**Guidance notes for populating your module guide**

**Any entries we need you to make on the module guide template are indicated on the template with text in capital letters within square brackets**

**Page 1 (cover page)**

1. There is a blue header which appears at the top of each page of the module guide. To populate this you should insert the name of your module in the header text space [NAME OF YOUR MODULE GOES HERE] on the cover page only.
2. The module title appears in bold red font on the cover page. Please insert the name of your module in the bold red text space [NAME OF YOUR MODULE GOES HERE].
3. At the foot of the cover page are the authors of the module. Please insert your institution name in the text space [Lead institution] and any partner institutions involved in your module in the text space [any other institution/s]

**Page 2 (contents page)**

Depending on the version of Word you are using, your contents page may or may not update page numbers automatically. Once you have finished populating your module guide please return to the contents page and check that the page numbers correspond correctly. If they are not automatically updated then you will be able to edit them manually.

**Page 3**

1. You will need to enter the missing details for the following:

* title of the module
* details of any pre-requisite learning (if applicable – see UK example module guide as a model)
* the names of the module authors (institutions rather than naming personnel)

**All other information in the Module Details section remains the same please. We will discuss these details at the meeting in Spain and clarify where necessary.**

**Short Description.** Please write a short description of your module (approximately 200 words). Please refer to the UK example module guide as a model.

**Page 4**

**Equality and Diversity Statement.**

The first part of this statement refers to the whole project. It is highlighted yellow and marked as FOR DISCUSSION. Please leave this statement remaining the same for now. We will discuss this at the meeting in Spain and adapt it in order to ensure that it the sentiment of the statement encompasses the views of all the stakeholders in the project.

The second part of this statement refers to your particular module and how it specifically addresses equality and diversity. Please write your statement here (approximately 70 words). For an example please refer to the example UK module guide.

**Aims of the Module**

Please enter your aims here; four aims in total (one aim relating to each of your module sessions). For an example please refer to the example UK module guide.

**Page 5**

**Learning Outcomes.**

This section is divided into four sub headings: Knowledge and Understanding, Intellectual Skills, Practical Skills, Transferrable Skills.

Please insert 2 – 4 bullet points under each heading. For examples please refer to the example UK module guide.

**Page 6**

**Introduction to studying the module.**

Please insert the titles of the four sessions in your module in the text space [PLEASE INSERT THE FOUR TITLES OF THE SESSIONS IN YOUR MODULE].

Please leave the remainder of page 6 as it is. We will discuss this in Spain and provide any further clarification.

**Page 7**

**Employability Statement.**

The employability statement refers to the whole project. It is highlighted yellow and marked as FOR DISCUSSION. Please leave this statement remaining the same for now. We will discuss this at the meeting in Spain and adapt it in order to ensure that the statement is fully applicable to all the stakeholders in the project.

Please leave the remainder of page 7 as it is. We will discuss this in Spain and provide any further clarification.

**Pages 8 – 11**

**Indicative content of sessions.**

In this section please outline the indicative content of the four taught sessions in your teacher training module. Please indicate one preparation reading or activity for participants to complete in their own time, in advance of attending the taught session. These readings should be available in electronic copy so that you can upload them to the project website for ease of access for your participants.

Please refer to the example module guide from the UK for an idea of the amount of detail to be included at this stage.

Please leave the follow up activities which have been included in the template as they are. We will explain the purpose of the Reflective Learning Journal during the meeting in Spain and will be keen to hear your thoughts and feedback about how we can develop and improve on this idea.

**Participant Evaluation**

The participant evaluation statement refers to the whole project. It is highlighted yellow and marked as FOR DISCUSSION. Please leave this statement remaining the same for now. We will discuss this at the meeting in Spain and adapt it in order to ensure that the statement is fully applicable for all the stakeholders in the project.

**Page 12**

**Learning Resources**

The learning resources are optional for participants and should support the module by providing additional reading. Under each of the three headings: print texts, journals, internet resources, please suggest **four s**ources.