

Digital Teaching and Learning 4.0

Course 2: Google Apps for TVET

TOPICAL AREA: TVET and Digitalization

During and after the COVID-19 crisis modern digital cooperation and production suites like Google Apps / Google Suite became very popular for e-learning by educational institutions all over the world. It is expected that these and similar applications will permanently change the way of teaching and learning. The course gives an introduction on how to use Google Apps for teaching, learning and collaboration in TVET.

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

LEARNING OUTCOMES

On completion of the training, participants

- apply relevant pedagogical and technical principles for digital teaching and learning with Google Apps
- develop and design courses with Google Apps
- conduct and evaluate courses in Google Apps
- integrate different Google Apps into conventional teaching and learning
- communicate and collaborate with students online

CONTENTS

- Google Apps and their functions
- Designing, conducting, administrating and evaluating courses with Google Apps
- Relevant ICT hardware
- Design and production of text-based media, presentations, images and video
- Online communication techniques
- Data security and copyright
- Relevant pedagogical and media concepts

FORMATS

Virtual Format implemented with following main digital media (e-learning) elements:

- Lectures/presentations via video stream (live or on demand)
- MS 365, especially MS Teams, MS Office, MS Forms and MS Stream
- 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)

The student-centered and practical approach includes at least 50 % group and project work.

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

- 40 h in 1 week (recommended)
- Additional 20 h implementation of a transfer project after training

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

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

E tvvet-academy@giz.de

I www.giz.de/tvet-academy