



**Digital
VET**

DIGITAL.VET DIGITAL TEACHING IN VET SYSTEM

IO5

Annexes

Project No: 2019-1-PL01-KA202-065064

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Annex A - Individual Evaluation Form

Candidate to be assessed:.....

Date of Interview:.....

Name of evaluator.....

Candidate's Signature

Evaluator's Signature

Candidate's job field

Give your marks to the elements that follow according to the following criteria:

Score	Meaning and criteria
N/A	Not applicable: Candidate doesn't work in that field
1	Not met: Candidate under the cut off in 1 question of the element
2	Met: when Candidate is convincing about performance but cannot explain clearly embedded theory and principles
3	Very good: Candidate is convincing about performance and can explain clearly embedded theory and principles

Activity Phase:						
1 - Planning of digital VET Teaching process						
WPKA	QUESTIONS	SCORING				
KA 4 - Selection of tools and devices needed for digital and immersive teaching	1. Do you know at least two digital technology tools for teaching?	01.	N/A	1	2	3
	2. Can you use at least two digital technology tools and devices that support learning?	02.	N/A	1	2	3
	3. Could you list two improvements to learning provided by digital tools and devices?	03.	N/A	1	2	3
	4. What digital tools, devices and resources can be you use in immersive teaching?	04.	N/A	1	2	3
	5. Do you know at least two resourses that can be used in immersive teaching?	05.	N/A	1	2	3
KA 2 - Definition of objectives to be achieved for students	6. Do you know at least three learning objectives?	06.	N/A	1	2	3
	7. Could you adopt methodologies or tools for the definition of students objectives ?	07.	N/A	1	2	3
	8. Could you adopt methodologies to determine what students want to know or do by the end of the course?	08.	N/A	1	2	3
KA 1 - Definition of the studies program and of the educational path of the students: needs analysis	9. How does the role of technology change the teaching learning environment? Reflect and give examples	09.	N/A	1	2	3
	10. Which needs do you analysy for defining the use of technologies to support learning and teaching?	10.	N/A	1	2	3
	11. Could you list at least two improvements provided by digital tools in the teaching processes, from curriculum preparation?	11.	N/A	1	2	3

	<p>12. Which are the best content areas to be used for the immersive teaching? Reflect and give examples</p> <p>13. In your opinion, how assessment will improve teaching/learning and methodology in classrooms? Reflect and give examples</p>	<p>12. <input type="text" value="N/A"/> <input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="3"/></p> <p>13. <input type="text" value="N/A"/> <input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="3"/></p>
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Activity Phase: 2 - Implementation of digital VET Teaching process		
WPKA	QUESTIONS	SCORING
KA 3 - Didactic-methodological design: preparation of video lessons and related exercises for immersive learning purposes	1. Do you know at least two tools to create an effective educational video?	01. <input type="text" value="N/A"/> <input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="3"/>
	2. Which are the specific resources where you can find information about preparation of video lessons and exercises related with Immersive teaching? Reflect and give examples	02. <input type="text" value="N/A"/> <input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="3"/>
	3. Which tools and exercises are most useful for the training cycles or field of studies you provide and why? Reflect and give examples	03. <input type="text" value="N/A"/> <input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="3"/>
	4. Which improvements to the teaching/learning process can be provided by interactive video technology?	04. <input type="text" value="N/A"/> <input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="3"/>
	5. Do you know at least two Immersive exercises and tips for the preparation of video lessons?	05. <input type="text" value="N/A"/> <input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="3"/>
KA 7 - Organization and implementation of targeted activities and	6. Could you list at least two improvements provided by digital tools in the teaching processes, from implementation in the classroom up to evaluation and assessment of students ?	06. <input type="text" value="N/A"/> <input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="3"/>
		07. <input type="text" value="N/A"/> <input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="3"/>

pathways, management of learning progression	<p>7. How do you plan to manage, teach and model digital and immersive skills during the learning process? Reflect and give examples</p> <p>8. Which data dashboards are available in the technology tools and applications you use to help plan assessments for students with different learning needs? Reflect and give examples</p>	<p>08. <input type="text" value="N/A"/> <input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="3"/></p>
KA 5 - Transfer of know-how to students for the correct use of digital and immersive learning tools	<p>9. Which improvements to the learning experience and the know how of the students, can be provided by immersive learning tools?</p> <p>10. What additional supports or resources are available for students to address any learning loss that may have occurred and to mitigate future learning loss? Reflect and give examples</p> <p>11. Do you know at least two methodologies to metegate problems related to the low access to digital devices of your students?</p>	<p>09. <input type="text" value="N/A"/> <input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="3"/></p> <p>10. <input type="text" value="N/A"/> <input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="3"/></p> <p>11. <input type="text" value="N/A"/> <input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="3"/></p>

