Syllabus of the online course

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Introduction

Welcome to Mooc4Tutors, an online course available on EduKacio, designed to support tutors in developing essential skills for impactful and inclusive education. The course offers comprehensive insights into the tutoring profession, covering professional competencies, engagement techniques, and practical strategies for creating adaptive learning environments.

Practical Details:

- **Platform:** EduKacio
- **Target Group:** Current and aspiring tutors, educators, and freelance educational professionals
- **Prerequisites:** No specific prerequisites are required, though a general familiarity with tutoring concepts will be beneficial.
- **Course Languages:** English, French, Lithuanian, German, Italian, and Finnish
- **Certification:** Participants receive a certificate of completion upon achieving a minimum of 75% correct answers across all quizzes and submitting the Mooc evaluation questionnaire.

MOOC Organisation:

The course is organised into six focused modules, each designed to address core aspects of effective tutoring:
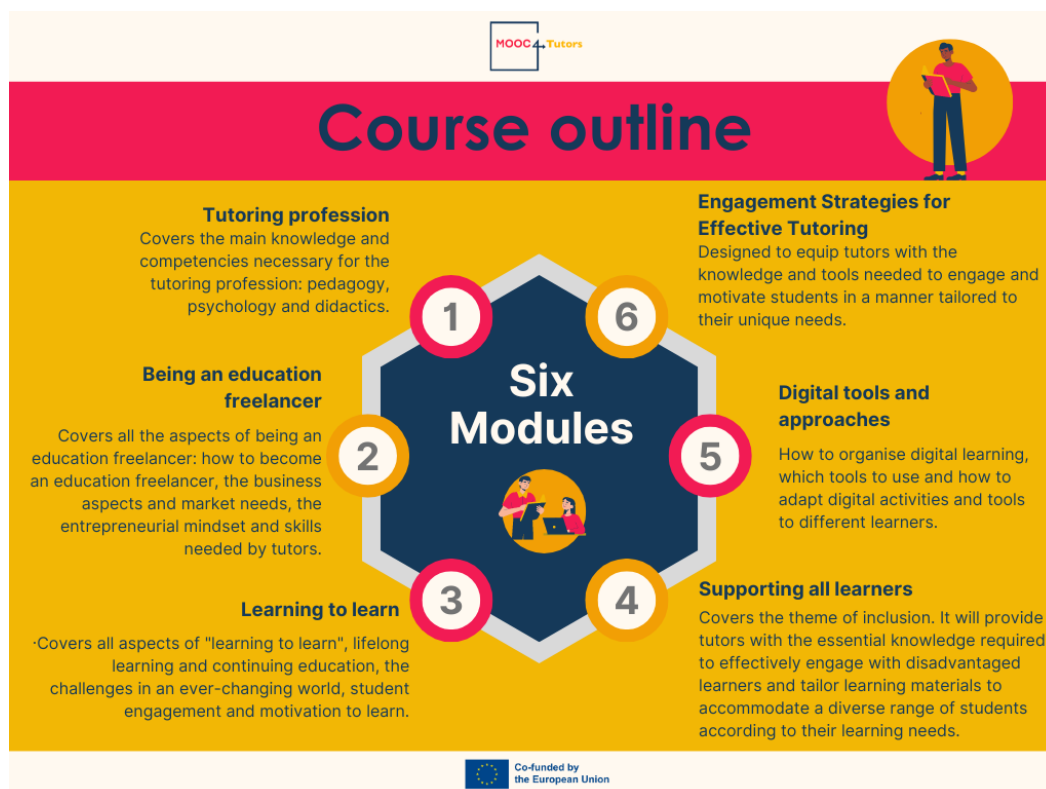
Each module includes interactive lessons, quizzes, and actionable insights, ensuring that tutors can directly apply the knowledge in their teaching

practice. This course empowers tutors to develop adaptable, engaging, and effective tutoring strategies, equipping them to make a meaningful impact in the lives of students across a variety of learning contexts.

