHER INFORMATION
PLEASE CONTACT**

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