

# Group 3, WORKSHOP 'Learning and Teaching Tools', EPTA Annual Online Conference '23

E-course design: <https://t.ly/d3A7W>

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## Workshop description

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You'll use Padlet to create (write down) a draft for the course program. From that draft you would later on start creating a real course.

It can not be 100% practical and face-to-face course. Try to convert it to e-learning as much as possible. This course is an e-course, which means you must have interactive aspects in there.

### TASK:

- o Create/design an e-course description based on course syllabus;
- o At least 3 topics of the course, theoretical/practical (video and/or reading);
- o Self-assessment exercises;
- o Tests;
- o Homework;
- o Files, pictures, videos;
- o Etc.
- o Discuss, find out and write down your team ideas about e-course design here.

Learning activities and assessment principles of the course must support the achievement of the learning outcomes.

**Please remember that 1 ECTS=26h.**

## Group members

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**Write your names:**

## Example

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### Course title: XXX

Course Syllabus  
Learning outcomes  
etc

### Description of the topic learning material

1. Theoretical material
2. Learning material for reading
3. Glossary 'terms'

### Description of Elearning material

1. Video lesson
2. Interactive Elearning material for reading
3. Interactive glossary 'terms'

### Assessment for elearning

Choose the best/optimal tool for assessment for every (sub)topic:

1. self-control quiz
2. essay
3. homework
4. case study
5. etc

## Final grade

Describe how the final grade is formed.

## Quality Criteria

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Quality criteria		
<b>Structure</b>		
Easy to use		
Well structured		
Technically operational	All links open	
	Educational materials are up-to-date and open	
	Online material on the course is accessible	
<b>Learning instructions</b>		
Contains:	The purpose of the course and learner-centered learning outcomes	
	Prior knowledge, technical skills, prerequisites	
	Principles of assessment and feedback	What, when and how they will be assessed
		When, where will be learners given feedback on their strengths and weaknesses of their progress
		It is clearly indicated how and when grades or results are communicated
	Information about finishing the course	
	Development of learning skills	Students are directed to reflect on what they have learned, to improve time planning skills, etc.
	The course provides learning instructions for the whole learning process, giving an overview of the contact learning part in the case of blended learning	
	Course contacts	Contacts for technical, organisational, social, pedagogical support
	Additional information	Need for additional paid software
The course can be completed on common smart devices		
<b>Course development</b>		
The content of the course supports the achievements of the course learning outcomes		
The course's educational materials and learning activities correspond to the course credits (1ECTS/EKAP=26h)		
Appropriate media (e.g. text, images animations, audio, video etc.) are used for presenting the material		
Materials follow <a href="#">best practices</a> (EST) for the creation of digital learning materials		
Materials have been prepared in accordance with the terms and conditions of use of the works of other authors	<a href="#">Guide to citing and writing a theses in Estonian Academy of Security Sciences</a> (EST)	
	Colleagues' articles, pictures, slides, learning materials, audio- and video materials, graphics etc. is also cited	
<b>Planning of the learning process</b>		
Learning activities and assessment principles of the course support the achievement of the learning outcomes		
Technological tools support the learning process		
<b>Conduct of the course</b>		
The active participation of the learner in the learning process is supported	Group works	
	Forum posts	
Learning activities must be regular and proportionately distributed throughout the learning process		

# Course syllabus

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## Course title: Basic Training of prison officer

**Goal and Target Audience:** The aim of the training is to provide basic knowledge to new prison officers about the prison organization, professional ethics, daily tasks, and prison security.

### Duration

Basic Training:

20 academic hours of independent learning in the Moodle environment.

46 academic hours of training at the Estonian Academy of Security Sciences.

Additional to Basic Training:

16 academic hours of basic first aid training. (If you have completed an extensive first aid course in the recent past, you can contact the prison personnel department to inquire whether they consider your prior training sufficient so that you don't have to repeat first aid training as part of the prison officer's basic training).