To support your journey through the course, you have access to a comprehensive syllabus. This document is designed to accompany the online course, providing participants with a clear roadmap of each module, lesson, and key learning objective. With the syllabus, you'll be able to preview the content and understand the skills and knowledge you can expect to gain, helping you to make the most of your learning experience in Mooc4Tutors.

Module 1: Tutoring Profession

Lesson 1: Tutoring profession description

Learning objectives	❖Understand the role and responsibilities of a tutor. ❖Recognize the influence of a tutor's behavior on student success. ❖Identify the essential competencies required in the tutoring profession. ❖Comprehend the rights and duties inherent to the tutoring role.
Description	This lesson introduces tutors to their profession, emphasizing the importance of leading by example and understanding the foundational competencies of effective tutoring. Prerequisites include a general interest in tutoring or experience working with students.
Syllabus	**Introduction to the Tutoring Profession**: Overview of tutoring roles and their importance in education. **Influence of Personal Example**: How a tutor's actions and behavior impact students' attitudes and engagement. **Competencies Required**: Key skills and competencies, such as communication and empathy, are necessary for effective tutoring. **Tutor's Rights and Duties**: Legal and ethical responsibilities of tutors, including boundaries and professional standards.

Lesson 2: Pedagogical Skills of the Tutor

Learning objectives	❖Develop effective communication and collaboration skills with students and their parents. ❖Understand how to foster motivation and self-esteem in students. ❖Learn methods for assessing student progress and achievements.
Description	This lesson provides an in-depth look at the essential pedagogical skills tutors need to build strong relationships with students and parents, foster student motivation, and monitor academic progress. Prerequisites include basic communication skills and a desire to improve student-tutor interactions.
Syllabus	**Tutor's Cooperation with Students**: Strategies for building a collaborative, respectful relationship with students. **Tutor's Cooperation with Parents**: Techniques for effective communication and partnership with parents to support student learning. **Student Motivation and Self-Esteem**: Methods for inspiring confidence and self-worth in students.

	Assessing Achievements and Progress: Tools and methods to evaluate and track student progress accurately.

Lesson 3: Pedagogical Challenges for Tutors

Learning objectives	❖Distinguish between group and individual tutoring techniques. ❖Learn strategies for supporting students with special needs. ❖Understand how to engage highly gifted students in meaningful ways.
Description	This lesson addresses the unique challenges tutors face when working with diverse student groups, including those with special needs and highly gifted students. Prerequisites include some experience with individual or group tutoring or a general interest in inclusive teaching strategies.
Syllabus	**Group Tutoring**: Techniques for managing and teaching multiple students simultaneously, with attention to maintaining engagement. **Individual Tutoring**: Best practices for personalised, one-on-one tutoring sessions. **Supporting Students with Special Needs**: Adapting methods to accommodate varied learning needs and support inclusivity. **Engaging Highly Gifted Students**: Providing stimulating and challenging content to keep gifted students engaged.

Lesson 4: Application of Psychology in Tutoring Practice

Learning objectives	❖ Recognize different personality types and communication styles among students. ❖ Learn to create a positive and conducive learning environment. ❖ Identify causes of misbehavior and effective management strategies.
Description	This lesson explores how tutors can apply psychological principles to create supportive learning environments and handle behavioral challenges effectively. Prerequisites include an openness to learning about basic psychology and a willingness to adapt teaching strategies.
Syllabus	**Personality and Communication Styles**: Understanding various student personalities and adapting communication to fit individual needs. **Creating a Favorable Microclimate**: Techniques for establishing a positive, inclusive learning environment. **Managing Student Misbehavior**: Identifying and addressing behavioral issues constructively.

