

## Improving the Use of Digital Technologies in Vocational Education – Free one day workshops!

Would you like to enhance your confidence and use of digital skills in your teaching?

*“Strong ICT skills can unlock a world of employment opportunities to learners and by developing the personal skills of teachers we can enable them to model and develop functional ICT skills amongst their learners”*

AELP is working in partnership with Creative Education to deliver a Digital Skills Enhancement Programme (DSEP), funded by the Education Training Foundation.

This **free**, ETF-funded **one day** workshop has been designed to help you to understand the relevance of **digital technologies** in **four specific vocational areas**, enabling you to become more confident in the use of digital technologies, both in teaching and beyond. In addition, you will have the opportunity to:

- Identify and access the key tools needed to work digitally
- Evaluate and use the appropriate digital tools
- Understand the ethical and legal implications of using digitised content

### Target Audience:

This course is aimed at teachers, teaching assistants, advanced or lead practitioners, learning and performance coaches and mentors and teacher educators in four specific vocational areas.

### Course Details:

Date	Vocational Area	Location
3 <sup>rd</sup> May 2017	Customer Service/Retail	Newcastle
10 <sup>th</sup> May 2017	Health and Social Care	Manchester
17 <sup>th</sup> May 2017	Hospitality and Catering	Birmingham
24 <sup>th</sup> May 2017	Team Leading and Management	London

### Booking and Further Information:

To book a place on one of the workshops above, please email [events@aelp.org.uk](mailto:events@aelp.org.uk) and quote ‘Digital Skills Workshops’ in the title of your email. Places are limited so please book early.

Delegates will be required to bring a laptop with webcam to the workshop and will need to undertake some preparation activities to make the most of the day. Further information about this will be included in your confirmation email.

Following these workshops we will be offering individuals the opportunity to be trained to become Professional Development Leads, providing you with the resources and tools necessary to deliver a workshop within your own organisation. We are currently seeking interest in this exciting opportunity. Please email [cswales@aelp.org.uk](mailto:cswales@aelp.org.uk) for further information.

## Course Structure:

*(The content of each session will be the same but will be targeted to the specific vocational areas outlined for each location)*

Session	Content
	<b>Welcome and Introductions</b>
<b>1</b>	<b>Digital skills in the context of blended vocational provision:</b> <ul style="list-style-type: none"> <li>- Understand the context for developing digital skills for content creation to create digital content for a blended model of provision in your sector</li> </ul>
<b>2</b>	<b>Create online lessons</b> <ul style="list-style-type: none"> <li>- Develop digital skills and confidence in using an online tool to create online lessons which can be run as live training sessions or embedded on an LMS/VLE.</li> <li>- Understand how the activity feedback can inform interim assessment outcomes and the options for online sharing, including linking and embedding</li> </ul>
<b>3</b>	<b>Use free digital tools to create offline content</b> <ul style="list-style-type: none"> <li>- Develop digital skills and confidence in using Microsoft PowerPoint with a digital content plugin to create interactive and engaging offline and online digital content for local use on all devices, including mobiles and for online use via a LMS/VLE</li> </ul>
<b>4</b>	<b>Use free digital tools to create online content</b> <ul style="list-style-type: none"> <li>- Develop digital skills and confidence in creating hotspot resources and the options for online sharing, including linking and embedding</li> </ul>
<b>5</b>	<b>Deliver live training/support</b> <ul style="list-style-type: none"> <li>- Understand what VOIP software is, when it can be used and how to use it</li> </ul>
<b>6</b>	<b>Ethical and legal implications of using digitalised content</b> <ul style="list-style-type: none"> <li>- Understand the meaning of ethical and legal implications of using digitalised content</li> </ul>
<b>7</b>	<b>Plenary and reflection</b> <ul style="list-style-type: none"> <li>- Experience fun digital games for use in face to face delivery and live remote training</li> </ul>