

Tutors Assignment Correction Guide

Module 2 Administration and Management of TVET

Unit 2.1 Management of TVET

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This Guide is to assist you in the correction of the assignments for this unit.

If more than one Tutor is involved with Student Support in your institution, it will also assist in ensuring that there is a consistency in the weighting of assignments, and questions within assignments.

The Core Curriculum is designed to be offered utilising competency standards, so the elements that need to be included in answers are specified in the guide. It will therefore assist those who wish to use a competency assessment of Completed or Incomplete.

It is particularly important in the Caribbean to ensure that the assignments are assessed as indicated in the Guide, as Regional recognition is an ultimate (and desired) outcome.

Assessment Instrument

Module 2 Administration and Management of TVET

Unit 2.1 Management of TVET

Assignment 2.1-1

Did the teacher trainee successfully:

- ☐ Document and discuss their interview with a manager of an educational/training institution in a report of up to 1000 words, which includes the following:
 - ☐ background information on the institution
 - ☐ nature of the programmes that are being offered
 - ☐ historical information
 - ☐ number of persons employed
 - ☐ how the job opportunity was first spotted
 - ☐ how the incumbent prepared to obtain the position.
- ☐ Distinguish between a management role and a leadership role in this institution.
- ☐ Identify a management related problem and discuss two approaches to a solution.
- ☐ Give an example of a traditional management style as opposed to a modern style.
- ☐ Change is regarded as an important element in management and leadership. Cite an example of the Manager of the education/training institution acting as an agent of change.



Assignment No. 2.1-1

To be completed and returned to your Tutor for assessment.

This is an Open Book assignment and you may refer to whatever resources you have at your disposal.

Name: _____ **Date:** _____

This assignment requires you to interview a manager of an educational institution (TVET) in your community. The responses you receive will be the basis of further assignments, so it is important that you ensure that you obtain as much pertinent information as possible.

It is also important that you establish a good relationship with the person you are interviewing and are very appreciative of the time they are spending with you. Mostly, people will be pleased to tell you of their successes and challenges and you will learn a lot from them.

A list of possible questions has been provided for you, but it is only a guide – the tone of the meeting and responses will set the pattern of the interview. It is a good idea to use a tape recorder, but ask permission to do this.

Question 1

- 1.1 Select a Manager of an educational/training institution who is operating successfully and make an appointment to meet with this person. Allow an hour if the person can spare it.
- 1.2 Conduct an interview using a series of open-ended questions to determine how the Manager obtained this position.
- 1.3 Discuss the challenges that are faced in the performance of this role and the leadership strategies that are utilised.
- 1.4 Document and discuss your findings in a report of up to 1000 words.

Your report should include:

- background information on the institution
- nature of the programmes that are being offered
- historical information
- number of persons employed
- how the job opportunity was first spotted
- how the incumbent prepared to obtain the position.

15 marks**Question 2**

2.1 Distinguish between a management role and a leadership role in this institution.

4 marks

2.2 Identify a management related problem and discuss two approaches to a solution.

4 marks

2.3 Give an example of a traditional management style as opposed to a modern style.

4 marks**Question 3**

Change is regarded as an important element in management and leadership. Cite an example of the Manager of the education/training institution acting as an agent of change.

3 marks



Assignment No. 2.1-1

Guidelines for the correction and weighting of questions for Assignment 2.1 - 1

The interview undertaken for this assignment is critical for its success and further assignments. It is therefore important that the teacher trainee conducts the interview in such a manner as to access as much information as possible. The tutor should give the teacher trainees guidance in formulating interview questions, and reviewing them prior to the event. This will go a long way towards making the interview session a meaningful and pleasant experience for both parties.

Question 1

- 1.1 Select a Manager of an educational/training institution who is operating successfully and make an appointment to meet with this person. Allow an hour if the person can spare it.
- 1.2 Conduct an interview using a series of open-ended questions to determine how the Manager obtained this position.
- 1.3 Discuss the challenges that are faced in the performance of this role and the leadership strategies that are utilised.
- 1.4 Document and discuss your findings in a report of up to 1000 words.

Your report should include:

- background information on the institution
- nature of the programmes that are being offered
- historical information
- number of persons employed
- how the job opportunity was first spotted
- how the incumbent prepared to obtain the position

15 marks

Question 2

2.1: Distinguish between a management role and a leadership role in this institution.

4 marks

2.2 Identify a management related problem and discuss two approaches to a solution.

4 marks

2.3 Give an example of a traditional management style as opposed to a modern style.

4 marks

Question 3

Change is regarded as an important element in management and leadership. Cite an example of the Manager of the education/training institution acting as an agent of change.