Lesson 5: Application of Didactic Knowledge in the Tutoring Profession

Learning objectives	❖ Learn to design and model the learning process effectively ❖ Explore various educational methods to enhance student engagement. ❖ Develop reflective practices to continually improve tutoring effectiveness.
Description	This lesson equips tutors with practical didactic techniques to structure learning sessions, apply engaging teaching methods, and use reflection to refine their practice. Prerequisites include an interest in lesson planning and a background in tutoring or teaching.
Syllabus	**Modeling the Learning Process**: Techniques for designing effective, structured learning sessions. **Educational Methods**: Exploring diverse methods, such as interactive, hands-on, and inquiry-based learning, to engage students. **Reflection**: Practices for self-assessment and continuous improvement in tutoring.

Module 2 : Being an Education Freelancer

Lesson 1: Regulations and Administration

Learning objectives	❖ Understand key legal and administrative requirements for education freelancers. ❖ Develop and implement effective contract practices. ❖ Use administrative tools to streamline operations. ❖ Apply marketing strategies to build a client base and enhance professional presence.
Description	This lesson provides education freelancers with the necessary legal and administrative knowledge for running a compliant, efficient, and successful tutoring business. It covers essential regulations, contract management, and practical marketing approaches to attract and retain clients. **Prerequisites:** Basic understanding of freelance or small business operations.
Syllabus	Participants will learn how to set up a legally compliant business, including registration and tax requirements, and how to create clear, reliable contracts. The lesson includes an overview of tools for managing bookings, schedules, and payments, as well as practical marketing strategies to build a professional presence. **Target group:** new or aspiring education freelancers looking to enhance operational efficiency and client trust.

Lesson 2: How to Start

Learning objectives	❖ Understand the role and responsibilities of a tutor. ❖ Learn how to set up and promote tutoring services. ❖ Develop skills to tailor teaching methods to individual learners. ❖ Create a professional portfolio to showcase expertise and attract clients.
Description	Lesson 2 introduces the fundamentals of starting a career as a tutor, covering how to define your subject focus, promote your services, and establish a supportive learning environment. It also emphasizes the importance of ongoing personal development and adapting to learners' needs to provide effective, individualised teaching. Finally, guidance is provided on building a portfolio to highlight your skills and experiences, offering a tangible asset for attracting new clients. **Prerequisites:** Interest in education and basic knowledge of a chosen subject area.
Syllabus	Topics include guidance on selecting a tutoring speciality, creating an optimal learning environment, and developing adaptable teaching strategies that meet individual learner needs. The lesson also covers effective marketing tactics, from networking locally to building an online presence, and provides steps for crafting a visually engaging portfolio to highlight the tutor's skills. The target group are aspiring tutors or those new to the field, offering a structured approach to launching and expanding a tutoring business.

Lesson 3: Customer Acquisition

Learning objectives	❖ Understand the importance of personal branding for a tutoring career. ❖ Learn strategies for self-promotion and reaching new clients. ❖ Identify both online and offline channels to expand your client base.
Description	This lesson provides tutors with essential tools for building their personal brand, promoting their services, and acquiring clients. It covers how to identify and emphasize skills, competencies and create a clear marketing plan. The lesson also introduces the effective use of networking, social media, and dedicated tutoring platforms to reach potential clients and establish a professional presence. **Prerequisites:** Basic understanding of marketing and familiarity with social media platforms
Syllabus	Topics include defining a personal brand by highlighting strengths and experiences, creating compelling advertisements, and selecting marketing tools suitable for offline and online promotion. Tutors will also learn how to manage networks, social media, and tutoring platforms to connect with clients. Target groups are new tutors or freelancers who want to build a solid client base and establish a strong professional identity.

