

**Projects On Time and On Budget
(PRONTO)
Technology Enhanced Learning Policy
and
Implementation Guide**

Foreword

The **PRONTO Handbook** has been developed as part of the Erasmus+ project called **Projects on Time and on Budget (PRONTO)**. This Guide provides a process for vocational education institutes to develop and implement their own Technology Enhanced Learning Policy.

All the **PRONTO resources** – the **PRONTO app**, **PRONTO Learning Journeys**, **PRONTO Tools** and **PRONTO Case Studies** can be used as standalone resources or together, leading to substantial improvements to business processes, systems, performance, productivity, and performance.

Technology Enhanced Learning (TEL) is the application of digital technology to teaching and/or learning in an educational context. The aim of TEL is to maximise learning through using technology. Implementing TEL opens opportunities for new, flexible ways of teaching and learning.

<https://pronto-project.eu>



Introduction

There has been a significant increase in access to and use of technologies, particularly mobile technologies. This has been even more prevalent since the onset of the Coronavirus Pandemic, which began at the end of 2019.

In many countries, educational institutions have transitioned learning strategies to incorporate hybrid teaching or have even gone completely online using the internet and various digital tools to support education. Enterprises, particularly SMEs, have also had to re-evaluate and innovate their business models, requiring the use of digital technology. However, not everyone has had success with this transition nor yet discovered how to use the various technologies to their full potential.

The Technology Enhanced Learning Policy and Implementation Guide is an aid to help educational organisations, as well as enterprises, to adopt policies and strategies for technology enhanced learning.

This document is designed to help address many of the challenges faced by VET institutes and teacher/trainers when transforming learning from an analogue offline format to a digital online format. This template will enable centres and teacher/trainers to create and implement their own TEL transformation projects.

While technology has its benefits, it is important to keep in mind that its use alone will not lead to enhanced educational outcomes and advancements in the ways students, teachers, entrepreneurs or enterprises work.

Other contextual factors can have more significant impacts on the teaching and learning process. Furthermore, while new technologies are being put in use, this does not disqualify old technologies from being considered useful or relevant. Educators should refrain from assuming that something new is inherently superior or distinct from the existing approaches. Instead, they should focus on enhancing their comprehension of the implications of Technology Enhanced Learning (TEL) based on what is already known, not just in terms of technical aspects, but also in terms of the epistemological and pedagogical implications.

We hope that this document will inspire and strengthen an interest in TEL and help you to actively engage in TEL implementation in your organisation.

The PRONTO Partnership

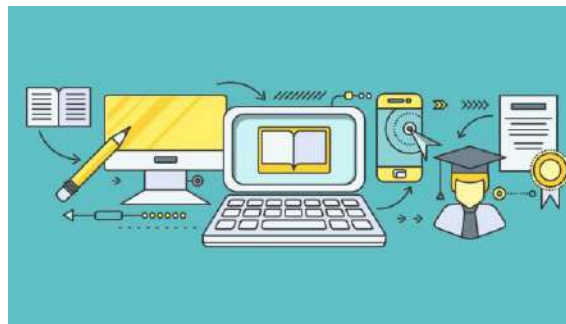
What is TEL?

Technological Enhanced Learning, also referred to as TEL, is used to describe the application of digital technology to teaching and/or learning in an educational context. The aim of TEL is to maximise learning by interacting with technology. Implementing technology in education can offer students different learning options based on pace, location and time and allows variations for different learning styles.

As the internet was developed in the 1980s and the World Wide Web was introduced in 1995, it is no secret that schools have already incorporated some online technologies into education. "In 1989 the University of Phoenix became the first to launch a fully online collegiate institution that offered both bachelors and masters degrees" (Visual Academy, nd). Knowing this, online courses can no longer be considered a novelty. However, there has been considerable growth since then and it is not enough to only offer course information online. Teachers should incorporate various IT elements that create an interactive and captivating experience for students, not only for online classes, but also in the classroom by offering hybrid learning experiences.

