|  |
| --- |
| **SUMMARY OF TRAINING MATERIAL STRUCTURE**  **Master trainer training for In-company trainers at college level**  Material structure for three training phases are as follow: |
| * Phase 1 - Onsite training: Learning unit 1, 2, 3, 5, 6, 7 * Phase 2 - Online training: Learning unit 4, 7, 8, 9, 10, 11 * Phase 3 - Onsite training: Learning unit 7, 12 and end-of-course assessment   **Learning Unit 1. General introduction of TVET and in-company training (Onsite training)** |
| 1. Legal system and normative documents  2. TVET training models  3. Training process, basic pedagogical/didactic elements and interactions  4. The role of vocational in-company training  5. Process of organization of internal training  6. Issues related to society, environmental protection, gender equality and inclusive education in TVET  7. Skills practice |
| **Learning Unit 2: Identification of training demand (Onsite training)**  1. Analysing, identifying training demand  2. Method and process of training demand identification  3. Assessing occupational skills of workers  4. Methods of calculating training costs and training effectiveness  5. Developing a training plan  6. Skills practice |
| **Learning Unit 3: Development of a training programme I (Onsite training)**  1. Some concepts of a training programme  2. Methods and processes of developing a training programme  3. Characteristics of in-company work-based and training programmes  4. Presenting the programme's objectives  5. Adult training  6. Assessing the training programme  7. Skills practice (06 hours) |
| **Learning Unit 4. Assessment of cooperative training capacity (Online training)**  1. Structure and contents of training programme in vocational education and training  2. Elements and conditions of vocational training delivery and quality assurance  3. Assessing cooperative training capacity of enterprises  4. Skills practice |
| **Learning Unit 5. Development of a training lesson plan** **I (Onsite training)**  1. General basis for developing lesson plans  2. Forms and methods of work-based teaching at workshop and at workplace  3. Organizing practical lessons  4. Preparing expected teaching tools  5. Learning and characteristics of learning styles  6. Skills practice |
| **Learning Unit 6. Preparation for training I (Onsite training)**  1. Teaching tools  2. Examination and assessment of learning outcomes of learners  3. Methods of developing teaching plans/timetables  4. Skills practice |
| **Learning Unit 7. Delivery of training I (combine onsite training and online training)**  1. Educational communication in classroom set (onsite training – Phase 1)  2. Teaching methods in workplace settings (onsite training – Phase 1)  3. Q&A/conversation method  4. Skills practice (online training – Phase 2 and onsite training – Phase 3) |
| **Learning Unit 8. Assessment of learning outcomes (Online training)**  1. Developing criteria for assessing competency  2. Examining knowledge  3. Conducting assessment of performance  4. Developing assessment plan  5. Skills practice |
| **Learning Unit 9. Development of a training programme II (Online training)**  1. Some basic for designing vocational training modules at college level to conduct in-company training in cooperative training  2. Basic concepts and contents of job position-based competency training program  3. Skills practice |
| **Learning Unit 10. Development of a training lesson plan II (Online training)**  1. Developing training lesson plan for a learning unit in TVET  2. Methods of developing and using Information and communications technology (ICT) in teaching  3. Skills practice |
| **Learning Unit 11. Preparation for training II (Online training)**  1. Functions, types, learning resources in Industry 4.0 & Internet of Things  2. Criteria for choosing ICT teaching tools  3. Methods of developing and using Information and communications technology in teaching  4. Skills practice |
| **Learning Unit 12 Delivery of training II (Onsite training)**  1. Model of professional activity and activity-oriented teaching  2. Using ICT in teaching  4. Soft skills at the workplace  5. Skills practice |