

# Digital Transformation of TVET Institutions

## Course 1: Digitizing Management Processes in TVET Institutions

### TOPICAL AREA: Management of TVET Institutions

Digitalization of management processes is a global trend to improve effectiveness and efficiency in order to establish lean management systems in TVET institutions and national authorities. The introduction of Educational Management Information Systems (EMIS) in many countries has created a challenge for the school management to effectively operate and comply with national requirements without establishing a parallel structure of management and reporting.

This course will enable participants to get an overview on global trends of digitalization of school management processes and how solutions can best fit into requirements of national EMIS. Requirements on institutional IT infrastructure and various software solutions will be presented, discussed and assessed.

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

#### LEARNING OUTCOMES

On completion of the training, participants

- are aware of the concept of national EMIS
- are able to identify institutional processes as an easy starting point for digitalization
- are able to choose suitable school management software according to their institutional requirements
- have developed a digitalization concept for their own institutions

#### CONTENTS

- EMIS approaches
- Requirements and IT infrastructure supporting the digitalization of management processes
- Good practice examples “digital management processes”
- IT solutions and school management software

#### FORMATS

Virtual format implemented with the following methods:

- Action orientation
- Cooperative work
- Webinar
- E-coaching
- Synchronous / asynchronous
- Individual work / self-learning

#### LANGUAGE

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

#### TARGET GROUPS

- TVET management staff
- Decision makers from relevant ministries, authorities and institutions

#### PARTICIPATION REQUIREMENTS

- Basic ICT skills

#### DURATION

- 30 h in 2-3 weeks

#### EQUIPMENT

- Notebook / PC
- Stable internet connection
- Integrated or external microphone
- Webcam

#### CERTIFICATE

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

#### YOUR CONTACT

##### TVET Academy

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