Skillman
Teachers methodological guide

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# Table of contents

**Introduction** .................................................................................................................... 2

**The EU’s educational vocabulary and context** ................................................................. 2

- Lifelong learning ................................................................................................................. 3
- EQF/NQF (European Qualification Framework and National Qualification Framework) ... 3
- Permeability ......................................................................................................................... 4
- Unitization ........................................................................................................................... 4
- Stakeholder engagement and coordination ....................................................................... 4
- Regulation ............................................................................................................................ 5
- Accreditation of prior learning and recognition of non-formal learning ......................... 5

**Open Educational Resources or OER** ............................................................................ 6

- Definition ............................................................................................................................ 6
- Skillman’s use of Moodle as OER software ...................................................................... 6
- The rationale for use of distance education methods ....................................................... 6

**The components of a well-functioning distance education system** ............................... 7

- Course design and development ....................................................................................... 7
- Counselling and support ..................................................................................................... 8

**Validation and OER** ......................................................................................................... 9

**Teachers using OER: some pedagogical considerations** .................................................. 10

- Didactic perspectives .......................................................................................................... 10
- A didactic framework for VET teachers and educational planners .................................... 10
- Six didactic perspectives for teacher’s didactic considerations .......................................... 10
- Teacher’s choice of media, power and difficulty ................................................................ 11
- Technology applications that can be used in OER: a brief overview ................................ 12
- Wielding the applications .................................................................................................... 14

By drawing on the potential of the above technologies, several new possibilities are emerging that can be useful for teachers using OER .................................................................................. 14

**Teacher’s choice using OER: linking learning to life, work and future learning** ........... 15

**Teacher’s choice using OER: feedback, test evaluation and goals, accessed learning** .... 16

- Teachers feedback: an effective tool with three types of feedback .................................. 16
- Teacher’s choice: a test guide ............................................................................................. 17

**References** ....................................................................................................................... 19
Skillman: teacher’s methodological guide

Introduction

Skillman, the challenges for VET in the EU and the need for cross-national recognition of competences between countries, educational systems and industries

A main purpose in the Skillman project is to take the first steps towards cross-industry training (i.e. advanced production for the transport sector) and national training suitable for recognition by other countries and educational systems in the EU.

The main problem areas that the Sector Skill Alliance aims to address are related to three challenges which are transferable and relevant for the automotive, aerospace and rail sectors of industry, namely the energy performance of production processes and end products, advanced production processes, robotics and advanced combined materials, and information technology wireless technologies and information and communications technology for safety and user purposes.

The working process for the Skillman project, which is lasting three years, ending in 2017, can be described in brief as a process where:

- Training needs, work tasks and future requirements are examined for the three industrial sectors.
- Where training curricula in aviation, car manufacturing and IT support is examined.
- Curricula are developed and common qualifications and competences outlined according to EU standards.

In the new curricula developed in the different industries, learning modules with cross-national and industrial relevance are selected, and syllabuses developed.

The new learning modules as a part of the new curricula are tested, evaluated and adjusted according to feedback from the participants, who may be unskilled workers, experienced workers, leaders or specialists according to the needs in the specific industry.

The new learning modules are supported by, and linked to, an Open Learning Resource.

The purpose of this teacher’s methodological guide is to offer a framework for understanding, developing, conducting and evaluating competence-based training across industries and countries according to EU standards. The EU vocabulary, like 'lifelong learning, EQF, NQF, permeability, utilization, stakeholders’ interests in education and accreditation', is briefly outlined.

The EU's educational vocabulary and context

In the following, the reader will find a brief introduction to the vocabulary the EU uses as the framework within the Skillman project. The purpose is to give trainers, teacher's leaders and other
relevant stakeholders with limited knowledge of European educational policy an understanding of how industrial and educational problems are addressed in an EU context.

**Lifelong learning**
The EU has adopted the so-called Lisbon strategy, which states that in 2010 ‘Europe must be the most competitive and dynamic knowledge-based economy in the world – with more and better jobs and greater social cohesion’.

