

## Learning Resource Library User Guide for the Career Service Centers



## Learning Resource Library Users Guide

Career service Centers and Libraries in selected TVET colleges are expected to establish a Learning Resource Library pool to align their training service provision with competency-based learning/training. Accordingly, these centers are expected to collect, organize and avail learning resources and library materials based on identified competency along with their levels (basic, intermediate, advanced, and expert). Conventional library resources which are found in the TVET colleges and career centers may not be directly relevant and serve the immediate need of the user. Thus, if the library resource materials are not available, the career service center / the TVET library may commission the module material preparation that serves the purpose.

The learning resource library is expected to be user-friendly. The library resource collection whether it is organized digitally or in analog form. It should easily indicate the learning resource materials for all identified competencies along with their levels, materials availability, learning topics/ their contents, forms of materials, delivery mode, and duration it takes to use the materials based on the need of the user. Once this information is made available to the user, the user can easily decide on the use of materials.

### 1. Guide to Organize Learning Resource Library (LRL)

The most user-friendly way to organize learning resource materials is by coding the learning resources based on competency name, level, and the number of learning resource materials. The LRL resources can be made available both on and offline. The guiding platforms for designing a learning resource library could vary. However, the following are essential to consider in designing the LRL platform:

- i. Prepare glossary: it contains learning resource library materials code with a description of competency name, level, and numbering of learning resource materials. For example, PO-BL-001 - is the code for LRL material for Planning and Organizing for the basic level, and the material number is 001. As the number of the materials increases the materials number on similar competency and level can range from 001 to 999.
- ii. Learning Resource code: describe the competency code that describes the name, level, and numbering of materials as indicated in the glossary.
- iii. Module name: describe the specific module name of the learning resource material which indicates the title of the module
- iv. Learning topic: describes lists of topics to be covered in a specific module

- v. Module description: Describes a specific form of module material whether it's produced in the form of video or manual or any other forms
- vi. Duration / Time required: Describes the estimated time to read the material & understand the material
- vii. Specific Reference: Describes chapters or parts of specific pages used as a reference in identified module material.
- viii. Delivery Mode: Identifies whether learning resource serves as learning support, allow self-learning, coaching guide, and reference material for training
- ix. Remark on Availability: Describes, whether the material is available or not, if available, whether it's available online or offline

Remark if there is a need to add or delete the material, redefine the glossary and add or delete the updates on each part of the platform.

## 2. Guide to Use the available LRL material(s)

The learning resources libraries in career service centers or the selected TVET College library can be made available either online or printed vision / CD for identified competencies. Whether the digital platform is available or not the user may follow the following steps:

- i. Check the availability of the learning resource library for identified competency and its levels. Click on the competency name and learning resource code. If you are using a manual, please name the competency & check the learning resource code glossary
- ii. If you are using digital platforms first check on the availability status of the resource material. If you use it online check the remark on the availability. If you are using offline resources, check and give the code of LRL material to the career service center personnel / assigned librarian and ask about the availability status.
- iii. Check on the module name and description to know the module content and form of the available material. If you are using a digital platform click on 'Module name and module description'
- iv. Check on the status of the available resource material by clicking on delivery mode.
- v. Check the duration required to read, understand and complete the LRL material. Click on duration/time required.
- vi. Decide on the use of the available LRL material.