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| http://ntn-mis-shp1/functional/marketing/College%20Logos/NPTCG-Logo-CMYK-Small.jpg | | **Scheme of Work**  **Course: Certificate in Post graduate Education**  **Unit/subject:** | | | **Lecturers name: Tony Burgoyne/William Davies**  **Total number of hours: 120**  **Number of weeks: 30**  **Start date:**  **End date:**  **Room number: Remote learning,**  **Time from 8,00am-12.00pm UK 4.00pm-8.00pm China** | | | | | | |
| **Session Number** | **Objectives of the session**  **(including specific resources required)** | | **Cross Cutting Themes** | | | | | | **Assessment** | **Blended**  **Flipped**  **Digital**  **Learning**  **Elements of the lesson** |
|  |  | |  |  |  |
| 1 | * **8.00am – 10.00am** * Registration * Ice breaker * Pen portraits/Group students * Aims and objectives for the lesson. * **Introduction to module and 0365** **Q&A** * Tools on Microsoft office, VooV & Teams * 20 mins break. * **10.20am - 12.00pm** * Evidenced based teaching. **Q&A** * Introduction overview for course **Q&A** * Padlet Quiz for understanding main aims. | | x | x | |  | x | x | Quizzes  Padlet  Q&A  Produce a pen portrait.  Hands up | Online delivery  Moodle  0365  Upload pen portrait to assignments in teams  VooV  Padlet |
| 2 | * **8.00am – 10.00am** * Registration * Quizzes for recap from lesson 1 * Aims and objectives for the lesson. * **Importance of planning** * Blooms Taxonomy **Q&A** * 20 mins break * 10.20am – 12.00pm * PAR lesson planning **Q&A** * Produce a lesson plan. * What are Aims and objectives? Q&A * Schemes of work * Padlet Quiz for understanding main aims. | | x |  | | x |  | x | Quizzes  produce a lesson plan.  Q&A  Formative assesment | Online delivery  Upload lesson plan to assignments in teams  Moodle  0365  VooV  Padlet  Quizzes |
| 3 | * **8.00am – 10.00am** * Registration * Quizzes for recap from lesson 2 * Aims and objectives for the lesson. * **Create a climate that promotes positive learning.** * PowerPoint. **Q&A** * 20 mins break. * 10.20am – 12.00pm * The learning environment PowerPoint **Q&A** * Hand out rich learning environment go over **Q&A** * Activating prior knowledge **Q&A** * Padlet Quiz for understanding main aims. | | x | x | |  | x | x | Q&A  Discussion  Chat and hands up | Online delivery  Moodle  0365  VooV  Teams  PowerPoint  Ted talks  You tube |
| 4 | * **8.00am – 10.00am** * Registration * Quizzes for recap from lesson 3 * Aims and objectives for the lesson. * **Planning learning events** * PowerPoint lesson planning **Q&A** * Look at some completed L/P long & short **Q&A** * **20 mins break.** * 10.20am – 12.00pm * Smart Planning, PowerPoint **Q&A** * Show **presentation for the Micro-teach Q&A, lots** * Padlet Quiz for understanding main aims. | | x | x | | x |  |  | Q&As  Chat  You tube clip | Online delivery  Moodle  0635  VooV  PowerPoint |
| 5 | * **8.00am – 10.00am** * Registration * Quizzes for recap from lesson 4 * Aims and objectives for the lesson. * **Understanding learners needs, goals & feedback.** * Identifying learners needs PowerPoint **Q&A** * 20 Mins break. * 10.20am – 12.00pm * Goals and feedback PowerPoint **Q&A** * Two ticks and a wish, **Q&A** * Go over **presentation for the Micro-teach again Q&A, lots** * Padlet Quiz for understanding main aims. | | x | x | |  | x |  | Q&A  Discussion  Chat  Formative and summative assessment | Online delivery  Moodle  0365  VooV  Padlet  Quizzes |
| 6 | * **8.00am – 10.00am** * Registration * Quizzes for recap from lesson 5 * Aims and objectives for the lesson. * **SWOT analysis, Smart targets and learning styles.** * Gray’s personality test PowerPoint **Q&A** * Students to give themselves an animal. * Smart targets **Q&A** * **20Mins Break** * 10.20am – 12.00pm * SWOT PowerPoint * Students to produce a SWOT. * Padlet Quiz for understanding main aims. | | x | x | |  |  | x | Produce a SWOT.  Chooses an animal.  Q&A  Debate  Own learning style | Online delivery  Moodle  Upload SWOT to assignments in teams  0365  VooV  Padlet  Quizzes |
