



SNBI

Schweizerisches Netzwerk für Bildungsinnovation
Swiss Educational Innovation Network

Online skills development, learning and teaching under COVID-19 restrictions

A short guide on how to start designing distance learning solutions

The following questions can help you to reflect the feasibility of your plans and to start designing effective online learning/teaching solutions, avoiding some of the most common pitfalls.

1. As-is analysis and needs analysis

- a) Analyse and prioritise goals and needs: What are the most pressing challenges and the most relevant goals for our apprentices, schools and companies? (learning goals, curricular objectives, business needs, project goals etc.)
- b) Identify key learning activities: How can apprentices achieve relevant goals?
- c) Analyse your infrastructure: On what hardware, software, connectivity and electricity can the school, the apprentices and trainers draw on?
- d) Which partners can support us? With whom could we cooperate? Who are the internal “power users”?

2. Define your approach

- a) Which tools, features and content help us best to support the key learning/teaching activities to address the identified goals and needs?
- b) Risk management: How can we foster inclusion, privacy, sustainability?
- c) Pre-selection: Which project ideas are most promising?

3. Planning: Define and budget core activities of involved actors in a rough timeline:

- a) Setting up/customizing infrastructure: How do we intend to use the tools and platforms? Which eContent do we need?
- b) Information: How do we keep trainers, businesses, students up to date?
- c) Training and support: How can trainers be trained and supported hands-on to apply the needed pedagogical, technical and management skills?
- d) Selection: Which project will be launched?

4. Implementation:

- a) Piloting: Can we test our solution with a small group of motivated trainers? Which training and support do they need? Which controls will be evaluated?
- b) Up-scaling: How can we improve infrastructure on a large scale? How can we implement training & support for all the trainers and apprentices? How do we launch our distance learning solution involving all stakeholders?
- c) Ongoing monitoring and evaluation: Which controls will be evaluated to improve the existing solution? How can we transform our solution in a long-term service?

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This document will be updated, based on the findings of the VET-COVID-CoP.

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