



ERASMUS+ PROGRAMME

KA2 - Cooperation for Innovation and the Exchange of Good Practices

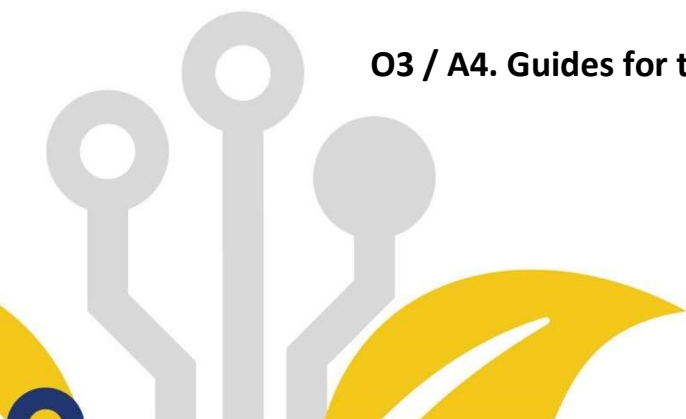
Strategic Partnerships for vocational education and training

ERASMUS+ PROGRAMME¹

AGREEMENT no. 2018-1-PL01-KA202-050703

**PROJECT TITLE: Furniture and Language innovative integrated learning for sector
Attractiveness and Mobility Enhancement- FLAME**

O3 / A4. Guides for trainers and learners production





Content:

1. Introduction
2. Guide for trainers
3. Guide for learners
4. Registration and use of the tool

1. Introduction

In this document two guides are presented with description about the Massive Open On-line Course (MOOC). One guide for trainers and one for learners is prepared. Guide for trainers explains the e-learning course features at their disposal, as well as how to apply them to teach the courses with supporting and evaluating learners. Guide for learners explains the e-learning course features at their disposal and how to follow the course. At the end of the guides, a brief explanation is included to ensure a quick start in the use of the tool.

2. Guide for trainers

➤ **Massive Open On-line Course (MOOC)**

The MOOC is aimed at a wide audience. The main target users are:

- Young workers,
- People with or without experiences in the sector,
- Vocational Education Training (VET) providers,
- Furniture companies.

Furthermore, MOOC is :

- Free open source and e-learning platform,
- Open and free under registration,
- Available in 7 languages.



To trainer

There are variability of target users, that is why, the course features are covering wide range of subjects. From one hand, some course features will be too difficult for beginners in the furniture sector. One second hand, some course features will be to easy for experienced learners. It is important to divide course features into anyway two group according knowledge of learners. It is face-to-face (one-on-one) learning. Obviously, it requires a lot more concentration, knowledge and time from trainer. However, 2020 year, it has already forced the knowledge of many elements of such teaching. And we will not fully revert to the pre-pandemic teaching. MOOC is just the future, at least in non-practical courses.

Especially, Content and Language Integrated Learning (CLIL) requires patience and indulgence for trainers. It is normally sometimes difficult to keep teaching in one native language.

➤ *Application and tool selection*

There are strict rules for running the course and some possible additional activities. The strict rules for running during training of the course are:

- 4 pages coursebook (per hour)
- 15 slides(per hour)
- 1-2 interactive learning objects (per module)
- Final assessment

Another settled activities are compulsory readings. It is to show learners how to learn from readings too.

There are possible additional activities so called "To know more". In this section is predicted:

- 1 teaching video per module (2-3 min),
- 1-2 motion video per module (3-5 min),
- List of additional readings for each module.



To trainer

Trainer following those rules has to be flexible. On one side, it is important to realise the programme with all training materials. On the other side, there can be questions related to some part of the material. Of course it consumes time. Those questions are very important. It makes no sense to present and follow next part of material if the previous one was not understood. The solution for such situation is to analyse which part of course can be easier for learners and which part of course can be more difficult to understand. Of course, trainer can “run” through the easier part, and hold on longer in the more difficult part.

Compulsory reading, as all knowledge, has to be clarified, explained and exercised. In many learning systems preparing learners own notes is essential. 20 pages for 1 hour should be taken into account.

The willingness to learn from learners is not the same. But there are those who want to learn as much as possible. It is teacher responsibility to take advantage of it.

➤ *Platform selected*

There number of tools used in the internet for different purposes, for example platforms . However, not all of these are user friendly.

