

Course Title: School Enterprise Course**Prerequisites**

This course is designed for community resource persons, social entrepreneurs and youth activists. Candidates meeting the following prerequisites may apply:

- HSSC certificate with grade C or above in English, Math & Science
- Be aged 18 years or above
- Pre entry work experience in a school as a teacher or a principal is preferred.

All applicants will be assessed for entry on individual merit or interview

Duration

The course comprises of four modules and the total course duration is 20 days.

Module	Description	Days	Hours
Module 1	Pre- Work	2	10
Module 2	Teaching Strategies	6	30
Module 3	School Management Strategies	7	35
Module 4	Monitoring and Assessment	5	25
	Total	20	100 Hours

Course Content

Module 1:

- Conducting a survey
- Conducting a meeting with the community
- Negotiation skills
- Getting a group of learners ready

Module 2:

- Classroom setup and displays
- Lesson planning
- Teaching activities (based upon the textbooks)
- Classroom management in multi grade settings

Module 3:

- Record keeping using formats and registers
- Medium and long term planning
- Timetabling
- Syllabus breakdown and schemes of work
- Academic calendar
- Getting the management kit ready

Module 4:

- Analyzing the information in the records
- Maintaining school fee and making the budget
- Student attendance
- Assessing student learning (testing system)

Resources

- Materials Principals Kit
- Textbooks
- Stationary Kit
- Teaching Kit
- Management Kit

Teaching and Learning Methods

The training approach of the course will be interactive, task based and inductive. A mixed blend of the following interactive strategies will be used:

- Lecture inputs
- Group discussions
- Demonstrations
- Case studies
- Problem focused deliberation and debate
- Critical reflection
- Inquiry research will be used during the course in the form of assignments.
- Participants will be guided and assessed on the delivery of the lessons introduced

Course Completion Criteria

DIL specifies that all candidates need to:

- Attend the whole course with a minimum 80 % attendance per module
- Maintain and submit a portfolio of all course work and the related documentation,

including all materials related to the teaching assignments

- Carry out all assignments in accordance with the regulations and submit assignments to the DIL Islamabad Office by the date specified

The assessment criteria specified in this segment are subject to change with the organization's policies

Certification

Successful candidates will get a certificate of completion

Cost of the Course

PKR. 2000/ day per participant, excluding the resource material cost