
Trainer Training and Support Course – 1 day.

Trainer Training and Support courses are recommended for organisations implementing ECDL for Educators and ECDL for Students courseware and who wish to offer in-house courses for Teachers and Students

Course content addresses the requirements for tutor led training, workshops and drop-in centres, emphasising the relevance of the courseware in the classroom.

Note: Trainers attending this course are expected to be already skilled in the use of Microsoft products and have experience and competence as an ICT Trainer.

1. The aim of the course is to uphold training standards by ensuring that each Trainer has the following ability:-
 - Knowledge of school environments and the different phases and levels of education
 - Appreciation of the ECDL qualification, syllabus and required standards of attainment
 - A firm understanding of the format and content of **ECDL for Educators** and **ECDL for Students** courseware
 - A good knowledge of the Internet and on-line educational resources available.

2. The course introduces Trainers to the structure, layout and ethos of the **ECDL for Educators** and **ECDL for Students** courseware in order that they know how to:-
 - Relate to teachers as learners and their requirement to use computers as a tool for learning in the classroom.
 - Achieve the competency levels required to ensure high standards of ICT in the classroom.
 - Understand and follow the benefits of blended learning and preferred individual styles.
 - Relate outcomes to continuing professional development for Teachers and the personal development of Students.
 - Create personal and achievable work plans for Teachers and Students wishing to achieve the ECDL qualification.
 - Understand the qualification framework; the implications and options.

It is important to uphold the above criteria to ensure the success of the programme and meet the learning outcomes of the delegates.

3. Delegates on the Trainer Training and Support Programme will receive:-
 - An overview of each module, its structure, examples, exercises and PowerPoint presentations
 - Lesson guides for each subject area including preparation and timing
 - Courseware relating to the ECDL for Educators and ECDL for Students programmes.

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