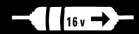


Learn to Teach Technology

W O M E N ' S
E L E C T R O N I C
V I L L A G E
H A L L



JEB Level 3 Certificate in Education Practice: ICT Skills

Do you want to teach adults or children ICT (information communications technology) skills? This Certificate confirms that you can teach ICTs to a basic/intermediate level. Learn how to share your skills and knowledge.

Course Content

The course is an excellent introduction to teaching ICTs. The course is aimed at

- women new to teaching and learning who want to work in adult, community and further education
- women already working in adult, community and further education and want to explore the specifics of teaching and learning ICTs
- women working with school children as a teacher or teaching assistant and want to explore the specifics of teaching and learning ICTs

The course covers

- Developing learning resources for ICT theory concepts, e.g. what is RAM, Input and Output devices in common use
- Management and Organisational issues for delivering ICT learning
- Developing Practical ICT Learning Resources
- Principles in Teaching ICTs, e.g. how to assess your learners' needs, structure a course, structure a session, what is evaluation and lots more ...
- Delivering teaching and learning sessions. You will have the opportunity to build up your teaching experience in a supportive environment

What the course does not cover

The course is not teaching you ICT skills. It is expected that you already have good ICT skills. However, ICTs are used widely in the learning environment, allowing students to gain new skills whilst developing existing ones. Just by being around others skilled in ICTs everyone learns from each other.

When is the course?

The course is 60 taught hours in length and is usually run twice a year, in September and January. The course is either delivered as one full day 9.30-3.30 for 12 weeks (with a further 12 weeks for the completion of assessments), or early evening 4.30pm-7.00pm for 24 weeks, depending on demand. *If these times don't suit you, please still get in touch, we try to be flexible.*

For current course information please see the bottom of this leaflet.

What work will I have to do?

During the course you will build up a portfolio of work which will include

- PowerPoint Presentation
- Questionnaires
- Handouts
- Teaching Notes
- A Case Study on Managing a Learning Environment
- Practical Learning Materials for ICT applications
- Demonstration of Internet Skills
- Teaching project, this will include e.g. Lesson Plans, Schemes of Work, Teaching Aids and Resources, Assessments
- Undertake a time assessment for Word Processing and take a class for 2 hours

You will have support in completing your assessments and your 2 hours teaching practice will be organised for you.

What support can I expect

This award winning course is well supported. All classes are small, with no more than 12 women. You have 2 tutorials per course as well as extensive electronic support in the form of email support and web resources. To develop your skills you also have the opportunity to do volunteering here at the WEVH.

All Teaching Practice is organised for you.

All sessions have access to PCs and Internet access and you are able to use our flexible dropin facilities (we are a UK online centre) and register for a whole range of free **learnirect** ICT courses.

I realised how capable I am and that I can do it...I'm full of ideas and enthusiasm and desire to try stuff out.' a learner

For more information please contact Cath Dyson, Women's EVH, 23 New Mount Street, Manchester, M4 4DE, tel: 0161 953 4049, fax 0161 953 4051. cath.dyson@wevh.org.uk. See the Women's EVH on the web at www.wevh.org.uk.

The next course will be on

Starts on:

Finishes on:

At:

Other info:

What qualifications/experience do I need?

5 O Levels or GCSEs or equivalent experience/qualifications, e.g. you have worked in admin, you have undertaken courses recently, you have worked (voluntary or paid) with people	<input type="radio"/>
AND	AND
Level 3 ICT Qualification	<input type="radio"/>
OR	OR
Equivalent Experience (e.g. you have used technology extensively for personal use, volunteering or paid work)	<input type="radio"/>
OR	OR
Level 2 ICT Qualification (ECDL counts as a Level 2) with experience of using ICT for personal use, volunteering or paid work	<input type="radio"/>

If you are not sure, please do get in touch, we will be happy to discuss your particular circumstances. If you don't have the necessary experience now, but are interested for the future, do get in touch and we will be happy to talk to you about how to go about developing your skills.

What can I do with this qualification?

You are able to get employment in Adult, Further and Community Education, however you will usually be required to complete further training such as the 7307 City and Guilds or a Certificate in Education. You should be able to use this certificate towards the 7307 as Accreditation of Prior Achievement.

The course does not mean you can teach in schools, you should still have the necessary teaching qualifications or be a teaching assistant.

About two thirds of the women from this course have gone onto further education, training and employment in further/adult education and in schools.

'Since undertaking courses and meeting staff at WEVH, I felt I should like to become a teacher to help other pupils like myself. This I feel I have been able to accomplish and the encouragement to learn further technology and develop new skill has given me an enormous amount of stimulation and satisfaction.' a learner

What do I need to do now?

- Attend an informal information event or if you are unable to make the event detailed below a brief interview will be organised (see the bottom of these leaflet for the next event and how to book a place)
- Bring all necessary documentation
 - All Certificates
 - Copies of completed work in at least 3 areas of ICT (e.g word processing, spreadsheets, databases)
 - A copy of your up to date CV
- Discuss your skills and experience with the course tutor

How much does it cost?

Waged	£160
On Benefits	£80
Assisted Place (limited to 2 places per course and you must undertake at least 30 hours voluntary work. For this you must be available at some time Mon-Fri, during the day)	£80

'I have enrolled on several IT courses in the build up to the JEB teacher training certificate. All of them enabled me to develop my competency in using applications but none of them explored the potential of the technology like the JEB' a learner

Further Information

You can find out more about JEB and the Level 3 Certificate in Education Practice: ICT Skills at <http://www.jeb.co.uk> and get full course specifications at <http://www.jeb.co.uk/pdf/EP-ICTSpec2002.pdf>

See examples of the learning support you get at <http://www.wevh.org.uk/learn2teach/>

This course was part of the work that Cath Dyson received a national teaching award for earlier this year. She won BECTa ICT in Practice Award see more at <http://www.becta.org.uk/news/practiceawards/awards/subjectteaching/2002/dyson.html>

Please return the slip below to Cath Dyson, Women's EVH, 23 New Mount Street, Manchester, M4 4DE, tel: 0161 953 4049, fax 0161 953 4051, cath.dyson@wevh.org.uk. See the Women's EVH on the web at www.wevh.org.uk.



I would like to attend the next information event about the course on

To be Confirmed



Your Name			
Your Address			
Tel	Day	Email	
	Eve		

What times for the course do you prefer	
Day 9.30-3.30	
Evening 4.30-7.00	
Other (please state)	