



DIGITALIZED LEARNING PATH FOR EDUCATIONAL ORGANIZATIONS

(2018-1-FI01-KA202-047312)

IO2: Teacher / trainer trainings

TRAININGS – ROAD MAP – BFI WIEN
INTERNAL TRAININGS + COMMUNICATION AT BFI WIEN
IN THE FIELD DIGITAL COMPETENCES FOR TRAINERS
Development and implementation

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Background: In the frame of the Erasmus+ project "Learning Path", the Learning Path team had the opportunity to deal with the Digital Competence Framework for Teachers (DigiCompEdu) and to exchange experiences with European partners regarding the introduction and/or strengthening of digital competences for teachers and students. Furthermore, the feedbacks (survey in the AMP after the first lockdown) were included in this document.

The idea of this document is to develop an effective, constructive and systematic program for our trainers, to categorize modules according to the Digital Competency Model for Austria (DigComp 2.2. AT) and to strengthen the knowhow in the area of digital competencies for trainers.

The document is divided into the following three areas for the internal training academy: basic competencies, standard competencies and advanced competencies or exchange at the BFI. Following this, there is a table for the categorization of our offers in the internal training academy.

BASIS COMPETENCES

The contents of the modules - basic competencies have the goal to strengthen the ability to effectively use in-house IT resources in the work and to be able to acquire or expand the digital competencies for teachers (according to the Dig Comp 2.2. AT).

In our opinion, the basic competencies comprise three modules, which can be attended as needed and are at the same time the basis for the acquisition of the standard competencies, which are offered to a large extent in the EBMooc of the internal training academy.

Module: Fit for digitalization – basis module

Duration: ½ day

Possible implementation: Short digital workshop / compilation of instructional videos / short classroom session; For digital workshops or instructional videos, it would be good to offer a Q&A session afterwards.

CONTENT:

The content of this workshop is a best of (IT) resource available at the BFI, including office programs and various free offers (e.g. Pixabay) to create learning resources (presentation, learning materials, etc.) so that they can be used well in distance learning.

- How do I design and edit documents so that they can be used effectively for presentations and documents?
- Tables, diagrams, videos, images - downloading, creating, editing and inserting them
- Image Editing: incorporate, enhance, modify images, draw on images and insert text
- Editing documents to make them printer-friendly (e.g. for work orders)

Category: ECDL, 3.2.

Module: Fit for the PC – basis module

Duration: ½ day

Possible implementation: Short digital workshop / compilation of instructional videos / short classroom session; For digital workshops or instructional videos, it would be good to offer a Q&A session afterwards.

CONTENT:

The content is "help for self-help" in dealing with the computer and digital devices. The focus is on own troubleshooting, as well as for a self-help guide for the course participants.

- Setting up e-mail, solving printer problems
- Dealing with sound output devices (speaker, microphone, and camera) - What can I do if it doesn't work?
- Installing simple programs, downloading apps, checking network connection, setting up hotspot, self-help guide.

ATTENTION: Here, an additional lesson for trainers in the field of basic education and German as Foreign Language could also be elaborated in order to pay special attention to reading and writing skills as well as the use of smartphones for distance learning.

Category: 0.2., 0.3, 2.1., 5.1. and 5.2

Module: Online fit – basis module

Duration: ½ day

Possible implementation: Short digital workshop / compilation of instructional videos / short classroom session; For digital workshops or instructional videos, it would be good to offer a Q&A session afterwards.

CONTENT

The content here trains online collaboration skills by demonstrating functionality on both in-house and free tools (introduction for partial further self-study).

It provides a foundation for enhancing skills for faculty in the online space. Online learning platform, smartphone, tablet, apps, and online meetings.

- E.g. introduction MS Outlook, calendar function, create and manage appointments, Doodle.
- Introduction to online collaboration tools: MS Teams and free - Zoom, GoogleDocs, Padlet (and the like).

Remark: It is essential for MS Teams to really look at what the BFI Vienna system can offer (instructional videos from the Internet are sometimes too comprehensive here).

Category: 2.1., 2.2.

STANDARD COMPETENCES

The standard competencies are well covered in the existing EB MOOCs. An extension in the areas of methods and didactics would be good to give our trainers a customized training with regard to their own target group and the EDP resources.