| 7 | * **8.00am – 10.00am** * Registration * Quizzes for recap from lesson 6 * Aims and objectives for the lesson. * **Participation, Blooms and meddle and mission.** * Participation PowerPoint **Q&A** * Blooms taxonomy **Q&A** * **20Mins break** * 10.20am – 12.00pm * Effective feedback/forward, Meddle and mission. * Show PowerPoint **Q&A** * Padlet Quiz for understanding main aims. | | x | x | |  |  |  | Q&A  Discussion  Chat  Formative and summative assessment | Online delivery  Moodle  0365  VooV  Teams  PowerPoint  Ted talks  You tube |
| 8 | * **8.00am – 10.00am** * Registration * Quizzes for recap from lesson 7 * Aims and objectives for the lesson. * **Assessment for learning & presentation skills Q&A** * Bill and Ted **Q&A** * Assessment PowerPoint **Q&A** * **20 Mins break** * 10.20am – 12.00pm * Summative/formative assessment **Q&A** * Presentation skills **PowerPoint Q&A** * Padlet Quiz for understanding main aim. | | x | x | |  | x |  | Produce a work sheet Bill and Ted  Q&As | Online delivery  Upload B&T to assignments in teams  Moodle  0365  VooV  Padlet  Quizzes  Teams |
| 9 | * **8.00am – 10.00am** * Registration * Quizzes for recap from lesson 8 * Aims and objectives for the lesson. * **Questioning techniques Q&A** * Questioning workshop **Q&A** * **20 mins break** * 10.20am – 12.00pm * POSE, Pause, Pounce, Bounce **Q&A** * Questioning toolbox **Q&A** * Padlet Quiz for understanding main aims | | x | x | | x |  |  | Q&A  Discussion  Questing toolbox  Hands up and chat | Online delivery  Moodle  0365  VooV  Padlet  Quizzes |
| 10 | * **8.00am – 10.00am** * Registration * Quizzes for recap from lesson 9 * Aims and objectives for the lesson. * **Differentiation Stretch and challenge & planning Micro-teach.** * Differentiation workshop **Q&A** * **20 mins break.** * 10.20am – 12.00pm * Stretch & Challenge PowerPoint **Q&A** * Planning Micro teach, lesson plan, PowerPoint & timings. * Padlet Quiz for understanding main aim. | |  | x | |  | x |  | Q&A  Discussion  Chat  Formative and summative assessment | Online delivery  Moodle  0365  VooV  Teams  PowerPoint  Ted talks  You tube |
| 11 | * **8.00am – 10.00am** * Registration * Quizzes for recap from lesson 10 * **Week one micro teach presentations.** * **MICRO teach presentations first 4, 30 mins each in total.** * **Students not presenting producing evaluation feedback sheets from presentations.** * **Teacher to evaluate each presentation and feedback on Teams.** * **20 mins break.** * 10.20am – 12.00pm * **MICRO teach presentations last 4, 30 mins each in total.** * **Students not presenting producing evaluation feedback sheets from presentations.** * **Teacher to evaluate each presentation and feedback on Teams.** * Whole class feedback/forward from presentations evaluation * Close | | x |  | | x |  | x | Presentation  Lesson plan  Peer evaluation  Presentation materials,  Q&As  Formative & summative assessment | Online delivery  Moodle  0365  VooV  Padlet  Teams  YouTube  Upload lesson plan, PowerPoint to assignments in teams |
| 12 | * **8.00am – 10.00am** * Registration * Quizzes for recap from lesson 11 * **Week two micro teach presentations.** * **MICRO teach presentations first 4, 30 mins each in total.** * **Students not presenting producing evaluation feedback sheets from presentations.** * **Teacher to evaluate each presentation and feedback on Teams.** * **20 mins break.** * 10.20am – 12.00pm * **MICRO teach presentations last 4, 30 mins each in total.** * **Students not presenting producing evaluation feedback sheets from presentations.** * **Teacher to evaluate each presentation and feedback on Teams.** * Whole class feedback/forward from presentations evaluation * Close | | x |  | | x |  | x | Presentation  Lesson plan  Peer evaluation  Presentation materials,  Q&As  Formative & summative assessment | Online delivery  Moodle  0365  VooV  Padlet  Teams  YouTube  Upload lesson plan, PowerPoint to assignments in teams |