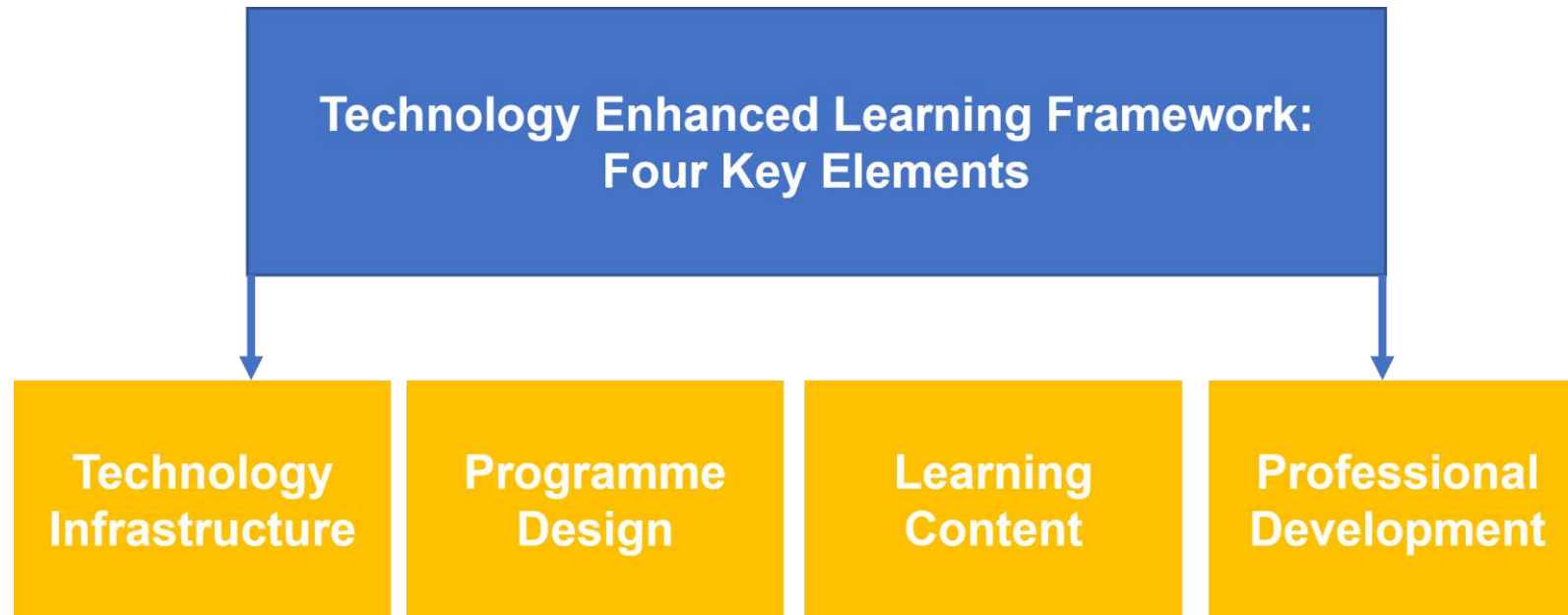
In this document we use the term Technology Enhanced Learning (TEL) to refer to the use of technology in supporting students' learning.

TEL is about enabling learning, whether that means finding new ways to serve existing learners with technology, or providing educational opportunities for learners who were previously considered "out of reach" due to various circumstances such as lack of access to education.



TEL – The Four Elements

Developing and implementing a TEL strategy involves addressing four elements.



- **Technology infrastructure:** (e.g. Internet and network access; virtual learning environments; learner registrations; online and collaborative learning; communities and social groups/social media)
- **Programme design:** (e.g. flipped classroom; blended and/or interactive learning; assessment systems; social media)
- **Learning content:** (e.g. e-books; videos; animations; simulations; e-learning courses)
- **Professional development:** (e.g. good practice guides; sharing experiences; learning communities; shared resources).

These four elements need to be developed in parallel to successfully embed TEL within an enterprise.

Your TEL Aims and Objectives

Before developing your organisation's TEL policy, you need to define your TEL aims and objectives. What do you want to achieve by using TEL?