The main tool for achieving this goal is to ensure lifelong learning in all its aspects. This means that citizens and employees must constantly be able to continue learning. Seen from the point of view of VET (Vocational Education and Training), it is important that skilled workers can continue their education later on in their working lives and, for example, can attend the junior program or University (HE or higher education).

For unskilled workers, it is important that they can continue learning and become skilled workers later in life. This requires that their skills can be recognized, both informal skills acquired in their work and the retraining they have participated in, so that they have an opportunity to pass an examination and to become a skilled worker.

**EQF/NQF (European Qualification Framework and National Qualification Framework)**
The EQF for lifelong learning is a common European reference framework which enables European countries to compare and their different qualification systems and link them to one another. The history of the EQF has been one of rapid development. Thirteen years ago, only three countries had this system, namely Ireland, France and the UK – now over 140 countries are currently developing NQFs.

The main aim is to help learners and workers who wish to move between EU countries, change jobs or switch between educational institutions. It also helps to promote the lifelong learning philosophy by opening up pathways for the EU’s citizens, and more generally to make the education and training system more transparent and to promote access, transfer and progression into, within and between programmes of learning and lifelong learning.

The EQF works to provide the best possible levels of opportunity by helping promote the mobility of learners and employees between countries. The EQF can only work if NQFs are in place nationally. Apart from purposes of mobility (for a limited number of people), the objectives of NQFs are much broader and wider, namely to foster and enhance access to and participation in lifelong learning and use of qualifications for everyone, including those who are disadvantaged or affected by unemployment.

As a reference structure for qualifications, the NQF is in the first place a tool for classifying qualifications (described in terms of learning outcomes) transparently. To achieve its various objectives, it needs to be combined with a number of change processes.
An NQF introduces a common language for learning outcomes, levels, types of qualifications (awards), credit transfers etc. This language is used for developing qualification standards (occupation, education, assessment) and needs to be applied and elaborated on the general level down to the individual qualification. It also provides conceptual tools for planning and coordinating learning to make the system more coherent and unified. The common language for learning outcomes supports permeability between VET and HE. The use of levels clarifies where potential overlaps exist between qualifications. Mapping qualifications against the same set of descriptors makes it apparent where two (or more) qualifications lead to comparable learning outcomes and what learners might need to achieve in addition.

**Permeability**
The adoption and implementation of comprehensive NQFs across Europe influences the relationship between (higher) education and training subsystems.

For both VET and HE outcomes-based qualifications are developed, even though differences exist in the benchmarks on which outcomes are formulated, namely occupational standards in VET qualifications and programs and curricula for HE qualifications. VET and HE qualifications focus on employability and the required knowledge, skills and competence, but in the case of HE they are understood in broader terms than just preparation for a specific profession or group of professions. Improving the links and bridges between levels and types of qualification, eliminating dead-ends and promoting vertical and horizontal progression is considered a key task of most of the new frameworks.

**Unitization**
In many NQFs, qualifications are structured in units of assessment, with programs being structured accordingly in modules of learning, which can be combined and accumulated in different ways and used for credit transfer and progression. Unitization is claimed to provide opportunities for learners or end-users to exercise choice and increase their power in the learning market. Transfers between VET and HE can be made possible by unitization or modularization, making it easier to identify overlaps and to exempt learners from a module and its assessment. Modules or units also enable the delivery of pathways once the learner has obtained recognition and been exempted from certain units or modules.

**Stakeholder engagement and coordination**
The process of developing and implementing an NQF, and the institutional arrangements for maintaining and supporting it, are contexts in which different stakeholders in education and training may come together to identify mutual interests and coordinate their activities. Stakeholders include a range of actors, such as ministries, education and VET agencies, providers, employment services, employers, trades unions and civil society. This, it is claimed, enables standards to be updated and made more relevant and the learning system to become more coherent and demand-
driven. The involvement of the private sector and social partners is of critical importance for the relevant qualifications. NQFs can provide a platform for social dialogue.

