**Technical Teachers Training College (TTTC), Dhaka**

**CBT&A Level-4 (Pedagogy, Trainer & Assessor) Training Program (Batch-2)**

**For DTE’s Teachers coordinate by Skills21**

**Date: 04 August 2022 - 14 August 2022 (Part-1)**

**Program Outline**

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| **Day and Time** | **Unit of Competency (UoC) Covered** | | **Elements/Topic Covered** | **Facilitator** |
| **Day 01** | | | | |
| Session 01:  09:00am-11.00 am | Introduction | * Registration * Attendance * Inauguration/ opening * Objective sharing * Ground rules * Participants expectations * Session Learning Outcomes * Contents * Pre-Test/Pre- Assessment | | Dr. Sheikh Abu Reza  Retired Director (DTE) &  CBT&A Trainer  &  Sanjeeda Hossain  Instructor (Civil) TTTC |
| Tea Break 11:00 am – 11:15 am for each day | | | |
| Session 02:  11:15 pm-01.00 pm | Work Effectively within Bangladesh TVET Sector | * TVET terminologies are listed and defined. * Relevant policies and laws are accessed and interpreted. * Courses and curriculum documents of TVET systems are accessed and identified. * Work practices are applied in line with policy framework. | |
| Payer & Lunch Break 01:00 am – 02:00 pm for each day | | | |
| Session 03:  02:00 pm-04.45 pm | Work Effectively within Bangladesh TVET Sector | * Recap of previous sessions * Quality issues of TVET are identified and illustrated. * Quality Assurance Manuals (QAMs) are identified and accessed. * Course Accreditation documents (CAD) are identified and accessed. | |
| Tea Break 04:45 pm – 05:00 pm for each day | | | |
| **Day 02** | | | | |
| Session 01:  09:00am-11.00 am | Work Effectively within Bangladesh TVET Sector | * Written Test * Recap of previous sessions * TVET providers and development organizations * Work is undertaken according to prevailing competency standards * Employee / staff relations systems are followed * Ethical and legal responsibilities are maintained according to the organisational policies and procedures | | Dr. Sheikh Abu Reza  Retired Director (DTE) &  CBT&A Trainer  &  Sanjeeda Hossain  Instructor (Civil) TTTC |
| Session 02:  11:15 pm-01.00 pm | Work Effectively within Bangladesh TVET Sector | * Work is planned and undertaken in collaborative way with colleagues. * Information and ideas are shared and worked together on agreed outcomes. * Feedback from clients and colleagues are obtained, evaluated and acted. * Clients and their needs and expectations are identified through effective communication. | |
| Session 03:  02:00 pm-04.45 pm | Work Effectively within Bangladesh TVET Sector | * Information are provided to the learners about how their competencies relate to job profiles, educational and training pathway. * Training requirements and employment opportunities 12 are explained. * Learner confidentiality is maintained according to organizational policies and procedures. | |
| **Day 03** | | | | |
| Session 01:  09:00am-11.00 am | Promote inclusive learning in a CBT&A environment | * Written Test * Recap of previous sessions * Inclusivity is described. * Individual differences and clients with particular needs are acknowledged and integrated with existing work practices and learning culture. * Principles of underpinning inclusivity are incorporated integrated into all work practices. * Access to inclusivity & equity policies are applied in training and/or assessment organization. | | Dr. Sheikh Abu Reza  Retired Director (DTE) &  CBT&A Trainer  &  Sanjeeda Hossain  Instructor (Civil) TTTC |
| Session 02:  11:15 pm-01.00 pm |  | * National guidelines and support materials on accessibility, equity, disability and inclusivity are identified and used. * Support persons and services are identified and included in the work and learning process where appropriate and agreed to. * Physical environment support needs are acknowledged and incorporated into work practices as required. * OSH issues associated with inclusivity are identified and addressed in accordance with existing guidelines and procedures. * Multiple pathways to achieve own and others future learning goals are discussed in accordance with the work and/or learning environment. | |
| Session 03:  02:00 pm-04.45 pm |  | * The ground rules for participation and behavior with colleagues and clients are established in accordance with a cooperative and agreed process. * Individuals are encouraged to express themselves and to contribute to the work and learning environment in accordance with a cooperative and agreed process. * Individuals are provided with opportunities to indicate specific needs to support their participation in learning and work in accordance with a cooperative and agreed process. * Relevant research, guidelines and resources are accessed to support inclusivity in accordance with existing guidelines and procedures. * Verbal and body language are sensitized to different cultures. * Backgrounds and differences in physical and intellectual abilities are sensitized. | |