Examples:

- To connect with learners from all around the world and to increase access to your courses for learners.
- To up-date your organisation's delivery systems in-line with trends in the use of digital tools in learning, training, education and the world of work.
- To reduce the cost of delivering learning, supporting learners, assessing learners or developing new learning and assessment resources.

Whatever your motivation for implementing your new TEL strategy, you need to be able to clearly state the anticipated benefits for the learners, teachers/trainers, entrepreneurs, institution or enterprise. There may be conflicting goals when applied in practice. For example, you may not be able to reduce costs if you are trying to expand your reach to geographically remote areas. Or, if you are wanting to provide state of the art technology, you could reduce the accessibility for different social groups. Therefore you must decide which goals are to be prioritised.

When considering the primary aims and objectives of implementing a TEL strategy look at:

- Increasing reach
- Improving accessibility and flexibility
- Staying current
- Improving quality
- Reducing costs
- Increasing collaboration.

TEL Checklists 1 and 2

The following pages will introduce you to a set of TEL checklists. The checklists are designed to help you to focus on clarifying your **TEL policy** and moving it from an aspiration into a plan and then into reality.

Note: The checklists are available in Word format enabling you to use them as a set of templates.

Checklist 1: Motivation for Implementation of TEL Strategy

It is important for you to be clear about your **motivation** for implementing and developing a TEL strategy for your organisation. This checklist will help you to explore your motivation for implementing a TEL strategy. It will also help you to clarify the benefits for your organisation.

Checklist 2: Vision and Business Case for TEL

You can use this checklist to build on your answers from Checklist 1. This checklist will help you to focus on:

- Why you need a TEL strategy
- How TEL will benefit various stakeholders including your organisation, students, teacher/trainers
- Building your business case for the development and implementation of TEL within your organisation



TEL Checklists 3 and 4

Checklist 3: Embedding and Aligning TEL with Existing Policies

To be effective, your TEL strategy MUST align with and support numerous other learning and teaching strategies. When you are developing your TEL strategy, it is essential that you consider how they will work together and complement each other.

Checklist 4: Creating a Cross Functional TEL Team

When developing and implementing your TEL strategy, it is necessary to consider how it will involve and impact on a range of people, resources, and systems. Many organisations find that assembling a cross functional TEL team helps to ensure plans and details are considered from multiple perspectives. It is helpful having team members representing management, teachers/trainers, students and administration.

Checklist 5: TEL Project Document

This checklist provides a simple framework which you can use to plan and implement your TEL project plan. It summarises key information from the completion of checklists 1 – 4. Once completed, you will have an overall project and implementation plan which can be finalised and communicated to the TEL project team using the on-line PRONTO app.

Drafting Your TEL Strategy

Checklist 6: Your TEL Strategy

To be effective, your TEL strategy **MUST** align with and support numerous other learning and teaching strategies. When you are developing your TEL strategy, it is essential that you consider how it will work together and complement other policies and procedures.

It is good practice to evaluate and review your TEL strategy periodically. This can be completed by referring to some of the checklists you prepared whilst developing your TEL strategy. By doing this, you can then identify additional improvements and up-date your TEL strategy and TEL Project Plan thereby driving continuous performance improvement.



Going Forward

It is recommended that before embarking on your TEL project, you 'begin with the end in mind'. Effective TEL projects start with detailed planning and being clear on the scope and benefits of the TEL strategy.

The PRONTO methodology provides a set of TEL planning tools that you need to develop a TEL strategy. The other PRONTO resources, tools and templates can then be used to help you to plan, implement, and evaluate your TEL project.

The PRONTO app (<https://pronto-project.eu/>) will enable you to engage not only your TEL project team, but also the teacher/trainers, students, administrators, and managers that will be using your TEL strategy.

Top Tips:

1 Embrace multiple technologies as part of your organisation's TEL strategy, rather just a single digital solution.

2 Take time to analyse and plan your TEL project BEFORE you start.

3 Make everyone in your team a TEL champion – be a true leader!

4 Start small and make lots of small wins rather than going for a complete organisation-wide win in one GIANT LEAP.



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Notes & Comments:



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