3 marks

Total for Assignment 2.1-1

30 marks

Assessment Instrument

Module 2 Administration and Management of TVET

Unit 2.1 Management of TVET

Assignment 2.1-2

Did the teacher trainee successfully:

- ☐ Discuss the role of TVET in preparing students for the world of work and contributing to a nation's economy.
- ☐ Discuss the management type decisions that a teacher/instructor must take before he/she performs the following:
 - ☐ plans a series of lessons
 - ☐ teaches an individual lesson
 - ☐ arranges a field-trip/educational tour/resource person
 - ☐ adopts an innovation
- ☐ Compile a portfolio of research material on the following:
 - ☐ relevant theorists to TVET
 - ☐ develop a case study on a management related situation



Assignment No. 2.1-2

To be completed and returned to your Tutor for assessment.

This is an Open Book assignment and you may refer to whatever resources you have at your disposal.

Name: _____ **Date:** _____

Question 1

Discuss the role of TVET in preparing students for the world of work and contributing to a nation's economy.

10 marks

Question 2

Discuss the management type decisions that a teacher/instructor must take before he/she performs the following:

- (1) plans a series of lessons
- (2) teaches an individual lesson
- (3) arranges a field-trip/educational tour/resource person
- (4) adopts an innovation

10 marks

Question 3

Compile a portfolio of research material on the following:

- relevant theorists to TVET
- develop a case study on a management related situation

10 marks



Assignment No. 2.1-2

Guidelines for the correction of questions for Assignment 2.1 -2.

Each of these questions is designed to encourage the teacher trainee to apply the role of TVET to the education and training process.

Responses should be assessed on the basis of how well they can relate the issue in each question to the elements listed below.

Question 1

Discuss the role of TVET in preparing students for the world of work and contributing to a nation's economy.

- *Developing countries and their individual needs*
- *Factors to be considered with regard to their development:*
 - *Philosophy – international, regional, national*
 - *Social norms and culture*
 - *its people and their origin etc...*
 - *Economy*
 - *Governmental Policies*
 - *History*
 - *Language*
 - *Environment – neighbouring countries, developed countries and their policies.*
 - *Education and Training Policies, goals, mission, vision..*
- *Purpose and Role of TVET:*
 - *function, contribution, relationships, reason for being, the outcomes, goals, objectives, why and for what*
 - *personal development and growth*
 - *socialisation*
 - *function in society and the world*
 - *to develop skills*
 - *to obtain employment*
 - *to provide employment*
 - *to acquire and use information*
 - *to change attitudes, values, general appreciation – art, music...*
 - *to acquire knowledge to follow tradition – e.g. as a social norm*
 - *socio economic benefits*

- *Technical and Vocational Education and Training (TVET):*
 - *Initiates general training - knowledge, skills, attitudes*
 - *Necessitates curriculum development*
 - *Nurtures personal growth and development*
 - *Provides employment*
 - *Stimulates entrepreneurial ventures*
 - *Serves as a means to ensure the maintenance of quality and standards in the skill areas*
 - *Provides the country with a supply of trained human resource – to meet the needs of industry, e.g. its industrial development*
 - *Contributes to a country's socio-economic development*

10 marks

Question 2

Discuss the management type decisions that a teacher/instructor must take before he/she performs the following:

(1) Plans a series of lessons

Consider the students' needs, curriculum guidelines, timing, and availability of resources – physical and material, process and product, previous knowledge, teaching-learning strategies, assessment procedures, post-lesson evaluation mechanisms, feedback routines.

(2) Teaches an individual lesson

Previous knowledge, objectives to be achieved – cognitive, psychomotor and affective domain areas, content, delivery processes e.g. demonstration, workshop-laboratory personnel, physical and material resources and its management, time management, assessment routines, post-lesson feedback

(3) Arranges a field-trip/educational tour/resource person

Work plan - *curriculum guidelines, general and specific objectives, student's needs and input, timing, previous knowledge, relatedness to lesson topics, communication processes e.g. to organization, Institutional and Ministry of Education policies, letters of invitation, briefing notes, transportation, budgeting, scheduling of activities – pre and post evaluation and feedback routines.*

(4) Adopts an innovation.

Mission and vision, general and specific objectives, curriculum needs and its impact, the nature of the innovation, input (stakeholders), its effects, resistance, resources and management, assessment requirements.

10 marks

Question 3

Compile a portfolio of research material on the following:

- relevant theorists to TVET
- develop a case study on a management related situation

10 marks

Total for Assignment 2 = 30 marks

Assignment 1	50%
<u>Assignment 2</u>	<u>50%</u>
Total for Unit	100%