

Cambridge International Diploma For Teachers and Trainers

Develop Skills that will enhance your practice by becoming more versatile and flexible



UNIVERSITY of CAMBRIDGE
International Examinations

CAMBRIDGE INTERNATIONAL CENTRE

The Cambridge International Diploma for Teachers and Trainers is for anyone who needs to be competent in carrying out learning and development activities professionally and productively.

The Diploma provides clear up-to-date and valued performance standards. In today's world of flexible and lifelong learning, teaching can take place in many different ways. However, the skills, knowledge and understanding involved in teaching are generic and transferable. The Diploma enables candidates to work in contexts which are most relevant to them, while addressing these generic performance standards.

Encouraging resourcefulness and reflective thinking in its approach, the Diploma is designed in such a way that candidates are informed by and contribute to teaching practice.



MDIS

founded 1956

Management Development
Institute of Singapore

Where lifelong learning begins



Training Objectives

The programme is delivered through a series of tutorials, discussions and practicals. It consists of a Foundation Module and Four Core Modules:

- Foundation Module
- Design: Planning & Preparation
- Practice: Teaching & learning in action
- Assessment: Assessing progress and achievement
- Evaluation: Improving teaching and learning

Assessment

Candidates are assessed by assignment, one for each of the four Core Modules. The assignments are practical and based on day-day professional work.

Certification

To achieve the full Diploma, candidates must successfully complete all four Core Modules. Successful candidates will be awarded the CAMBRIDGE INTERNATIONAL DIPLOMA FOR TEACHERS AND TRAINERS by University of Cambridge International Examinations.

Admission Criteria

Although there are no specific admission requirements, it is preferable for candidates to be carrying out teaching / training duties for the duration of the programme.

Who Will Benefit

Trainers/teachers who wish to enhance their training skills and develop themselves professionally.

Those with no experience in training but who wish to develop a career in training /teaching.

Breakdown of Module

Foundation	30 Hrs
Core Modules	72 Hrs
Total Hours	102 Hrs

Training Details

Date 23 June 2009 -November 2009
28 September 2009 - March 2010
Duration 6 months, 7pm – 10pm
(2 times per week)

Course fee S\$3,100.00
MDIS Membership fee S\$ 60.00 (optional)
Entrance fee S\$ 100.00 (optional)
CIE Assignment fee S\$ 430.00
Fees are subjected to prevailing GST

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Foundation Module

10 lessons

This module aims to provide candidates with the skill sets required to successfully complete the programme.

By the end of the module, candidates should have an understanding of:

- The course requirements and resources available.
- Learner behaviour and motivations
- Trainer-Learner communication.

MODULE 1

6 lessons

DESIGN: PLANNING & PREPARATION

This module aims to equip candidates with the skills to plan and prepare learning sessions and programmes.

By the end of the module, candidates should be able to :

- Plan and prepare a learning programme in a logical sequence of learning sessions and other activities.
- Prepare for these learning sessions and activities
- Plan for evaluation.

MODULE 2

9 lessons

PRACTICE : TEACHING & LEARNING IN ACTION

This module aims to equip candidates with the knowledge and skills to facilitate active learning and learner involvement:

By the end of the module, candidates should be able to:

- Deliver planned activities effectively in accordance with realistic and achievable session plans.
- Implement activities which encourage various types of learner involvement.
- Evaluate critically the effectiveness of sessions and materials in meeting the learning objectives.

Continue their work in establishing the basis of an on-going evaluation of their own professional skills and practice.

MODULE 3

5 lessons

ASSESSMENT: ASSESSING PROGRESS & ACHIEVEMENT

This module aims to provide candidates with an understanding of the types, purposes and methods of assessments, reporting methods and the parties to whom the assessment outcomes are reported to.

By the end of the module, candidates should be able to :

- Base all stages of assessing learners' progress and achievement on recognized good practice.
- Identify, select and use appropriate methods of formative and summative assessment.
- Develop their awareness and experience of issues involved in the communication, recording and storage of assessment outcomes.

Continue their work in establishing the basis of on-going evaluation of their own professional skills and practice.

MODULE 4

4 lessons

EVALUATION: IMPROVING TEACHING & LEARNING

This module aims to equip candidates with the skills to gather, analyse and utilize feedback to continually improve upon the design, practice, learning methods, curriculum and resources of a learning programme.

By the end of the module, candidates should be able to :

- Base all stages of evaluating and improving learning programmes on recognized good practice
- Evaluate their own professional development and continually improve their skills using the evaluations and feedback received during their assignments.

Develop their goals and plans for implementing future developments of learning programmes and own professional practice.

Management Development Consultancy (MDC)

established since 1995

MDC, the corporate training arm of Management Development Institute of Singapore (MDIS) plays a leading role in meeting the changing needs of business organisations. MDC provides a wide range of well designed programmes specially catered for business organisations with different training needs.

Our **key services** include corporate seminars and workshops, customised in-house training, language and business consultancy services designed to equip professionals with the tools of the trade.

Our **training programmes and trainers** are subject to continual audit and evaluation. The training division is ISO 9000 registered, with both our internal and client procedures subject to independent external audit

Our training facilities include the \$35 million MDIS UniCampus at Queenstown that occupies a three-hectare land area. It has over 50 state-of-the-art classrooms, biomedical laboratories, computer laboratories, a hospitality training centre, a mass communications studio and comprehensive sports facilities.

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