



Mapping the Developing Materials for the Workplace day training course to:-

- 1) The Subject Specifications for teachers of adult literacy and numeracy (Level 3)**
- 2) FENTO Standards for teachers**
- 3) Ento Learning and Development Standards L21, L22 L23 and L24**

Course Aims:

By the end of the course learners should be able to:-

- Identify the needs of the organisation through research in the workplace**
- Identify learning resources available in the organisation**
- Adapt resources available in the organisation to create learning materials**
- Develop effective learning materials which have been mapped to the appropriate core curriculum**

Where possible the content of the one-day course has been mapped to the relevant criteria of the specific standards. Learners should be aware that further evidence may be needed in order to meet the criteria in full.

<u>Course Content</u>	<u>Teacher standards</u>		<u>Subject specifications</u>	<u>Ento Learning and Development</u>
<p>PRE-COURSE</p> <p>Reading pack</p>	<p>Standard Reference</p> <p>FENTO C1 G3</p>	<p>L2 possible activities</p> <ul style="list-style-type: none"> • C1d – would contribute towards • G3a Identify where own knowledge and skills need to be updated 		
		<p>L3 possible activities</p> <ul style="list-style-type: none"> • G3a Identify where own knowledge and skills need to be update 	<p>Numeracy N/a</p> <p>Literacy N/a</p>	<p>L3 G3.2</p>
		<p>L4 possible activities</p> <ul style="list-style-type: none"> • G3a Identify where own knowledge and skills need to be updated • G3e Take up professional development opportunities relevant to their work and institutional priorities 		

<u>Course Content</u>	<u>Teacher standards</u>		<u>Subject specifications</u>	<u>Ento Learning and Development</u>
<p>SECTION ONE</p> <p>Introductions Small group work Agreeing outcome Aims, objectives, outcomes Review of participant pack</p> <p>Learning aims</p> <ul style="list-style-type: none"> Review the aims and objectives of how to develop materials for the workplace 	<p>Standard Reference</p> <p>FENTO G3</p>	<p>L2 possible activities</p> <ul style="list-style-type: none"> G3a Identify where own knowledge and skills need to be updated 		
		<p>L3 possible activities</p> <ul style="list-style-type: none"> G3a Identify where own knowledge and skills need to be updated 	<p>Numeracy N/a</p> <p>Literacy N/a</p>	<p>L3 G3.2</p>
		<p>L4 possible activities</p> <ul style="list-style-type: none"> G3a Identify where own knowledge and skills need to be updated G3e Take up professional development opportunities relevant to their work and institutional priorities 		

<u>Course Content</u>	<u>Teacher standards</u>		<u>Subject specifications</u>	<u>Ento Learning and Development</u>
<p>SECTION TWO</p> <p>Step 1 Identify needs</p> <p>Learning aims</p> <ul style="list-style-type: none"> ● Identify needs ● Identify curriculum opportunities from the workplace ● Identify whole organisation approach 	Standard Reference	<p>L2 possible activities</p> <ul style="list-style-type: none"> ● B1a – Interpret curriculum requirements in terms of syllabuses, objectives and schemes of work ● B1d- Define the subject knowledge technical knowledge and skills required 		
	FENTO B1	<p>L3 possible activities</p> <ul style="list-style-type: none"> ● B1a – Interpret curriculum requirements in terms of syllabuses, objectives and schemes of work ● B1c - Establish precise learning objectives and content ● B1d – Define the subject knowledge, technical knowledge and skills required 	<p>Numeracy N/a</p> <p>Literacy N/a</p>	<p>L3</p> <p>21.1 21.2 23.1</p>
		<p>L4 possible activities</p> <ul style="list-style-type: none"> ● B1a – Interpret curriculum requirements in terms of syllabuses, objectives and schemes of work ● B1c – Establish precise learning objectives and content ● B1d – Define the subject knowledge, technical knowledge and skills required ● B1f – Ensure that basic and key skills are integrated into the provision, as required 		

<u>Course Content</u>	<u>Teacher Standards</u>		<u>Subject specifications</u>	<u>Ento Learning and Development</u>
<p>SECTION THREE</p> <p>Step 2 Identify Resources 3 Adapt resources</p> <p>Learning aim</p> <ul style="list-style-type: none"> Identify appropriate teaching and learning materials 	<p>Standard Reference</p>	<p>L2 possible activities</p> <ul style="list-style-type: none"> B2a - Encourage learners to adopt styles of learning that are appropriate to the required outcomes and most likely to enable learners to achieve the best of their ability C1d – Identify and produce appropriate teaching and learning materials that engage learners’ interest and reinforce their learning C1g – Evaluate the effectiveness of learning C2f – Produce appropriate learning and support materials using information learning technology where appropriate 		
	<p>FENTO</p> <p>B2 C1 C2</p>	<p>L3 possible activities</p> <ul style="list-style-type: none"> B2a – Encourage learners to adopt styles of learning that are appropriate to the required outcomes and most likely to enable learners to achieve the best of their ability C1d – Identify and produce appropriate teaching and learning materials that engage learners’ interest and reinforce their learning C1e – Recognise and build on the experiences which learners bring to the programme C1g – Evaluate the effectiveness of learning 	<p>Numeracy</p> <p>N/A</p> <p>Literacy</p> <p>N/A</p>	
		<p>L4 possible activities</p> <ul style="list-style-type: none"> B2a – Encourage learners to adopt styles of learning that are appropriate to the required outcomes and most likely to enable learners’ to achieve the best of their ability C1d – Identify and produce appropriate teaching and learning materials that engage the learners’ interest and reinforce their learning C1e – Recognise and build on the experiences which learners bring to the programme C1g – Evaluate the effectiveness of learning 		