We go for a modular separation into 1 seminar (presence) of 1 day each for the main topics "Methods & Tools" and on the other hand "Didactics".

Module: Methods & Tools – What are there?

CONTENT:

- Content creation tools (for authors)
- Overview of e-learning tools
- Materials and methods (for participants and tutors)
- Multimedia elements - types and use
- Possibilities of learning objectives control
- Successful use of discussion forums, chats and virtual classrooms
- Proper communication in distance learning (feedback, work assignments, etc.)

Module: Didactics – How do I implement them into my training?

CONTENT

- Appealing lesson design for my target group (basic education, German as Foreign Language, the media generation, production schools and firms, etc.)
- Distance Learning with the Smartphone
- E-learning scenarios and their meaningful use
- Planning and creation of e-learning teaching units
- Gamification in teaching/e-learning
- Flipped Classroom (preworks)
- Virtual Classroom (dos and don'ts)

Category: 0.1, 0.3, 1.1,1.2, 1.3, 2.1, 2.2, 2.3, 2.5, 3.1, 3.2, 3.2,4.1., 4.2, 5.2., 5.3

FURTHER COMPETENCES OR EXCHANGE OF COMPETENCES

(Competence level 6 + 7 regarding DigComp 2.2. AT)

These points are mainly organizational points. The aim is to promote cooperation between the departments and colleagues, as well as to keep a finger on the pulse of the times and to incorporate the requirements of our stakeholders.

BFI-specific platforms and tools, related procedures and authorizations, platform servicing, activities of the E-Learning Unit and information about BFI-owned resources (EDP/IT).

Possible methods:

- Increase internal networking activities! Regular meetings, e.g. 1x per quarter (see QM officer and similar functions);
- Revitalization of the expert network, systematic exchange on innovations;
- Existing parallel activities: e-learning newsletter & e-learning office hours

Individual competence development (internal training academy), concrete problem-solving offers, consultations

Target group: Responsible persons from the administration

CONTENT:

- Identifying and evaluating suitable resources, taking into account the conditions at BFI Wien (which platforms, programs, etc. are suitable for us - which can be used in class, for communication)
- Resources up-date (hard- and software)
- Use of digital resources (consulting, providing storage for documents of other colleagues)
- Regular evaluation of the internal training academy- digital offers

TABLE CATEGORIES

Previous competences	Internal Training Academy – BFI Wien
ECDL and basis know-how to strengthen competences in regard to DigComp 2.2. AT (2019)	Fit for digitalisation – basis module
Kompetenz nach DigComp 2.2. AT (2019)	
0. Basis knowledge and access	
0.1. Concepts	EBmooc – Module 1
0.2. Use of digital devices	Fit for the PC – basis module
0.3. Using and providing inclusive access to digital contents	Fit for the PC – basis module EBMooc – Module 5, 8
1. Handling information and data	
1.1. Research, search and filter data, information, and digital content.	EBMooc – Module 3, 6
1.2. Critically evaluate and interpret data, information and digital content	EBMooc – Module 6
1.3. Manage data, information and digital content	EBMooc – Module 6
2. Communication and collaboration	
2.1. Communicate using digital technologies	Fit for the PC – basis module Online fit – basis module EBMooc – Module 2, 3, 5, 7, 8
2.2. Share data and information and collaborate using digital technologies	Online fit – basis module EBMooc – Module 2, 5, 7
2.3. Use digital technology to participate in society	Online fit – basis module
2.4. Make purchases and sales	
2.5. Use appropriate forms of communication	EBMooc – Module 2, 5, 7
2.6. Create a digital identity	
3. Creation of digital contents	
3.1. Develop digital content	EBMooc – Module 2, 3, 8
3.2. Integrate and create new digital content	Fit for digitalisation – basis module EBMooc – Module 5, 7
3.3. Work usage rights and licenses	EBMooc – Module 4, 7
3.4. Programming and automating processes	

