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**Module 3 Weekly Aims & Teaching Methodologies**

Innovation methodology in vocational teaching and learning (including the use of the internet/library/media centre for lesson development and implementation)

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**Lesson Requirements:** 03 ECTS (1 academic hour is 60minutes)

* 30 hours for in-class study
* 60 hours for self-study

**Number of Lessons:** 06

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# LESSON 1

# Forms of student centered learning

**Lesson Requirements**: 5 hours for in-class study

**Lesson Aims:**

Participants will be able to:

* Develop individual competencies to prepare and conduct lessons and instructions with common methods of student/trainee centered learning;
* Learn the principles, advantages, disadvantages of common methods of student/trainee centered learning;
* Work out one example of written preparation plus performance standard.

**Instructions on Teaching (Lesson plan for trainers):**

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| **No** | **Contents** | **Teaching Methods** | **Teaching Aids** | **Time** | **Expected results** |
| 1 | Introduction to:  Lecture and presentation | Presentation and brainstorming (PowerPoint slides) by the teacher | Projector  A0 paper  Online Videos (YouTube) | 25 minutes | Participants present/clarify/define the concept of lecture and presentation. |
| 2 | Introduction to:  Teaching conversation | Presentation and brainstorming (PowerPoint slides) by the teacher | Projector  A0 paper  Online videos (YouTube) | 15 minutes | Participants present/clarify/define the concept of teaching conversation. |
| 3 | Each group chooses an appropriate topic (from various subjects) and prepares it for a presentation. | Guided problem Discussion  Group work  Task completion | A0 paper  Color pens | 100 minutes | Each team (4-5 groups) presents the results |
| 4 | To summarize the points covered in class | Discussion | A0 paper | 10 minutes | Participants are able to summarize the mechanics of: Lecture, presentation, and Teaching conversation. |
| Break | | | | | |
| 5 | Introduction to:  Guided problem discussion and Presentation of results by students | Presentation (PowerPoint slides) by the teacher | Projector  A0 paper  Online videos (YouTube) | 15 minutes | Participants present the concept of the Guided problem discussion and Presentation of results by students |
| 6 | Introduction to:  Brainstorming and moderation | Presentation (PowerPoint slides) by the teacher | Projector  A0 paper  Online videos (YouTube) | 15 minutes | Participants present the concept of Brainstorming and moderation |
| 7 | Each group chooses an appropriate topic (from various subjects) and prepares it for a presentation. | Guided problem Brainstorming  Task completion  Work group | A0 paper  Color pens  PowerPoint slides | 100 minutes | Each team (4-5 groups) presents the results |
| 8 | To summarize the points covered in class  - Assign homework  - Answer student’s questions if any | Discussion,  brainstorming | A0 paper | 20 minutes | Participants are able to summarize of: Guided problem discussion; Presentation of results by students; Brainstorming and moderation.  Assignments |

# LESSON 2

# Plan a program / a course of study

**Lesson Requirements**: 5 hours for in-class study

**Lesson Aims:**

Participants will be able to:

* Develop knowledge, understanding and skills to apply the principles of program planning;
* Optimize and integrate the elements of program planning starting with an occupation's description and finalizing with a structured and formatted program description;
* Apply the principles of program planning in different occupational settings.

**Instructions on Teaching (Lesson plan for trainers):**

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| **No** | **Contents** | **Teaching Methods** | **Teaching Aids** | **Time** | **Expected results** |
| 1 | Introduction to:  Principles of program planning | Presentation (PowerPoint slides) by the teacher | Projector  A0 paper | 25 minutes | Participants present the concept of program planning. |
| 2 | Introduction to:  Prepare a list of relevant occupational tasks | Presentation & discussion by the teacher | Projector  A0 paper  Online videos (YouTube) | 15 minutes | Participants prepare a list of relevant occupational tasks. |
| 3 | Each group chooses an appropriate topic (from various subjects) and prepares it for a presentation. | Guided problem Discussion  Group work  Task completion | A0 paper  Color pens  PowerPoint slides | 100 minutes | Each team (4-5 groups) presents the results |
| 4 | To summarize the points covered in class | Discussion | A0 paper | 10 minutes | Participants are able to summarize the concepts of: program planning, and preparing a list of relevant occupational tasks. |
| Break | | | | | |
| 5 | Introduction to:  Structuring occupational tasks/modules; Sequencing and scheduling | Presentation & discussion (PowerPoint slides) by the teacher | Projector  A0 paper | 15 minutes | Participants present the concept of Structuring occupational tasks/modules; Sequencing and scheduling. |
| 6 | Introduction to:  Resources and references; Assemble the program into a suitable format | Presentation & discussion (PowerPoint slides) by the teacher | Projector  A0 paper  Online videos (YouTube) | 15 minutes | Participants present the concept of Resources and references; Assemble the program into a suitable format. |
| 7 | Each group chooses an appropriate topic (from various subjects) and prepares it for a presentation. | Guided problem  Discussion  Group work  Task completion | A0 paper  Color pens  PowerPoint slides | 100 minutes | Each team (4-5 groups) presents the results |
| 8 | To summarize the points covered in class  - Assign homework  - Answer student’s questions if any | Discussion,  brainstorming | A0 paper | 20 minutes | Participants are able to summarize the concepts of: Structuring occupational tasks/modules; Sequencing and scheduling; Resources and references; Assemble the program into a suitable format. |

