E-learning

in ICW/TÜV seminars

2021

Content

1.   Background

Distance training in the form of e-learning represents a modern supplement to conventional attendance training. They are particularly attractive due to their high flexibility in terms of time and place. Their quality and benefits are not available for all topics or for every user and depend largely on their implementation.

2.   Possibility of use in ICW/TÜV seminars

In principle, it is possible to use e-learning methodically for the ICW/TÜV seminars. This applies primarily to the areas of re-certification. The basic seminars (Woundexpert ICW®, Physician Woundexpert ICW®) are currently only intended for attendance training. However, in addition to the preparation for the seminar or the examination, modules can be planned as e-learning components. In the advanced seminars (Woundtherapist ICW® and Woundcare specialist ICW®) a small number of suitable topics for e-learning can be considered.

At present, due to the Corona pandemic, some of the standard seminars can be implemented as web seminars until 31 December 2021.
With regard to the Woundexpert curriculum, the topics wound care/local therapy including product groups and compression therapy are excluded. In any case, the teaching part must be applied for approval by the certification body beforehand. If no multiple processing is required, no fees are charged.

3.   Definition of terms

E-learning consists of web-based forms of learning without "on-site presence" of the participants.

3.1. Terms

Within the framework of ICW/TÜV seminars, online courses/seminars as well as web seminars are permitted as e-learning forms.

3.2. Online courses

This is a web-based training which the participant can use individually at any time. The quality depends on the content as well as the presentation. Online courses usually contain a type of presentation comparable to Power-Point presentations. However, they can contain further, very diverse elements and focal points, such as film sequences from experts, image material, animated text and graphic elements, text, downloads, links, playful reviews, etc.
A diversified design reduces the mental fatigue of the participants. Self-checking options are also helpful.

In any case, an attendance check as well as a partial and/or final test must be integrated. The actual working or learning time must be registered so that the ICW points are only confirmed if the time actually spent on the course is correct.

3.3. Web seminars

This is a web-based seminar in real time which has the main focus on knowledge transfer. It can therefore be a "virtual classroom", but with (one or more) real lecturers. Pure "film transmissions" or purely virtual presentations **do not fall** under the category web seminar. It should be an interactive design that corresponds to the usual form in face-to-face seminars. Lecturers must be familiar with the respective system and ensure varied teaching.

As this form of seminar requires a special attention span, it is recommended **to limit the number of teaching units to four teaching units**. If the number of hours is higher, the varied design of the seminar is decisive and must be presented in the planning. The following guidelines for web seminars are relevant.

Example of a planning overview (form may vary)

Learning objective (alternative learning content)	Method	Media-tool	Notes if necessary
Take importance of wound assessment Recapitulate Systematic approach	Brainstorming Present and develop	White board PPT	
Derive knowledge from wound assessment to treatment goals	Partner work using case studies + assessment matrix	Virtual group rooms	Participants receive case study and assessment tool beforehand
XX			
XX			

3.1.1. Forms of web seminars

a) Formally closed
This refers to web seminars in the form of a "virtual classroom", which are implemented with **a maximum of 25 participants** and with a permanently switched-on live camera of all participants.

b) Formally open
This includes all events that are not organised as a classic "virtual classroom" and/or with more than 25 participants. The entry and exit of participants is checked by camera at least at the beginning and end of the event or after breaks. All web seminars with **more than 25 participants** are considered formally open.

3.1.2. Specifications for web seminars

c) Technical equipment

The system has audio and video functions and, if possible, a chat function. Further tools are recommended: Role allocation, presentations, live chat if necessary, group rooms, white board, surveys, tests, etc.

d) Participants

Each subscriber is connected to a suitable device, i.e. **only one subscriber is registered per device used**. The kind of the device is not defined by the certification body. However, there is a need for a stable, high-performance Internet connection, a camera function and a loudspeaker including microphone or headset. Every participant is **visible with a camera**. The **audio function** (speaking contribution) of the participant is the responsibility of the lecturer/moderator.

e) Checking attendance

As with attendance training, the participant only receives the points confirmation for the part he/she actually attended. The presence of participants can be checked by ensuring that all participants are continuously visible on the screen with the live camera function (not still image). This form of seminar is defined equivalently to attendance as a **"formally closed seminar/virtual classroom"**.