Activity Phase:		
3 - Evaluation of digital VET Teaching process		
WPKA	QUESTIONS	SCORING
KA 8 – Monitoring, verification and evaluation of the results achieved by students	<p>1. Do you know at least two tools to monitor the efficacy of the personalized learning paths?</p> <p>2. What are the subjects you usually consider within your monitoring activities?</p> <p>3. How do you monitor the feedback and assess student in progress? Reflect and give examples</p>	<p>01. <input type="text" value="N/A"/> <input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="3"/></p> <p>02. <input type="text" value="N/A"/> <input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="3"/></p> <p>03. <input type="text" value="N/A"/> <input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="3"/></p>
KA 9 - Drafting final evaluation of students	<p>4. Do you know at least two tools to evaluate immersive teaching and what are the methodologies?</p>	<p>04. <input type="text" value="N/A"/> <input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="3"/></p> <p>05. <input type="text" value="N/A"/> <input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="3"/></p>

	<div>5. In case of referral how do you ensure that all students achieve the learning outcomes? Reflect and give examples</div> <div>6. Do you know at least two tools to evaluate that students are able to use what they have learned in a new situation?</div>	06. <table><tr><td>N/A</td><td>1</td><td>2</td><td>3</td></tr></table>	N/A	1	2	3
N/A	1	2	3			

Activity Phase:								
4 - Involmtment of students and parents in digital VET Teaching process								
WPKA	QUESTIONS			SCORING				
KA 6 - Involve students in the learning process	1.	How might you support your students full participation at home? Reflect and give examples		01. <table><tr><td>N/A</td><td>1</td><td>2</td><td>3</td></tr></table>	N/A	1	2	3
	N/A	1	2	3				
	2.	In case of dropout, do you know at least two additional supports or resources to re-engage students in learning path?		02. <table><tr><td>N/A</td><td>1</td><td>2</td><td>3</td></tr></table>	N/A	1	2	3
N/A	1	2	3					
3.	Do you know at least two methologies to support students, parents, and families when they are stuck with classwork?		03. <table><tr><td>N/A</td><td>1</td><td>2</td><td>3</td></tr></table>	N/A	1	2	3	
N/A	1	2	3					
KA 10 - Information and involvement of parents	4.	In a digital learning environment, what tools and resources can help you plan effective communications with parents and families? Reflect and give examples		04. <table><tr><td>N/A</td><td>1</td><td>2</td><td>3</td></tr></table>	N/A	1	2	3
	N/A	1	2	3				
	5.	How can you intentionally plan positive messages to parents and families, ensuring we are not only communicating when there is an issue or problem? Reflect and give examples		05. <table><tr><td>N/A</td><td>1</td><td>2</td><td>3</td></tr></table>	N/A	1	2	3
N/A	1	2	3					
6.	Do you know at least two tools to track communications to—and responses from—parents and families?		06. <table><tr><td>N/A</td><td>1</td><td>2</td><td>3</td></tr></table>	N/A	1	2	3	
N/A	1	2	3					

Annex A.1 - Obtained score calculation

(please delete questions evaluated as N/A)

Activity Phase 1 - Planning of digital VET Teaching process

WPKA	QUESTIONS	SCORING
KA 4 - Selection of tools and devices needed for digital and immersive teaching	1	
	2	
	3	
	4	
	5	
	TOT.	
	AVERAGE	

WPKA	QUESTIONS	SCORING
KA 2 - Definition of objectives to be achieved for students	6	
	7	
	8	
	TOT.	
	AVERAGE	

WPKA	QUESTIONS	SCORING
KA 1 - Definition of the studies program and of the educational path of the students: needs analysis	9	
	10	
	11	
	12	
	13	
	TOT.	
	AVERAGE	

Annex A.2 - Obtained score calculation

(please delete questions evaluated as N/A)