To trainer

In this case DRUPAL, with module OPIGNO, specific for e-learning was chosen. Drupal has got very interesting advantages. One of them is a lots of information, training materials, definitions, tutorials in internet for users of very different levels of experiences. Trainers should encourage and inspire learners to learn themselves about possibility of using DRUPAL. It is obvious, that trainers should be able to take as much as possible from this tool to create and develop content with presentations, text files, videos, templates, asking questions and creating certificates.

➤ *Learning objects practice*

To trainer

As it is obvious, that trainers should be able to take as much as possible from this tool to create and develop content many facilities will support them. The facilities will be visible in the easy-to-understand toolbars. Each



facility will be labelled with a bright-to-read icon. If in some reason trainer can not understand the symbol of an icon immediately, then during a short practice he will get used to it. Practice and exercises is irreplaceable for trainers as well as for students. As the Latin maxim says: *repetitio est mater studiorum*.

A great desire to learn may not be enough. They are also skills needed. People have different opportunities to learn or do things, especially manually. In the photo below, cabriole legs made by two students are presented. The difference in the quality of workmanship is more than visible.



Cabriole legs made by two students

➤ **Some most important keywords**

patience, indulgence, instruction, self-criticism

➤ **Video**

<https://www.youtube.com/watch?v=GpKnAaYz2UY>

How to teach online e-teaching training workshops for English teachers



3. Guide for learners

➤ **Massive Open On-line Course (MOOC)**

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Furthermore, MOOC is :

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To learner

The project features are covering wide range of people. Each learner should assign yourself to one of group. And then inform trainer which group he belongs to. It will help trainer to plan and organize his courses.



Subsequently, learner should write down what's his strong and weak points according knowledge. Analysing technics SWOT (strengths, weaknesses, opportunities, threats) could be very useful. At this stage learner should inform trainer about his sociological status. For example:

- if she/he likes group work or prefers to work alone,
 - she/he remembers numbers or texts more easily,
 - makes contacts easily or avoids clusters,
- and the like.

Content and Language Integrated Learning (CLIL) is very important for both trainer and learner. It is way of communication. There is no communication without understanding each other. Important is also level of foreign language knowledge, and level of knowledge of technical language.

➤ **Application and tool selection**

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- Final assessment

Another settled activities are compulsory readings. There are possible additional activities so called "To know more".

To learner

This is lot of knowledge to get. It requires regularity, concentration and cooperation. they cannot be afraid, ashamed, to be insecure. They have to ask questions. You can't ask questions without knowing. Hence, systematic learning is essential. There are no stupid questions, there are just stupid replies.

Learner should know how to find adequate source of information. If she/he does not know trainer shod be informed about it. There are several methods to eliminate unnecessary sources of data and to find those which are suitable.



In activities so called “To know more”. Learner should have the willingness to learn. If she/he does not fill inclination, she/he ought to inform trainer about this filling. Together, they will find solution.

➤ ***Platform selected***

There number of tools used in the internet for different purposes, for example platforms . However, not all of these are user friendly. In this case DRUPAL, with module OPIGNO, specific for e-learning was chosen. Drupal has got very interesting advantages. One of them is a lots of information, training materials, definitions, tutorials in internet for users of very different levels of experiences.

To learner

Only learner who has enough willpower, willingness and understanding to study can get the right skills

➤ ***Learning objects practice***

As it is obvious, that learners should be able to take as much as possible from this tool to create and develop content many facilities will support them. The facilities will be visible in the easy-to-understand toolbars. Each facility will be labeled with a bright-to-read icon. If in some reason learner cannot understand the symbol of an icon immediately, then during a short practice he will get used to it.

To learner

Practicing and exercises is irreplaceable learning, as well as in all subject.

