

Digital Transformation of TVET Institutions

Course 1: Managing Digital Teaching and Learning

TOPICAL AREA: Management of TVET Institutions

Digitalization of education is a strategic goal in most national educational policies. It poses challenges not only to teaching staff but also to TVET management, requiring organizational, personnel and teaching development as well as technical measures.

This course will provide TVET management personnel with an overview on digitizing education and how to guide the implementation.

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

LEARNING OUTCOMES

On completion of the training, participants

- have an understanding of digitalization in the context of teaching and learning in TVET, its opportunities and limitations
- are aware of the resulting changes in teaching and learning
- are able to deduce qualification requirements for TVET teaching staff
- have an overview on common software, hardware and tools as well as their functions and cost aspects
- are able to derive digitalization options suitable and affordable for their institutions

CONTENTS

- Definition and trends of “digitalization of education”
- Role of school management in the transformation process
- Hardware, software and tools for digital teaching and learning
- Methods and concepts of digital teaching and learning
- Resulting requirements for teaching staff
- Financial aspects of digital teaching and learning

FORMATS

Virtual format implemented with following methods:

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

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

- 40 h in 2-3 weeks (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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