

## SVEB Certificate in Teaching Adult Learners

### Module Description ToT FD-PPT-E Enhancement Module

## From Professional Practice to Teaching Practice

**Professional Skills** Preparing, teaching and assessing lessons in their field of expertise to adults, based on previously defined concepts, lesson plans and teaching materials.

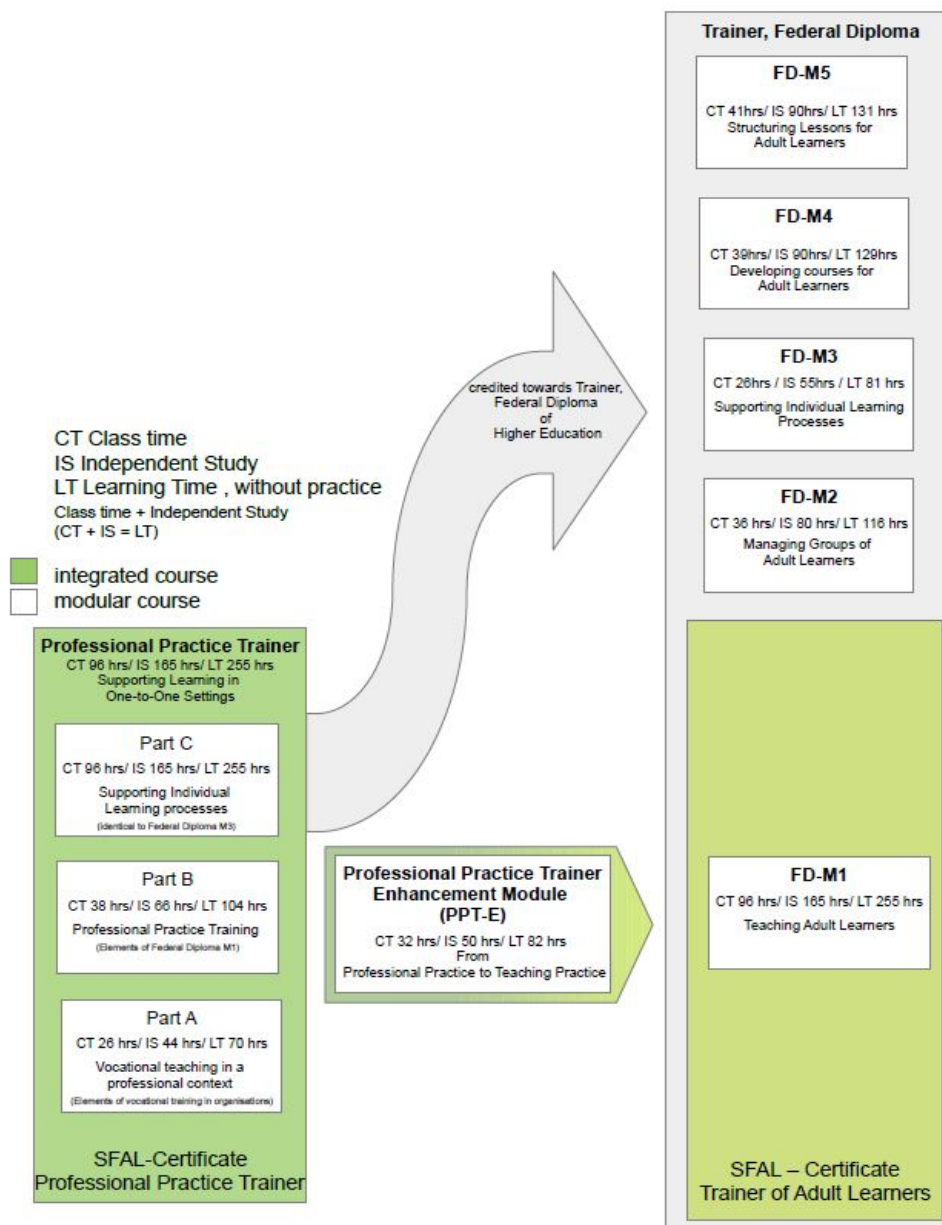
**Competence assessment** Documented demonstration of teaching practice.

**System Classification** The SVEB Certificate “Professional Practice Trainer of Adults” fulfils part of the requirements for the SVEB Certificate in Teaching Adult Learners (ToT FD-M1) and all of the requirements of Module 3 (ToT FD-M3).

The successful completion of the SVEB Certificate «Professional Practice Trainer» grants admission to the Enhancement Module, FD PPT-E, offered by a recognised provider.

The SVEB Certificate in Teaching Adult Learners (Level 1 of the modular system «Training of Teachers of Adults» ToT FD-M1 is awarded upon successful completion of the Enhancement Module and the requisite teaching practice.

Additionally this Module, ToT FD-M1 is required for admission to the examination for the title of «Trainer, Federal Diploma of Higher Education» (Level 2 of the modular system «Training of Teachers of Adults»).



### Training Providers

Module providers must be approved, following due procedure, by the Commission for Quality Assurance (CQA). The Enhancement Module can only be offered by institutions officially approved to offer the Professional Trainer Module or which have applied for approval as a recognised provider of the Professional Trainer Module.

### Candidate Profile

Holder of an attendance certificate for the Professional Trainer for Adults module or the SVEB certificate Professional Trainer for Adults. Prior experience of teaching **groups** of adult learners contributes to learning success. It is highly recommended **to teach groups**, at the latest while attending the module.