| 13 | * **8.00am – 10.00am** * Registration * Quizzes for recap from lesson 12 * Aims and objectives for the lesson. * **Evaluation, reflection and challenge toolkit** * Self-evaluation feedback from presentations 400 words * Refection PowerPoint **Q&AS** * **20 mins break.** * 10.20am – 12.00pm * Evaluation sheet **Q&A** * Challenge toolkit **Q&As** * Padlet Quiz for understanding main aims for the day. | | x |  | |  | x |  | Q&A  Produce an evaluation from the presentation 200 words.  Sharing good practise | Online delivery  Upload evaluation to assignments in teams |
| 14 | * **8.00am – 10.00am** * Registration * Quizzes for recap from lesson 13 * Aims and objectives for the lesson. * **Motivating learning/students in the classroom** * PowerPoint. **Q&A** * 20 mins break. * 10.20am – 12.00pm * Why observe teaching & peer assessment * PowerPoint and work sheet * **Q&A session** * Padlet Quiz for understanding main aims for the day   Ask student to print out the work book for next week’s lesson, class room management topic | | x | x | |  | x |  | Q&A  Complete the work sheets from motivation. | Online delivery  Online delivery  Moodle  0365  VooV  Padlet  Teams  YouTube |
| 15 | * **8.00am – 10.00am** * Registration * Quizzes for recap from lesson 14 * Aims and objectives for the lesson. * **Classroom management** * PowerPoint & workbook, **Q&A** * 20 mins break. * 10.20am – 12.00pm * **Feedback & feedforward** * PowerPoint & hand out * **Q&A** * Padlet Quiz for understanding main aims. | | x | x | | x |  | x | Q&A  Complete workbook as the lesson flows and after each set task. | Online delivery  Moodle  0635  VooV  PowerPoint |
| 16 | * **8.00am – 10.00am** * Registration * Quizzes for recap from lesson 15 * Aims and objectives for the lesson. * **Formative and Summative assessment** * PowerPoint. **Q&A** * 20 mins break. * 10.20am – 12.00pm * **Different Ways to assess learning.** * Question paper and PPPB * **Q&A** * Padlet Quiz for understanding main aims. | | x | x | | x |  | x | Q&A  Student to complete a list of the many different forms of assessment that they use in their teaching | Online delivery  Student to complete question paper, ways to assess learning.  Moodle  0635  VooV  PowerPoint |
| 17 | * **8.00am – 10.00am** * Registration * Quizzes for recap from lesson 16 * Aims and objectives for the lesson. * **Digital tools & Digital collaboration** * **Pedagogy wheel, Q&A** * Assignments in teams * 20 mins break. * 10.20am – 12.00pm * **Moodle and SharePoint, quizzes.** * **Q&A** * Padlet Quiz for understanding main aims and key points. | | x | x | | x |  | x | Q&A  Online assessment through teams and assignment | Online delivery  Quizzes  Students to work along side teacher looking at Moodle and SharePoint. |
| 18 | * **8.00am – 10.00am** * Registration * Quizzes for recap from lesson 17 * Aims and objectives for the lesson. * **Flipped and blended learning** * PowerPoint on flipping your classroom. **Q&A** * **Ted talks presentation PPS** * 20 mins break. * 10.20am – 12.00 * **Assessment for learning** * **PowerPoint** * **Q&A** * Padlet Quiz for understanding main aims and key points. | | x | x | | x |  | x | Q&A  Make some notes regarding the TedTalk on Flipped learning | Online delivery  Online delivery  Moodle  0365  VooV  Padlet  Teams  YouTube |
