

## Training Programme/Activity for Teaching Staff Prospectus

### Course Content

Course Code :	<b>FD20-0716</b>
Course Name :	<b>Effective Use of Educational Technology in Teaching and Learning (Primary &amp; Secondary)</b>
Organiser :	Centre of Educational Resources, Education and Youth Affairs Bureau
Co-organiser :	MPI-Bell Centre of English
Type / Format :	Continuing Training / Training Course
Course Hours :	16 hours
Target :	Primary / Secondary school teachers of English
Objectives :	This course will introduce various educational technology tools for the teaching and learning of English that are applicable to primary and secondary school classrooms. It will provide better understanding of the principles behind using technology in education, and give practice in using a variety of “edtech: tools, websites, apps, and other resources. It will also let teachers develop their own effective use of edtech for their classroom teaching and their students’ learning, including adapting activities and coming up with innovative uses.
Contents :	<ol style="list-style-type: none"> <li>1. Educational technology tools, resources and materials</li> <li>2. Principles of technology use in education and language learning</li> <li>3. Using, adapting and developing resources for specific classroom needs</li> <li>4. Presenting ideas and sharing best practice with fellow teachers</li> </ol>
Instructor(s) :	John Wheeler
Date :	<b>2020/12/10 to 2021/01/19 (Tuesday &amp; Thursday)</b> (no class on public holidays)
Time :	<b>18:30-20:30</b>
Venue :	理工—貝爾英語中心（地址：澳門高美士街澳門理工學院明德樓3樓） MPI-Bell Centre of English (Address: 3rd floor Meng Tak building, Macao Polytechnic Institute, Rua de Luis Gonzaga Gomes, Macao)
No. of Participants :	16
Medium of Instruction :	English
Fee :	Free
Inquiries :	8395 9173 (Ms. Christy Chao)
<b>Registration</b>	
Registration Period :	From now until <b>2020/12/01</b>
Registration Time :	Mondays to Fridays 10:30 – 19:00
Registration Process :	Holders of valid “Teacher’s Card” can apply online through the “Teachers’ Chamber” ( <a href="http://portal.dsej.gov.mo">http://portal.dsej.gov.mo</a> ). For special duty personnel, school staff and new teachers who have not got the “Teacher’s Card” yet, please complete the “Registration Form for Teaching Staff Training Activities” and submit or fax it to

	<p>the Centre of Educational Resources.</p> <p>Centre of Educational Resources of the Education and Youth Affairs Bureau</p> <ul style="list-style-type: none"> <li>● Address: Av. da Praia Grande No.926</li> <li>● Office Hours: Mondays to Fridays, 10:30 – 19:00</li> <li>● Fax No.: 8395 9131</li> </ul> <p>Confirmation of Facsimile Transmission: 8395 9106 (Ms. Lei Meng Chu)</p>
Announcement Date for the Admission / Waiting List :	<p>1. The admission/waiting list will be announced on the page of “Teachers’ Chamber – Training Programmes of Education” on <b>2020/12/07</b>. (<a href="http://www.dsej.gov.mo/cre/formacao">http://www.dsej.gov.mo/cre/formacao</a>).</p> <p>2. An SMS message will be delivered to the admitted candidates who have registered a contact number in the system.</p> <p>3. Should an admitted candidate withdraw from the programme/activity, please notify Ms. Lei Meng Chu at 8395 9106 on/before <b>2020/12/11</b>. The admitted alternates on the waiting list will be notified by telephone.</p>
Certificate :	<p>Candidate(s) who have attended 80% or more <sup>Note</sup> of the training programme/activity and passed the assessment (if any) will be given a certificate of participation. If a candidate fails to meet the requirements for receiving certificate, the number of training hours attended will not be calculated. (Note: Except for training activities with specified requirement)</p>

#### Remarks

#### 1. Calculation of training hours:

- 1.1 This programme/activity is included in the Professional Development Activities of Teaching Staff (Type 1), with a total of **16 training hours** to be calculated.
- 1.2 This programme/activity is included in the “Life-long Learning Award Scheme”.

#### 2. Notification for change of class:

- 2.1 When Tropical Storm Warning Signal No. 3 is hoisted, all classes will continue as usual. When Tropical Storm Warning Signal No. 8 is still hoisted at 6:30 am, all morning classes/activities will be suspended. When Tropical Storm Warning Signal No. 8 is still hoisted at 11:30 am, all afternoon / evening classes/activities will be suspended.
- 2.2 Any change in instructor, time or venue of the programme/activity (if any) will be announced together with the admission/waiting list on the website of the Centre of Educational Resources.

#### 3. Issues about class & attendance:

- 3.1 Only admitted candidates are welcome to attend the programme/activity.
- 3.2 Should an admitted candidate arrive after the first 30 minutes of a session/leave during a session for over 30 minutes/leave before the end of a session/fail to attend a session, he/she will be considered absent for that session. Member(s) who are absent shall submit or fax a declaration of absence with the confirmation from school to the Centre of Educational Resources within 10 working days after the activity ends (except for those who have already requested for withdrawal within the specified time mentioned in this prospectus).
- 3.3 Our staff may take photos or videos during the class or activity for educational purpose. If you don’t want your image to be captured and published, please inform the staff members.

Website: <http://www.dsej.gov.mo/cre/formacao>