### Competencies

- Aligning pre-defined aims and content to the context and needs of a specific group of learners.
- Designing teaching activities for groups based on the principles of

adult learning and justifying the choice of method, also with regard to the subject and the occupation.

- Applying methodology and a teaching approach that encourage active participation.
- Managing the relationships and interactions between the teacher and the learners as well as between learners.

## **Content**

The training content listed below is intended as a guideline for training providers (see also the competences profile (Co-Re)). Providers can prioritise and / or supplement content.

- Preliminary considerations during planning, basic teaching methods
- Planning lessons for groups
- Reflection on application of adult learning methodology to their field of expertise
- Methods and social structures (group work or individual work) in adult education
- Adapting teaching materials for groups
- Use of media with groups
- Basic methods for verifying lesson aim achievement and evaluation learning outcome within groups
- Group discussion facilitation
- Basic principles of group dynamics
- Dealing with conflicts and disruptions in class
- Reflection on their personal learning history, on understanding their learning process and on their behaviour as teachers of adult learners

## **Duration**

Minimum:

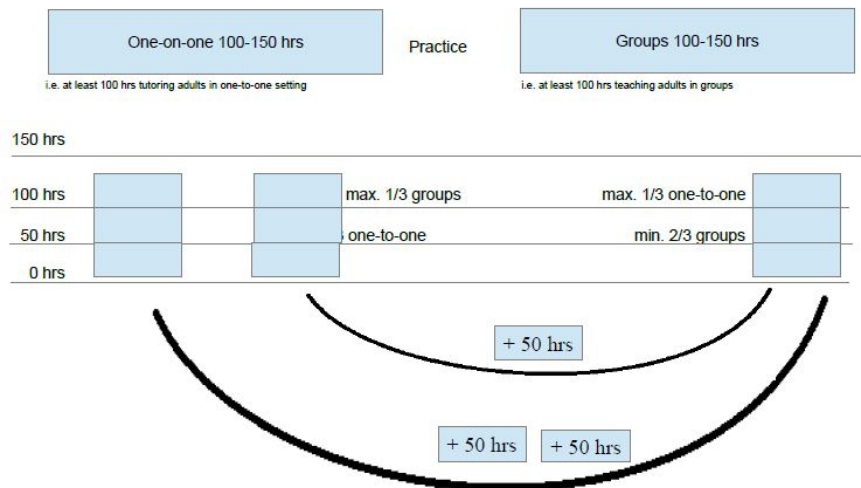
- 32 hours (min. 5 days) taught in class, spread over at least 1 month
- 50 hours of independent study

100\* hours of teaching practice with groups of adult learners (50 hours can be transferred from the Professional Practice Certificate for a total of 150 hours of teaching practice).

\*if teaching practice with groups was documented during the Professional Practice Trainer module, then evidence of the remaining hours, for a total of 100 hours must be provided (cf. diagramme below).

Professional Practice Trainer Certificate PPT  
Supporting learning with individual learners

PPT- Ext. Trainer of Adult Learners  
From Professional Practice to Teaching Practice



About half of the independent study hours are supervised by the module teacher trainers

Independent study includes, e.g. in-depth reading, regular individual reflection and preparing for the evaluation of competence. The module is worth 6 ECTS credits (including the 100 hours of teaching practice).

### Requirements for the Certificate of Competence

The evaluation of competence for the Enhancement Module is based on the certificate of competence for the ToT FD-M1 and consists of a documented demonstration of practice (short teaching sequence) and the evaluation of planning, teaching and reflection.

Before the demonstration of practice the Enhancement Module teacher trainer receives a detailed lesson plant (including pre-planning considerations).

The demonstration of practice is followed by brief oral feedback.

### Evaluation Criteria

Module providers determine the assessment standard taking into consideration the following criteria:

- Social competence:
  - Awareness of the group
  - Managing and facilitation groups
- Personal competence:
  - Presentation, Impact, Vibrancy
  - Verbal expression
- Teaching Approach and Methodology:
  - Defining learning outcomes
  - Teaching content, Understanding of the different aspects of their role when teaching and facilitating
  - Selecting subject matter, methods and materials (design and application) and using visuals tailored to the learners.
  - Time management

- Reflection skills (based on documentation and self-evaluation):
  - Planning and pre-planning considerations
  - Self assessment, interpretation of feedback, lessons learnt

The outcome of the evaluation is «passed» or «not passed»

The evidence of practice is considered passed, if all the evaluation criteria are met for the most part.

The evaluation 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 an assessment «not passed» can be filed with the module provider within 30 days of the reception. The module provider may respond in one of the following ways:

- a) Approval of the merits of the 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 or «SVEB Certificate in Teaching Adult Learners»

To be awarded the module certificate or «SVEB Certificate» the following requisites must be fulfilled:

1. Active participation in class and a minimum attendance of 80%
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.
4. SVEB Certificate «Professional Practice Trainer»
5. Evidence of at least 150 hours of part-time practice over 2 years (for details see the information sheet «Evidence of Practice»).

The validity of the SVEB certificate **validity is unrestricted.**

Those who have passed the module and the competence certification, but have not yet completed the required practice for the SVEB certificate, will receive a certificate of attendance.

The Module Certificate ToT FD-M3 «Support of Individual Learning» remains valid for application to Trainer, «Federal Diploma (FD) for 5 years from the date of issue.

**Important note**

The certificate of competence for Part C (identical to the certificate of competence for module ToT FD-M3) is validated centrally after its submission has been accepted to the professional examination leading to the «Trainer, Federal Diploma of Higher Education». The certificate of competence must be assessed, dated and **signed** by the institution.

**Central Validation**

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