**Regulation**

An NQF may be an instrument for regulating qualifications and thereby mandate reforms in education and training. Qualifications within a framework may have to meet the requirements for standards development (procedure, content and structure); delivery (provision of programs and rules for access, transfer and progression); and assessment and certification (including the recognition of non-formal/informal learning), all of which are aspects of quality assurance. The formal basis of the NQF thus varies according to the national context and the ‘policy-making culture’, as well as existing governance arrangements: it can consist of one (integrative) new law, creating new institutions, of a number of laws or of by-laws or orders making reference to the NQF and assigning new tasks to existing institutions. However, the legal basis alone is insufficient – reaching an agreement between key stakeholders on how to implement the framework after adoption is crucial. The most important criterion for deciding whether an NQF has reached the operational stage is whether there is an agreement on sharing responsibilities and roles between the different stakeholders.

A crucial issue to be addressed in implementing an NQF is to decide the roles and responsibilities involved in the management of the framework. An NQF needs national co-ordination, or in EU terminology national coordination point’. In fact, there is a great variety of solutions for this in European countries. While the majority of these ‘coordination points’ are with institutions of the education system, some countries have chosen institutions which fall under the Ministry of Labour. Most of these institutions are well integrated into the national qualifications structures and, at the minimum, are able to support framework implementation at the technical and administrative levels.

**Accreditation of prior learning and recognition of non-formal learning**

One of the more important aspects of qualification frameworks is that they encourage and facilitate the validation of non-formal and informal learning. Informal learning is especially important because many unskilled and semi-skilled workers have a lot of qualifications that are not formal, but can be recognized and used as part of an adult VET.

In accordance with the principle of lifelong learning, it should be possible for older workers with no formal qualifications to enter the vocational training system and obtain qualifications, thereby improving their employment prospects and expanding the pool of skilled labour available for industry. Older workers often come with substantial practical experience (non-formal learning) from the sector in which they are now seeking a qualification, and in order to avoid repetitive learning and shorten the time spent in training, most EU countries have now implemented opportunities for the accreditation of prior learning (APL) as part of their VET systems. As well as practical experience, APL also takes into account theoretical learning achieved in other contexts, such as other courses or educational programmes (e.g. evening classes).
In Denmark, older workers may apply to have their skills assessed in order to determine to what extent they already possess the knowledge, skills and competences necessary to obtain a qualification. This process, known as realkompetencevurdering (“assessment of real competences”), takes place at a vocational school and may last up to two weeks. During this period, the worker undergoes a series of theoretical and practical tests, at the end of which the school issues an assessment of what the worker already knows, understands and can do, and what elements are missing before a full qualification can be obtained. This assessment also indicates what theoretical learning and practical training he or she must undertake to complete the programme. Depending on the nature of the experience, the time required to obtain the qualification may be shortened substantially. As many older workers have families and other obligations, they may also be given financial compensation during their time in training on top of the going apprenticeship stipends to enable them to complete the programme without endangering the welfare of themselves and their dependents.

Open Educational Resources or OER

Definition
Open Educational Resources (OER) are teaching, learning and research materials in any medium that reside in the public domain and have been released under an open licence that permits access, use, repurposing, reuse and redistribution by others with no or limited restrictions (Atkins, Brown and Hammond, 2007).¹ The use of open technical standards improves access and reuse potential. OER can include full courses and programmes, course materials, modules, student guides, teaching notes, textbooks, research articles, videos, assessment tools and instruments, interactive materials such as simulations and role plays, databases, software, apps (including mobile apps) and any other educationally useful materials. The term ‘OER’ is not synonymous with online learning, eLearning or mobile learning. Many OERs, while shareable in a digital format, are also printable.

Skillman’s use of Moodle as OER software
Moodle is the OER software used in Skillman. Moodle is a commonly used open-source software in education. The website for Moodle is www.moodle.org. Moodle is compatible with Linux, UNIX, Windows, Mac OS X, FreeBSD and any other system that supports PHP. In 2011 it was downloaded about 500 times a day and contains more than 28,000 registered sites, over a million courses and a learning community of ten million.

The rationale for use of distance education methods
Whether consciously or unconsciously, attempts to make use of distance education methods have generally been driven by a desire to build on some or all of the following lessons emerging from the history of distance education practices:

1. Providing access to students who, because of work commitments, geographical distance, or poor quality or inadequate prior learning experiences, would be denied access to traditional, full-time contact educational opportunities. This motivation may have been the key motivating factor behind the use of distance education methods. The drive has been stimulated partly by growing awareness of the importance of lifelong learning and corresponding attempts to respond to market needs. It has also been motivated by dwindling student numbers in some of the more traditional areas of educational provision and a corresponding need to find new educational markets.

