CPD Requirements

Staff will need training to deliver the curriculum that is adapted to meet industry needs. The management has been recommended to conduct a skill gap analysis by comparing the required skills with the existing skill pool and identify CPD needs of those involved.

The technical Skills that are required to deliver the curriculum fall into following three categories. The delivery is up to level 3 in all three wings.

- Office Skills
- IT Maintenance
- Web Development

Therefore the need might emerge to develop skills of those involved. The delivery methods need to embed a degree of soft skills in the courses. This can be achieved by sharing good practice, resources, methodology and delivery techniques.

The delivery techniques shall be revised to provide more challenge and real work scenario to learners.

The skills that are required for each category of curricula are listed below

Office (IT User)

- MS-Access
- Customer Service/Business Admin
- Email (Outlook)
- MS- Word
- MS-Excel
- Using the Internet
- Email (outlook)
- User Fundamentals
- MS- Powerpoint

We deliver all these modules in our current curriculum and we have staff that specialise in these modules. However new staff might need training

Web

- Interpersonal and written communication
- Develop own effectiveness and professionalism
- Health & Safety with ICT
- MTA:Web Development Fundamentals
- PhP
- SQL
- Jquery
- Joomla
- Introduction to Javascript
- Web Analysis

Above mentioned modules are new to the curriculum. Few staff will require training in these modules.

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- ACA FLASH
- ACA DreamWeaver
- (Database Connectivity)
- ACA Photoshop
- Introduction to DreamWeaver
- HTML/CSS

These are the current modules that are being delivered and most of the staff are equipped.

IT Maintenance

- Microsoft Server
- MS Desktop Administrator (685-MCTS)
- 243 MS 70-680 Configuring Windows 7
- 255 MTA: Networking Fundamentals
- 254 MTA: Security Fundamentals
- 256 Level 2 MTA: Windows Server Administration Fundamentals
- 239 70-620 Configuring Microsoft Windows Vista Client "

Above mentioned modules are new to the curriculum. Few staff will require training in these modules.

- Cisco IT Essentials (10 - 16)
- Develop Own Effectiveness & Professionalism
- Active Directory (685-MCITP)
- A+
- Customer Care in ICT
- Cisco IT Essentials (1 - 10)
- Working With Hardware Equipment
- Customer Care
- Technical Fault Diagnosis
- Health & Safety

These are the current modules that are being delivered and most of the staff are equipped.

Soft Skills and Measurement

The delivery should be rich in aptitude building and problem solving techniques. The approach should encourage reflective learning. The exercises and assignments should be standardised and help in measuring soft skills. Few more practices will have to be established that are as below.
- Employability sessions should be formal
- The classrooms should be made closer to the working environment such as practising deadlines, client specifications.
- The idea has been discussed for star outcomes, best student, most achievement, most distance travelled, point system, reward system etc
- "Making Presentations" should be the part across all courses.

Staff training will involve; how to agree measurement, how to implement inclusive delivery, ensuring inter class interaction.