

Digital Teaching and Learning Fundamentals

Course 2: E-Learning in Practice

TOPICAL AREA: TVET and Digitalization

The participants will get a basic introduction on state-of-the-art digital technologies / applications for teaching and learning and how to use them. The practical-oriented training emphasises advanced collaboration and productivity suites and easy-to-use applications. It focusses on how to implement digital media in TVET teaching and learning fast and result-oriented.

- **Content, elements, format and duration can be customized to the respective needs**

LEARNING OUTCOMES

On completion of the training, participants

- describe different scenarios, formats and applications of digital teaching and learning
- use digital productivity and communication tools
- develop digital teaching and learning material
- communicate with students online
- plan, conduct and evaluate teaching-learning activities with digital media
- teach students on digital literacy

CONTENTS

- Digital media tools and applications, e.g. Google Apps, Microsoft 365 (Teams), Social Media
- ICT hardware
- Media design and production: text, presentations, images and videos
- Online communication techniques
- Data security and copyright
- Netiquette
- Tipps and tricks, do's and don'ts

FORMATS

The training is designed to be provided as a full online (e-learning) course. The student-centered and practical approach includes at least 50% group and project work.

Main digital media (e-learning) elements are:

- Lectures/presentations via video stream (live or on demand)
- Collaboration and productivity software like MS 365 (Teams, Office) or Google Apps
- Group and one-on-one video calls for mentoring and discussion
- Text-based communication chat, group chat, e-mail and message boards (e.g. MS Teams channels)
- Learning Management Systems (on demand)

Optional:

- *Instead of a full online course, a blended learning or a classroom training can be organised*
- *Exams can be conducted on request*

LANGUAGE

- English
- German
- Upon request: other languages with interpreters

TARGET GROUPS

- TVET teachers
- TVET experts
- In-company trainers

from all occupational fields and business sectors

PARTICIPATION REQUIREMENTS

- Basic ICT skills
- at least 3 years of professional experience in TVET college, institute, agency, university or company.

DURATION

- 60 h (recommended)

EQUIPMENT

- Notebook / PC
- Stable internet connection
- Integrated or external microphone
- Optional: webcam

CERTIFICATE

The participants will receive a certificate of participation after successful completion of the course.

YOUR CONTACT

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