2. Seeking to expand access to educational provision to significantly larger numbers of students. This motivation is linked to the previous one, but is not the same. Its difference lies chiefly in the scale of the programmes. Many programmes motivated by a desire to provide access to students who would be denied access to traditional full-time contact education do not really have the goal of reaching significantly larger numbers of students. Indeed, it is notable that large-scale distance education programmes are, in general, confined to very few educational sectors, most notably nursing and teacher training. Most other programmes tend to be small-scale interventions, although there may be a change in this regard as alignment between industry/commerce and programme providers gathers momentum.

3. Shifting patterns of expenditure to achieve economies of scale by amortizing identified costs (particularly investments in course design and development and in effective administrative systems) over time and large student numbers. This motivation draws together the above two motivations and has been an underlying economic rationale for many distance education institutions around the world. Its success depends on limiting the number of courses but maximizing enrolments in them. Many distance education programmes simply have neither the intention nor the capacity to exploit these economic benefits. The reasons for this are varied, but most commonly it is because market demand is simply not big enough to create programmes enrolling thousands of students or because institutions or programmes have neither the financial nor the human capacity to make large-scale venture capital investments in course design and development or administrative systems to support the implementation of large-scale distance education. The latter problem is exacerbated by the reality that administrative systems at these institutions have been so narrowly designed to support full-time contact education that the investments necessary to adapt these systems would often exceed what would be necessary to set up new systems from scratch.

**The components of a well-functioning distance education system**

**Course design and development**

a. Well-designed courses

In good distance education, it is the course rather than the educator that provides an appropriate learning environment for students. Rather than simply referring to a set of materials, however, the course is the structure of learning that is designed into the materials. It has three basic elements:

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2 This description is mostly inspired by and based on A Basic Guide to Open Educational Resources: http://unesdoc.unesco.org/images/0021/002158/215804e.pdf
• Conceptual pathways to command of its knowledge, conceptualizing skills and practical abilities.
• Educational strategies to help the student find his or her way through these pathways.
• Summative and formative assessment, which should be integral to the learning process. The materials and presentation of the course as a whole must excite, engage and reward the student. Courses should be designed so as to involve students actively in their own learning and should allow them quick access and clear pathways through them. Although there is no need for courses to use advanced technologies, most, but not necessarily all, will make use of a variety of media. In designing courses, provision should also be made for the necessary practical work. In order to be as flexible and open as possible, courses should be organized in modules.

b. Programme and course development in a team

An essential component in the successful design of courses is collaboration. This can be achieved by using an approach where a group of people, each with particular skills and competencies, develop a course as a team. Although there is no golden mean, nor indeed an absolute minimum, a substantial ratio of staff course design time to student study time will be inevitable in developing courses. However, some of the better courses in more challenging subjects might have ratios of fifty to a hundred hours of design time to each hour of student study time. This has clear implications for courses designed for small numbers of students: they are simply not financially viable if collaborative design processes are to be used.

Counselling and support

a. Counselling

Distance education providers should make provision to advise and help individuals who would otherwise be isolated throughout the learning process, and in particular, to help them to make choices before enrolling in educational programmes. It should be made easily available through a variety of devices, including, most importantly, human intervention.

b. Learner support

If students are to adapt to the special requirements of guided self-study, they require various forms of support, for example, satisfactory access to tutors and facilitators, opportunities to interact with other students and access to the necessary facilities.

c. Provision of adequate administrative support to students

This would involve administrative support on a number of levels, including enrolment procedures, payment of fees, delivery of materials and keeping channels of communication open. The aim throughout should be to keep administrative procedures few and simple.

d. Quality Assurance

Quality assurance should be an element of all learning programmes. Several mechanisms need to be established to ensure the quality of learning programmes and their capacity for self-
improvement. One of the most critical of these is a mechanism which enables meaningful and reliable feedback from students and tutors into the ongoing performance of the institution.

e. Research, evaluation, and development

As with all aspects of education, continuing research, evaluation and development are necessary for the improvement of distance education provision. Distance education providers also need to have effective research as the basis for improving the quality of their performance.

f. Effectively managed distance learning

Effectively managing distance learning involves establishing performance criteria and targets for the institution, together with mechanisms for publicly and regularly evaluating performance and incorporating lessons learned into improved practices.

