



ONLINE

SKILLS DEVELOPMENT

E-LEARNING COURSE ON MANAGEMENT OF VOCATIONAL TRAINING CENTRES

12 OCTOBER – 11 DECEMBER 2020

 9 WEEKS, 60 HRS

Information Note

INTRODUCTION TO THE COURSE

The course provides insights into a systemic management approach and discusses the practical concepts and skills needed to prepare the vocational training Centres to face the challenges of the future of work. This course is designed to facilitate the development of a holistic understanding of the management of vocational training centres by the participants.

This eLearning training offer is part of ITCILO's Skills Development portfolio, which targets worldwide capacity building needs to support the implementation of TVET and skills development programs.

WHO ATTENDS THIS COURSE?

- Directors and managers of vocational training centres;
- Policy makers and technical advisors of Ministries working in the area of vocational training Centres' management;
- Members of skills councils, national TVET authorities or similar institutions;
- Representatives of workers' and employers' organizations involved in vocational training delivery;
- Experts and technical staff from CSOs, NGOs and other civil society actors, working in the field of skills development and TVET.

OBJECTIVES

By the end of the eLearning programme, participants will have strengthened their technical knowledge to improve the functioning of vocational training centres. In particular, participants will have:

- Strengthened their understanding of management concepts, reviewing the management of vocational training Centres from a quality-based perspective;
- Examined management challenges related to a vocational training Centre;
- Developed a thorough understanding of the Centre's role in skills development, skills assessment and recognition and transition from school-to-work processes.

MODULES:

- Module 1: The strategic management of vocational training Centres (VTCs);
- Module 2: VTCs' responsiveness to their ecosystems;
- Module 3: PPPs and the relationship between VTCs and industry;
- Module 4: VTCs internal management: process mapping and quality assurance
- Module 5: The profile of the Manager of VTCs
- Module 6: Vocational training Centres' financial sustainability: autonomy and self-financing.
- Module 7: VTCs support to social inclusion and transition from school to work.

FORMAT AND METHODOLOGY

This innovative e-learning course has been designed according to a learner-centred approach in order to better involve participants and keep them motivated. It is highly interactive and engaging, using different methods throughout the seven modules to make the content interesting, relevant and entertaining.

After the participant has completed each module and submitted the assignment through the course platform, a tutor will provide feedback and the participant will be given access to the next module. Participants who successfully complete the assignments required (one per each module) and have developed a short final assignment will receive a Certificate of Achievement.

LANGUAGES

Participants will be required to have a good knowledge of written English or French or Spanish as training materials will be available on the e-platform in the three languages.

APPLICATION AND FEES

If you wish to participate in this course, please fill in the **online application** available here: <https://oarf2.itcilo.org/CST/A9713536/en>

The application should be accompanied by **a letter from the sponsoring organization OR a personal letter** committing to cover participation cost (1,100 Euros).

These two documents should reach us **by Monday 28 September 2020**.

PRICE

Tuition: €1,100

WITHDRAWAL, CANCELLATION POLICY, AND REFUNDS FOR OPEN COURSES

If an enrolled participant wishes or must withdraw from a course, they may choose to apply to a different course or be substituted by another candidate. The participant must notify the Centre, in writing, of their decision at least 14 days prior to the start date of the course. Cancellation of participation in regular courses will result in the following penalties:

- 14 days or more prior to the start date of the course: No penalty, 100% refund of amount paid less applicable bank charges
- 8 to 13 days prior to the start date of the course: Penalty of 50% of course price, refund of residual amount paid (if any) less applicable bank charges
- 7 days or less prior to the start date of the course: Penalty of 100% of course price.

INFO

FOR FURTHER INFORMATION PLEASE CONTACT

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