

SVEB Certificate in Teaching Adult Learners

Module Description ToT FD-M1

Teaching Training Courses for Adults

Professional skills	Preparing, teaching and assessing lessons in their field of expertise to adults based on previously defined concepts, lesson plans and teaching materials.
Certificate of Competence	Documented demonstration of teaching practice
System Classification	<p>The SVEB Certificate in Teaching Adult Learners (level 1 of the modular system «Training of Trainers of Adults») is awarded on successful completion of the «Teaching training courses for Adults» module and the requisite teaching practice.</p> <p>At the same time, the FD-M1 module is part of the modular system, which leads to admission to the central examination for the title of "trainer with a Federal Diploma of Higher Education" (level 2 of the system).</p>
Providers	Training providers are subject to approval by the Commission for Quality Assurance (CQA).
Candidate Profile	<p>Professional competence in their own field.</p> <p>Prior experience of teaching adult learners contributes to learning success. It is highly recommended that candidates teach classes, at the latest while attending the module.</p>
Competencies	<ul style="list-style-type: none">▪ Applying key objectives, adult learning methodology and other institutional requirements to their own teaching practice.▪ Aligning defined aims and content to the context and needs of a specific group of learners.▪ Setting aims for learning activities and monitoring their achievement using appropriate techniques.▪ Designing teaching activities based on the principles of adult learning and justifying the choice of method, also with regard to the subject and the professional field.▪ Applying methodology and a teaching approach that encourage active participation.▪ Giving learners constructive feedback, based on formal criteria, regarding their learning progress.▪ Managing the relationships and interactions between the teacher and the learners as well as between learners.▪ Reflecting on their behaviour as a teacher and taking the necessary action.

Training Content

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

- Basic principles of adult learning and teaching
- Preliminary considerations during planning, basic teaching methods, lesson planning
- Lesson aim definition
- Content selection
- Reflection on application of adult learning methodology to their field of expertise
- Methods and social structures (group work or individual work) in adult education
- Adaptation of teaching materials to specific learners
- Use of media
- Task instructions
- Basic methods for verifying lesson aim achievement and evaluating learning outcome
- Basic principles of communication
- Group discussion facilitation
- Management of diversity in groups of adults
- 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

- 90 hrs taught in class, spread over at least four months and three years at most
- 165 hrs of independent study, about half of which is supervised by the module teacher trainers
- 150 hrs of teaching practice with adults part-time, spread over two years.

The module is worth 13.5 ECTS credits (including the 150 hours of teaching practice).

Please note: The credits are not recognised by universities or universities of applied sciences.

Requirements for Certificate of Competence

Competence in this module is evaluated on the basis of a documented demonstration of practice (a short teaching sequence) and on lesson planning, teaching and reflection by the candidate.

Prior to the demonstration of practice, a detailed lesson plan, (including pre-planning considerations), is given to the module teacher trainer. The demonstration of practice is followed by brief oral feedback.

Criteria for Certificate of Competence

Training providers determine the assessment standard, taking into consideration the following criteria:

- Social Skills:
 - Awareness of learners
 - Managing and facilitating group learning
- Personal Skills:
 - Presence, 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 certificate of competence is either «passed» or «not passed». It is «passed» if all criteria are fulfilled in essential parts.

The outcome is based on the certificate of competence criteria and recorded in writing by the module teacher trainer so that it is comprehensible for 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 in Teaching Adult Learners» the following needs to be fulfilled:

1. Active participation in class and a minimum of 80% attendance
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.

Evidence of at least 150 hours of part-time teaching practice over two years (for details see the information sheet «Evidence of practice»).

The validity of the SVEB certificate 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.