

Module Description ToT FD-M2

Facilitating Group Processes in Adult Education

Professional Skills	Recognise, reflect on and manage group processes in adult education appropriately.
Certificate of Competence	Written Case Analysis
System Classification	The module ToT FD-M2 «Facilitating Group Processes in Adult Education» is part of the modular system, granting admission to the central validation for the «Trainer, Federal Diploma of Higher Education» qualification (level 2 of the modular system «Training of Teachers of Adults»).
Training Providers	<p>Training providers must be approved following an accreditation procedure by the Commission for Quality Assurance (CQA).</p> <p>Special requirements apply to teacher trainers for this module (cf. teacher trainer profile on the website www.alice.ch; module recognition, teacher trainer profile for levels 1 and 2).</p>
Candidate Profile	As a rule, the module ToT FD-M1 or "SVEB Certificate in Teaching Adult Learners" as well as practical experience in teaching adults are required.
Competencies	<ul style="list-style-type: none">▪ Observing group processes among learners, comparing these observations with theoretical concepts and as trainer managing the situation appropriately.▪ Identifying and highlighting the specific communication behaviours and processes in a group.▪ Establishing their role as trainer to a group and developing a learning contract with them.▪ Reflecting on their own understanding of leadership, their values, attitudes and standards and apply this knowledge to managing groups.
Training Content	<p>The training content listed below is intended as a guideline for training providers (see also the skills profile (Co-Re) for this module). Providers can prioritise and/or supplement specific content.</p> <ul style="list-style-type: none">▪ Group dynamics (theory and reflection on their personal experience in groups)▪ Communication theory and analysis of communication processes in the context of group dynamics▪ Diversity as related to group dynamics within groups of learners▪ Examining their personal communication habits in the group▪ Values, standards and roles in groups▪ Reflecting on their own attitude and behaviour as a member of a group▪ Dealing with disruptions and resistance in class

- Intervention strategies
- The connection between adult learning methodology and group processes
- Roles in classroom management, reflection on personal strengths and weaknesses in managing groups of learners.

Duration of Module

Minimum

- 36 hrs taught in class, at least 4 days / max. 30 hrs taught on consecutive days
- 80 hrs independent study

About half of the independent study is supervised by the module teacher trainers.

Independent study includes, for example, in-depth reading on theories of group dynamics, regular individual reflection and preparation towards the module certificate of competence.

The module is worth 4 ECTS credits.

Design of Block Course

The block course (of at least 4 consecutive days) must be held externally in an educational institution or seminar hotel with overnight accommodation.

This module aims to give candidates first hand experience of the stages of group life and of group dynamics. This is achieved through three perspectives:

- 1) by observing group dynamics and discovering their own part in the process.
- 2) by reflecting on their experience and relating it to the relevant theoretical concepts.
- 3) by applying their experience and understanding to their own teaching practice (transfer).

The participants are sensitised to group processes, increase their understanding of the processes and develop the skills needed to address what they observed and experienced.

On the one hand, the participants should focus on their role as member of a group and on the other hand, they should reflect on their roles, standards and attitude when managing groups.

This set-up requires two facilitators, ideally a man and a woman. The number of participants should not exceed 10 teachers per facilitator.

Requirements for Certificate of Competence

The certificate of competence for this module consists of a written case analysis to assess and improve the ability of a group of learners to work and learn. The following requirements apply:

- The case represented is taken from their own teaching practice.
- The case analysis consists of about 10,000 to 20,000 characters (including spaces).
- The case analysis is appropriately structured and contains the following points:
 - Presentation of a challenging initial situation and the issues involved

- Description of their own attitude to the situation presented, assessment of the situation and of the potential improvements (hypotheses).
- Description of the activity(ies) selected and their outcomes and consequences
- Reflection on the activity(ies) selected, considering at least one other intervention strategy and its risks and benefits
- Conclusions regarding their role when managing groups of learners

Evaluation Criteria

The certificate of competence is based on the following criteria:

- requirements are met.
- The presentation of the situation in the group, the subject, the intervening activity(ies) and the outcomes are comprehensible and plausible
- Their observation and analysis of the situation as well as their role(s) and their reactions are detailed.
- A connection to basic theoretical concepts and models is apparent.
- The hypotheses and alternative activities are situation-specific and aim to further the development of the group.
- The choice of intervening activity(ies) is substantiated.

The reflection shows the candidate is aware of their own values and attitudes when managing groups. The certificate of competence is either «passed» or «not passed». It is «passed» if all criteria are met overall.

The outcome is based on the certificate of competence criteria and recorded in writing by the module teacher trainer so that it is clearly understood by third parties.

Right of Appeal and Retakes

A written objection to the assessment "not passed" can be filed with the module provider within 30 days of the evaluation.

The module provider may respond in one of the following ways:

- a) approval of the merits of appeal (Certificate of competence is «passed»)
- b) retake of the certificate of competence
- c) rejection of the objection

The decision taken by the module provider can be opposed by filing a written objection and its justification with the CQA within 30 days of the decision. The CQA examines if formal procedure was correctly applied. The appeal is free of charge.

Module certificate

To be awarded the module certificate the following requisites must be fulfilled:

1. full attendance (100%) and active participation
2. competency evaluated by module trainer as «passed»
3. reflection on personal learning process

The reflection must be in writing and be confirmed by the module lecturer. It is not evaluated; feedback is optional.

The module certificate is one of the pre-requisites for admission to the central validation procedure leading to the «Trainer, Federal Diploma of Higher Education». It remains valid for application to the central validation for 5 years from the date of issue.

Important Note:

The certificate of competence for module Tot FD-M2 is validated centrally after its submission to the professional examination for the «Trainer, Federal Diploma of Higher Education» has been accepted.

The Certificate of Competence must be issued by the awarding institution, dated and **signed** and given to the candidate.

Central Validation:

These documents need to be safeguarded by successful candidates, because they are required by the ToT Office for the central validation (Professional Examination).