Lesson 4: The Daily Work

Learning objectives	❖ Develop skills to manage daily tasks, from lesson preparation to customer relations. ❖ Apply effective time management and scheduling practices to optimise tutoring sessions. ❖ Gain an understanding of basic administrative responsibilities as a freelance tutor.
Description	Lesson 4 guides tutors through the daily operational aspects of a tutoring practice, from understanding students' needs to efficient scheduling and time management. It covers foundational administrative tasks for freelancers, including registration, financial management, and invoicing. **Prerequisites:** Basic knowledge of tutoring and familiarity with digital tools for time management.
Syllabus	Topics include preparation techniques to tailor lessons to students' individual needs, strategies for creating flexible and realistic lesson plans, and tips for effective time management. For administrative work, the lesson covers freelance registration, basic financial management, and invoicing. **Target group:** Aspiring and new tutors seeking guidance on daily management, student relations, and essential admin tasks.

Lesson 5: Professional Development

Learning objectives	❖ Understand the importance of continuous professional development for tutors. ❖ Recognise the benefits of continuing education and entrepreneurship skills. ❖ Learn about certification and qualification requirements in different countries. ❖ Explore online resources and professional networks for tutors.
Description	Lesson 5 focuses on the ongoing professional development of tutors, the importance of continuous education and skill improvement. It highlights the necessity of developing entrepreneurship skills, and understanding the certification requirements across Europe. **Prerequisite:** Basic knowledge of tutoring and education.
Syllabus	The key topics covered include the role of continuing education in enhancing job performance and career progression, the significance of entrepreneurship skills in tutoring, and the various certification and qualification processes required in different European countries. The target group includes new and experienced tutors, and freelancers seeking to improve their professional skills and networking opportunities.

Module 3 : Learning to learn

Lesson 1: What is learning to learn

Learning objectives	❖ Understand what learning to learn means as part of lifelong learning ❖ Learn about the skills, strategies, and attitudes involved in learning to learn ❖ Understand the benefits of learning to learn
Description	The key themes of this content are the concept of learning to learn and essential skills, such as curiosity, study techniques, goal setting, focus, problem-solving, and reflection. The section also delves into the benefits that can be gained by developing one's own study skills.
Syllabus	This section explores learning to learn as a concept, along with the skills and attitudes associated with it. Learning to learn also has far-reaching benefits across many areas of life. Anyone interested in both their own and others' learning-to-learn skills will benefit from this section.

Lesson 2: Learning to learn and students

Learning objectives	❖ Understand what learning-to-learn skills are for a learner ❖ Gain knowledge on how to support learning-to-learn skills
Description	This section provides tips on supporting a learner's learning-to-learn skills. It is important to help the learner notice, for example, the differences between focused and diffused states and how to enter a focused state. Creating shared knowledge is essential for maintaining interest. The section also covers time management and goal-setting strategies, as well as study techniques.
Syllabus	Supporting the learner's learning-to-learn skills and related phenomena and tips are central in this section. Teachers, tutors, parents, and anyone interested in developing a learner's meta-skills will benefit from this section.

Lesson 3: Lifelong learning

Learning objectives	❖ Understand the concept of lifelong learning ❖ Gain knowledge about the benefits of lifelong learning ❖ Develop an understanding of how to learn new skills
Description	This section explains the concept of lifelong learning. Learning new things at all stages of life has been shown to have various positive benefits, such as increased satisfaction and confidence, as well as improved cognitive health. The section also introduces different methods for learning new things.
Syllabus	This section focuses on the benefits and challenges of continuous, lifelong learning, as well as methods for learning new things throughout life. This section is beneficial for anyone interested in acquiring new knowledge and skills.

Lesson 4: Positive attitude for learning

Learning objectives	❖ Understand the importance of a positive attitude in learning ❖ Learn ways to support a positive attitude toward learning
Description	A positive attitude toward learning a new skill or piece of knowledge is very important. In fact, it is essential. Positive thinking can be learned and taught, and this section presents, through theory and practical examples, how to cultivate a positive attitude toward learning. Praise, encouragement, identifying strengths, and a supportive social atmosphere are key factors.
Syllabus	This section discusses ways to create a positive attitude toward learning something new. These skills are important for cognitive, social, and emotional development and help build strong self-esteem. The role of the tutor in these situations is crucial. This section will benefit those who are interested in motivating and encouraging learners.