4. Security	
4.1. Protect devices	EBMooc – Module 4
4.2. Protect personal data and privacy	EBMooc – Module 4, 8
4.3. Protect health and well-being	
4.4. Protect against fraud and consumer rights abuse	
4.5 Protect environment	
5. Problem solving and further learning	
5.1. Solve technical problems	Fit for the PC – basis module
5.2. Identify needs and technological responses to them	Fit for the PC – basis module EBMooc – Module 3
5.3. Be creative with digital technologies	EBMooc – Module 3, 6
5.4. Identify digital literacy gaps	

TIME PLAN AND RESPONSIBILITIES

ACTIVITIES	DATE	RESPONSIBILITIES	PARTICIPANTS	OUTPUT and NOTES
Evaluation trainers and other staff members regarding digital competences	Start November 2018 until September 2020	<ul style="list-style-type: none"> ▪ E-Learning Management Team ▪ Project managers ▪ HR-department ▪ Department and area managers ▪ Team proposal preparation 	<ul style="list-style-type: none"> ▪ Trainers and other staff members ▪ Stakeholders ▪ BFI participants 	<ul style="list-style-type: none"> ✓ 1st evaluation – spring 2018 (self-evaluation tool) Output: Development of first Individual Learning Paths as well as first ideas for company trainings in the field of digital competences ✓ Feedback round – experiences “ad hoc – distance learning” 1st Covid Lockdown Output: Paper on necessary measures and trainings to an adequate TTT ✓ Targeted Interviews – needed training to implement distance learning Output: Draft of structured training ideas ✓ Targeted interviews – stakeholders, target group and internal needs Output: Draft of structured training ideas
Continuous evaluation	ongoing	<ul style="list-style-type: none"> ▪ E-Learning Management Team ▪ HR-department – division internal training academy 	<ul style="list-style-type: none"> ▪ Trainers and other staff members ▪ Course managers ▪ BFI participants and stakeholders 	<ul style="list-style-type: none"> ✓ Continuous evaluation of the internal training academy by gathering feedback of trainers, staff members and stakeholders needs Output: Appropriate trainings in the area of digital competences for trainers at BFI Wien

<p style="text-align: center;">Assessment</p> <p style="text-align: center;">+</p> <p style="text-align: center;">Training development for trainings in the area of digital competences</p>	<p>Start November 2019 - ongoing</p>	<ul style="list-style-type: none"> ▪ HR-department ▪ Management (department and area managers) ▪ E-Learning Management Team 	<ul style="list-style-type: none"> ▪ Trainers of specific BFI projects (trainings in Nov 19) ▪ Trainers ▪ Other staff members 	<ul style="list-style-type: none"> ✓ Development self-assessment tool for trainers and staff members Output: Easy to use self-assessment tool for trainers ✓ Development of targeted workshops for trainers Output: Workshops on Moodle, MS Teams, use of Whiteboard ✓ Development of trainings for internal training academy Output: Basis modules and modules in methods and didactics in addition to EBMooocs ✓ Continuous development of webinars / learn videos Output: Short introduction lectures to various topics and use of platforms for distance learning ✓ Ongoing development of needed trainings to strengthen digital competences for distance learning (on behalf of ongoing feedback and evaluation rounds)
<p style="text-align: center;">Communication and exchange</p>	<p>Start April 2020 - ongoing</p>	<ul style="list-style-type: none"> ▪ Management ▪ E-Learning Management Team ▪ HR-department 	<ul style="list-style-type: none"> ▪ Management (in specific area and department managers) ▪ IT department ▪ Trainers and other staff members 	<ul style="list-style-type: none"> ✓ Development of communication strategies between trainers and other responsible persons Output: Collection and database for digital training material ✓ Exchange and communication between trainers Output: Quarterly exchange meetings to further develop competences and ideas ✓ Exchange between various departments and within the management levels Output: Organizational communication

Organizational development	Start October 2020 - ongoing	<ul style="list-style-type: none"> ▪ Management ▪ HR department 	<ul style="list-style-type: none"> ▪ Trainers and staff members ▪ IT department ▪ E-Learning Management Team ▪ Stakeholders and target participants 	<ul style="list-style-type: none"> ✓ Communication to staff members ✓ Exchange between management and staff <p>Output: Digi Newsletter</p> <p>Output: Strategy and expert groups</p>