Validation and OER

EU policy-makers are focusing on how to validate OER, especially in light of the 2013 communication on opening up education, which states that validation should address the challenges linked to the emergence of OER.

Up to now it has been virtually impossible to acquire formal recognition for learning achieved by OER, hence almost no credits are given for learning acquired through OER, in contrast to “formal education” or distance learning courses.

Nonetheless it is possible to establish links between OER and validation. The European Centre for the Development of Vocational Training published a Thematic Report on Validation concerning OER mentions four types of example. These are listed below:

<table>
<thead>
<tr>
<th>Identification</th>
<th>List of open resources and materials that can give individuals awareness of their knowledge, skills and competences, prevalent standards, level of competence and gaps in their knowledge, skills and competences.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documentation</td>
<td>OER may support documentation and non-formal learning by means of reference to course material.</td>
</tr>
<tr>
<td>Assessment</td>
<td>OER may be linked to various forms of assessment, from self to peer and institutional assessment.</td>
</tr>
<tr>
<td>Certification</td>
<td>OER may lead to certification entitling individuals to certain rights: for example, it may have a labour market value or value in the education system (e.g. a value for course entry, waiving the requirements to complete elements of courses or the award of full qualifications).</td>
</tr>
</tbody>
</table>

Teachers using OER: some pedagogical considerations

Didactic perspectives
The OER concept is not new, but is based on the principle that educators should select, from the full range of educational provision, those resources and methods that are most appropriate to the context in which they are providing education. The learning materials produced in the Skillman project, this means that teachers can benefit by considering some didactic perspectives.

A didactic framework for VET teachers and educational planners
The central questions a VET teacher or educational planner must consider, to meet the required learning goals and competences described in the curricula, are outlined here. These can be viewed as six perspectives, described by two Norwegian educational VET researchers, Hiim and Hippe (2003 and 2007).

Six didactic perspectives for teacher’s didactic considerations

- **Learning prerequisites.** Concerns learner’s and teacher's prior knowledge and experience.

- **Evaluation and assessment.** Concerns both formative and summative methods, and requirements that can be referred to learning goals, competences and skills and likewise described in the curricula and other official documents.

- **Planning for learning processes, methods and activities.** Concerns teaching methods, videos apps, task-based work etc., considering the relation and flow in the design of the learning process for the participants.

- **Content.** Selection of content in order of presentation.

- **Learning goals** Concerns the teacher's considerations of progression and the development of learning goals that VET students must reach. Naturally these goals should also be linked to the overall curriculum and official documents that describe the competences, skills and attitudes that the student must acquire.

- **Frame factors.** Concerns the learning environment. These could be factors such as number of students, time to reach the learning goals etc.

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Hiim, Hilde, and Else Hippe (2007): (Translated title: Learning through understanding, experience and action.)
The main point made by the two researchers is that all six perspectives are interrelated. This means that teachers and educational planners should be able to distinguish between the six elements, bearing in mind that change in one aspect affects the other five aspects.

In the following, we will present some models that can help VET teachers and educational planners transform the curricula developed in Skillman into learning activities linking with and using elements from Skillman’s OER Platform.

**Teacher’s choice of media, power and difficulty**

When the teacher has considered and described the goals, content, learners and the requirements and activities necessary to achieve the learning goals in the Skillman curricula, it might be useful to specify the media needed to implement the activities and tests.

Each learning object may require a different mix of media. Each medium should be more or less easy to use, and the requirements concerning the teacher’s ability to use it, storage space, tools, network speed and so on varies, as does the difficulty of the media. Likewise it will be found that the power of the media – that is, the ability to communicate facts, explain concepts and trigger emotions – can differ.

Though all media are possible, the following figure may be useful in considering which media are most appropriate for particular learning activities.

