

# TRAIN THE TRAINER SHORT CERTIFICATE

## Purpose

The Train the Trainer Short Certificate (TTSC) provides students with the foundational knowledge, skills, and attitudes needed to instruct adults needed to plan, deliver, and evaluate learning.

## Duration

8 credits (120 hours)

Completion time will vary depending on individual circumstances. The program is designed to allow for flexibility, and may be completed at an accelerated pace.

The program must be completed within 3 years.

## Learning Outcomes

Upon successful completion of this program, graduates will be able to:

1. Design, deliver and evaluate adult learning and teaching on a continuum of instructional approaches.
2. Integrate critical reflection strategies to stay current in education and bring about change in one's own practice.
3. Act in an ethical and professional manner when working in an adult education setting.

## Admission Requirements

- English language proficiency (<https://www.vcc.ca/applying/registration-services/english-language-proficiency-requirements/>) at an English 11
- Evidence of subject matter expertise as demonstrated by a diploma, bachelor's degree, trades certification, substantial workplace experience, or departmental approval

## Program Requirements

Code	Title	Credits
PIDP 3210	Curriculum Development	3
PIDP 3220	Delivery of Instruction	2
PIDP 3230	Evaluation of Learning	3
<b>Total Credits</b>		<b>8</b>

## Evaluation of Student Learning

Evaluation of student learning is based on completion of course assignments. Due dates and criteria for successful completion of each course assignment will be outlined by the instructor at the beginning of each course. Students must achieve a minimum grade of 'C' in PIDP 3210 and PIDP 3230, and S in PIDP 3220 or PIDP 3320 in order to be awarded the Train the Trainer Short Certificate.

## Prior Learning Assessment and Recognition (PLAR)

Students may request formal recognition of prior learning attained through informal education, work, or other life experience, including Indigenous ways of knowing. Credits may be granted to students who are able to sufficiently demonstrate the learning outcomes of specific courses.

PLAR is available for all courses in the program, except:

- PIDP 3220 Delivery of Instruction

Applying for PLAR:

- Identify courses for which PLAR may be requested.
- Submit the following to the department:
  - Actual curriculum products/artifacts created and used by the applicant in their workplace which are judged equivalent to the curriculum documents and course assignments.
  - An essay in which the applicant describes the development of their thinking related to the themes, issues, and concepts of the course.
  - A successful interview with the department.

Students may apply for a maximum of three program credits through PLAR. Tuition and fees may still apply to PLAR candidates.

To request PLAR, please contact the department directly.

See t (<https://www.vcc.ca/about/governance--policies/policies/policies/policy-index/prior-learning-assessment-and-recognition.html>)he Prior Learning Assessment and Recognition Policy and Procedures for more information.

## Transcript of Achievement

The evaluation of learning outcomes for each student is prepared by the instructor and reported to the Student Records Department at the completion of each course. The transcript typically shows a letter grade or S/U (successful/unsuccessful) for each course. The grade point equivalent for a course is obtained from letter grades as follows:

## Grading Standard

### Grading Standard

Grade	Percentage	Description	Grade Point Equivalency
A+	96-100		4.33
A	91-95		4.00
A-	86-90		3.67
B+	81-85		3.33
B	76-80		3.00
B-	71-75		2.67
C+	66-70		2.33
C	61-65		2.00
C-	56-60		1.67
D	50-55		1.00
F	0-49	Failing Grade	0.00

S	61 or greater	Satisfactory – student has met and mastered a clearly defined body of skills and performances to required standards	N/A
U		Unsatisfactory – student has not met and mastered a clearly defined body of skills and performances to required standards	N/A
I		Incomplete	N/A
IP		Course in Progress	N/A
W		Withdrawal	N/A
<b>Course Standings</b>			
R		Audit. No Credits	N/A
EX		Exempt. Credit Granted	N/A
TC		Transfer Credit	N/A

## Grade Point Average (GPA)

1. The course grade points shall be calculated as the product of the course credit value and the grade value.
2. The GPA shall be calculated by dividing the total number of achieved course grade points by the total number of assigned course credit values. This cumulative GPA shall be determined and stated on the Transcript at the end of each Program level or semester.
3. Grades shall be assigned to repeated courses in the same manner as courses taken only once. For the purpose of GPA calculation of grades for repeated courses, they will be included in the calculation of the cumulative GPA.