**Outline for e-Training (Template)**

**Title**

**Subtitle**

*This template intends to guide the documentation of educational solutions that support teaching and learning in a cost-effective way.*

*It may serve project teams to reflect on different possibilities, to discuss, design, plan and budget solutions, as a basis for the select educational technologies.*

Place, date …

Content

[1 Situation 3](#_Toc151978134)

[1.1 Project goals 3](#_Toc151978135)

[1.1.1 Purpose 3](#_Toc151978136)

[1.1.2 Intervention area and scope 3](#_Toc151978137)

[1.2 Context: Potential and restrictions 3](#_Toc151978138)

[1.2.1 Organization 3](#_Toc151978139)

[1.2.2 People 3](#_Toc151978140)

[1.2.3 Infrastructure and Technology 3](#_Toc151978141)

[1.3 Use case 3](#_Toc151978142)

[1.4 Theory of change 4](#_Toc151978143)

[2 Digital Educational Solution 5](#_Toc151978144)

[2.1 Learning Goals and Skills 5](#_Toc151978145)

[2.2 Learning/teaching activities 5](#_Toc151978146)

[2.3 Digital Educational Solution 6](#_Toc151978147)

[2.4 Applications. 6](#_Toc151978148)

[2.5 Hardware 6](#_Toc151978149)

[2.6 Connectivity 6](#_Toc151978150)

[3 Organisation and Planning 7](#_Toc151978151)

[3.1 Project team and partners 7](#_Toc151978152)

[3.2 Project phases 7](#_Toc151978153)

[3.3 Budget 7](#_Toc151978154)

[3.4 Risk management 7](#_Toc151978155)

**Abbreviations**

DET Digital Educational Technologies

ICT Information and Communication Technologies

… …

… …

# Situation

## Project goals

### Purpose

* Analyse needs and strategic goals (See e-Training Guide, chapter 1.1)

### Intervention area and scope

* Describe educational offer (subjects, form of training) to be supported by DET
* Analyse the eco-system
* Describe scope (approximate number of colleges, trainers, students, businesses etc.)

### Identify possible approaches

Identify possible approaches (See e-Training Guide, chapter 1.2)

## Context: Potential and restrictions

* Describe the potential and restrictions of the above intervention area regarding People/HR, Organization and infrastructure/technology of the involved organisation(s) and their environment. *(See e-Training Guide, chapter 1.3;* *ICT4TVET decision matrix, Appendix )*

To inform the design of cost-effective and sustainable educational solutions the following context-factors are taken into consideration.

### Organization

Describe …

* Management support and resources (budget, manpower, infrastructure etc.)
* Training organisation
* Geographical distribution
* Organisational culture and experience with innovation

### People

* Describe stakeholder-specific skills, experience and attitudes   
  (students, trainers, directors, staff, etc.)

### Infrastructure and Technology

Describe access of all the stakeholders to …

* Infrastructure of institutions (hardware applications, software-architecture, interfaces, electricity/network access and restrictions, e-content)
* Hardware and applications of users and their contacts (% use of potential users, distinguish different profiles, e.g. rural women, urban-rural differences etc.)

## Use case

Describe …

* a scenario with the relevant actors (students, teachers, support staff etc.), their characteristics and intentions.
* Preconditions of the situation in the beginning, “triggers” that initiate the flow of events which leads to post-conditions after the goal has been reached.
* a series of interactions (flow) leading to specific events (provision of DET, learning etc.), handling exceptions (technical and organisational difficulties) to reach their goals.