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Technology applications that can be used in OER: a brief overview

This short overview provides a quick guide to some of the technology applications which are available to support education and development initiatives and that are helping to stimulate the creation and use of openly licensed, or at least openly available, educational resources.

- **Social network sites.** These are web-based services that allow people to construct a public or semi-public profile within a bounded system, define a list of other users with whom they share a connection, and view their list of connections and those made by others within the system. The best known of such sites are probably Facebook and MySpace, although many such sites exist. Some also focus on specific dimensions of social networking. For example, social bookmarking sites such as Del.icio.us allow people to save bookmarks to websites and tag them with keywords, generating community-driven, keyword-based classifications known as ‘folksonomies’. Likewise, photo-sharing websites such as Flickr allow people to upload, tag, browse and annotate digital photographs, as well as participate in self-organizing topical groups. While social networking sites have massive potential for influencing the ways in which we organize and find information and how we interact with people, it is important to note that the for-profit sector is selling itself as the provider of choice for these Web 2.0 collaboration capabilities, predominantly in an effort to create new platforms to fund consumers and sell advertising.

- **Blogging.** Blogging is remarkable for the speed at which it has grown as an online communication vehicle. ‘Blog’ is an abbreviated version of ‘weblog’, a term used to describe websites that maintain an on-going chronicle of information. A blog is a frequently updated, personal website featuring diary-type commentary and links to articles or other websites (and, in the case of video-blogging, video). Given the personal perspectives presented on blogs, they often generate ongoing discourse and a strong sense of community. Blogs provide diverse, alternative sources of information for higher education, as well as supplying tools that can be used by academics and students for a wide range of educational purposes.

- **Wikis.** A wiki enables documents to be written collaboratively in a simple mark-up language using a web browser. A defining characteristic of wiki technology is the ease with which pages can be created and updated. This ease of interaction and operation makes a wiki an effective tool for mass collaborative authoring. The most famous example is Wikipedia, an online phenomenon that has played a massive role in challenging notions of what constitute ‘expertise’ and reliability of information. Wikis are already extensively used in many higher education programmes for educational

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7 This Appendix is taken from a report written by Neil Butcher for the Global e-Schools and Communities Initiative (GeSCI). The original report can be located at: www.gesci.org/assets/files/12.Sharing%20Knowledge%20Based%20Society%20Perspectives%20The%20ICT,%20Education%20Development%20Perspective%20Neil%20Butcher%20and.pdf

8 The descriptions contained in this section have drawn heavily on documentation prepared by the Educause Leaning Initiative – [www.educause.edu/eli](http://www.educause.edu/eli)– and especially its ‘7 Things You Should Know About...’ series
purposes and are one of the authoring tools being used to generate ‘open’ content (see below).

- **RSS.** Real Simple Syndication (RSS) is a protocol that allows users to subscribe to online content by creating lists of preferred sources of information in a ‘reader’ or ‘aggregator’ that automatically retrieves content updates, saving the user’s time and effort. RSS feeds can be very helpful in managing information and undertaking ongoing research.

- **Podcasting.** This refers to any combination of hardware, software and connectivity that permits automatic download of (usually free) audio and video files to a computer, smartphone or MP3/MP4 player to be listened to or watched at the user’s convenience. This is typically done by subscribing to an RSS feed linked to the specific podcast, so that when new editions of a podcast are made available, they are automatically downloaded by podcasting software. Podcasting has made available a very broad spectrum of educationally useful audio and video material, including radio programmes from around the world, lectures, conference speeches and custom-produced podcasts created by enthusiasts. Growing numbers of universities and academics are making lectures available as podcast series, which are usually freely available to anyone around the world with Internet access.

- **Virtual worlds.** These are immersive online environments whose ‘residents’ are avatars representing individuals who participate via the Internet. Some, such as the very popular World of Warcraft, are explicitly focused on gaming and entertainment. However, possibly the best known of these from an educational perspective is Second Life, a fully three-dimensional world where users with many varying interests interact, but within which many universities and businesses are now constructing virtual campuses for their students.

