Train the Trainer Short Certificate

Program Content Guide

EFFECTIVE DATE

January 2023

PURPOSE

The Train the Trainer Short Certificate (TTSC) provides students with the foundational knowledge, skills, and attitudes needed to instruct adults needed to plan, deliver, and evaluate learning.

ADMISSION REQUIREMENTS

- English language proficiency at an English 11 level

- Evidence of subject matter expertise as demonstrated by a diploma, bachelor's degree, trades certification, substantial workplace experience, *or* departmental approval

PRIOR LEARNING ASSESSMENT & RECOGNITION (PLAR)

Students may request formal recognition of prior learning attained through informal education, work, or other life experience, including Indigenous ways of knowing. Credits may be granted to students who are able to sufficiently demonstrate the learning outcomes of specific courses.

PLAR is available for all courses in the program, except:

- PIDP 3220 Delivery of Instruction

Applying for PLAR:

- Identify courses for which you will be requesting PLAR.

- Submit the following to the department:

- Actual curriculum products/artifacts created and used by the applicant in their workplace which are judged equivalent to the curriculum documents required in the course assignments.

- An essay in which the applicant describes the development of their thinking related to the themes, issues, and concepts of the course.

- A successful interview with the department.

Students may apply for a maximum of three program credits through PLAR. Tuition and fees may still apply to PLAR candidates.

To request PLAR, please contact the department directly.

See the D.3.5 Prior Learning Assessment and Recognition [Policy](#) and [Procedures](#) for more information.

PROGRAM DURATION & MAXIMUM TIME FOR COMPLETION

8 credits (120 hours)

Completion time will vary depending on individual circumstances. The program is designed to allow for flexibility, and may be completed at an accelerated pace.

The program must be completed within 3 years.

PROGRAM LEARNING OUTCOMES

Upon completion of the program, students will be able to:

1. Design, deliver and evaluate adult learning and teaching on a continuum of instructional approaches.

2. Integrate critical reflection strategies to stay current in education and bring about change in one's own practice.

3. Act in an ethical and professional manner when working in an adult education setting.

INSTRUCTIONAL STRATEGIES, DESIGN AND DELIVERY MODE

A wide variety of instructional strategies is used in the program. Instructional strategies may include interactive lecture, presentations, assignments, guest speakers, discussions, group work, field trips, and case studies.

Courses may be offered in online, face-to-face, and blended formats. PIDP 3220 must be taken face-to-face.

EVALUATION OF STUDENT LEARNING

Evaluation of student learning is based on completion of course assignments. Due dates and criteria for successful completion of each course assignment will be outlined by the instructor at the beginning of each course. Students

must achieve a minimum grade of 'C' in PIDP 3210 and PIDP 3230, and S in PIDP 3220 in order to be awarded the Train the Trainer Short Certificate.

RECOMMENDED CHARACTERISTICS OF STUDENTS

The TTSC is appropriate from those with no teaching experience to those with substantial teaching experience but little training in instructional skills. Students should have:

- a willingness to participate in a wide variety of instructional strategies, both face-to-face and online

- basic computer skills

- the ability to work independently and with others

COURSES

Code	Title	Credits
PIDP 3210	Curriculum Development	3
PIDP 3220	Delivery of Instruction	2
PIDP 3230	Evaluation of Learning	3
Total Credits		8

TRANSCRIPT OF ACHIEVEMENT

The evaluation of learning outcomes for each student is prepared by the instructor and reported to the Student Records Department at the completion of each course. The transcript typically shows a letter grade or S/U (successful/unsuccessful) for each course. The grade point equivalent for a course is obtained from letter grades as follows:

GRADING STANDARD

Grading Standard

Grade	Percentage	Description	Grade Point Equivalency
A+	96-100		4.33

Grade	Percentage	Description	Grade Point Equivalency
A	91-95		4.00
A-	86-90		3.67
B+	81-85		3.33
B	76-80		3.00
B-	71-75		2.67
C+	66-70		2.33
C	61-65		2.00
C-	56-60		1.67
D	50-55		1.00
F	0-49	Failing Grade	0.00
S	61 or greater	Satisfactory – student has met and mastered a clearly defined body of skills and performances to required standards	N/A
U		Unsatisfactory – student has not met and mastered a clearly defined body of skills and performances to required standards	N/A
I		Incomplete	N/A
IP		Course in Progress	N/A
W		Withdrawal	N/A
Course Standings			
R		Audit. No Credits	N/A
EX		Exempt. Credit Granted	N/A
TC		Transfer Credit	N/A

GRADE POINT AVERAGE (GPA)

1. The course grade points shall be calculated as the product of the course credit value and the grade value.

2. The GPA shall be calculated by dividing the total number of achieved course grade points by the total number of assigned course credit values. This cumulative GPA shall be determined and stated on the Transcript at the end of each Program level or semester.

3. Grades shall be assigned to repeated courses in the same manner as courses taken only once. For the purpose of GPA calculation of grades for repeated courses, they will be included in the calculation of the cumulative GPA.

Notes:

- Program contents and descriptions, offerings and schedules are subject to change without notice.

- Students are required to follow all College policies including ones that govern their educational experience at VCC. Policies are available on the VCC website at:https://www.vcc.ca/about/governance--policies/policies/.