Lesson 5: Different learning strategies

Learning objectives	❖ Learn about different learning strategies ❖ Learn how to support learners who use different learning strategies ❖ Consider different learners in your own teaching work
Description	This section introduces different learning strategies (VARK) and the behaviours of learners who use various styles, as well as how you, as a teacher, can support different learners. Many learners are multimodal, although one or two strategies are usually predominant. This section also offers various tips for learners using different learning strategies.
Syllabus	This section provides information on different learning strategies, VARK (visual, auditory, kinesthetic, and reading/writing strategies). It also offers tips on various support models and explores effective ways to learn. This section may interest individuals who are curious about different learning strategies.

Module 4 : Supporting all learners

Lesson 1: Understanding Inclusive Education

Learning objectives	- Define and understand the principles of inclusive education. - Recognise the various forms of diversity within the classroom (e.g., cognitive, cultural, linguistic). - Identify barriers to inclusion and effective strategies to overcome them. - Understand the role of inclusive education in fostering a supportive learning environment.
Description	This lesson introduces the fundamental concepts of inclusive education, emphasising its importance in creating a supportive and equitable environment for all students. It covers diverse forms of learning needs and the importance of addressing biases. Prerequisites include a basic understanding of classroom dynamics and a willingness to engage in reflective practice.
Syllabus	Key topics include inclusive education principles, types of diversity, and strategies for removing educational barriers. This lesson targets educators, tutors, and educational support staff seeking to deepen their understanding of inclusivity and diversity within learning environments.

Lesson 2: Different Learning Needs and Styles

Learning objectives	- Identify common learning disabilities, such as dyslexia, and their impact on learning. - Assess students' educational needs and set targeted goals. - Apply adaptation techniques and tools to meet diverse learning needs.
Description	Lesson 2 focuses on understanding and addressing varied learning needs, particularly for students with disabilities. It covers identification methods, goal-setting, and adapting pedagogical techniques for optimal support. This lesson requires familiarity with inclusive education principles.
Syllabus	Topics include the creation of learner profiles, assessment of needs, goal-setting using the S.M.A.R.T. framework, and adaptation techniques. The target group includes educators and tutors working with students of all learning abilities, especially those with learning disabilities.

Lesson 3: Creating an Inclusive Learning Environment

Learning objectives	- Understand the concept of an inclusive learning environment and its significance. - Apply Universal Design for Learning (UDL) principles to classroom settings. - Implement strategies to support DYS students in group settings. - Use evaluation and feedback effectively to encourage student growth.
Description	This lesson explores the creation of an inclusive learning environment that prioritises equality, support, and accessibility. It emphasises the application of UDL principles and strategies to build strong student relationships. Prerequisites include a foundational understanding of inclusive education and adaptation techniques.
Syllabus	Key topics include UDL principles, group dynamics for DYS students, rapport-building, and feedback strategies. The lesson targets tutors, teachers, and education professionals aiming to create accessible and supportive learning spaces.

Lesson 4: Providing Socio-Emotional Support

Learning objectives	- Understand the impact of socio-emotional factors on students' learning and behaviour. - Recognise common socio-emotional challenges among DYS students. - Implement techniques to manage student stress, anxiety, and behavioural issues. - Promote positive mental health through emotional intelligence and stress-management activities.
Description	Lesson 4 focuses on the socio-emotional challenges faced by students, especially those with learning disabilities, and the role of educators in providing support. The lesson covers stress management techniques, resilience-building, and fostering a positive classroom environment. Prerequisites include a basic understanding of student diversity and inclusivity principles.
Syllabus	Topics include socio-emotional factors, stress management, resilience, and strategies to support mental health. This lesson targets educators and tutors working with students who may struggle with anxiety or emotional regulation.

