

Diploma in Technical & Vocational Education Centre Management

SLQF 3 (NVQ Level 5)

Objective of the programme:

To facilitate TVE centre managers to acquire in-depth knowledge/competencies in order to ensure the effective management of TVE centres, and to encourage best practice and initiatives based on enhanced knowledge. In addition to centre managers, the programme will also be open to academic and sector coordinators and career guidance officers and senior administrative staff in centres.

Methodology

Following workshops and basic introductory courses, candidates will be expected to initiate programmes in their centres which will improve the learning experience of students while encouraging teachers and other staff to focus effectively on the best interests of the students. They will be expected to review such initiatives and provide regular reports, with attention to problems and how these were resolved. They are also required to expand the reach of their centres so as to increase opportunities for students.

Candidates who have achieved satisfactory levels in English will not be required to take courses in that subject, but will need to sit for the final summative examination. In other subjects candidates may be exempt from classes following initial ones, but will be required to complete necessary assignments.

Duration:

12- 18 months (weekend/holiday lectures, assignments, final project, scheduled structured workshops by TVEC)

Credits:

60 (25 notional hours x 60) of which 20 credits for final project

Programme outline:

1. TVE centre management – 08 credits – take-home assignments, case studies of **best-practise example and field visit**, problem-based **group assignments of (a) counseling of employees, (b) career guidance and (c) keeping records, mini project of a TVE centre**
2. NVQ Framework – 05 credits - take-home assignments, case study on **how to improve learning** within an NVQ 3 course, mini project on NVQ/SLQF Framework with regard to “**how to move up the NVQ ladder in my centre and beyond**”
3. TVE Quality Assurance – 05 credits - take-home assignments, written examinations, video, case studies, problem-based group assignments **regarding Quality-is-Fun (QiF) according to the brochure/handbook**, mini project on Internal Auditing of QMS *or* **getting better via customer feedback**
4. English for centre development – **15 credits** (30 HRS classroom sessions and online tutorials) take-home assignments, written examinations, video, group assignments *or* **following the Advancing Career Skills NVQ course**
5. TVE delivery process – 05 credits (25 HRS discussion and simulation sessions) take-home assignments, videos, short teaching simulations (**microteaching**), mini project about “optimal teaching session” according to handbook “how to teach well in TVET”
6. Final Project – 20 credits (10 HRS classroom sessions, focus **group finding and group work** on proposal and report writing) – topics should relate to **developing contacts with stakeholders** in the area and **showing evidence of improved enrolments and job placements** and **general quality-improvement measure**
7. Active participation of **scheduled and structured workshops** organized by the TVEC (1 credit each for TVEC or workshops or equivalents, followed by action points and follow up strategies, reported on at monthly intervals for 6 months) – 02 credits

Part substitution of *Module 1* possible through: 2 credits each for attendance at relevant modules from other courses such as *Keeping records* and *Guidance and counselling*