

Template for the Description of VOLL¹ courses Within Educational Institutions

Name of course/programme/language

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Educational field (VOLL area, corporate training, vocational/upper secondary school, university, adult education ...)

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Target Group (& “customers”): Jobs, positions, language exit level (according to the Common European Framework for Languages= CEFR)

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Needs analysis and course evaluation (course monitoring, student experience questionnaire; evaluation report - for internal use only!)

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Aims of course/programme (use **Can-do Statements** taken from CEFR!)

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Length of course /programme (give contact hours and self-study components on- and offline)

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Structure of course/programme (describe the ‘blend’², degree of flexibility: Face to Face (= f2f) and online meetings: individual -, peer -, tutored work, reflection (e.g. Portfolio Approach) & implementation at work place, assessment)

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Pedagogical Approach (e.g. Content Based, Task Based, Blended, Intercultural -, Portfolio Learning, CLIL etc.)

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¹ VOLL= Vocationally Oriented Language Learning.

² The Blended Learning Approach consists of face to face AND online sessions.

Innovation (If applicable, describe what is INNOVATIVE in respect to YOUR INSTITUTION, e.g. new target group, application of ePortfolio, online component added, new technology used ...)

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Number/titles of modules/units/sequences/content packages

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Type of materials, resources (e.g. online ready-made for the course, on the Internet, books ...)

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Task types (e.g. online communication tasks, (re)search, self-assessment)

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Holder of ©/Author of materials/course designer

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Technology involved (Virtual Learning Environment =VLE)/CMS etc., other applications/software used, Flash, Quick Time ...)

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Course availability and VLE access (e.g. next available starting date, link to VLE, guest log in)

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Contact/Institution/Tutors/Authors

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Organisation/institution running the course/programme

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