



Train the Trainer Short Certificate

Program Content Guide

Effective Date: April 2020

Goal

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 11 or Communications 12 with a C-, or equivalent
- Evidence of subject matter expertise (diploma, bachelor's degree, trades certification, substantial workplace experience) or departmental approval

Prior Learning Assessment & Recognition (PLAR)

You can request Prior Learning Assessment Recognition (PLAR) for some courses in the Train the Trainer program based on informal education, previous experience and current level of knowledge and skills.

Please contact the office and request Prior Learning Assessment Recognition PLAR for one course at a time. You will be directed to the Department Leader who will supply you information about completing PLAR. You may apply for a maximum of 3 credits of PLAR and transfer credit. Please contact the office for fees charged for PLAR.

Process:

1. Apply and meet all the entrance requirements for the TTSC
2. Contact the program office to request PLAR for a particular course.
3. Speak with the Department Leader about the PLAR process and compile the particular information and evidence requested to substantiate your request.
4. Complete the application for PLAR and submit payment.
5. See Policy D.3.5 for more information about VCC's PLAR procedures.

Program Duration

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 Activities, 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

Course #	Course Name	Credits
PIDP 3210	Curriculum Development	3.0
PIDP 3220	Delivery of Instruction	2.0
PIDP 3230	Evaluation of Learning	3.0

Total Program Credits: 8.0

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

Grade	Percentage	Description	Grade Point Equivalency
A+	98-100		4.33
A	94-97		4.00
A-	90-93		3.67
B+	85-89		3.33
B	80-84		3.00
B-	75-79		2.67
C+	70-74		2.33
C	65-69		2.00
C-	60-64		1.67
F	0-59	Failing Grade	0.00
S	60 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 Credit	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.

VCC Education and Education Support Policies

There are a number of **Education** and **Education Support** policies that govern your educational experience at VCC, please familiarize yourself with them. The policies are located on the VCC website at:

<http://www.vcc.ca/about/governance--policies/policies/>