

LEARNING TOOL KITS: WHAT WE OFFER

Rationale	:	The purpose of the document
Objectives	:	What lecturers/students can gain from the resource
pages	:	Number of pages included in the resource

Lecture Delivery

	Rationale	Objectives	Pages
Unit Structure Outline	This document provides an overview of the qualification as a whole and where the relevant module stands within it.	The Unit Structure Outline, will provide lecturers with information about the structure of the qualification. Unit information such as credit value, assessments information and rules of combination. This will give lecturers proper direction to the overall unit and qualification.	05
Syllabus	This encompasses the areas covered through the unit. By including both assessment criteria and indicative content.	Lecturers can use this document to outline the areas that need to be covered and also use it plan out the lecture sessions as well.	04
Division of Syllabus into Sessions	This document highlights the learning outcomes specified by the examining body and the related assessment criteria.	This resource aims to provide students with the direction they should head when completing this course. It provides a synopsis of the syllabus that would enable them to ensure that all syllabus sections are covered.	04
Scheme of Work	This document provides a snapshot of the course, module and delivery methods. It outlines the structure and the contents of the course in straightforward manner.	The scheme of work will help to understand the learning outcomes, key contents and the type of skills addressed. The lesson plan included in this document will help organize their studies and understand how the indicative content will be covered through the lessons.	02
Key Topics Identified as Concepts and Application	This guide aims to provide students a convenient study summary where key theoretical concepts have been summarized in a concise manner.	This guide can be used to spot check and gather knowledge about concepts and models whilst learning to contextualize them to a given scenario and apply them within the workplace. After using this guide, students will be comfortable in applying models and concepts in their answers successfully.	20
Knowledge and Skills Requirement	This resource captures the required skills and know-how that an individual must possess in order to	Lectures can use this to identify any skills and knowledge gaps that exist within the student base	03

	successfully complete the unit.	and take measures to overcome them and assist them in their final assessments.	
Session Plans	Session plans are prepared for each of the six sessions covered by the Lesson Slides. This document will illustrate what will reflect the lecturers' contribution and what the student should acquire at the end of the lesson and other required information.	This can be used for preparation of the lesson set to take place. It includes what the lecturer intends delivering during the study session as well as the objectives of the lesson from a student's perspective.	10
Session Delivery Slides and Notes	Session Delivery Slides provide elaborated illustrations of the indicative content in an attractive manner.	Session Delivery Slides will be arranged according to the number of lessons and will be developed using graphical illustrations which will help students to absorb and recall the contents better. Lectures can use these slides in conducting their lectures.	180
Unit Overview Handout	This document provides an overview of the qualification and highlights the learning process and everything that the student needs to know about the module.	It provides a snapshot of the qualification rationale, learning outcomes, the learning process, texts and references and the module timetable. Furthermore, the modular handout provides a condense of the nature of the assessment and their expectations.	07
Real Industry Examples	These articles will help understand theory and apply it to a hospitality and tourism organisation.	This document summarises the entire learning experience in a nutshell. It will help students to understand what they need to learn, why they need to learn it and how they can use what they learnt. This document will provide an excellent basis for lecturers for their last class where study, revise and Practice can all be done together.	15
Session Articles (Additional Reading)	These articles will provide the opportunity to engage in additional reading on the learnt theories and concepts and understand them from a practical viewpoint.	By reading them, students will be able to understand how the indicative content can be applied in their workplaces. Furthermore, these articles will provide students with the exposure to knowledge and ideas of experts in the industry and will help them to gauge the big picture of industry happenings.	15
Session Quiz	This booklet provides students the opportunity to test their knowledge on all the study areas pertaining	This resource delivers a number of questions presented in different approaches in a manner that	15

	to this module.	would reflect tested areas in the most suitable manner. Students can go through this guide to brush up key syllabus areas by attempting to answer the interactive questions reflecting each syllabus section.	
Instructor Session Planning Worksheet	This includes a fillable form that is used to document the lesson goals, learning strategies, structure and required additional material.	This resource can be used as prepping material for the lecturers to use during the class. Since everything is mapped out, lecturers can go into their classes well prepared for any situation that may arise.	04
Supervisor Teaching Techniques	This is a supervisor observation form that can be used to document all that needs to be assessed when observing lecturers during their study sessions.	This can be used by supervisors to make notes on lecturers, students and how the overall study session progressed with the view of improving future sessions.	04

