

## TVET and Workforce Development

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

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
- from all occupational fields and business sectors

#### Participation requirements

- Basic ICT / computer skills
- At least 3 years of professional experience

#### 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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