Implementing the LLL Concept in SNA countries

WP3: Capacity Building for LLL Centre & Teaching Staff

1. Description of the WP3

This WP builds capacity for subsequent activities. By training staff members and providing them with the means to replicate such know-how, LLL centres and teaching staff become better prepared. The aim is to plan and implement training actions to update horizontal competences of LLL staff, and provide them with know-how to train teaching staff for future course development. The WP will use both training and a 'train the trainers' approach to replicate knowledge.

2. Training Plan

During the Activity 3.1, responsible partner will create the Training Plan for LLL Horizontal Competences with the objective to update the skills of LLL staff for new challenges. In parallel a set of 3 Train the Trainers module will be developed to pass knowledge onto academic profile staff via LLL Centre staff. The training plan will be divided into 6 following modules:

Horizontal Competences	Module 1	Needs Analysis
	Module 2	Marketing of Courses
	Module 3	Innovative Tools & Techniques
Train the Trainers	Module 4	Pedagogical Methodologies
	Module 5	Flexible Learning Approaches
	Module 6	Course Design for Accreditation

3. Development of training content and materials

Training plans will incorporate pedagogical methodologies, expected topics and syllabus, and profiles of learners for a selection process. Plans will be virtually disseminated and referred to workshop design, as well as being updated where appropriate via evaluation feedback.

For both sets of training exercises (Horizontal Competences and Train the Trainer Workshop), comprehensive training materials will be developed. As 3.5 in particular has as its objective the replication of such training, materials will include complete teacher's notes. Training materials will be developed to be user-friendly and highly practical, based on a notion of participation and making full use of case studies and interactive sessions. Training materials will be available and transferable virtually.

HORIZONTAL COMPETENCES	
MODULE 1	
TITLE	**Conducting a Need Analysis**
PROPOSED TOPICS	- Introduction to the LOGIC project - Presentation of the LLL in FHJ - Conducting a need analysis: Conduct research, Collect & analyse data, Construct a database - University-Business cooperation - Learning based competences
DATE	3-6 March 2015
LOCATION	Rabat, Morocco
TRAINERS	FH Joanneum
PARTICIPANTS	3 staff members from the LLL Centre for their daily tasks. In total: 18 trainees • Long-term contract staff • English Language & IT skills • Communicative (be able to listen & be able to explain) • Exception: Teachers who are doing administrative tasks

HORIZONTAL COMPETENCES	
MODULE 2 & MODULE 3	
TITLE	**Marketing of Courses** **Innovative Tools & Techniques**
PROPOSED TOPICS	Competences to acquire: - Prepare a brochure – hardcopy (content) - Write press releases (one pagers) - Workshop on channels for marketing - Social media- mainly facebook - Presentation skills - Protocol functions

	- Integrating top level management
	- University based competences
	Competences to acquire:
	- Manage an online platform about students (fees, inscription etc.) & trainers (curriculum, time schedule)
	- Analyse financial data & realize costs of trainings (evaluation of project finance & capacity)
	- Hybrid education: in situ
DATE	20-25 April 2015 or 11-15 May 2015
LOCATION	UA
TRAINERS	UA and UNED
PARTICIPANTS	3 staff members from the LLL Centre for their daily tasks.
	• Long-term contract staff
	• English & French Language Skills & IT skills
	• Communicative (be able to listen & be able to explain)
	• Exception: Teachers who are doing administrative tasks
	NOTE: Topics will be enriched by incorporating the MEDA partners' experience where possible and discussion sessions.

TRAIN THE TRAINERS	
MODULE 4	
TITLE	**Pedagogical Methodologies**
PROPOSED TOPICS	Competences to acquire:
	- Be able to teach any target groups (unemployed, graduates, experienced)
	- Course designing
	- Technical-pedagogical mangement
DATE	5-7 May 2015
LOCATION	UJF
TRAINERS	UJF
PARTICIPANTS	3 academic staff per HEIs
	• Come from different disciplines & faculties (Humanities, Law and economics & sciences and technology)
	• Languages & IT skills: French
	• Computer literacy (E-learning)
	• Previous experience in participating in trainings
	• Responsible of training modules, advisors in professional career.

TRAIN THE TRAINERS	
MODULE 5	
TITLE	**Flexible Learning Approaches**
PROPOSED TOPICS	Competences to acquire: - Legal Requirements in country of training - Training in the use of learning platform
DATE	2-5 June
LOCATION	UMAB, Algeria
TRAINERS	UNED
PARTICIPANTS	3 academic staff per HEIs • Come from different disciplines & faculties (Humanities, Law and economics & sciences and technology) • Languages & IT skills: French & English • Computer literacy (E-learning) • Previous experience in participating in trainings • Responsible of training modules, advisors in professional career.

TRAIN THE TRAINERS	
MODULE 6	
TITLE	**Course Design for Accreditation**
PROPOSED TOPICS	Competences to acquire: -Capacity to work in networks -Internal rules for accreditation -Accreditation agencies -Accreditation methodology -Description of training course for accreditation -Collecting information and data
DATE	September
LOCATION	HITJ, Tunisia
TRAINERS	UA
PARTICIPANTS	3 academic staff per HEIs • Come from different disciplines & faculties (Humanities, Law and economics & sciences and technology) • Languages & IT skills: French & English • Computer literacy (E-learning) • Previous experience in participating in trainings • Responsible of training modules, advisors in professional career.

4. Pilot workshops per HEI for Teaching Staff

LLL Centre staff will utilise the knowledge and materials gathered in D3.4 to train academic staff in their home institution on the 3 topics (Pedagogical Methodologies, Flexible Learning and Course Design for Accreditation). Each workshop is expected to be imparted to minimum 15 academic staff (45 per institution) for 1 day each. The aim of such workshops is to multiply knowledge for LLL and provide a better linkage between LLL Centres, faculty and courses.

5. Evaluation Results

Evaluation tools will be produced in WP 8, Quality, but are highly relevant for the improvement and modification of training materials, in particular between activities 3.5 and 3.6. Therefore, these results will be collated into a report. Each EU partner will be responsable for collecting the quality Assurance questionnaires at the begining and at the end of the training workshops.