

**DigI-VET**

**Fostering Digitization and Industry 4.0 in vocational education**

**2018-1-DE02-KA202-005145**

**The fifteen Core Results of the project DigI-VET   
The DigI-VET DigI-VET Checklist for VET educators and teachers**

*UPB – Jennifer Schneider*

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## The DigI-VET Checklist for VET educators and teachers

The following DigI-VET Checklist for VET educators and teachers helps to embed the DigI-VET learner and teaching modules to their classes. Because vocational education institutions and schools rarely have just one objective, the strategic planning and embedding of eLearning approaches has to be considered and explained in detail. The checklist gives hints and guided you to successful concepts for your teaching.

The next organigrams give a fist overview of the topics and contents which have to taken into account:

## (9.1) Checklist: DigI-VET Checklist for VET educators and teachers – General Consideration

|  |  |
| --- | --- |
| DigI-VET Checklist for VET educators and teachers | |
| General Consideration | Note |
| Who? |  |
| Who is your target group? |  |
| Please specificy who should be instructed? |  |
| training class? |  |
| across years? |  |
| * + heterogen target group? |  |
| * + People with disabilities? |  |
| * + - What kind of disadvantages? |  |
| * + - etc.? |  |
|  |  |
| Where and How? |  |
| Where will your class take place and what technical equipment is necessary? |  |
| Online Classes? |  |
| Technical equipment: |  |
| * + Mobile devices? |  |
| * + Laptop? |  |
| * + Internet? |  |
| * + etc.? |  |
| Face- to- Face Classes? |  |
| Technical equipment: |  |
| * + - Beamer? |  |
| * + - Mobile Devices? |  |
| * + - Laptop? |  |
| * + - microfone? |  |
| * + - class room with Internet/ WIFI? |  |
| * + - etc.? |  |
| Blended Learning classes? |  |
| Technical equipment: |  |
| * + - Beamer? |  |
| * + - Mobile Divices? |  |
| * + - Laptop? |  |
| * + - microfone? |  |
| * + - class room with Internet/ WIFI? |  |
| * + - etc.? |  |
| Additional, different aspects which has to be focused… |  |

## (9.2) Checklist: DigI-VET Checklist for VET educators and teachers: Didactical consideration

|  |  |  |
| --- | --- | --- |
| DigI-VET Checklist for VET educators and teachers | | |
| Didactical Consideration | Note | |
| Topic: |  | |
| What is the main topic? |  | |
| Are there different subtopics? |  | |
| Materials: |  | |
| * + mix of typical classroom materials? |  | |
| * + - worksheets |  | |
| * + - eLearning materials |  | |
| * + - * videos |  | |
| * + - * interactive tasks like H5P |  | |
| * + - * self-learning sessions with MOOCs |  | |
| * + - * platforms? |  | |
| * + use of single materials? |  | |
| * + - * worksheets |  | |
| * + - * PowerPoints |  | |
| * + - * paper based materials |  | |
| * + - * platforms |  | |
| * + - * digital materials |  | |
| Duration: |  | |
| One lesson/ class | |  |
| series of lessons | |  |
| workshops for more days | |  |
| self-learning sessions (one day/ more days?) | |  |
| Feedback: |  | |
| Time for feedback: |  | |
| * + after classes: |  | |
| * + - Face-to-Face? |  | |
| * + - surveys? |  | |
| * + - online feedback? |  | |
| * + - * chat? |  | |
| * + - * survey? |  | |
| * + during classes |  | |
| Quality: |  | |
| Test after module | |  |
| Test inbetween the learning series | |  |
| Test as online evaluation | |  |
| class tests | |  |
| etc. | |  |
| Additional, different aspects which has to be focused… |  | |