



Technology Enabled Learning Centres (TELC)

Definition or Description

Technology Enabled Learning Centres allow training to be delivered to remote locations via video conferencing software. Learners attend a central location to participate in the web conference and maybe supported by a facilitator. This technology allows for collaboration between locations and opens access to training opportunities not readily available in rural and remote areas.

Examples of Video or web conferencing software:

- Skype
- WebEx
- Adobe Connect
- GoToMeeting

Teacher

Teaching Skills

In addition to the skills identified as relevant for Web-in-Class teaching, teachers need the following skills to present learning through video conferencing software:

Online presentation skills

- Sound knowledge of videoconferencing software For Example: Understand the functions of the camera when presenting
- Ability to engage learners online – ice breakers, presentation skills, apply principles of adult learning and conduct engaging learning activities
- Ability to incorporate employability skills into online training sessions
- Understand delay in delivery when presenting – audio and visual For Example: When asking questions, allow time for participants in remote locations time to unmute microphones

Equipment & Resources

- Access to word processing, spreadsheet and slide show applications
- Access to internet

Basic IT skills

- Presentation applications to create visual presentation aids
- Word processing applications to create running sheets, session plans
- Save files in different formats. For Example: save slide show as images
- Send files digitally For Example: Handouts for presentation
- Ability to create, send and collect responses to online surveys and respond appropriately to feedback in the online environment. For example: Survey Monkey, Google Forms

Organisation

Equipment & Resources

- Fast & stable Internet connection
- Where applicable, access to internet and email for staff
- Large Screen Televisions, videoconferencing software, microphones, web cams, projectors
- Online Survey software accounts For example: Survey Monkey
- Online collaborative programs such as MS Lync & MS Office 365

Training

- Resources: For example; How to Guides – platform, netiquette, file sharing software
- Electronic copies of policy and procedures For Example: Work Health and Safety, Student Code of Conduct
- Training for presenters & students in using specific platforms, tools, email, internet, software such as word-processing, slide shows

Learner

Equipment & Resources

- May require an email account – to enrol in course, receive course information
- Learners may use personal laptops, tablets or smart phones for note taking

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