

TIMETABLE – TVETC001 & TVETC002

LOCATION: Kuala Lumpur

DATE: 9th – 20th December 2019

Week One TVETC001	Monday	Tuesday	Wednesday	Thursday	Friday	
9:00 - 10:30	Welcome and introduction	TVET001 – Identify learner needs	TVET002 – Prepare to deliver training	TVET003 – CBA, Formative & Summative assessment	TVET002 & TVET003 Combined assessment	
10:30 – 10:45	<i>Morning break</i>					
10:45 – 12:00	Review pre-course material Log onto VETASSESS	TVET001 – Develop professional practice	TVET002 – Identify learning and delivery styles	TVET003 – Develop an assessment plan	Deliver 20 minute training session Conduct formative assessment Gather learner feedback	
12:00 – 1:00	<i>Lunch</i>					
1:00 – 2:30	TVET001 – Introduction to CBT	TVET001 online assessment	TVET002 - WHS	TVET003 – Develop formative assessment tasks		
2:30 – 2:45	<i>Afternoon break</i>					
2:45 – 4:00	TVET001 – Use vocational standards	TVET001 Complete & submit assessment book	TVET002 Plan a training session & record results. TVET002 online assessment	TVET003 online assessment	TVET002 & TVET003 Complete & submit assessment books	
Week Two TVETC002	Monday	Tuesday	Wednesday	Thursday	Friday	
9:00 - 10:30	Review and introduction	TVET011 – Assessment process	TVET012 – Intro to validation	TVET013 – The RESK process	Final Resubmissions	
10:30 – 10:45	<i>Morning break</i>					
10:45 – 12:00	TVET011 – CBA assessment tools	TVET011 Role Play – Conduct CBA	TVET012- Prepare for validation meeting	TVET013 – Prepare for a RESK assessment	TVET013 Online test	
12:00 – 1:00	<i>Lunch</i>					
1:00 - 2:30	TVET011 – Support the learner	TVET011 online assessment	TVET012 – Role play – Validation session	TVET013 Role play – Conduct RESK assessment	Race around China Review Complete feedback form	
2:30 – 2:45	<i>Afternoon break</i>					
2:45 – 4:00	TVET011 – Quality evidence	TVET011 Complete & submit assessment book	TVET012 online assessment Complete & submit assessment book	TVET013 Complete & submit assessment book	Certificates	