If attendance is "only" recorded by camera at the beginning and end of the seminar, this is considered a **"formally open event"** and will be rated differently. The participants must also be informed that the provider will carry out random checks of attendance. E.g. ask for a show of hands, switch on the camera. In both cases, a **list of participants** is kept. These must be kept for 5 years.

f) Lecturer/moderator

The lecturer is actively "present" in real time and leads through his training part. This should be as interactive as possible with the involvement of the participants.

g) Access code

Upon application, the certification body receives unlimited access for a participant.

4. Rating

4.1.   Formally closed seminar and online courses

One point is awarded **per 45-minute** teaching unit (TU). A maximum of 8 points per day can be registered. See requirements under 3.3.

4.2.   Formally open events

In this case, **60 minutes** instead of the usual 45 minutes result in **1 point**. This also applies if the event takes place longer than one day.

5. Application and admission

The use of e-learning in advanced seminars must be stated in the application for recognition..
The planning prepared is evaluated by the certification body. The application for e-learning
units within the scope of re-certification is regulated separately for web seminars and online
courses:

5.1. Application for e-learning

Web seminars and online courses are applied for using a special form. You will receive a registration number for one-time use. ⇨ *See annex*

5.2. Recognition of online courses

The recognition of online courses for re-certification by the certification body follows a comprehensive evaluation for a period of 5 years. Intentional changes of the providers during the admission period must be notified to the certification body in advance and, depending on the content and scope of the changes, lead to a new examination. Only after approval by the certification body, changes be made published on the website.

For online courses within the scope of recertification, an annual admission must be applied for in addition to the 5-year recognition. The application for admission serves to indicate updates, additions and changes. Successful admission is documented by assigning an ICW course number which changes annually.

5.3. Evaluation of online courses

The submitted planning is checked in detail by the certification body for the following aspects of the following checklist and is communicated to the applicant in writing.

Organisation/navigation Search functions, table of contents, re-entry, etc.
Functions/help functions Implementation of specified functions, meaningfulness, support, guidance through the modules, etc.
Preparation and design related to didactics Structure of teaching units, design, comprehensibility, etc.
Extrinsic and intrinsic incentive systems Rewards, learning incentives and milestones, etc.
Learning objectives / learning contents Suitability for learning form, relevance for target group, thematic suitability, comprehensiveness, depth of knowledge, etc.
Practice Relevance for practice, link to practice
Technical details Topicality, technical correctness, comprehensibility, knowledge level, etc.
Transparency /neutrality Clear explanation of the objective, target group, requirements, neutrality of presentation, etc.

6.   Costs for applying for e-learning seminars

6.1.   Costs for web seminars

Web seminars are calculated in the same way as face-to-face seminars. See also Re-certification of providers -Information and Application-.

6.2.   Costs for online courses within the framework of standard seminars

o   The admission fee (recognition) is 500 € per seminar type for 5 years.
o   For the fundamental examination of the online portion, the additional expenditure incurred will be calculated as follows:
  •   The additional expenditure incurred for the examination of the programme will be charged to the applicant with a factor of 3 of the estimated processing time of the participant, at an hourly rate of 50 € plus VAT.

Example: A provider applies for admission to the ICW seminar "Woundtherapist" and would like to offer its participants an online course with a participant processing time of two teaching units instead of the classroom course as an introduction to a topic:
⇨   Recognition fee 500 € plus VAT for 5 years
⇨   Fee for the module examination per teaching unit (à 45 min.) 150 € plus VAT for 5 years

In the case of significant changes to the e-learning module within the five years, a processing fee may be incurred repeatedly, depending on the extent of the changes.

