

# TVET and Workforce Development

## Course 1: Planning & Development of Course Programmes – Exploring Work Processes

### TOPICAL AREA: Qualification of TVET Teachers and Instructors

In this course methods for identification of work-processes and work-process knowledge are focussed to identify work-process knowledge for course programmes and the design of course programmes. Methods for work process analyses and their application in practice will be introduced; the transfer of work-process knowledge in a course programme will be practiced.

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

#### LEARNING OUTCOMES

On completion of the training, participants

- are able to identify work requirements,
- have access to the reality of work and know methods to identify requirements,
- explain the importance of work processes for competence development in TVET,
- have the skills to “open up” work processes,
- have the capabilities to explore work process knowledge relevant in TVET,
- are able to plan programmes and courses following work-process requirements,
- are able to identify different opportunities of the design of courses and programmes.

#### CONTENTS

- Planning principles for TVET training,
- Differentiation of terms like modules, course etc.,
- Identification of work process knowledge,
- Methods for work process analyses,
- Design of training programmes and courses,
- Design principles of courses and programmes,
- Demand-related planning of programmes and courses.

#### FORMATS

Virtual format implemented with the following methods:

- Workshop / seminar
- Online activities
- E-coaching

#### LANGUAGE

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

#### TARGET GROUPS

- TVET teachers
- In-company trainers
- TVET management staff

#### DURATION

- 40 h in 1 week (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

##### TVET Academy

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