| **Day 04** | | | | |
| Session 01:  09:00am-11.00 am |  | * Written Test * Recap of previous sessions * Support and advice is provided to the persons with special needs, Persons with Disabilities (PWDs) 16 /disadvantaged colleagues and clients to encourage new and ongoing participation in accordance with learning opportunities. * The benefits of learning are explored with persons with special needs, PWDs /disadvantaged colleagues and clients in accordance with a culture of learning. * Learning and competency achievement of persons with special needs, PWDs /disadvantaged are recognized and rewarded in accordance with the work and/or learning environment. * Opportunities to develop generic skills of persons with special needs, PWDs /disadvantaged persons are identified in accordance with the work and/or learning environment. * Multiple pathways to achieve own and others future learning goals are discussed in accordance with the work and/or learning environment. | | Dr. Sheikh Abu Reza  Retired Director (DTE) &  CBT&A Trainer  Dr. Engr. A. T. M. Habibullah  CBT&A Trainer |
| Session 02:  11:15 pm-01.00 pm |  | * Effective work practices are identified to enhance inclusivity and a learning culture in accordance with the work and/or learning environment. * Conscious actions are taken to modify and improve in accordance with work practices. * Strategies and policies are regularly reviewed to support inclusivity in accordance with continuous improvement of work processes. | |  |
| Session 03:  02:00 pm-04.45 pm | Apply OSH practices in a CBT&A environment | * sessions Personnel responsible for OSH standards in the workplace is identified. * OSH standards that apply to the workplace are identified. * OSH issues are identified in the workplace. | |  |
| **Day 05** | | | | |
| Session 01:  09:00am-11.00 am | Apply OSH practices in a CBT&A environment | * Written Test * Recap of previous sessions * Appropriate Personnel responsible for OSH in the workplace is identified * Workplace is routinely checked for OSH hazards prior to commencing and during training. * Issues or problems with the area are remedied or reported to the appropriate person. * Hazards and unacceptable performance are identified and corrective actions are taken within the level of responsibility. * Hazards and incidents are reported to appropriate personnel according to procedures. | | Dr. Sheikh Abu Reza  Retired Director (DTE) &  CBT&A Trainer  Dr. Engr. A. T. M. Habibullah  CBT&A Trainer |
| Session 02:  11:15 pm-01.00 pm |  | * OSH practices are applied in the training environment. * Appropriate personal protective equipment’s (PPE) are selected and worn. * Safety Signs and symbols are identified and followed. * Emergency situations are identified. * Emergency procedures are followed as appropriate to the nature of the emergency and according to workplace procedures. * Emergency situations are reported to concern person. * Workplace procedures are followed for dealing with accidents, fires and emergencies within the scope of responsibilities. | |
| Session 03:  02:00 pm-04.45 pm |  | * Risks are identified and appropriate control measures are implemented in the work area. * Recommendations arising from risk assessments are implemented within level of responsibility. * Opportunities for improving OSH performance are identified and raised with relevant personnel. * Green Practices area are identified. * Green skills are applied/maintained. * Safety records are documented according to company policies. | |
| **Day 06** | | | | |
| Session 01:  09:00am-11.00 am | Use ICT to facilitate Teaching and learning | * Written Test * Recap of previous sessions * Relevant ergonomic requirements, PC and devices requirements are checked and connected as required. * Software requirements are identified. * Folders and files are created, opened, moved, copied, renamed or deleted as per job requirements. * Desktop appearance settings are configured in-line with personal preference. * Connectivity to printer are checked and tested in accordance with equipment user guide. * Naming and storing documents are utilized. | | Dr. Sheikh Abu Reza  Retired Director (DTE) &  CBT&A Trainer  Dr. Engr. A. T. M. Habibullah  CBT&A Trainer |