| 19 | * **8.00am – 10.00am** * Registration * Quizzes for recap from lesson 18 * Aims and objectives for the lesson. * **Experimental learning** * PowerPoint. **Q&A** * 20 mins break. * 10.20am – 12.00pm * **Teaching and learning strategies, work sheet** * **Teaching English as an additional language PowerPoint** * **Q&A** * Padlet Quiz for understanding main aims. | | x | x | | x |  | x | Q&A  Produce a work sheet regarding learning strategies. | Online delivery  Student to complete a work sheet.  Padlet |
| 20 | * **8.00am – 10.00am** * Registration * Quizzes for recap from lesson 19 * Aims and objectives for the lesson. * **Mentoring and Tutoring** * PowerPoint. **Q&A** * 20 mins break. * 10.20am – 12.00pm * **Coaching & group learning** * **PowerPoint** * **Q&A** * Padlet Quiz for understanding main aims. | | x | x | | x |  | x | Q&A  Complete the workbook as the lesson goes along.  Stage be stage. | Online delivery  Moodle  0365  VooV  Padlet  Teams  YouTube |
| 21 | * **8.00am – 10.00am** * Registration * Quizzes for recap from lesson 20 * **Second micro teach presentations.** * **MICRO teach presentations first 4, 30 mins each in total.** * **Students not presenting producing evaluation feedback sheets from presentations.** * **Teacher to evaluate each presentation and feedback on Teams.** * **20 mins break.** * 10.20am – 12.00pm * **MICRO teach presentations last 4, 30 mins each in total.** * **Students not presenting producing evaluation feedback sheets from presentations.** * **Teacher to evaluate each presentation and feedback on Teams.** * Whole class feedback/forward from presentations evaluation * Close | | x | x | | x |  | x | Presentation  Lesson plan  Peer evaluation  Presentation materials,  Q&As  Formative & summative assessment | Online delivery  Moodle  0365  VooV  Padlet  Teams  YouTube  Upload lesson plan, PowerPoint to assignments in teams |
| 22 | * **8.00am – 10.00am** * Registration * Quizzes for recap from lesson 21 * **Second micro teach presentations.** * **MICRO teach presentations first 4, 30 mins each in total.** * **Students not presenting producing evaluation feedback sheets from presentations.** * **Teacher to evaluate each presentation and feedback on Teams.** * **20 mins break.** * 10.20am – 12.00pm * **MICRO teach presentations last 4, 30 mins each in total.** * **Students not presenting producing evaluation feedback sheets from presentations.** * **Teacher to evaluate each presentation and feedback on Teams.** * Whole class feedback/forward from presentations evaluation * Close | | x | x | | x |  | x | Q&A  Presentation  Lesson plan  Peer evaluation  Presentation materials,  Q&As  Formative & summative assessment | Online delivery  Moodle  0365  VooV  Padlet  Teams  YouTube  Upload lesson plan, PowerPoint to assignments in teams |
| 23 | * **8.00am – 10.00am** * Registration * Quizzes for recap from lesson 22 * Aims and objectives for the lesson. * **Mentoring and Tutoring** * PowerPoint. **Q&A** * 20 mins break. * 10.20am – 12.00pm * **Coaching & group learning** * **PowerPoint** * **Q&A** * Padlet Quiz for understanding main aims. | | x | x | | x |  | x | Q&A  Complete the workbook as the lesson goes along.  Stage be stage. | Online delivery  Moodle  0365  VooV  Padlet  Teams  YouTube |
| 24 | * **8.00am – 10.00am** * Registration * Quizzes for recap from lesson 23 * Aims and objectives for the lesson. * **Lesson starters & The differentiation device** * PowerPoint. **Q&A** * 20 mins break. * 10.20am – 12.00 * **Habits of mind** * **PowerPoint & hand outs** * **Q&A**   Padlet Quiz for understanding main aims. | | x | x | | x |  | x | Q&A  Students match signs to habits and understand the meaning.  Upload to assignments in teams | Online delivery  Moodle  0365  VooV  Padlet  Teams  YouTube |
| 25 | * **8.00am – 10.00am** * Registration * Quizzes for recap from lesson 24 * Aims and objectives for the lesson. * **Effective teaching and learning** * PowerPoint. **Q&A** * 20 mins break. * 10.20am – 12.00pm * **Behaviour conversations** * **PowerPoint** * **Q&A** * Padlet Quiz for understanding main aims. | | x | x | | x |  | x | Q&A  Student to debate behaviour in their classrooms and take notes.  Record the lesson | Online delivery  Moodle  0365  VooV  Padlet  Teams  YouTube |
