



Collaborating Using Online Methods

SCQF level 8

Unit Code: F9XW 35

Who is this qualification for?

This Unit has been primarily designed for the continuing professional development (CPD) of teachers involved in the teaching, coaching and mentoring of learners, which may include formal and informal learning.

The PDA may also be attractive to tutors, trainers and other staff who are involved in the delivery of learning in other areas, including further education, community and voluntary learning and private training providers.

The qualification Outcomes are:

- 1 Develop an online teaching and learning methodology.
- 2 Use appropriate e-resources to facilitate and manage online learning.
- 3 Provide online support to learners.

Understanding and applying skills in these Outcomes is important because they help you work effectively in your learning and teaching role and also prepare you to use e-learning resources in the delivery of learning, teaching and assessment.

What should I know or be able to do before I start?

You would normally be expected to be working towards or have completed a teaching qualification, a Professional Development Award for teaching or a professional training qualification or have some knowledge and experience of learning, teaching and assessment. Candidates should have competence of information technology at SCQF level 5 or higher.

What do I need to do?

You need to be able to demonstrate your competence as a deliverer of learning, when developing, facilitating and collaborating in an online community of learners, utilising e-learning resources.

Candidates undertaking this Unit will be provided with opportunities to develop and practice their skills in utilising ICT and e-learning resources effectively in a learning environment.

How do I get this Unit?

This Unit will be assessed by written/oral and performance evidence. The candidate is required to use e-resources and materials to create, manage and evaluate an e-learning community with one or more learners.

You will be asked to provide a portfolio of evidence covering the three Outcomes. The evidence submitted in the portfolio should be based on the candidate's actual work in a learning environment with learners.

There must be arrangements in place to ensure the authenticity of the work provided. Simulation is not permitted in this Unit.

What might this involve?

Each approved centre operates slightly differently. They may ask you to attend a training course and/or a one-to-one tutorial.

There may also be some self-study to undertake prior to the commencement of your assessment. Some individual course work will be required specifically in relation to developing a portfolio of evidence.

What qualifications can I do next?

This particular Unit is part of a Professional Development Award (PDA) in Technology Enhanced Learning and Teaching. The content of this Unit is based on:

- ◆ The National Occupational Standards for Learning Delivery for Teachers, Tutor and Trainers
http://www.lluk.org/documents/professional_standards_for_itts_020107.pdf
- ◆ The Learning and Skills e-Learning Framework <http://www.LSNeducation.org.uk>
- ◆ The Framework for Professional Recognition (2007) and the Standard for Chartered Teacher (2009).
<http://www.gtcs.org.uk/ProfessionalDevelopment/ProfessionalDevelopment.aspx>

Your tutor can advise you about the other Units in this PDA and other qualification options or alternatively visit SQA's web page: www.sqa.org.uk.

Guidance for tutors

The information included in the remainder of this document has been grouped under the following sections:

Section A: The Unit specification

Section B: Assessment guidelines for complete Unit

This Unit is supported by a set of support notes which can be obtained separately from the SQA. The support notes contain detailed evidence requirements and assessment guidelines.

Disabled candidates and/or those with additional support needs

The additional support needs of individual learners should be taken into account when planning learning experiences, selecting the most appropriate assessment activity, and considering any reasonable steps which might be necessary to allow the learner to meet the assessment standard. Further advice can be found on our website: www.sqa.org.uk/assessmentarrangements.

Section A — Unit specification:

Unit title: Collaborating using online methods

This section provides detailed information on the Unit specification requirements covering the two Outcomes.

The sections of the Unit stating the Outcomes, Knowledge and/or Skills, and Evidence Requirements are mandatory.

'Candidate' refers to someone who is working towards the achievement of this Unit.

Collaborating Using Online Methods		
Ref	Outcome	Skills and Knowledge
1	Develop an online teaching and learning methodology	<ul style="list-style-type: none"> ◆ Examine teaching and learning theories and their approach to coaching and mentoring. ◆ Produce a learning programme and support strategy to facilitate online peer and group activities. ◆ Implement the learning programme in a specified area of online teaching and learning. ◆ Evaluate the effectiveness of the online teaching and learning programme.
2	Use appropriate e-resources to facilitate and manage online learning	<ul style="list-style-type: none"> ◆ Select appropriate e-tools to initiate and manage an online learning community. ◆ Identify appropriate codes of practice for use with the online learning community. ◆ Identify resources that can be used in the learning community. ◆ Create an online support strategy for supporting and communicating with online learners. ◆ Monitor and facilitate the development of an online learning community. ◆ Evaluate the role of the teacher facilitating the online community.
3	Provide online support to learners'	<ul style="list-style-type: none"> ◆ Investigate tools that could be used to assess learners' level of knowledge, skills and competency in an online community. ◆ Provide learners with appropriate online information and support. ◆ Evaluate the online community in helping learners' meet the learning objectives. ◆ Identify a range of appropriate strategies and techniques to help learners develop the knowledge and skills they need to use e-resources.

Section B — Assessment guidelines for complete Unit

Unit title: Collaborating Using Online Methods

The candidate will be expected to submit a fully referenced portfolio of evidence covering the three Outcomes for assessment.

These assessment guidelines have been developed to give advice by identifying where opportunities exist to gather evidence efficiently.

For assessment purposes, the evidence can be divided into three main categories:

- 1 Portfolio evidence produced by the candidate.
- 2 Portfolio evidence produced by the candidate.
- 3 Portfolio evidence produced by the candidate.

Detailed evidence requirements and assessment guidelines are available from the SQA upon request for centres delivering this Unit and those seeking approval to deliver it.



Administrative information

Credit value

1 credit at (SQA level 8) (8 SCQF credit points at SCQF level 8)

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