Activity Phase 2 - Implementation of digital VET Teaching process

WPKA	QUESTIONS	SCORING
KA 3 - Didactic-methodological design: preparation of video lessons and related exercises for immersive learning purposes	1	
	2	
	3	
	4	
	5	
	TOT.	
	AVERAGE	

WPKA	QUESTIONS	SCORING
KA 7 - Organization and implementation of targeted activities and pathways, management of learning progression	6	
	7	
	8	
	TOT.	
	AVERAGE	

WPKA	QUESTIONS	SCORING
KA 5 - Transfer of know-how to students for the correct use of digital and immersive learning tools	9	
	10	
	11	
	TOT.	
	AVERAGE	

Annex A.3 - Obtained score calculation

(please delete questions evaluated as N/A)

Activity Phase 3 - Evaluation of digital VET Teaching process

WPKA	QUESTIONS	SCORING
KA 8 – Monitoring, verification and evaluation of the results achieved by students	1	
	2	
	3	
	TOT.	
	AVERAGE	

WPKA	QUESTIONS	SCORING
KA 9 - Drafting final evaluation of students	4	
	5	
	6	
	TOT.	
	AVERAGE	

Annex A.4 - Obtained score calculation

(please delete questions evaluated as N/A)

Activity Phase 4 - Involvement of students and parents in digital VET Teaching process

WPKA	QUESTIONS	SCORING
KA 6 - Involve students in the learning process	1	
	2	
	3	
	TOT.	
	AVERAGE	

WPKA	QUESTIONS	SCORING
KA 10 - Information and involvement of parents	4	
	5	
	6	
	TOT.	
	AVERAGE	

Annex B: PFI RESULT (passed in case of 80% of results)

(please delete questions evaluated as N/A and adapt total score)

Activity Phase: 1 - Planning of digital VET Teaching process				
WPKA	QUESTIONS	TOTAL SCORE (A)	OBTAINED SCORE (B)	RESULT Threshold = 80% (C)
KA 4 - Selection of tools and devices needed for digital and immersive teaching	1.	15		<input type="checkbox"/> YES if $B > 12$ (80% of 15) <input type="checkbox"/> NO if $B < 12$ (80% of 15)
	2.			
	3.			
	4.			
	5.			
KA 2 - Definition of objectives to be achieved for students	6.	9		<input type="checkbox"/> YES if $B > 7$ (80% of 9) <input type="checkbox"/> NO if $B < 7$ (80% of 9)
	7.			
	8.			
KA1 - Definition of the studies program and of the educational path of the students: needs analysis	9.	15		<input type="checkbox"/> YES if $B > 12$ (80% of 15) <input type="checkbox"/> NO if $B < 12$ (80% of 15)
	10.			
	11.			
	12.			

	13.			
TOTAL SCORE		39		

Activity Phase: 2 - Implementation of digital VET Teaching process				
WPKA	QUESTIONS	TOTAL SCORE (A)	OBTAINED SCORE (B)	RESULT Threshold = 80% (C)
KA 3 - Didactic-methodological design: preparation of video lessons and related exercises for immersive learning purposes	1.	15		<input type="checkbox"/> YES if B > 12 (80% of 15) <input type="checkbox"/> NO if B < 12 (80% of 15)
	2.			
	3.			
	4.			
	5.			
KA 7 - Organization and implementation of targeted activities and pathways, management of learning progression	6.	9		<input type="checkbox"/> YES if B > 7 (80% of 9) <input type="checkbox"/> NO if B < 7 (80% of 9)
	7.			
	8.			
KA 5 - Transfer of know-how to students for the correct use of digital and immersive	9.	9		<input type="checkbox"/> YES if B > 7 (80% of 9) <input type="checkbox"/> NO if B < 7 (80% of 9)
	10.			

learning tools	11.			
TOTAL SCORE		33		

Activity Phase: 3 - Evaluation of digital VET Teaching process				
WPKA	QUESTIONS	TOTAL SCORE (A)	OBTAINED SCORE (B)	RESULT Threshold = 80% (C)
KA 8 – Monitoring, verification and evaluation of the results achieved by students	1.	9		<input type="checkbox"/> YES if $B > 7$ (80% of 9) <input type="checkbox"/> NO if $B < 7$ (80% of 9)
	2.			
	3.			
KA 9 - Drafting final evaluation of students	4.	9		<input type="checkbox"/> YES if $B > 7$ (80% of 9) <input type="checkbox"/> NO if $B < 7$ (80% of 9)
	5.			
	6.			
TOTAL SCORE		18		