6.3.   Costs for online courses within the scope of re-certification

o   The **annual** admission fee is 40 € plus VAT.
o   The applicant will be invoiced for the additional work involved in checking the programme by a factor of 3 of the participant's estimated processing time, at an hourly rate of 50 € plus VAT.

Example: The module amounts to a processing time of 2 TU for the participant and can be confirmed with 2 recertification points.
⇨   Fee for the module examination per teaching unit (à 45 min.) 150 € plus VAT for 5 years
⇨   The fee must also be paid in the event of rejection.
⇨   The annual admission fee for the online course is 40 € plus VAT.

The certification body evaluates the application and provides a differentiated feedback, if necessary directly the approval with registration number and recertification points.

Should repeated corrections be necessary after an initial feedback, this can be done once within the fee after the feedback by the certification body. If further corrections are necessary afterwards, additional processing costs will be charged.

In the event of significant changes to the online course within the 5-year period, a pro-rata processing fee may be charged again depending on the extent of the changes.

7.   Annex

Application web seminar for re-certification

Applicant/recognised educational provider ICW/TÜV: _____ Provider number: _____

For cooperation`s please indicate cooperation partner: _____

Responsible person at provider: _____ ☐ Knows the guidelines of the certification body

Event title: _____ Type: ☐ formally open ☐ formally closed

Link if applicable: _____

Access code for certification body: _____

Date of event: _____ time from: _____ to: _____ (*This form can be requested as Word file.*)

Lecturer Surname, given name	Topic	TU/ 45 Min	Lecturer already admitted?	Lecturer working in company/industry?
			☐ yes ☐ no, qualification indicated in enclosed lecturer list/proof of qualification	☐ no ☐ yes, the following:
			☐ yes ☐ no, qualification indicated in enclosed lecturer list/proof of qualification	☐ no ☐ yes, the following:
			☐ yes ☐ no, qualification indicated in enclosed lecturer list/proof of qualification	☐ no ☐ yes, the following:
			☐ yes ☐ no, qualification indicated in enclosed lecturer list/proof of qualification	☐ no ☐ yes, the following:

Mandatory fields:

☐ The flyer (announcement) is attached.   ☐ There is no flyer or announcement available.

☐ The event ☐ should be published ☐ should <u>not</u> be published in the lists on the ICW homepage.

☐ By applying we declare to obey the guidelines for organising re-certification events

☐ with continuous camera presence of the lecturers, but not of the participants. Their presence is "only" recorded by camera at the beginning/end.

Name of the **responsible applicant:**

_____

Please send the application to:
e-mail: zert.koch@icwunden.de

<div style="border:1px solid magenta">

 To be filled in by the certification body!

The further training is awarded _____ points.

Registration number: _____

Processing fee: ☐ 40 € ☐ 60 € ☐ 80 € ☐ 120 € plus VAT

☐ Additional fee for multiple processing: ☐ 40 € ☐ 60 € plus VAT

Berlin, Frankenau _____

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Application online course (e-learning module) for re-certification

Applicant/ recognised educational provider ICW/TÜV: _____ Provider number: _____

For cooperation`s please indicate cooperation partner: _____

Responsible person at provider: _____ ☐ Knows the guidelines of the certification body

Course title: _____

Link if applicable: _____

Access code for certification body: _____

Enclosed literature to be worked through if applicable: _____ (*This form can be requested as Word file.*)

Topic	Type of teaching (web-based, others)	TU/45 minutes	Already admitted? Yes?: Please indicate year and registration no.
			☐ Yes: _____ _____
Total volume of teaching unit:			

Mandatory fields:

☐ In case of initial application/The platform is planned to be activated on _____.

☐ The participants receive a nominal certificate of participation with the required data, registration number and ICW points.

☐ A manual is enclosed to the application.

☐ The event ☐ should be published ☐ should not be published in the lists on the ICW homepage.

☐ By applying we declare to obey the guidelines for organising re-certification events.

Name of the responsible applicant:

_____

Please send the application to:
e-mail: zert.koch@icwunden.de