

# Development of Learning Services

## Course 1: Managing Training Portfolio and Curriculum Development

### TOPICAL AREA: Management of TVET Institutions

Institutional development and quality rely to a large extent on the quality and relevance of programs and courses offered by a TVET institution. Constant changes in the external environment call for a continuous revision, adaption and expansion of the learning service portfolio.

This course focuses on methodologies to continuously assess the demands of the labour-market and how these demands can be translated into training offers of TVET institutions. Different methods, tools and instruments will be discussed and exercised.

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

#### LEARNING OUTCOMES

On completion of the training, participants

- are able to initiate and monitor a local / regional market analysis for their institutions based on a suitable methodology
- are able to derivate a demand-oriented training portfolio
- are able to define required resources for a curriculum development process
- are able to initiate curriculum development and identify adequate staff for the process

#### CONTENTS

- Labour market analysis and needs assessment
- Criteria to be considered for training development (NQF, accreditation requirements, assessment system)
- Development of initial vocational training programs and short-term courses
- Curriculum development and assessment procedures

#### 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

- 60 h in 2-4 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

Academy for International Cooperation  
Deutsche Gesellschaft für Internationale  
Zusammenarbeit (GIZ) GmbH

E [tvvet-academy@giz.de](mailto:tvvet-academy@giz.de)

I <http://www.giz.de/tvet-academy>