Activity Phase: 4 - Involvement of students and parents in digital VET Teaching process				
WPKA	QUESTIONS	TOTAL SCORE (A)	OBTAINED SCORE (B)	RESULT Threshold = 80% (C)
KA 6 - Involve students in the learning process	1.	9		<input type="checkbox"/> YES if B > 7 (80% of 9) <input type="checkbox"/> NO if B < 7 (80% of 9)
	2.			
	3.			
KA 10 - Information and involvement of parents	4.	9		<input type="checkbox"/> YES if B > 7 (80% of 9) <input type="checkbox"/> NO if B < 7 (80% of 9)
	5.			
	6.			
TOTAL SCORE		18		

TOTAL SCORE (KA'S SCORES)	
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Evaluators' signatures: _____

ANNEX C - Self – Assessment Instrument

Candidate:.....

Date of Self-evaluation:.....

Candidate's Signature

Please check on what degree you perform in each of the following activities as an expert in digital and immersive teaching for vocational training, according to the following criteria:

1: low performance

2: medium performance

3: high performance

KA	SCORING				
KA 4 - Selection of tools and devices needed for digital and immersive teaching	<table><tr><td>N/A</td><td>1</td><td>2</td><td>3</td></tr></table>	N/A	1	2	3
N/A	1	2	3		
KA2 - Definition of objectives to be achieved for students	<table><tr><td>N/A</td><td>1</td><td>2</td><td>3</td></tr></table>	N/A	1	2	3
N/A	1	2	3		
KA1 - Definition of the studies program and of the educational path of the students: needs analysis	<table><tr><td>N/A</td><td>1</td><td>2</td><td>3</td></tr></table>	N/A	1	2	3
N/A	1	2	3		

KA	SCORING				
KA 3 - Didactic-methodological design: preparation of video lessons and related exercises for immersive learning purposes	<table><tr><td>N/A</td><td>1</td><td>2</td><td>3</td></tr></table>	N/A	1	2	3
N/A	1	2	3		
KA7 - Organization and implementation of targeted activities and pathways, management of learning progression	<table><tr><td>N/A</td><td>1</td><td>2</td><td>3</td></tr></table>	N/A	1	2	3
N/A	1	2	3		
KA5 - Transfer of know-how to students for the correct use of digital and immersive learning tools	<table><tr><td>N/A</td><td>1</td><td>2</td><td>3</td></tr></table>	N/A	1	2	3
N/A	1	2	3		

KA	SCORING			
KA8 - Monitoring, verification and evaluation of the results achieved by students	N/A	1	2	3
KA9 - Drafting final evaluation of students	N/A	1	2	3

KA	SCORING				
KA6 - Involve students in the learning process		N/A	1	2	3
KA10 - Information and involvement of parents		N/A	1	2	3

Candidate's signature: _____

ANNEX D - COMPARISON BETWEEN evaluation and self- assessment

Comparison Coefficient (CC) = Evaluator's score (average) - Candidate's score

☞ CC = (-1,5 > - 2) or (1,5 > 2) Translated by a weak relationship;

☞ CC = (-0,5 > - 1) or (0,5 > 1) Translated by a moderate relation;

☞ CC = (-0,4 > 0,4) Translated by a high relation.

<i>Element/ Units</i>	<i>Score (self- assessment) A</i>	<i>Score (Evaluation) B</i>	<i>CC coefficient</i>
Activity Phase: 1 - Planning of digital VET Teaching process			
KA4 - Selection of tools and devices needed for digital and immersive teaching			
KA2 - Definition of objectives to be achieved for students			
KA1 - Definition of the studies program and of the educational path of the students: needs analysis			
Activity Phase: 2 - Implementation of digital VET Teaching process			
KA3 - Didactic-methodological design: preparation of video lessons and related exercises for immersive learning purposes			
KA7 - Organization and implementation of targeted activities and pathways, management of learning progression			
KA5 - Transfer of know-how to students for the correct use of digital and immersive			

learning tools			
Activity Phase: 3 - Evaluation of digital VET Teaching process			
KA8 - Monitoring, verification and evaluation of the results achieved by students			
KA9 - Drafting final evaluation of students			
Activity Phase: 4 - Involvement of students and parents in digital VET Teaching process			
KA6 - Involve students in the learning process			
KA10 - Information and involvement of parents			



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