

Module Description ToT FD-M5

Structuring Lessons for Adult Learners

Professional Skills	Independently design training based on principles of teaching for adults in their field of expertise.
Certificate of Competence	Planning, teaching and reflecting on a training sequence.
System Classification	The module ToT FD-M5 «Structuring Lessons for Adult Learners» 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	Training providers must be approved following an accreditation procedure by the Commission for Quality Assurance (CQA).
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"> ▪ Based on course concepts and learner analyses, creation and justifying training programmes in their discipline, applying principles of adult education and taking into account the field of study and the professional context. ▪ Applying various forms of teaching and learning and teaching aids purposefully. ▪ Designing learning activities and social interaction within the learning group to promote learning processes.. ▪ Finding appropriate methodological solutions for complex teaching and learning situations. ▪ Designing an implementing suitable assessment tools for learning transfer and evaluation of learning outcomes.. ▪ For their own teaching, selecting and using evaluation methods and instruments that are in line with the evaluation scheme of the organisation. ▪ Reflecting on their personal management skills and deliberately developing their leadership role.
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"> ▪ Learner analysis ▪ Learning theories, principles of adult learning and teaching models ▪ Awareness of their teaching and learning preferences ▪ Teaching principles specific to the subject area, particularly as related to work in the field ▪ Instructional design of complex lessons: Goals, content choices, forms of learning and teaching aids ▪ Differentiating and individualising teaching and learning formats, establishing a learning context that encourages initiative and

autonomy

- Forms of web-based learning
- Diversity in the context of instructional and methodological design
- Typical patterns of group dynamics and their impact on instructional design
- Methods and instruments used to evaluate the learning process and to determine learning achievement
- Reflection on the role of the trainer in different teaching methods and learning formats

Duration of Module

Minimum

- 41 hrs taught in class (39 hrs in class, plus at least 1 hour of teaching practice observation and at least a 1 hour appraisal interview with the module teacher trainer within the context of the certificate of competence)
- 90 hrs independent study

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

Independent study includes, e.g. in-depth reading, regular individual reflection and preparation towards the module certificate of competence.

The module is worth 4.5 ECTS credits.

Supervision

The group supervision additionally required for admission to the central validation procedure may be completed within this module or within the ToT FD-M4 module.

The group supervision includes at least 16 taught hours, spread over at least 5 sessions. Further guidelines and information are provided in a separate «Supervision» information sheet (see <https://alice.ch/en/teaching-as-a-profession/tot-documents/>)

The supervision is worth 1 ECTS credit point.

Requirements for the Certificate of Competence

The certificate of competence for this module consists of a teaching practice observation, usually by a module teacher trainer, with assessment of planning, teaching and the candidate's post-lesson reflection.

The teaching practice observation takes place in the trainer's work environment. The observed teaching sequence is part of a lesson with a group of at least three adult learners.

Before the teaching practice observation, the module teacher trainer receives the following documents from the trainer:

- description of the group of learners
- explanation of how the observed teaching sequence fits in the context of the overall training programme
- annotated lesson plan for the said teaching sequence

After the observation, the module teacher trainer conducts an assessment interview. Furthermore, the trainer is required to write a reflection on the observed teaching practice.

Evaluation Criteria

The competence evaluation is based on the following criteria:

Planning:

- requirements are met.
- lesson plan based on competencies defined for the course and on the resources to be developed
- lesson content, amount of material and pace tailored to the specific group of learners
- teaching methods, learning activities and teaching aids adapted to adults and encouraging active and autonomous learning
- transfer of learning facilitated through appropriate methods and instruments

Teaching:

- The following skills and attitudes are evident during observed teaching:
 - respectful and appreciative attitude toward all learners
 - confident in their role when managing and moderating the class
 - assurance in applying methods from the lesson plan
 - interventions in the management of the group of learners are adapted to the situation
 - ability to adapt the lesson plan their role to the prevailing situation

Reflection

- trainer can substantiate their teaching and methodology decisions
- trainer can critically reflect on plan execution and deduce measures from it

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 evaluation 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 ToT FD-M5 «Structuring Lessons for Adult Learners» the following requirements must be fulfilled:

1. active participation in class and a minimum of 80% attendance
2. active participation in the group supervision (min. 80%) if it is offered

in this module

3. competency evaluation by module trainer is «passed»

The Module Certificate ToT FD-M5 «Structuring Lessons for Adult Learners» remains valid for application to the Trainer, Federal Diploma of Higher Education, for 5 years from the date of issue.

Important Note

The certificate of competence for module ToT FD-M4 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).