# LESSON 3

# Develop or adapt teaching aids

**Lesson Duration**: 5 hours for in-class study

**Lesson Aims:**

Participants will be able to:

* Develop media for teaching purposes;
* Learn how to use and prepare media;
* Exercise and work with media;
* Improve skills in applying and developing media.

**Instructions on Teaching (Lesson plan for trainers):**

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| **No** | **Contents** | **Teaching Methods** | **Teaching Aids** | **Time** | **Expected results** |
| 1 | Introduction to:  Organising a personal teacher folder | Presentation & brainstorming (PowerPoint slides) by the teacher | Projector  Online videos (You Tube) | 25 minutes | Participants understand and know how to organize and arrange personal teacher folders |
| 2 | Introduction to:  Developing handouts and assignment sheets for students | Presentation & discussion (PowerPoint slides) by the teacher | Projector | 15 minutes | Participants understand and know how to develop handouts and assignment sheets for students |
| 3 | Each group chooses an appropriate topic (from various subjects) and prepares it for a presentation. | Guided problem Discussion  Group work  Task completion | A0 paper  Color pens  Projector  Online videos (YouTube) | 100 minutes | Each team (4-5 groups) presents the results  Participants are able to use some specific tools |
| 4 | To summarize the points covered in class | Discussion | A0 paper | 10 minutes | Participants are able to summarize the concepts of: program planning, and preparing a list of relevant occupational tasks. |
| Break | | | | | |
| 5 | Introduction to:  Searching for images on the internet and downloading them subject to the specific domains | Presentation & brainstorming (slides) by the teacher | Projector  A0 paper  Online videos (YouTube) | 15 minutes | Participants understand and know ways to search for images and download them from the Internet subject to the specific domains |
| 6 | Introduction to:  Arrange a media store and state rules for application and use | Presentation & brainstorming (slides) by the teacher | Projector  A0 paper  Online videos (YouTube) | 15 minutes | Participants understand and arrange a media store and state rules for application and use |
| 7 | Each group chooses an appropriate topic (from various subjects) and prepares it for a presentation. | Guided problem Discussion  Group work  Task completion | A0 paper  Color pens  PowerPoint slides | 100 minutes | Each team (4-5 groups) presents the results  Participants are able to use some specific tools, such as google, gmail, etc. |
| 8 | To summarize the points covered in class  - Assign homework  - Answer student’s questions if any | Discussion,  brainstorming | A0 paper | 20 minutes | Participants are able to summarize the concepts of: program planning, and preparing a list of relevant occupational tasks. |

# LESSON 4

# Design of evaluation documents

**Lesson Requirements:** 5 hours for in-class study

**Lesson Aims:**

Participants will be able to:

* Present the functions and objectives of achievement assessment;
* How to apply different didactical requests;
* Develop understanding for quality criteria and subjective fairness.

