

## Creation of teaching and learning materials for ICW seminars

### **Orientation guide/presentation guidelines, handouts, scripts, etc.**

In the seminars it is necessary to provide the participants with suitable learning material and literature. In addition to the possibility of handing out suitable specialised literature, the fourth edition of the study book Wound Expert ICW, available since 2013, including a source reference can also be used. The second edition is available in English. The relevant literature sources are listed in the curriculum for the respective target group. In addition, the seminar uses illustrative and structuring aids in the form of PowerPoint presentations (PPT). For self-study, the participants receive corresponding handouts, alternatively separate worksheets or summarising papers as scripts in analogue or digital form. These are used for follow-up study of the topics taught as well as for specific preparation for the exam.

The presentation and seminar materials used will be agreed upon with the certification body when the application is submitted. The certification body only checks the seminar materials on an occasional basis and therefore assumes no responsibility for their use and professional correctness. This is the responsibility of the seminar provider whose professional and educational management is obligated to review all documents. Therefore, it is possible that seminar documents will be assessed as critical in a later audit.

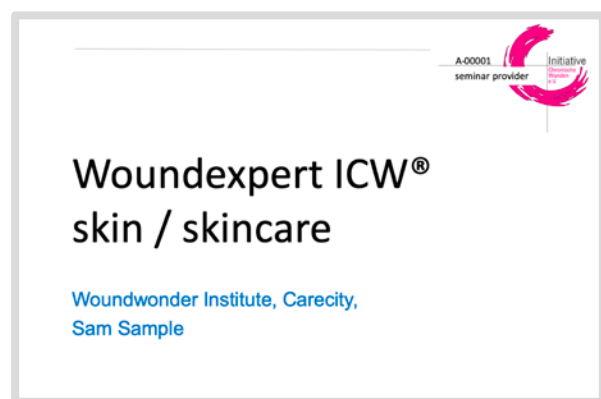
For all handouts, presentations etc:

#### **1. Structure of the slides**

The first PPT slide names:

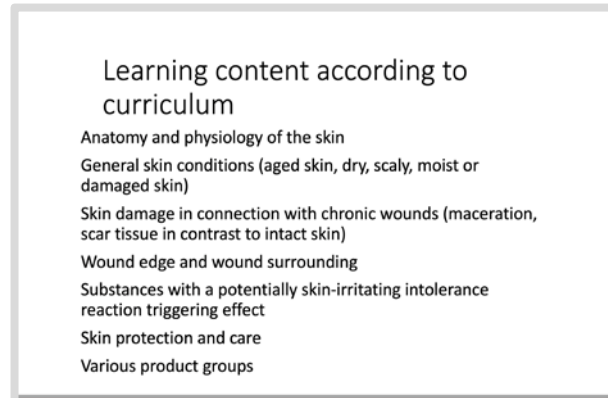
- the seminar
- the topic according to the timetable
- the author
- the creation date
- the ICW provider logo

The educational institute must be named on the handouts.



In the following a meaningful content structure should be established in which the given learning objectives are taken into account.

It is recommended to insert an overview of the curricular contents (see figure 1) at the beginning of the presentation. If necessary, you can check it with questions from the study book at the end.



In advance it should be clarified whether the presentations are to be used primarily for visualization or also as handouts. This is important for the proportion of text/image and the number of slides.

## 2. Copyright

PowerPoint slides and handouts are always to be made by the lecturer himself/herself. If documents are used from another author, his permission must be obtained. All sources used must be named and quotations must be marked as such. The copyrights and authors rights must be observed.

Pictures, graphics, etc. that do not originate from the author must be named with the source in the respective slide. If the author only uses his own photos, this must be noted in the sources at the end of the presentation.

## 3. Neutrality

Any obvious or hidden advertising for products must not be included in any handouts, presentations or other documents used in the seminars. Likewise, no advertising may be made for.

The lecturers reference to their own field of activity may be made in the footnote and/or on one of the first slides. It is also permitted to use the providers own logo or the ICW provider logo in the slides.

## 4. Form of the handouts/presentations

If a textbook confirmed by the certification body is used, the presentations are only checked for their function as visualisation aids. If the presentations are also used as scripts/handouts, they should serve as a helpful means for the examination preparation of the participant A clear assignment to the learning contents as well as the learning objectives of the curriculum is required.

Scripts handed out to the participants instead of PowerPoint slide sets are to be considered as equivalent and can be submitted instead of or together with the presentations.

## 5. List of literature and sources

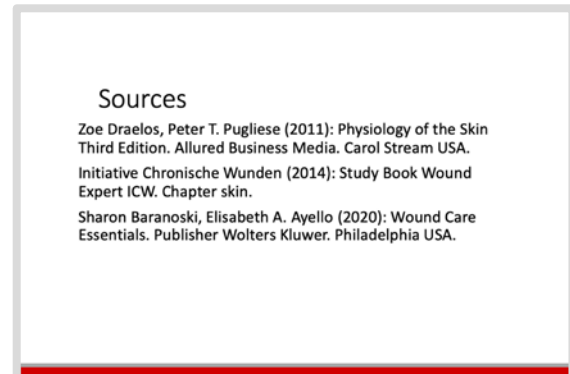
If the sources are not indicated in the footers of the slides (figure 2: Sources), the last slide must be the source reference. This has to be created according to the usual specifications (APA, Chicago, Harvard, etc.).

It should be recognisable that the author has taken the recommendations of the ICW curriculum into account. We expect that the sources given to the respective curriculum and the learning guide will be taken into account by the lecturers.

Details:

**Author/authors** or editor/editor,  
**title** ("book title"),  
volume or edition,  
place and publisher, and  
**year of publication.**

(The information in bold print is a minimum requirement).



## 6. Review of the handouts/presentations

It is the responsibility of the educational provider to have the documents checked by the professional and pedagogical management before they are handed out to the participants. These documents will be checked in case of an audit.

# Check list

## Aid for the review of seminar documents

### Forms

- Author and date
- Subject corresponds to the curriculum or teaching unit
- Readability font size are appropriate
- Spelling and use of professional terms
- The presentation is up-to-date.

### Contents

- Designed for learning content and objectives of the curriculum
- Professional and correct statements
- According to the current state of scientific knowledge
- Scope is sufficient for exam preparation
- Successful professional didactic reduction
- Scope and level correspond to the target group and the learning objective level  
cf. learning objectives in the curriculum

### Evidence

- Literature and source references for illustrations and contents
- Use of current sources

### Neutrality

- Illustrations and statements do not convey one-sided advertising (guarantee neutrality or diversity)