

## Mission of the Centre for Learning and Teaching (CLT)

The mission of CLT is to support teaching and instructing staff in the pursuit of excellence and innovation in learning and teaching throughout the campuses of member institutions of the Vocational Training Council (VTC) to cope with the VTC's Strategic Plan.

### Services provided by the CLT

**a) Teacher Training**

CLT provides training for teaching and instructing staff through structured programmes, regular workshops, seminars and sharing sessions to promote effective, innovative and quality teaching.

**b) Consultation**

CLT provides consultation on learning and teaching matters and support programme accreditation and validation, curriculum development, syllabus writing, assessment design, development of teaching and learning strategies and implementation of e-Learning with Moodle.

**c) Resources Development**

CLT provides support on curriculum and course materials development (Teaching and Learning Packages (TLPs), e-Learning Packages, Learning and Teaching Website and Weblines, etc.).

**d) Media Production Services**

The media production services of CLT include graphic design, desktop publishing, audio recording, video and multimedia production for enhancing learning and teaching.

**e) Research and Special Project**

CLT conducts study on current educational issues related to vocational and professional education and training to keep colleagues abreast of the latest development and updated subject knowledge to generate learning and teaching initiatives.

# Part-time Teacher Induction Programme (PTIP) AY 2017/2018

## About the Programme

Part-time Teacher Induction Programme (PTIP) is offered by the Centre for Learning and Teaching (CLT). This 6-hour programme will equip part-time teaching and instructing staff with useful skills in teaching in the VTC.

## Target Participants

The programme is designed for newly appointed or in-service part-time teaching and instructing staff who have not obtained any prior teacher training and have not attended the Introduction to Teaching Programme (ITP) offered by the CLT.

## Aims

The programme aims to equip part-time teaching and instructing staff with the essential knowledge, skills and attitudes in teaching learners of the VTC and facilitate their learning effectively.

## Programme Intended Learning Outcomes

On completion of the programme, participants would be able to:

- ▶ adopt various learning and teaching approaches in order to cater for the learners in VTC context;
- ▶ identify the link between intended learning outcomes, learning and teaching activities, and assessment;
- ▶ discuss the application of e-Learning in the VTC; and
- ▶ facilitate students' learning by employing various functions of Moodle.

## Programme Structure

The 6-hour programme comprises 2 modules. Each module is equivalent to 1 hour of self-paced learning and 2 hours of face-to-face workshop.

Module	Topic	Mode
1	Facilitating Effective Learning	1-hour self-paced learning session
		2-hour face-to-face workshop
2	e-Learning@VTC	1-hour self-paced learning session
		2-hour face-to-face workshop

## Mode of Delivery

### Self-paced Learning

In the 1-hour self-paced learning session, participants are provided with online learning components including videos, online exercises and references to prepare and proceed from one topic to another at their own pace. Participants are encouraged to reflect on their prior knowledge of learning and teaching, and bring their ideas to the class to facilitate in-class discussion and sharing. The self-paced learning session is available at the Moodle platform (<https://moodle.vtc.edu.hk>).

### Face-to-face workshop

The 2-hour face-to-face workshop includes lecture, discussion and group activities. In some areas, computer-based learning technology is also used to provide hands-on practice to participants.

## Completion Requirement

To complete the programme, participants are required to complete two self-paced learning sessions prior to the two face-to-face workshops of Module 1 and Module 2. A certificate of attendance will be issued upon completion.

## Module Description

### Module 1: Facilitating Effective Learning

Positive communication and a well-planned lesson are equally important in facilitating effective learning. In this module, skills for motivating and managing the learning environment of diverse learners will be highlighted. Core theories and concepts on learning and teaching, and assessment will also be introduced with the application in the VTC context.

On completion of the module, participants would be able to:

- ▶ review the characteristics of diverse learners and their learning styles;
- ▶ employ appropriate techniques to manage the learning environment of diverse learners; and
- ▶ select appropriate teaching and learning activities, and assessment tasks to meet the desired learning outcomes.

### Module 2: e-Learning@VTC

The Vocational Training Council (VTC) advocates e-Learning in learning and teaching. In this module, participants will learn about the pedagogy and the functions of Moodle with hands-on practice. This module also provides a broad overview on how technology enhanced learning (TEL) can be used to facilitate different pedagogical approaches, and illustrates good practices of TEL in the classroom.

On completion of the module, participants would be able to:

- ▶ identify the VTC policy of using the Central Moodle Platform;
- ▶ use basic functions to deliver teaching and learning resources and interact with students at the Central Moodle Platform; and
- ▶ select appropriate technology enhanced learning (TEL) strategies to promote learning and teaching.

## Contacts

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