Scheme of Work

Teacher/Trainer	Demo Teacher		
Course / Topic/ Qualification	The DIY Web Master		
No of sessions	3	Delivery hours	3

Aims and Objectives

1] The course is to be delivered over three days (Each session will be 3 hours long).

2] All delegates should have access to a computer, world. Wide web and Zoom.

3] The aim of the course is to provide or build on existing knowledge on the role of the web master, working environment, skills and competence required to be effective.

Dates	Learning Outcomes	Activities	Assessment
15/02/21 9am till 12noon	To state house keeping	Trainer to state information about any hazards, comfort breaks, location of fire exists and toilets. Delegates will be listening.	Questioning and answering
	To facilitate ice breaker (Delegate introductions)	Delegates to be in pairs. They will take turns to introduce each other. Other delegates will be listening.	
	To state and agree ground rules	Trainer to state ground rules. Delegates will have the opportunity of coming up (group discussion) with their minor ground rules. Delegates will be listening.	
	To provide course introduction	Trainer will use a PowerPoint to provide a lecture. Handouts will be provided. Delegates will be listening and reading.	
	To better understand the economic argument for the diy webmaster.		

Scheme of Work

	To gain knowledge on the role and responsibilities of the web master.	Trainer to facilitate group discussions.	Questioning and answering
	To understand the difference between web design and development.	Trainer to facilitate group discussions. Delegates will actively be participating.	
	To have a better understanding of the working environment (resources, the intranet, internet and history).	Trainer to play videos and provide handouts. Delegates will be watching, listening and reading.	
	To understand principles of web design, tools and languages including HTML 5, php, JavaScript, cascading Style Sheets, WYSIWYG.	Trainer to play videos and provide handouts. Delegates will be watching, listening and reading.	
	To understand regulatory and legislative framework	Trainer will use a PowerPoint to provide a lecture. Handouts will be provided. Delegates will be listening and reading.	
	To complete unit completion test	Delegates to complete the online unit completion unit.	Assessment of test
	Recap Session.	Trainer will recap the aims and objectives of the session and summarise what has been learned.	Questioning and answering
16/02/21 9am till 12noon	To state housekeeping and remind delegates the ground rules in place.	Delegates will be listening.	
	Recap of the previous session main themes.		Questioning and Answering
	To understand how to choose and register domains	Delegates to participate in group discussions and presentations.	
	To learn how to choose the right hosting platform (Linux or windows).		

Scheme of Work

	To learn about the Pros and cons of in-house hosting. Doing it yourself. Choosing the right host?	Trainer will use a PowerPoint to provide a lecture. Handouts will be provided. Delegates will be listening and reading.	Questioning and Answering
	To understand web design issues. (Browsers and other technology.	Trainer to facilitate group discussion. Delegates will be participating actively.	
	To complete unit completion test	Delegates to complete the online unit completion unit.	Assessment of test
	Recap of the session.	Trainer will recap the aims and objectives of the session and summarise what has been learned.	Questioning and answering
17/02/21 9am till 12noon	To state Housekeeping and remind delegates the ground rules in place.	Delegates will be participating actively	
	To recap previous session main themes.	Group discussion Delegates will be participating actively	Questioning and Answering
	To learn about protecting your work. Trademarks and copy rights.	Trainer will use a PowerPoint to provide a lecture. Handouts will be provided. Delegates will be listening and reading.	
	To understand how to maintain a web site, use FTP, web builder, forums, blogs, online chat and ecommerce.		
	To understand how to utilise web promotion, search engines. SEO, key words, links, effectively.		
	To complete unit completion test	Delegates to complete the online unit	Assessment of test

Scheme of Work

		completion unit.	
	Recap of the session.	Trainer will recap the aims and objectives of the session and summarise what has been learned.	Questioning and answering