

## Module Description ToT FD-M4

### Designing Training Offers for Adults

<b>Professional skills</b>	Design training offers for adults in there are of expertise with regard to content, finances and organisation.
<b>Certificate of Competence</b>	Written concept for a training offer
<b>System Classification</b>	The module ToT FD-M4 «Designing Training Offers for Adults» 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).
<b>Training Providers</b>	Training providers must be approved following an accreditation procedure by the Commission for Quality Assurance (CQA).
<b>Candidate Profile</b>	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.
<b>Competencies</b>	<ul style="list-style-type: none"> <li>▪ Know the training needs as well as the interests and requirements of the target groups within their field of expertise.</li> <li>▪ Identify social interactions and developing trends relevant to their field of expertise and take them into account when planning training concepts.</li> <li>▪ Take government educational policy as well as legal and institutional requirements into account when planning training concepts.</li> <li>▪ Take into account the abilities and learning modes of the target learners in designing the programmes offered.</li> <li>▪ Based on the competencies defined, establish appropriate processes that test the learning outcomes and support the application of the learning outcomes to the specific professional context.</li> <li>▪ Calculate training offers, promote and present them in a manner relevant to the target group.</li> <li>▪ In designing training programme concepts, consciously establish their role as training provider.</li> </ul>
<b>Training Content</b>	<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"> <li>▪ content and formal structure of training programme concepts</li> <li>▪ societal trends and their influence on training offers</li> <li>▪ umbrella concepts and parameters of the organisation</li> <li>▪ simple methods of demand evaluation and market analysis</li> <li>▪ definition of competencies and resources</li> <li>▪ methodology design: foal, content, learning methods and strategies</li> <li>▪ diversity and its impact on the design of training programmes</li> </ul>

- calculation of training offers
- basics of education and training marketing and its link to training design and description
- stages and procedures for assessing learning outcomes
- basics of quality assurance and enhancement
- principles of adult education
- clarification of the assignment and role of the trainers as developers of training programmes

### **Duration of Module**

Minimum:

- 39 hrs taught in class, 6 days
- 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-M5 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 drafting or amending a training programme concept in their field. The following requirements apply:

- The concept applies to their field of expertise.
- The concept is realistic and feasible.
- The concept, presented in writing and commented on, consists of about 30,000 to 50,000 characters (including spaces). Explanatory documents may be added in an appendix.
- The written work is appropriately structured and shows the following points:
  - presentation of the initial situation and of the task definition or the assignment
  - needs analysis and/or market analyses and/or target group analysis
  - overall objective of the training programme (specific competencies and resources)
  - presentation of the requirements and parameters
  - programme design with its rationale and relevance to a specific subject area or professional field
  - consideration given to knowledge transfer and assessment of

learning outcomes

- consideration given to pricing
- positioning and communication of the training offer
- reference to quality assurance systems and the measures taken by the organisation
- assessment of the qualities and possible weaknesses of the concept and the implications for further concept development
- reflection on their approach and their role as training provider

## Evaluation Criteria

The competence evaluation is based on the following criteria:

- requirements are met
- concept is tailored to the initial situation and its parameters as well as to the specific subject area or professional field
- inherently coherent concept
- conceptual considerations evident reference to instructional design models
- instructional design aligned with specific competences and resources to be developed
- appropriate positioning and description of the training offer
- evaluation procedures take into account the requirements of the organisation and/or their own declared standards with regard to quality assurance and development
- plausible evaluation of concept strengths and weaknesses and reflection on their role

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-M4 «Designing Training

Offers for Adults» 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-M4 «Designing Training Offers for Adults» remains valid for application to the Trainer, Federal Diploma of Higher Education, for 5 years from the date of issue.

<b>Important Note</b>	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 <b>signed</b> and given to the candidate.
<b>Central Validation</b>	These documents need to be safeguarded by successful candidates because they are required by the ToT Office for the central validation (Professional Examination).