➤ ***Some most important keywords***

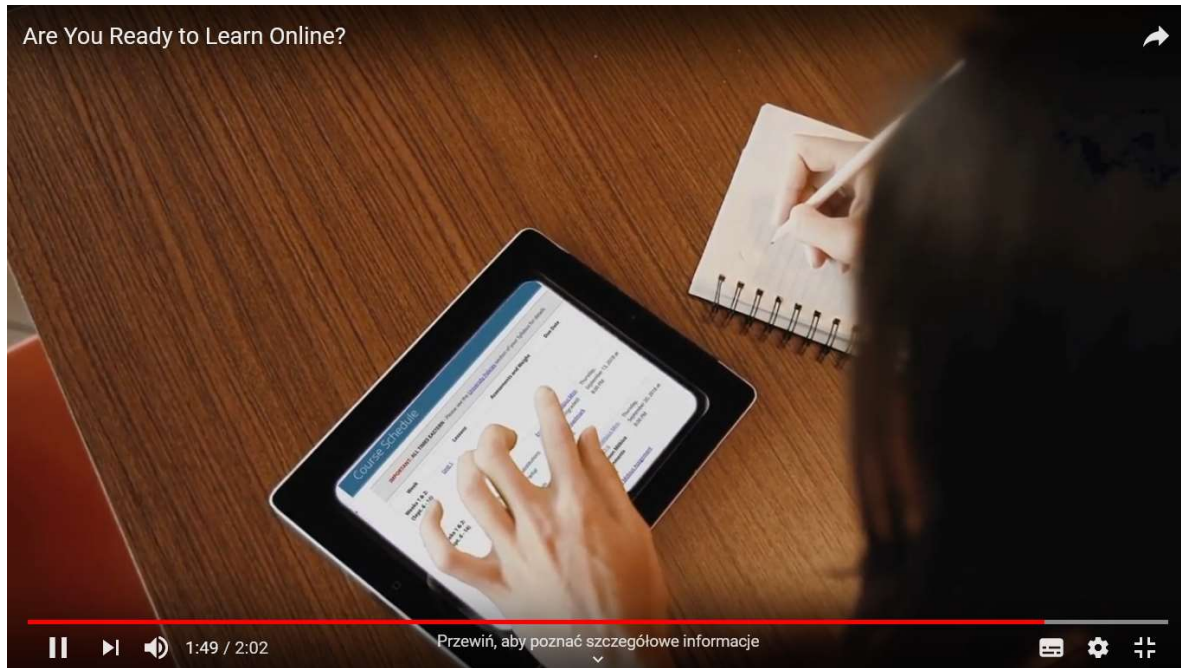
self-improvement, study, regularity, learn-how-to-learn

➤ ***Video***

<https://www.youtube.com/watch?v=v4At2GTE6Pc>



Are You Ready to Learn Online?



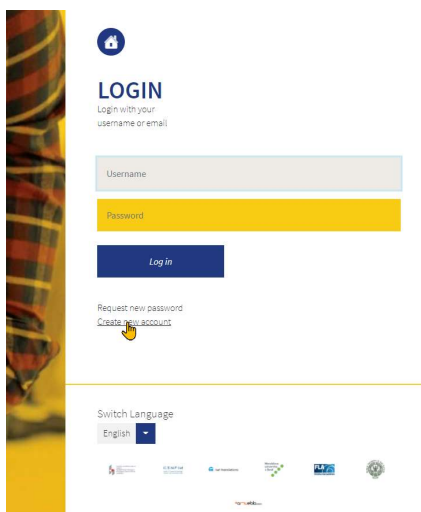


4. Registration and use of the tool

In the following subsections, basic guidelines are shown in order to successfully register to the platform and easily start learning with FLAME course.

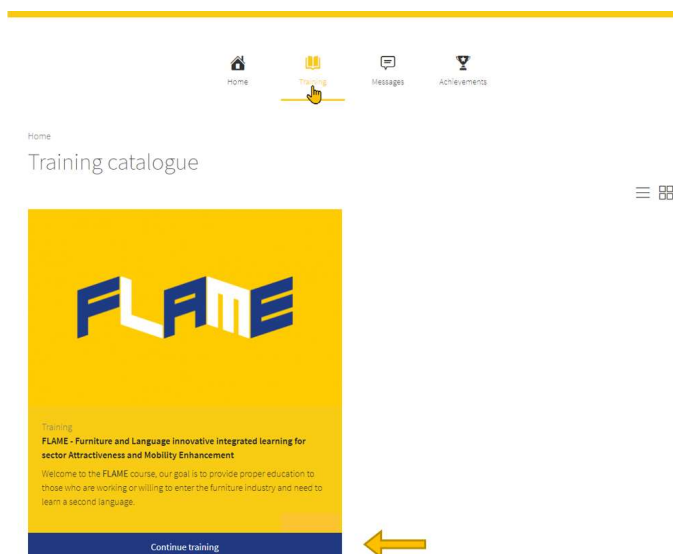
➤ **Registration**

When entering the platform < <https://flame.learning-platform.eu/es> > the first step needed is registration. To create a new account, select that option at the right part of the screen and complete all the information requested afterwards.