### Learning Outcomes

Upon completing the course, the learner:

Has an overview of the prison organization.

Adheres to the professional ethics while on duty.

Conducts simple daily activities in the prison.

Wears the uniform correctly.

Understands the basic legal regulations of the prison service.

Properly utilizes special equipment when responding to incidents.

Understands the fundamentals of communication and collaboration.

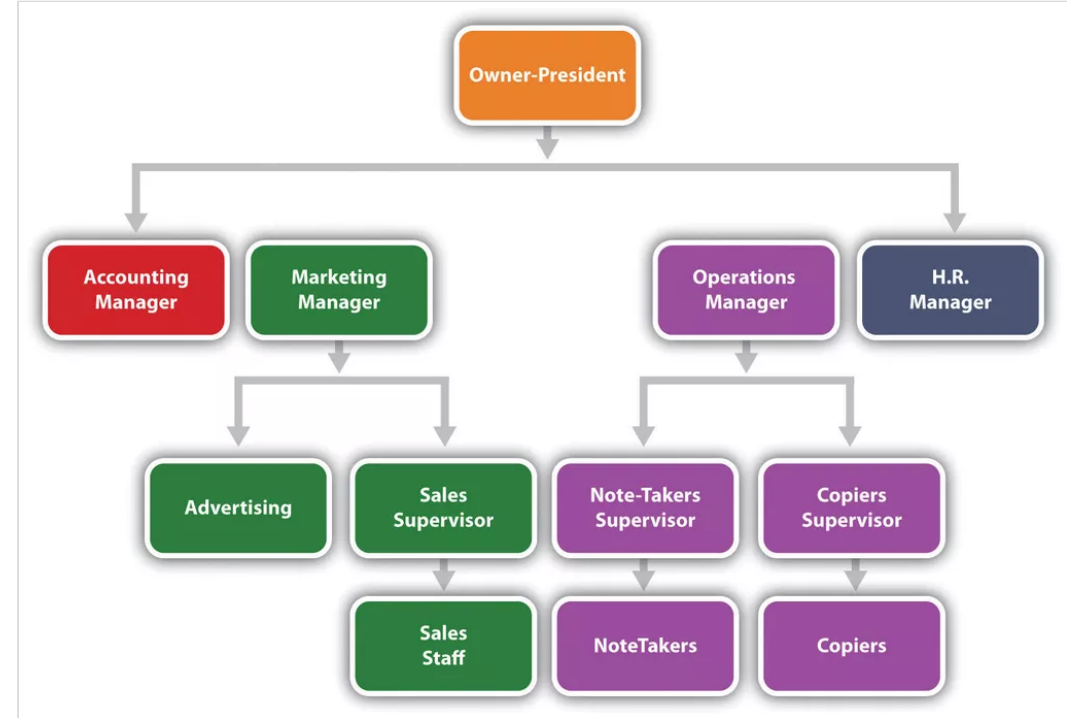
Chooses an appropriate method of assertiveness in each situation and can prevent verbal conflicts.

**Final grade/assessment:** written test

## Topic 1

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### Prison organization



### Description of the topic learning material

1. Theoretical material
2. Pictures
3. Videos

### description of elearning material

1. Video lesson
2. Interactive Elearning material for reading

### Assessment

1. Self-control quiz
2. Homework

### Final grade

## Topic 2

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### Professional ethics



### Elearning material

1. Theoretical material
2. Reading
3. Videos

### Assessment

1. Multiple questions in the video
2. Homework



### Final grade

1. Group work: Describe how to handle a certain situation

## Topic 3

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## Final Grade

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## Links

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If you want and have time, you can create some content in these:

[Canva](#) - slides

[Genially](#) - interactive content

[Miro](#) - mindmaps

**You need Google account to use these.**

You can also check out what [H5P](#) can offer you.

## Free Elearning tools

### Free Elearning tools

EASS, 2023

PADLET



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