- **Voice-Over Internet Protocol (VOIP).** VOIP is a protocol optimized for the transmission of voice through the Internet or other packet-switched networks. VOIP is often used abstractly to refer to the actual transmission of voice, rather than the protocol implementing it. VOIP facilitates applications such as Skype, which allow users to make free telephone calls between computers.

- **Instant messaging (IM).** IM is a form of online communication that allows real-time interaction through computers or mobile devices. It is often bundled into applications such as Skype and social networking sites, so that it can be used seamlessly while within those applications. It has become such an integral part of students’ lives that many universities are working to move IM beyond the social sphere into teaching and learning.

- **Online applications.** These are web-based programmes that run in web browsers and typically replicate the functionality currently available on desktop-based applications. A good example is Google Apps, which provides access to office productivity,
communication and file storage tools. Another, more specialized example is Lulu, which offers online access to the tools one needs to design, publish and print original material, facilitating inexpensive production of publications. The online nature of such tools is also intended to facilitate collaboration, peer review and the collective generation of knowledge.

**Wielding the applications**

By drawing on the potential of the above technologies, several new possibilities are emerging that can be useful for teachers using OER.

Mashups are web applications that combine data from more than one source into a single integrated tool. The power of mashups for education lies in the way they help us reach new conclusions or discern new relationships by uniting large amounts of data in a manageable way. Web-based tools for manipulating data are easy to use, usually free, and widely available. Mashups include:

- Digital storytelling, which involves combining narrative with digital content to create a short movie or presentation.
- Data visualization, which is the graphical representation of information to find hidden trends and correlations that can lead to important discoveries.
- Open journaling, which manages the process of publishing peer-reviewed journals online, allowing authors to track submissions through the review process, and creating a sense of openness and transparency unusual in traditional, peer-reviewed publications.
- Google jockeying, which involves a participant in a class surfing the Internet during the class for terms, ideas, websites or resources mentioned by the presenter. These searches are then displayed simultaneously with the presentation.
- Virtual meetings, which are real-time meetings taking place over the Internet using integrated audio and video, chat tools and application sharing.
- Grid computing, which uses middleware to coordinate disparate IT resources across a network, allowing them to function as a virtual whole and providing remote access to IT assets and aggregating processing power.
Teacher’s choice using OER: linking learning to life, work and future learning\(^9\)

When the teacher plans learning activities in VET programmes, it is useful to ensure that people can apply what they have learned. This is especially emphasised in VET education, European policy and research linked to transfer.\(^10\)

In an OER-supported educational program, it can therefore be useful to consider "connect" activities that can help the learner apply what he or she has learned. Connected activities can make existing knowledge more useful. Connected activities range from a simple stop-and-think questions to a full-scale work project. To design effective "connect" activities, one should start with a clear idea of what one wants to connect.

The figure below is designed to help the planning process.

<table>
<thead>
<tr>
<th>To connect this</th>
<th>To this</th>
<th>Use this type of Connect activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual principles, concepts, and other bits of</td>
<td>The learner’s work or studies</td>
<td>Consider activities such as identifying examples</td>
</tr>
<tr>
<td>learning</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Critical bits of information</td>
<td>Gaps in the learner’s current understanding</td>
<td>Questioning activities</td>
</tr>
<tr>
<td>Major themes in the OER supported learning environment</td>
<td>The learner’s life</td>
<td>Stories told by the learner</td>
</tr>
<tr>
<td>Producers and policies</td>
<td>The learner’s professional work</td>
<td>Job aids and original work activities</td>
</tr>
<tr>
<td>Limited information in the learner’s course</td>
<td>The large body of knowledge in a field</td>
<td>The learner’s active search for knowledge, problems and answers to a subject. ‘Research’ activities</td>
</tr>
<tr>
<td>Current information</td>
<td>New information that the learner will encounter</td>
<td>The learner’s active search for knowledge, problems and answers to a subject. ‘Research’ activities</td>
</tr>
</tbody>
</table>


Teacher’s choice using OER: feedback, test evaluation and goals, accessed learning

In this methodological guide, a test is an activity that indicates how well learners are meeting learning objectives. In this understanding, any activity that provides feedback on learners’ performance in relation to an object, goal, skill knowledge etc. can serve as a test.