**Instructions on Teaching (Lesson plan for trainers):**

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| --- | --- | --- | --- | --- | --- |
| **No** | **Contents** | **Teaching Methods** | **Teaching Aids** | **Time** | **Expected results** |
| 1 | Introduction to:  Achievement assessment in teaching | Presentation & discussion (slides) by the teacher | Projector  A0 paper  Online videos (YouTube) | 25 minutes | Participants understand and know how assess the achievement in teaching. |
| 2 | Introduction to:  Function and objectives of achievement assessment | Presentation & discussion (slides) by the teacher | Projector  Chalkboard | 15 minutes | Participants understand and know the function and objectives of achievement assessment. |
| 3 | Each group chooses an appropriate topic (from various subjects) and prepares it for a presentation. | Guided problem Discussion  Group work  Task completion | A0 paper  Color pens  PowerPoint slides | 100 minutes | Each team (4-5 groups) presents the results. |
| 4 | To summarize the points covered in class | Discussion | A0 paper | 10 minutes | Participants are able to summarize the concepts of: achievement assessment in teaching. The function and objectives of achievement assessment. |
| Break | | | | | |
| 5 | Introduction to:  Requirements and conditions for achievement assessment; Marks, reports and marking systems | Presentation & brainstorming (PowerPoint slides) by the teacher | Projector  A0 paper  Online videos (YouTube) | 15 minutes | Participants understand and know requirements and conditions for achievement assessment; marks, reports and marking systems. |
| 6 | Introduction to:  Approaches for co-operative assessment especially in the work on and with projects | Presentation & brainstorming (slides) by the teacher | Projector  A0 paper  Online videos (YouTube) | 15 minutes | Participants understand and know approaches for co-operative assessment especially in the workplace and in their work on projects. |
| 7 | Each group chooses an appropriate topic (from various subjects) and prepares it for a presentation. | Guided problem Discussion  Group work  Task completion | A0 paper  Color pens  PowerPoint slides | 100 minutes | Each team (4-5 groups) presents the results  Participants are able to use approaches for co-operative assessment especially in the workplace and in their work on projects. |
| 8 | To summarize the points covered in class  - Assign homework  - Answer student’s questions if any | Discussion,  brainstorming | A0 paper | 20 minutes | Participants are able to summarize the concepts of: requirements and conditions for achievement assessment; marks, reports and marking systems; approaches for co-operative assessment especially in the workplace and in their work on projects. |

# LESSON 5

# Improve teaching skills

**Lesson Duration**: 5 hours for in-class study

**Lesson Aims:**

Participants will be able to:

* prepare and apply lesson plans effectively before and during lesson presentation;
* apply the skills taught;
* demonstrate and practice a variety of teaching skills.

**Instructions on Teaching (Lesson plan for trainers):**

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| **No** | **Contents** | **Teaching Methods** | **Teaching Aids** | **Time** | **Expected results** |
| 1 | Introduction to:  microteaching | Presentation & discussion  (slides) by the teacher | Projector  A0 paper  Online videos (YouTube) | 25 minutes | Participants understand and know the concept of “*microteaching*”. |
| 2 | Introduction to:  Videotaping | Presentation & discussion  (slides) by the teacher | Projector  A0 paper  Online videos (YouTube) | 15 minutes | Participants understand and know the concept of “*Videotaping*”. |
| 3 | Each group chooses an appropriate topic (from various subjects) and prepares it for a presentation. | Guided problem Discussion  Group work  Task completion | A0 paper  Color pens  PowerPoint slides | 100 minutes | Each team (4-5 groups) presents the results.  Participants are able to use some specific tools, such as Quizlet, Google Classroom, CamStudio, etc… for *microteaching* and *Videotaping.* |
| 4 | To summarize the points covered in class | Discussion | A0 paper | 10 minutes | Participants are able to summarize the concepts of: microteaching and Videotaping. |
| Break | | | | | |
| 5 | Introduction to:  Teaching skills | Presentation & brainstorming (PowerPoint slides) by the teacher | Projector  A0 paper  Online videos (YouTube) | 15 minutes | Participants understand and know “Teaching skills”. |
| 6 | Introduction to:  Teacher training in standard situations | Presentation & brainstorming (PowerPoint slides) by the teacher | Projector  A0 paper  Online videos (YouTube) | 15 minutes | Participants understand and know “Teacher training in standard situations”. |
| 7 | Each group chooses an appropriate topic (from various subjects) and prepares it for a presentation. | Guided problem  Discussion  Group work  Task completion | A0 paper  Color pens  PowerPoint slides | 100 minutes | Each team (4-5 groups) presents the results |
| 8 | To summarize the points covered in class  - Assign homework  - Answer student’s questions if any | Discussion,  brainstorming | A0 paper | 20 minutes | Participants are able to summarize the concepts of: “Teaching skills”, and “Teacher training in standard situations”. |

# LESSON 6

# Project Presentations

**Lesson Duration**: 5 hours for in-class study

**Lesson Aims:**

Participants will be able to:

- Clarify, analyse, and apply new methodologies to develop and implement a lesson based on the use of the internet/library/media centre;

- Create teaching and learning lessons using new methodologies– with responsibility for teaching and learning policy and practice, attempts to capture innovative ways that VET practitioners practise their profession in response to the rapid changes in vocational learning;

- Present the result which should highlight the knowledge and skills gained during the course.

**Instructions on Teaching (Lesson plan for trainers):**

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| **No** | **Contents** | **Teaching Methods** | **Teaching Aids** | **Time** | **Expected results** |
| 1 | Presentations | Presentation (learners) & brainstorming/  discussion  (teachers and learners) | Projector  Color pens  PowerPoint slides | 300 minutes | Participants present their micro teaching |