<u>Course Content</u>	<u>Teacher Standards</u>		<u>Subject specifications</u>	<u>Ento Learning and Development</u>
<p>SECTION FOUR Learning materials checklist Activity 1 Adapting resources Examples of workplace resources Discuss in groups Feedback</p> <p>Learning Aims</p> <ul style="list-style-type: none"> Select and develop resources to support learning 	Standard Reference	<p>L2 possible activities</p> <ul style="list-style-type: none"> D5c – Obtain the resources necessary by following the organisation’s procedures D5f - Evaluate and ensure the appropriateness and effectiveness of teaching and learning materials and resources for all learners 		
	FENTO D5 D4	<p>L3 possible activities</p> <ul style="list-style-type: none"> D5c – Obtain the resources necessary by following the organisation’s procedures D5e – Use information technology and learning technology, as appropriate D5f - Evaluate and ensure the appropriateness and effectiveness of teaching and learning materials and resources for all learners D5g - Help learners to identify appropriate ways of working on their own and provide them with advice and support on using resources effectively D5h – Monitor how learners are responding to teaching and learning materials during the programme and make modifications necessary D4c – Seek and respond appropriately to feedback from learners on their learning 		

L4 possible activities

- D5a – Identify the resources required to deliver the programme of learning and to support learners
- D5b – Ensure they are familiar with the range and availability of resources
- D5c – Obtain the resources necessary by following the organisation’s procedures
- D5f – Evaluate and ensure the appropriateness and effectiveness of teaching and learning materials and resources for all learners
- D5g – Help learners to identify appropriate ways of working on their own and provide them with advice and support on using resources effectively
- D5i – Evaluate the effectiveness of the learning materials and resources used for learning support and update materials and equipment as necessary
- D5j – Keep up-to-date with the development of resources that enable learners to work effectively on their own
- D4c – Seek and respond appropriately to feedback from learners on their learning

Numeracy

N/A

Literacy

N/A

<u>Course Content</u>	<u>Teacher Standards</u>		<u>Subject specifications</u>	<u>Ento Learning and Development</u>
<p>SECTION FIVE</p> <p>Activity 2 Adapting resources Scenarios 1, 2 and 3</p> <p>Learning aims</p> <ul style="list-style-type: none"> • Develop learning materials • Map the learning materials to the appropriate adult core curriculum 	<p>Standard Reference</p>	<p>L2 possible activities</p> <ul style="list-style-type: none"> • B1d – Define the subject knowledge, technical knowledge and skills required • C1d – Identify and produce appropriate teaching and learning materials that engage learners’ interest and reinforce their learning 		
	<p>FENTO</p> <p>Will contribute to but not meet fully the following</p> <p>B1 C1 C2 D2 D5</p>	<p>L3 possible activities</p> <ul style="list-style-type: none"> • B1d - Define the subject knowledge, technical knowledge, and skills required. • C1b – Agree learning goals and targets that support individual needs and aspirations within available resources • C1d – Identify and produce appropriate teaching and learning materials that engage learners’ interest and reinforce their learning • C1e – Recognise and build on the experiences which learners bring to the programme • C2c – Encourage learning through sound group management including appropriate interventions in group activities • D2h – Identify and exploit opportunities to improve learners’ basic skills and key skills 		<p>L3 21.2 23.1</p>

L4 possible activities

- B1d - Define the subject knowledge, technical knowledge, and skills required
- C1b – Agree learning goals and targets that support individual needs and aspirations within available resources
- C1d – Identify and produce appropriate teaching and learning materials that engage learners’ interest and reinforce their learning
- C1e – Recognise and build on the experiences which learners bring to the programme
- C2c – Encourage learning through sound group management including appropriate interventions in group activities
- D2h – Identify and exploit opportunities to improve learners’ basic and key skills
- D5a – Identify the resources required to deliver the programme of learning and to support learners

Numeracy

N/A

Literacy

Contributes partially to B literacy

<u>Course Content</u>	<u>Teacher Standards</u>		<u>Subject specifications</u>	<u>Ento Learning and Development</u>
<p>SECTION SIX</p> <p>Evaluating learning materials Step 5 Question Feedback</p> <p>Learning outcomes</p>	<p>Standard Reference</p> <p>FENTO</p> <p>Will contribute but not fully meet</p> <p>C2</p>	<p>L2 possible activities</p> <ul style="list-style-type: none"> • C2g – Evaluate the effectiveness of learning and modify teaching plans where necessary 		
		<p>L3 possible activities</p> <ul style="list-style-type: none"> • C2g – Evaluate the effectiveness of learning and modify teaching plans where necessary 	<p>Numeracy</p> <p>N/A</p> <p>Literacy</p> <p>N/A</p>	
		<p>L4 possible activities</p> <ul style="list-style-type: none"> • C2g - Evaluate the effectiveness of learning and modify teaching plans where necessary 		

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<p>SECTION SEVEN</p> <p>Learning aims</p> <ul style="list-style-type: none"> Evaluation activities 	<p>Standard Reference</p> <p>FENTO</p> <p>G3</p>	<p>L2 possible activities</p> <ul style="list-style-type: none"> G3a Identify where own knowledge and skills need to be updated 		
		<p>L3 possible activities</p> <ul style="list-style-type: none"> G3a Identify where own knowledge and skills need to be updated 	<p>Numeracy</p> <p>N/A</p> <p>Literacy</p> <p>N/A</p>	<p>L3</p> <p>21.1</p> <p>21.2</p>
		<p>L4 possible activities</p> <ul style="list-style-type: none"> G3a Identify where own knowledge and skills need to be updated 		