| 26 | * **8.00am – 10.00am** * Registration * Quizzes for recap from lesson 25 * Aims and objectives for the lesson. * **Digital tools investigation** * PowerPoint. **Q&A** * 20 mins break. * 10.20am – 12.00pm * **Present finding** * **Student to remotely present their findings.** * **Q&A**   Padlet Quiz for understanding main aims. | | X |  | | X | X | X | Q&A session  Student to work in pairs to research a digital tool that they can use to present or assess a learning event  Then share their finding with their peers, in the lesson. | Online delivery  Moodle  0365  VooV  Padlet  Teams  YouTube |
| 27 | * **8.00am – 10.00am** * Registration * Quizzes for recap from lesson 26 * Aims and objectives for the lesson. * **Reflection from course** * PowerPoint. **Q&A** * 20 mins break. * 10.20am – 12.00pm * **Recap main college values regarding teaching and learning.** * **Students to have some time to work on their team presentations.** * **PowerPoint** * **Q&A** * Padlet Quiz for understanding main aims.**??** | | X | X | | X |  | X |  | Online delivery  Moodle  0365  VooV  Padlet  Teams  YouTube |
| 28 | * **8.00am – 10.00am** * Registration * Quizzes for recap from lesson 27 * **Micro teach presentations.** * **Team MICRO teach presentations first 2 groups, 45 mins each in total.** * **Students not presenting producing evaluation feedback sheets from presentations.** * **Teacher to evaluate each presentation and feedback on Teams.** * **20 mins break.** * 10.20am – 12.00pm * **Team teach presentations last 2, 45 mins each in total.** * **Students not presenting producing evaluation feedback sheets from presentations.** * **Teacher to evaluate each presentation and feedback on Teams.** * Whole class feedback/forward from presentations evaluation * Close | | x | x | | x |  | x | Q&A  Presentation  Lesson plan  Peer evaluation  Presentation materials,  Q&As  Formative & summative assessment | Online delivery  Moodle  0365  VooV  Padlet  Teams  YouTube  Upload lesson plan, PowerPoint to assignments in teams |
| 29 | * **8.00am – 10.00am** * Registration * Quizzes for recap from lesson 28 * **Micro teach presentations.** * **Team MICRO teach presentations first 2 groups, 45 mins each in total.** * **Students not presenting producing evaluation feedback sheets from presentations.** * **Teacher to evaluate each presentation and feedback on Teams.** * **20 mins break.** * 10.20am – 12.00pm * **Team teach presentations last 2 groups, 45 mins each in total.** * **Students not presenting producing evaluation feedback sheets from presentations.** * **Teacher to evaluate each presentation and feedback on Teams.** * Whole class feedback/forward from presentations evaluation * Close | | x | x | | x |  | x | Q&A  Presentation  Lesson plan  Peer evaluation  Presentation materials,  Q&As  Formative & summative assessment | Online delivery  Moodle  0365  VooV  Padlet  Teams  YouTube  Upload lesson plan, PowerPoint to assignments in teams |
| 30 | * **8.00am – 10.00am** * Registration * Quizzes for recap from lesson 29 * Aims and objectives for the lesson. * **Check all students work has been uploaded to assignments in teams.**   **• Presentation of certificates and closing ceremony.**   * **Students to complete the evaluation on Moodle** | | X | X | | X | X | X | Produce an evaluation from the team presentation 200 words. | Upload evaluation to assignments in teams  Students to complete the evaluation task on Moodle from the course, their last task |

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| **Resources required for this scheme of work:**  **(Patience & paracetamol)** |