

Module Description ToT FD-M3

Supporting Individual Learning Processes

Professional Skills	To support adult learners in their learning process and to inform them within their field of expertise about their options in further education.
Certificate of Competence	Written record and evaluation of an interview about the adult learning process or issues in further education or as the case may be a one-to-one teaching practice or learning support sequence.
System Classification	The module ToT FD-M3 «Supporting Individual Learning Processes» 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 Adults» or parts of the ToT module FD-PPT as well as practical experience in teaching adults, respectively in professional practice or learning support are required.
Competencies	<ul style="list-style-type: none">▪ Have supporting conversations with individual learners.▪ Awareness of learning styles, identifying learning problems and supporting the individual learner in developing solutions to those problems.▪ Being aware of the individual learner's abilities and learning progress and giving constructive feedback.▪ Informing interested learners of suitable education and further training opportunities as well as qualifications available in their field of expertise.▪ Conducting one-to-one interviews with an awareness of their own roles and their attitude.
Training Content	<p>The training content listed below is intended as a guideline for training providers (see also the competency profile (Co-Re)). Providers can prioritise and/or supplement content.</p> <ul style="list-style-type: none">▪ Theory of communication, especially as related to one-to-one conversations▪ Analysis of the setting and adapting their role to different conversational constellations e.g. expert or advisory conversations, feedback on learning progress, tutoring, placement or examination interview, information sessions etc.

- Placing their own teaching activities within the context of the whole educational system
- The educational structure in their field of expertise and its place within the Swiss educational system
- Communication techniques e.g. asking questions, active listening
- Individual learning styles, study skills and work methods
- individual attitude to learning, learning strategy and learning issues
- diversity in the context of individual learning processes
- reflection on their personal communication patterns in individual conversations

Duration of module

Minimum:

- 26 hrs / min. 4 days
- 55 hrs of independent study

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

Independent study includes, e.g., in-depth reading on communication theory, the acquisition of knowledge about educational structures and the training offers in their discipline, regular individual reflection as well as preparing for the certificate of competence.

The module is worth 2.5 ECTS credits.

Requirements for Certificate of Competence

The certificate of competence for this module consists of a written record and evaluation of an interview about the adult learning process or issues in further education or as the case may be a one-to-one teaching practice or learning support sequence.

The following requirements apply:

- The documented interview / teaching or the learning support practice is based on their own teaching practice as teacher of adult learners or as professional practice trainer.
- The written work has a character count of 10,000 to 20,000 (including spaces).
- The written work is appropriately structured and contains the following points:
 - Only in the case of one-to-one teaching and learning support demonstration: A description of their function and role as Professional Practice Trainer within the organisation or institution is required.
 - Presentation and assessment of the existing situation
 - Establishing concrete goal(s) for their teaching or learning support practice or for the interview
 - Description of their role(s)
 - Stages and outcome of the teaching or learning support practice or of the interview
 - Reflection on the set-up of the situation, their role and their (interview) behaviour as well as possible alternatives

- Conclusions about their future role as Trainer in supporting individual learning processes

Evaluation Criteria

The competence evaluation is based on the following criteria:

- requirements are met
- The presentation of the initial situation, the stages of the interview / learning support process and the outcomes are comprehensible and plausible.
- Reference is made to basic concepts and models in the areas of communication and dialogue and/or learning support.
- The concerns of the interviewer or of the individual receiving learning support are adequately addressed.
- The recommendations for the next steps are appropriate for the situation.
- The teacher's reflection shows awareness of their personal attitude and the roles they have in the interview or in the learning support process.

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-M3 «Supporting Individual Learning Processes» the following requirements must be fulfilled:

1. active participation in class and a minimum of 80% attendance
2. competency evaluation by module trainer is «passed»
3. Reflection on the personal learning process

The reflection must be in writing and be confirmed by the module teacher trainer. It is evaluated; feedback is optional.

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

Important Note	<p>The certificate of competence for module ToT FD-M3 is validated centrally after its submission to the professional examination for the «Trainer, Federal Diploma of Higher Education» has been accepted.</p> <p>The certificate of competence must be issued by the awarding institution, dated and signed and given to the candidate.</p>
Central Validation	<p>These documents need to be safeguarded by successful candidates because they are required by the ToT Office for the central validation (Professional Examination).</p>