Lesson 5: Effective Communication and Collaboration with Stakeholders

Learning objectives	- Understand the importance of collaboration with parents, guardians, and other professionals. - Maintain open communication with stakeholders to support student progress. - Respect confidentiality and legal considerations when sharing student information. - Leverage available resources and support systems to enhance student learning.
Description	Lesson 5 highlights the essential role of collaboration between educators, parents, and other professionals in fostering student success. It covers communication strategies, legal considerations, and the use of support resources. Prerequisites include an understanding of inclusive education and experience with stakeholder engagement.
Syllabus	Topics include collaboration with caregivers, coordination with other professionals, utilisation of resources, and the importance of educator well-being. The lesson is aimed at tutors, teachers, and education professionals who interact with various stakeholders in supporting student needs.

Module 5: Digital tools and approaches

Lesson 1: Introduction to digital tools for tutoring

Learning objectives	❖ Overview of digital tools used in the modern education system ❖ To find out about digital teaching tools
Description	This lesson introduces the digital tools and approaches that can be used in tutoring lessons, the impact on students' engagement in the lesson and their motivation to learn. Also, you will learn about categories of digital teaching aids and the purpose of the aids.
Syllabus	Topics include the digital tools used in the modern education system, categories of digital teaching aids and advice how to choose digital teaching tools. The target groups include tutors and teachers seeking to deepen their understanding of the use of digital tools.

Lesson 2: Practical use of digital tools for tutoring

Learning objectives	❖ Learn about digital teaching tools for tutoring ❖ To know how to use the most popular digital tools
Description	Lesson 2 focuses on digital tools for tutoring, explaines the main reasons for beneficial usage of digital tools, lists some most popular digital tools and explaines how to use it. In this lesson, you will find practical examples of how to integrate some digital tools into lessons and make learning more modern and engaging.
Syllabus	Topics include practical examples of digital tools usage, and lists of the most popular programs that can be used in the work of a tutor. The target groups include tutors andteachers seeking to deepen their understanding of the use of digital tools.

Lesson 3: Creating a successful digital learning environment

Learning objectives	❖ to learn how to create a digitalized learning environment for students ❖ explore the principles to create a digital learning environment
Description	Lesson 3 explores what is important for successful digital learning environment, a step-by-step instruction is provided on how to create a digital learning environment for the student, and explains what needs to be paid attention to.
Syllabus	Topics include advises on creating digital learning environment. The target groups include tutors, teachers and other student support specialists,and teachers of non-formal education.

Lesson 4: Digital tools adaptation for different learners

Learning objectives	❖ to find out the learner's diversities ❖ understand the learning styles suitable for teaching different students ❖ learn how to adapt digital learning to different learners
Description	This lesson will serve as a guide, which will help you to navigate key elements of digital tools adaptation for different learners and underscore the significance of understanding and appreciating learner diversity. It will also explore strategies for adapting digital resources and present a practical example of how you could personalise learning for students with diverse and special needs
Syllabus	Topics include the student's diversity, learning styles, learning disabilities, digital learning adaptation to different learners and practical examples of personalizing learning for students with disabilities. The target groups include tutors, teachers, student support specialists and parents.

Lesson 5: Evaluating and improving your digital methods

Learning objectives	❖ develop digital skills for students evaluation ❖ learn about the most useful and high-quality digital tools options for student evaluation. ❖ improve digital methods
Description	This lesson focuses on developing digital skills, future trends and student feedback, learning how to choose the most useful and high-quality options of digital tools for studentevaluation and feedback. Tutors will learn to utilise pedagogical expertise, the knowledge that includes educational goals and reasons for using devices.
Syllabus	Topics include the student's feedback and tools for evaluation, improvement of tutor's digital methods and future trends in digital tutoring. The target groups include tutors, teachers, student and support specialists.