| Session 02:  11:15 pm-01.00 pm |  | * Word processing documents are created using appropriate word processing software. * Document layout and formatting are applied in line with document formatting requirements. * Document is formatted using various software functions and page setupfunctions. * Application features are utilized to enhance productivity in line with application guide/ help instructions. * Documents are saved as per instructions. * Printing of documents is performed in line with workplace requirements. * Presentation slide is created as per job requirement. * Existing slides are edited and formatted. * Presentation layout, formatting and themes are applied in line with target audience requirements. * Animation and slide transitions are applied to enhance viewing and interactivity experience. * Slide master is used as required. * Printing of presentation m | |
| Session 03:  02:00 pm-04.45 pm |  | * Spreadsheet is created using appropriate application. * Workbook and worksheet settings and formatting are applied in line with printing requirements. * Function, formula and conditional formatting are utilised. * Charts are utilized to enhance data presentation. * Printing of worksheet is performed in line with document layout. * Internet and ICT facilities are arranged. * E-mail facility is utilised to exchange information and resources. * Web is accessed to search and download required information. * Cloud storage facilities are used. | |
| **Day 07** | | | | |
| Session 01:  09:00am-11.00 am | Maintain training equipment and facilities | * Written Test * Recap of previous sessions * Regular inspections are carried out in the work area according to workplace procedures and standards. * Facilities are maintained in accordance with Occupational Safety and Health (OSH) standards. * Equipment and tools are secured in safe places in accordance with procedures. * Failed or unsafe equipment are removed or repaired in accordance with organizational policies & procedures. * Housekeeping documents are kept according to organizational procedure. | | Dr. Sheikh Abu Reza  Retired Director (DTE) &  CBT&A Trainer  Dr. Engr. A. T. M. Habibullah  CBT&A Trainer |
| Session 02:  11:15 pm-01.00 pm |  | * Maintenance activities, resources and schedule are identified and prepared according to job requirements. * Performance of regular maintenance activities and routine servicing/ repair are ensured according to scheduled plan. * Maintenance procedures are followed in accordance with the manufacturers manual and organization policies. * Complex faults or repair requirements are reported for specialist assistance in accordance with organizational procedures. * Maintenance activities are documented and reported according to organizational policies & procedures. | |
| Session 03:  02:00 pm-04.45 pm |  | * Prepare Evidence 01 & 02 | |
| **Day 08** | | | | |
| Session 01:  09:00am-11.00 am | Maintain and enhance professional & technical competency | * Written Test * Recap of previous sessions * Occupation profession and professionalism are defined. * Characteristics of a professionals are recognized and adopted. Learner confidentiality is maintained according to organizational policies and procedures. * Personal performance is consistent with the organization’s goals and objectives. * Appropriate professional techniques and strategies are modeled in accordance with existing organizational policies and guidelines. * Personal work goals and plans are reflected through individual responsibilities and accountabilities in accordance with organizational and legal requirements. * Ethical and inclusive practices are maintained in profession in accordance with existing organizational policies and guidelines. | | Dr. Sheikh Abu Reza  Retired Director (DTE) &  CBT&A Trainer  Dr. Engr. A. T. M. Habibullah  CBT&A Trainer |
| Session 02:  11:15 pm-01.00 pm |  | * Personal skills and knowledge are assessed against industry competencies and other relevant benchmarks to determine development needs and priorities. * Feedback from colleagues and clients are identified and used for finding personal learning needs and areas of professional development. * Future career options are identified as appropriate. * Personal learning needs are documented and updated in accordance with existing policies and procedures. * Development and trends in TVET policy and operating environment are identified. * Impact of development and trends on the professional practices and personal development are determined. * Advice on personal development plan is sought from relevant personnel. * Personal needs are discussed with relevant personnel for inclusion in accordance with the professional development plan. | |
