



Training Task Force TERMS OF REFERENCE

Scope:

The IFATCA TTF will be responsible for designing, developing, and presenting educational materials and instructional courses to meet the needs of our member associations and/or partners. The IFATCA courses will either be for in-person delivery or online learning platforms.

Membership:

The membership of the taskforce will be determined following a number of criteria including, but not limited to: geographical representation, skills, experience, equity and diversity. The chairperson, in consultation with the IFATCA Executive Board, may elect to revisit the composition and membership of the taskforce periodically to ensure the membership fits the objectives of the taskforce and/or the overall objectives of the Federation.

The terms of reference for the IFATCA TTF are to establish, for each course:

1. **Objectives:** A clear statement of the course's overall objectives and learning outcomes, which should be specific, measurable, achievable, relevant, and time bound.
2. **Target audience:** A description of the target audience for the courses, including their background, level of familiarity with the course subject, and learning needs.
3. **Syllabus:** The scope of the course, including the topics, modules, and learning activities, as well as any prerequisites or prior knowledge required.
4. **Learning methods:** A description of the teaching and learning methods to be used, including, but not limited to, lectures, discussions, case studies, simulations, and assessments.
5. **Assessment methods:** An explanation of the assessment methods to be used to evaluate participant learning, including assignments, quizzes, exams, and projects, as appropriate.
6. **Delivery format:** A description of the delivery format, such as online, face-to-face, or blended, and any technical requirements or support needed.
7. **Timeline:** A timeline for the development and delivery of the course, including key milestones and deadlines.
8. **Resources:** A list of resources available to the course design team, including instructional material, subject matter experts, technology tools, and funding.
9. **Roles and responsibilities:** A description of the roles and responsibilities of the team, including the project manager, instructional designers, content developers, and subject matter experts.
10. **Review and feedback:** A process for the review and feedback, including quality assurance, user testing, and evaluation of the course's effectiveness.

These terms of reference provide a framework for the IFATCA TTF to work within, ensuring that everyone is aligned and working towards the same goals. They help to clarify expectations, provide guidance, and ensure that the courses meet the needs of the target audience and achieve the desired learning outcomes.

Responsibilities of the IFATCA TTF Chairperson:

1. Facilitate collaboration between subject matter experts, course designers and instructors to design and develop specialised training programs that are engaging and fosters effective learning experiences.
2. Responsible for the development of course content, including but not limited to course curriculum/outlines, syllabi, lesson plans, assessments, interactive activities, and other didactical material.
3. Ensure a variety of instructional techniques, design methodologies and adult learning principles is used to create an effective learning experience.
4. Ensuring the utilisation of multimedia tools and technologies to enhance the learning experience, including videos, simulations, and interactive modules.
5. Conduct needs assessments to identify gaps in learning and create solutions to address those gaps.
6. Manage the entire course design process, including scheduling, project management, and quality control.
7. Evaluate and review the effectiveness of course delivery and make recommendations for improvement.
8. Ensure that training quality and standards are maintained.
9. Oversee the development of training materials, assessments, and their effectiveness.
10. Prepare the yearly training schedule and training plans for all the courses.
11. Maintain security and control of the materials developed (training materials and assessments).

The responsibilities of the IFATCA TTF course designers/instructors are shared and distributed by the IFATCA TTF Chair and shall include:

1. Identifying the learning objectives and desired outcomes of the course.
2. Conducting research on the subject matter and developing course content that aligns with the learning objectives.
3. Creating instructional materials such as lesson plans, handouts, presentations, and assessments.
4. Selecting appropriate teaching methods and technologies to support the learning process, including online learning platforms, interactive tools, and multimedia resources.
5. Testing and refining the course content to ensure that it is effective and engaging for learners.
6. Collaborating with other Instructors/facilitators/educators, subject matter experts, and stakeholders to ensure that the course meets the target audience's and IFATCA's needs.
7. Providing ongoing support to learners, including feedback and guidance to help them achieve their learning goals.

Overall, the IFATCA TTF will play a critical role in shaping learners' educational experiences and ensuring they have the knowledge and skills they need to succeed.