➤ **Starting the training**

Once at the homepage, the *Training* icon must be selected in order to enter the training catalogue and to select the course.



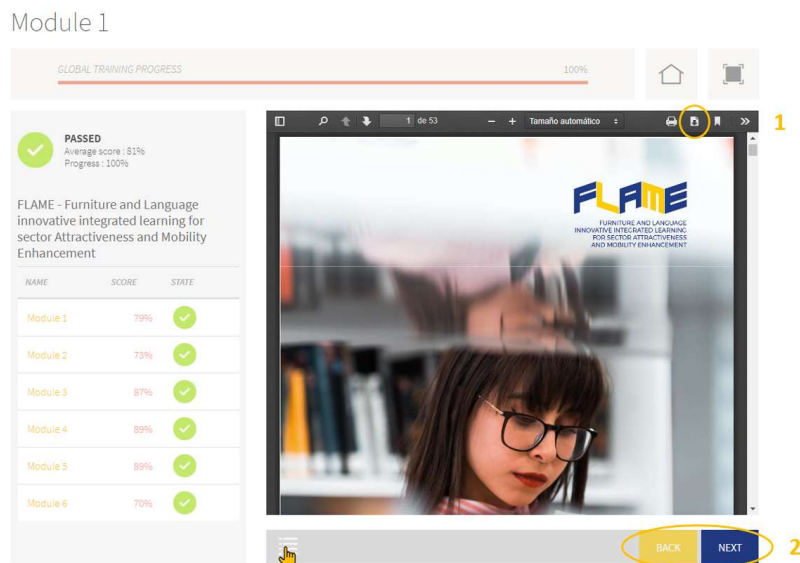


It's important to select the language of the desired course at the bottom of the page because each language implies a different course with its independent scoring and progress tracking:



➤ **Performing the training**

During the course, the different Modules can be shown at the left side of the screen by clicking the Menu button at the bottom.



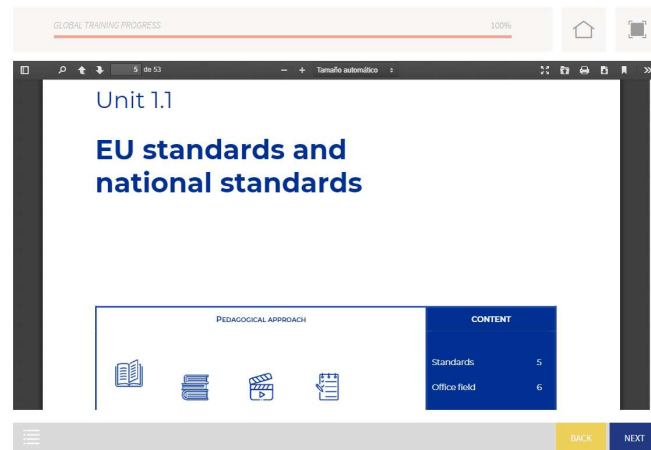
1. This tool allows the student to download the coursebook of each Module.
2. "Back" and "Next" buttons allow the navigation through all the Modules and their contents.

Every Module has three steps:

- The first step is reading the material.