## Theory of change

*(see ICT4VET impact model.pptx)*

Discuss and explain how you plan to achieve an impact

* **Activities**, e.g. training support, procurement of HW/SW, technical support, e-content production
* **Outputs**, e.g.: train-the-trainer programmes, coaching offer, tablets, servers, platforms, high quality e-content
* **Outcomes**, e.g. improved teaching and coaching practice, using e-content adequately in class / self-directed learning, participatory learning, improved learning results, improved pass rates
* **Impact**, e.g. increase of work productivity, improvement of workforce

# Digital Educational Solution

*(See e-TVET Landscape)*

## Learning Goals and Skills

Describe the goals that you aim to help to achieve with the digital educational solution, based on the curriculum, such as …

* Cognitive learning goals
* Socio-emotional skills
* Psycho-social skills
* …

## Learning/teaching activities

Describe the activities of students and teachers to achieve these goals in different contexts:

**In the classroom …**

Students

* …

Teachers support the students by …

* …

**In workshops** on campus or in companies, they …

Students

* …

Teachers support the students by …

* …

**In self-directed learning, they …**

Students

* …

Teachers support the students by …

* …

Visualize the main **learning activities** to engage in different forms of interaction with the help of the e-TVET Landscape.

## Digital Educational Solution

Describe the digital educational technologies that support the learning and teaching activities.

### Applications

**Applications that** **support learning, teaching and coaching**, such as …

* Learning platform(s)
* Synchronous/asynchronous collaborative tools
* Social media
* Drill&Practice applications
* VR/AR-tools
* AI-supported tools
* …

*The e-TVET Landscape can be used to describe how these technologies help students to engage in different forms of interaction and to reach different learning goals).*

**Applications that** **support e-content production and management**, such as …

* Authoring software
* Content management software
* …

**Interfaces** to further components in the IT-architecture of the participating institutions, such as …

* School management systems
* Repositories
* …

### Hardware

Describe the **hardware** that will be needed for an inclusive and equitable learning/teaching/coaching by students, teachers, business coaches etc., such as …

* Devices to access the applications: Tablets, smartphones, etc.
* Servers to host platforms and applications
* Hardware for e-content production (AV-production equipment)
* ….

### Connectivity

Describe the **connectivity** that will be needed for an inclusive and equitable learning/teaching/coaching by students, teachers, business coaches etc., such as …

* WLAN networks in colleges, workshops etc.
* Mobile networks for access from homes, businesses etc.
* …

# Organisation and Planning

## Project team and partners

Define roles and tasks of project members and partners (Name, competences, professional profile)

## Project phases

Define project phases and activities with clearly defined milestones, such as …

* 1. Planning and preparation
  2. Setting up/customizing infrastructure
  3. Training, support and coaching of trainers, business coaches, directors, administrative staff
  4. Production of e-content
  5. Piloting: Training, supporting, testing and improving
  6. Ongoing monitoring and evaluation
  7. Up-scaling

General tasks:

* 1. Project management
  2. Information management, Knowledge management
  3. Controlling
  4. Quality assurance, monitoring and evaluation

## Budget

*Create the budget based on the scope, recommended solutions and project activities* (see ICT4TVET Costing framework*).*

## Risk management

Based on the defined goals, solutions and context analysis, discuss and define expected risks and needed countermeasures to foster inclusion[[1]](#footnote-2), privacy, sustainability etc.

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk** | **Probability** (high, middle, low) | **Effect** (high, middle, low) | **Background information**  **Countermeasures** |
| … |  |  |  |

# Appendix

## Ein Bild, das Text, Screenshot, Diagramm, Kreis enthält. Automatisch generierte BeschreibungA) e-TVET eco-system

## B) ICT4TVET Decision Matrix

Ein Bild, das Text, Screenshot, Grafikdesign enthält.

Automatisch generierte Beschreibung

## Ein Bild, das Text, Screenshot, Diagramm, Zahl enthält. Automatisch generierte BeschreibungEin Bild, das Text, Screenshot, Zahl, Reihe enthält. Automatisch generierte Beschreibung C) ICT4TVET Landscape

## D) Example of the structure of a Theory of ChangeEin Bild, das Text, Screenshot, Schrift, Diagramm enthält. Automatisch generierte Beschreibung

## E) ICT4TVET Costing FrameworkEin Bild, das Text, Screenshot, Zahl, Software enthält. Automatisch generierte Beschreibung

1. E.g. based on [UNICEF policy framework](https://www.unicef.org/globalinsight/reports/towards-child-centred-digital-equality-framework) [↑](#footnote-ref-2)