



Course: raising awareness in the field of basic skills and key competences

Raising awareness (tools kit)

(The teacher, trainer can refer to the document “Scenario of the methodology for the use of the tools kit with their participants).

Aims

This course is a set of contents and a methodology dedicated to the “training of trainers”.

The target

Trainers, managers, counsellors, job advisers, and staff involved in the training or tutoring of adults at work in the field of key competences and/or basic skills.

We can have a homogenous group regarding their activity (a group of managers, a group of teachers, whatever the field is, cross-sectorial activity) or a heterogeneous group (manager + counsellors + job advisers, ...). The “tools kit” allows individualisation and customization of the activities and of the understanding of the topic.



Creation of accounts

The members have to create a *user account* and to “log in”. The *Guest* role will not allow them to participate to all the feedbacks activities.

→ [Video of presentation](#) of the creation of user account (both for users and trainers) and enrolment of users as students in courses (for trainers).

Contents of the course “raising awareness”

Some activity are not allowed before you have marked completed the activity before. So the participants has to read the instructions carefully.

General

→ *Ice-breaking activity:*  Introduction of the participants

Before starting the training session, all the participants are invited to introduce themselves: their job position, experience, etc... The main goal of this activity is to allow all the members of the group to know each other, to create groups within the course. It is also necessary for the trainer (“*Teacher*” in Moodle) to identify their experience, and to evaluate their prior knowledge of the topic (how far are they involved in the topic of key competences, basic skills? what do they know about the legal framework, and so on).

→ [Video of presentation](#) of the forum activity (general presentation of the use of a Forum in Moodle)

Topic: Introduction of key competences


What is your vision of key competences?

Here are the tools proposed to introduce the concept:

→ The forum  “*Discussion on the definitions...*” allows you can comment, and discuss on the definitions, the questionnaires...





- **A glossary of common terms:** with a few words given by the participants of the DILABS project, you can enrich it with your group of participants. The Glossary is part of the activity of "introduction to the concept". The aim of this activity is to allow participants to look for definitions important to them and share them, in order to better understand the concept and fostering collaboration between participants. The participants can comment the definitions.
-  **Self-analysis of your own vision :** the questionnaire allows the participants to give their vision of "key competences".
- The book "**Key competences** " is the result of a collaborative work of the consortium of DILABS with definitions and descriptions of their context. This book can be part of a discussion activity then.
- Once the activity "Self-analysis of your own vision: the group can start **a wiki** to collaborate on the definition of key competences, on the description of their context.

PART 1 – Identifying key competences with no prejudices

-  "How do you imagine the work of a home caregiver, or elder care?"

PART 2 – Deeper insight in the topic of key competences

Once you have watched the video of the "eldercar" you can answer the questionnaire.

-  "Exchange on your sensibility on the issue of key competences"

Identification of skills:

- One interactive activity is proposed to identify soft skills, technical skills

Topic: Analysis of the professional activities in the field of elder care, and home care

In this topic, the user is invited to go deeper in the analysis of the professional activity with different examples through videos. The main goal is to learn to observe and analyse the activities to identify competences, skills, and knowledge.

An interactive activity is proposed to define the competences of a caregiver.

Topic: Analysis of the professional activities in the field of cooking

In this topic, the user is invited to go deeper in the analysis of the professional activity with different examples through videos. The main goal is to learn to observe and analyse the activities to identify competences, skills, and knowledge.



Topic: Library of videos of professional activities

The videos are on the channel of the university of Lille (Lille1.pod) ©: they will be progressively downloaded on our YouTube Channel.



Topic: What are the contexts in each country?

Library of contents: the participants can be invited to enrich the library with their sources.