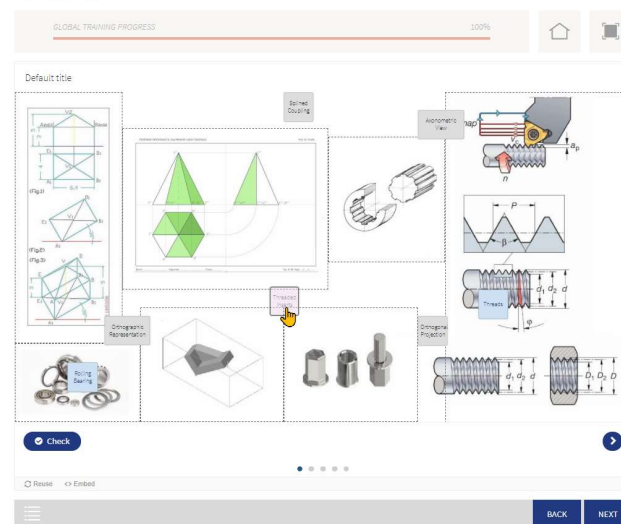


Module 1



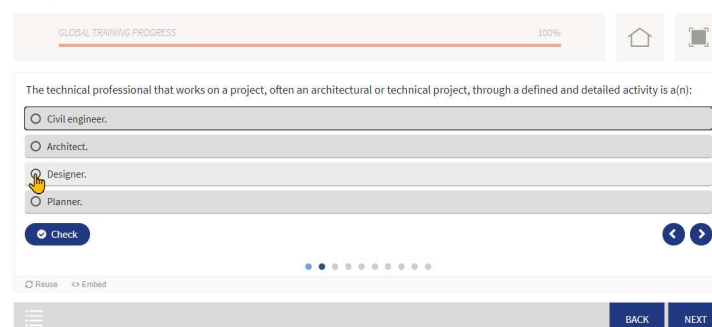
- By clicking the “next” button one can pass to the games of the Module and play them. Answers can be checked individually and at the end of each game.

Module 1



- After playing the games, using the “next” button likewise, the final test of the Module arrives.

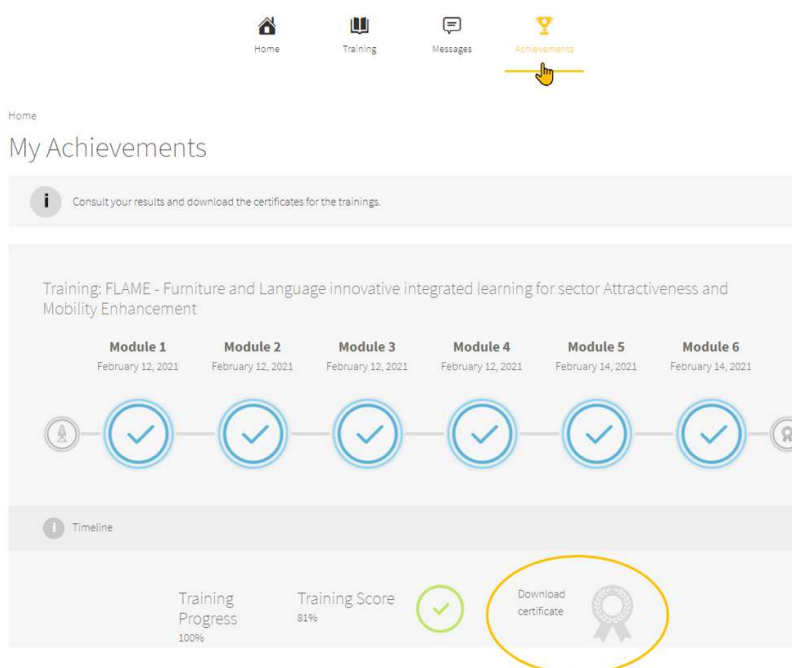
Module 1





➤ **Finishing the training**

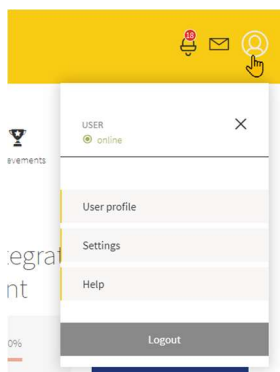
At the end of the course, at the *Achievements* section, the final certificate can be obtained when all the Modules have been passed with a minimum score of a 60%.



➤ **Additional options**

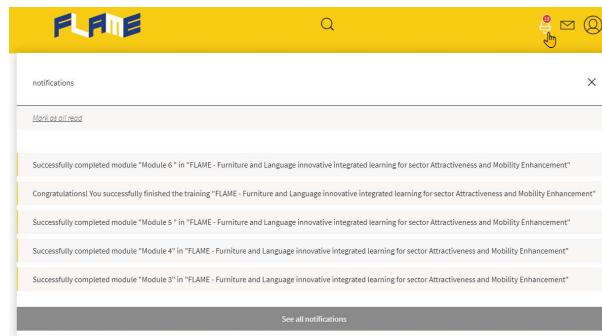
The following buttons can perform other actions not directly related to training but additional actions useful to navigate the platform and manage the own account:

1. Account managing and settings





2. Reading notifications



3. Messaging with other participants

