

**OARAS: Learning Design Template**

To guide the planning, design, development and creation of a learning resources and activities to meet the occupational standards of a unit /module, relevant to a specific skill set.

**Qualification, Unit / Skills Certificate in Vocational Training and Assessment Level 3**

Unit 1 Professionalism in TVET

**LO 1. Observe professionalism when implementing training programmes**

PC1.1 Identify the basic concepts in professionalism

PC1.2 Explain the meaning of professionalism in TVET

PC1.3 Identify the importance of professionalism in TVET

PC1.4 Observe professionalism in dealing with TVET stakeholders when training, assessing and maintaining records.

Range: stakeholders could include apprentices, mentors, other Master crafts people, management of training centres, community leaders, parents and the general public.

| <b>Outcomes</b><br>(occupational standard, knowledge, skills, attitudes, competencies, learning outcomes) | <b>Assessment</b><br>(learner meeting the standard based on assessment or naturally occurring evidence at the workplace)   | <b>Resources</b><br>(resources needed for the learner to work with and learn) | <b>Activities</b><br>(description of activity(s) learner is engaged in including learning hours) | <b>Support</b><br>(learning support with the subject, concepts, or numeracy, literacy, ICT and/or study skills) |
|---|--|---|--|---|
| Observe professionalism when implementing training programmes   | <p>Trainees complete an online quiz (T/F, MCQ, Drag and drop, fill in the gaps) identifying the basic concepts, principles and importance of professionalism in TVET. (PC1.1, PC1.3)</p> <p>Trainees post to a forum or make an entry in their digital portfolio of explaining what professionalism means to them being a TVET trainer and provide some examples from their personal experience. (PC1.2)</p> <p>PC 1.4 is assessed when trainees deliver training assess learners and record results later in the programme. Trainees provide a video recording of self, dealing with apprentices at the actual work</p> |   |  |   |

**OARAS: Learning Design Template**

To guide the planning, design, development and creation of a learning resources and activities to meet the occupational standards of a unit /module, relevant to a specific skill set.

|  |   |  |  |  |
|--|---|--|--|--|
|  | <p>place demonstrating observance of professionalism.</p> <p>In person observation or evidence of communication (email, record of phone conversation) with the management of a training centre is assessed towards the end of the course to provide opportunities for the trainees to demonstrate or collect evidence.</p> <p>Questions / survey of mentors and Master crafts people towards the end of the course.</p> |  |  |  |
|--|---|--|--|--|

**Appendix: Explanations**

**Activities**(what learners doing order to learn and develop the skills required)

Number the activities to ensure everyone on the teaching team has shared understanding of the structure and flow of the sessions/ lessons.

For each activity record the following:

**L**= the number of hours you estimate it will take the learner to undertake and complete this activity

**T** = the number of hours you estimate it will take the tutor to facilitate this activity

**M** = the number of hours you estimate it will take the Master Craftsman to facilitate / supervise this activity

**I/G** = individual or a group activity

For example: L: 1hr, T: ½ hr, M: 1 hr, G

**Resources**

All of the resources in each learning resource section of the template should relate directly to a learning activity. Categorise your resources as follows:

- **[R] = Ready-to-go.** These resources are already available (such as practical demonstrations, tools, OER, open texts, videos, instruction sheets, pictures and diagrams, etc.) and are suitable for the unit (consider technology availability, use and learner access).

### **OARAS: Learning Design Template**

*To guide the planning, design, development and creation of a learning resources and activities to meet the occupational standards of a unit /module, relevant to a specific skill set.*

- **[NW] = Need Work.** These resources are available or nearly ready or possible to obtain but need more work before they are suitable for use (checklist needing images and illustrations to complement the text, tools that are possible to obtain but need to be hired, purchased, or agreed to be shared with others, etc).
- **[C] = Concept.** Ideas for resources that still need to be developed. If you want to create a video of a practical demonstration, an interactive drag and drop or matching practice or assessment activity, a clickable checklist or diagram, a demonstration using 360 video, an interview with an expert, a digital assessment or quiz in Moodle, be sure to map these early in the design process because they might need more time and effort to be created.

### **Recommended to keep a design and teaching / training log.**

#### **Design Log (notes, plans, explanations)**

Log ideas and rationale for learning design decisions following the learning design and development principles outlined in the qualification document.

#### **Teaching reflection Log (notes, reflections, suggestions)**

Log reflections on things that go or don't go well from experience. Any suggestions for improvement or changes you have introduced while teaching the unit.