Teachers feedback: an effective tool with three types of feedback

In this guide, we focus on both formal and informal tests. In this understanding, feedback has at central role. According to Hattie, drawing on research on the teacher’s impact on students learning, feedback is one of the most effective methods of enhancing students’ learning.

Hattie develops the concepts of effective feedback by dividing feedback into three perspectives and questions that must be answered. The purpose of feedback, in Hattie’s view, is to reduce discrepancies between the learner’s current understandings and performance on the one hand and the goals that have been set on the other. In the feedback process, both teacher and the student can address the student’s learning process by fulfilling the following tasks.

**The teachers task** is to provide appropriate challenging and specific goals, or to assist students to reach the goals through effective feedback.

**The students task** is to increase the effort and employment of more effective strategies, or to abandon, blur or lower the goals.

Effective feedback requires answers to three questions:

1. Question: Feed up: Where am I going? The goals.
2. Question: Feed back: How am I going?
3. Question: Feed forward: Where to next?

In Hattie’s view, each question works on four levels that are important for teachers, leaders and educational planners to incorporate into the student’s test.

On the **task level**, the student and teachers will encounter information of how well tasks are being understood and performed. On the **process level**, information concerning the processes needed to understand and perform tasks is revealed. On the **level of self-regulation**, the feedback guides the students and teacher towards the self-monitoring, direction and regulation.

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of actions. And finally, on the level of the self, teachers and students receive feedback on their personal behaviour and their ability to perform the task effectively and reach visible goals.

**Teacher’s choice: a test guide**

Before testing the learner’s achievement of goals, skills and competences from the curricula developed under the Skillman project, the following should be considered: What is your aim in testing when you decide to test? How important are recorded scores? And what kinds of feedback is it important to give learners in light of the feedback questions and levels mentioned above? These decisions will be crucial and can later be incorporated or used as an training tool in addition to Skillman’s OER.

The table below can serve as the first step in deciding and designing the quality of a test.

**What do you want to accomplish with your test?**

<table>
<thead>
<tr>
<th>Purpose of testing</th>
<th>How to test</th>
<th>Record scores</th>
<th>Feedback</th>
</tr>
</thead>
<tbody>
<tr>
<td>Measure the progress of learners.</td>
<td>At the end of each topic, lesson and course.</td>
<td>Yes.</td>
<td>Numeric, at end of test.</td>
</tr>
<tr>
<td>Help learners measure their own progress.</td>
<td>Frequent, short test.</td>
<td>No.</td>
<td>Descriptive and numeric.</td>
</tr>
<tr>
<td>Certify learner’s knowledge.</td>
<td>Proctored, legally defensible test.</td>
<td>Yes.</td>
<td>Pass-fail or overall score. May also provide scores for sub-components so learners can study and try again.</td>
</tr>
<tr>
<td>Certify learner’s skills.</td>
<td>Observed accomplishment of prescribe tasks.</td>
<td>Yes.</td>
<td>Pass-fail or overall score. May also provide scores for sub-components so learners can study and try again.</td>
</tr>
<tr>
<td>Motivate learners.</td>
<td>Informal pre-test.</td>
<td>No.</td>
<td>Recommended areas of study.</td>
</tr>
</tbody>
</table>

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<tr>
<td>Exercise independent learning skills.</td>
<td>‘Open-book’ test where learners can find answers in</td>
<td>No.</td>
<td>Recommended search targets and strategies.</td>
</tr>
<tr>
<td></td>
<td>available resources.</td>
<td></td>
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</tr>
<tr>
<td>Teach new knowledge and skills.</td>
<td>Informal, frequent, before presentation of content.</td>
<td>No.</td>
<td>Presentation of just the content that testing indicates the learner needs.</td>
</tr>
<tr>
<td>Diagnosing learner’s skills and knowledge.</td>
<td>Comprehensive test.</td>
<td>Yes.</td>
<td>Complete profile of what learners already know and need to learn.</td>
</tr>
<tr>
<td>Measure the effectiveness of learning modules.</td>
<td>Comparison of test scores between different modules and between modules before and after revision of pre-and post-test.</td>
<td>Yes.</td>
<td></td>
</tr>
</tbody>
</table>
References