Module 6 : Engagement Strategies for Effective Tutoring

Lesson 1: Understanding Student Engagement

Learning objectives	❖ To find out about the importance of engagement in learning ❖ Overview of engagement and motivation tools
Description	The first lesson focuses on the importance of engagement to learn, the role of tutors in motivating students' engagement and how to tackle students' disengagement. The main reasons for student non-engagement in education are discussed, and tips on how to engage students are provided.
Syllabus	Topics include the student's engagement, reasons for disengagement, tips on how to support students and motivate them to engage in their studies. The target groups include tutors andteachers seeking to deepen their understanding of student engagement.

Lesson 2: Motivating Students for Effective Learning

Learning objectives	❖ explore the student's motivation importance for effective learning ❖learn about ways of student's motivation
Description	Lesson 2 teaches tutors more about student motivation and its relationship to learning, as well as the main theories of motivationin education. Tutors will also get to know about strategies to promote intrinsic motivation. In this lesson are the tips for tutors to boost student's motivation.
Syllabus	Topics include the student's motivation and its connection to learning and tips to motivate students to learn. The target groups include tutors, teachers and parents seeking to deepen their understanding of student engagement.

Lesson 3: Active Learning Techniques

Learning objectives	❖ Understand the significance of constructivism and cooperative learning ❖ Explore practical tips for active learning
Description	Content 3 introduces the constructivist learning concept and its essential component, the model of collaborative learning. The content describes the benefits of active learning and provides tips on how to increase learners' engagement in practice.
Syllabus	The topics include socioconstructivism and cooperative learning. The content is orientated into supporting active learning, methods, practical tips, and the benefits of active learning from the learner's perspective. The target group includes learning facilitators, tutors, and teachers.

Lesson 4: Assessment for Engagement

Learning objectives	❖ Understand the various possibilities of assessment ❖ Understand assessment as a tool for motivation and engagement
Description	In this section, modern assessment methods are explored. It can help support the increase of learners' sense of competence. The content presents various ideas for assessment methods that can improve learners' study motivation. It includes tips related to self-assessment, project-based assessment, as well as flexible and continuous assessment.
Syllabus	The topics include assessment as a promoter of participation andthe tutor's opportunities to create a learning environment that supports autonomy, self-efficacy, and belonging through assessment. An important part of this content is various assessment methods that cater to different learning styles. Continuous feedback is essential for guiding actions, and tips on this are also provided. This is suitable for anyone whose task is to teach and support progress.

Lesson 5: Tailoring Engagement to Diverse Learners

Learning objectives	❖ Understanding the inclusive learning model ❖ Understanding students' diverse needs and responding to them in tutoring work
Description	The key content in this lesson is the application of teaching methods according to the needs of different learners. The section also discusses the inclusion of learners who require special support and the promotion of their participation. It addresses the important initial phase of the tutoring process for learners needing special support and provides tips for this phase.
Syllabus	The topics in this content are recommendations based on UNESCO's inclusive strategy to ensure equal education for all learners. The key content of the section is to provide tips and ensure high-quality interaction and learning support for learners who require special support. This is suitable for anyone interested in supporting inclusive learning.

Conclusion

This syllabus serves as a detailed companion to the **Mooc4Tutors** online course, guiding tutors through its structure and content. It provides a clear overview of the six modules, breaking down each lesson into its learning objectives, key topics, and practical applications. By using this syllabus, participants can easily navigate the course, understand its goals, and focus on the area's most relevant to their tutoring practice.

Throughout the syllabus, you've been introduced to a wide array of topics, from the essentials of the tutoring profession and strategies for engaging learners to tools for fostering inclusion and leveraging digital platforms. Each section is designed to provide clarity, structure, and context, helping tutors make the most of the resources and insights offered by the course.

Whether you are an experienced tutor or just starting, this syllabus is an invaluable resource for planning your learning journey. It ensures that every participant has a clear roadmap to follow, enabling them to fully grasp the course's content and apply it effectively in real-world tutoring scenarios. Let this syllabus be your guide as you take the next steps in your professional development.

MOOC4 Tutors

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Learning

Success