

# DEVELOPMENT OF QUALITY ASSURANCE MECHANISMS IN VET E-LEARNING ENVIRONMENTS (PERCEIVE)

AXE  *Teachers and Staff*

*Students*

*Context*

<b>ACBEC</b>	<input type="checkbox"/> Support <input type="checkbox"/> Qualifications and Prior <input type="checkbox"/> Experience Professional <input type="checkbox"/> Development and Upskilling <input type="checkbox"/> Admission and Progression <input type="checkbox"/> Student <input type="checkbox"/> Assessment Support <input type="checkbox"/> and Information <input type="checkbox"/> Training Material <input type="checkbox"/> Content
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## EXERCISE 1.

Fill in the following tables: First of all, you need to list all the digital applications and online tools you have inserted in your VET Institution. Then, fill in the second column with the staff that is using these tools or systems. In the last column, write down the skills and competences that are needed by the staff (especially the VET teachers).

Digital Applications and Tools	Staff	Skills and Competences needed







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Now take some time to consider if the staff lacks these competences. You can use a 5 Likert scale to evaluate them as a whole.

What actions can you do to support them as much as possible in order to ensure their digital savviness?

List the possible actions in the following table:

Actions!
1. ... -





## EXERCISE 2.

Once you complete the Exercise 1 and you did the mapping of the digital applications and the staff that they are using them, try to give answers in the following questions:

<b>1. Do they use efficiently the MS Office tools (ppts, words, excels)?</b>	
<b>2. Do they know how to create online digital content?</b>	
<b>3. Do they know how to share the digital content?</b>	
<b>4. Do they use efficiently the eLearning platforms or the educational applications and tools?</b>	
<b>5. Do they use online assessments for their learners?</b>	
<b>6. Do they know how to communicate and interact efficiently with their learners?</b>	
<b>7. Do they use structured templates?</b>	
<b>8. Do they use properly the technical equipment (i.e. microphones, headsets, cameras, etc.)?</b>	
<b>9. Do they create virtual rooms grouping their learners into teams?</b>	
<b>10. Do they know how to ensure the active participation and the collaboration in the virtual class?</b>	
<b>11. Do they know how to keep the attention in the virtual class?</b>	