| Session 03:  02:00 pm-04.45 pm |  | * Sources of competency standards documents are accessed for the relevant sector. * Self-assessment is planned and conducted to determine own technical competency in the relevant field based on relevant competency standards document. * Skills gaps are identified and documented with respect to the 33 self-assessment. * Knowledge gaps are identified and documented with respect to the self-assessment. | |
| **Day 09** | | | | |
| Session 01:  09:00am-11.00 am |  | * Written Test * Recap of previous sessions * Development opportunities required for personal learning style are identified and pursued to support continuous learning and maintain updating of professional practice. * Participation in professional networks is ensured and maintained to support continuous learning. * Immerging technology is used and maintained regular communication in accordance with relevant networks, organization and individuals. | | Dr. Sheikh Abu Reza  Retired Director (DTE) &  CBT&A Trainer  &  X |
| Session 02:  11:15 pm-01.00 pm |  | * Learning outcomes required to achieve technical competencies are identified. * Evidence requirements are identified to prove competency. * Learning/ training strategies including location, duration and cost of the training are determined in consultation with relevant personnel. * Relevant approval is gained to undertake training. * Relevant competencies are achieved by participating in technical upskilling program. * Evidence of competency are proved to assessment authority. * Technical competency certification is completed and submitted to appropriate authority | |
| Session 03:  02:00 pm-04.45 pm |  | * Developments and trends impacting on professional and technical practices are researched and integrated in accordance with work performance. * Feedback from colleagues/clients is used to identify and introduce improvements in accordance work performance. * Innovative and responsive approaches for improving competencies of professional and technical area are identified and used in accordance with continuous support to improve techniques and processes. * Records, reports and recommendations for improvement are managed in accordance with the organization’s systems and processes. | |
| **Day 10** | | | | |
| Session 01:  09:00am-11.00 am |  | * Written Test * Recap of previous sessions * Prepare Evidence 09 & 10 | | Dr. Sheikh Abu Reza  Retired Director (DTE) &  CBT&A Trainer  &  X |
| Session 02:  11:15 pm-01.00 pm | Design and modify CBT learning materials and resources | * Existing learning materials and resources are collected and accessed. * Learning outcomes and assessment criteria of the existing learning materials are reviewed based on competency standard according to learning program requirements and specific needs of individual learners. * Existing learning materials and resources are, evaluated and assessed as per reviewed outcome for relevance and quality. | |
| Session 03:  02:00 pm-04.45 pm |  | * Existing learning materials and resources are contextualised and modified to suit the learners need. * Draft learning materials and resources are reviewed with key stakeholders. * Draft learning materials and resources are adjusted to reflect the review outcomes. | |
| **Day 11** | | | | |
| Session 01:  09:00am-11.00 am |  | * Written Test * Recap of previous sessions * Format for designing Learning materials are collected and interpreted. * Relevant learning materials and resources are developed based on competency standard and set format. * Draft learning materials and resources are finalised and documented. | | Dr. Sheikh Abu Reza  Retired Director (DTE) &  CBT&A Trainer  &  X |
| Session 02:  11:15 pm-01.00 pm |  | * Content of the developed materials is checked against content specifications. * Text, format and visual design are checked for clarity and focus. * Relevant personnel are identified and support is sought for the review and validation. * An external review is conducted using appropriate methods, and feedback is incorporated. * Final draft is reviewed against the brief and other relevant criteria prior to delivery to the client. | |
| Session 03:  02:00 pm-04.45 pm |  | * The design and development process is reviewed against appropriate evaluation criteria. * Identified improvements are documented for future intervention. * Prepare Evidence 03 & 04 * Home Task | |