Student Support

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Unit Structure Outline	This document provides an overview of the qualification as a whole and where the relevant module stands within it.	The Unit Structure Outline, will provide students with information about the structure of the qualification. Unit information such as credit value, assessments information and rules of combination. This will give students proper direction to the overall unit and qualification.	05
Syllabus	This encompasses the areas covered through the unit. By including both assessment criteria and indicative content.	Students can use this document to outline the areas that need to be covered and also use it plan out the study sessions as well.	04
Division of Syllabus into Sessions	This document highlights the learning outcomes specified by the examining body and the related assessment criteria.	This resource aims to provide students with the direction they should head when completing this course. It provides a synopsis of the syllabus that would enable them to ensure that all syllabus sections are covered.	04
Unit Summary	This guide aims to provide students a convenient study resources where key theoretical concepts have been summarized in a concise manner.	This is an ideal guide for a student who has studied the lecture notes or a study text and is looking for a quick refresh of theory. Lecturers can also use this guide as the basis for teaching since it covers the entire syllabus in a sequential and concise manner.	20
Revision Cards	This study resource is mainly designed for multi functional purposes to aid and assist students in enhancing their knowledge and prepare them for their final assessment.	This booklet provides simplified revision notes to help students identify key areas in the syllabus and gain understanding on them. Students can sift through the pages of our web based resource or take a print out and arrange a pocket size set of revision cards that can be reviewed whilst having meals, travelling or just before the exam!	15
Scenario Mini Cases	This guide provides mini cases which will stimulate student's thinking and develop their application and	This guide will further provide students the opportunity to understand how to apply what they	15

	contextualization skills.	learn to the role they play in their workplace.	
Assessment Prep Manual	This manual is designed to support students in revising the syllabus according to the module specifications and complete the final assessment.	It will provide detailed guidelines on how to attempt the final assessments including sample answers and other tips that can be incorporated into answers.	25
Assessment Workshop Manual	This assessment workshop manual aims to summarize the indicative content of the syllabus whilst highlighting the possible ways in which each area can be tested at the final exam. This manual will further provide exam tips and pointers on the possibilities of each area being tested in the assessment in a concise and a user friendly manner.	This is an excellent revision guide for students which will highlight links between indicative content and the assessment. The hand written answers included in this guide will help students to obtain an idea of the required standard.	25
FAQ Manual	This guide includes a set of frequently asked questions pertaining to the syllabus, assessment and the study process. These FAQs will be includes based on a review of typical student queries, emails and questions posted on blogs.	This document will help students save time when searching for information and will save the efforts of a study centre in delivering generic information which can easily be standardized.	10
Session Articles (Additional Reading)	These articles will provide the opportunity to engage in additional reading on the learnt theories and concepts and understand them from a practical viewpoint.	By reading them, students will be able to understand how the indicative content can be applied in their workplaces. Furthermore, these articles will provide students with the exposure to knowledge and ideas of experts in the industry and will help them to gauge the big picture of industry happenings.	15
Session Tests	The session test includes questions developed based on lessons with supportive handwritten answers. Questions included in this guide has been carefully designed to test knowledge, contextualization and analytical capabilities of students. Furthermore, this guide will groom students for the final exam by providing them with an opportunity to practice different types of questions.	This guide can be used as a workbook by students where they can write the answer in the book itself and compare it with the sample handwritten answer provided. Lectures can also use this book for classroom exercises or activities.	18



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