



Continuing Professional Development
in Vocational Education and Training

Expiration of Employment Contract

Inspiration for online teaching



COVET



In the COVET project, we have collected many great examples of teaching that have been transformed from the classic off-line version into a modern online learning method.

These sample lessons have been created by VET teachers from different EU countries. We present them to you as inspiration for your work.

The lessons are particularly suitable for vocational teachers, but can also serve as a training tool for teachers, trainers and lecturers in other educational settings.

All sample lessons, training materials as well as all information about the project are available at:

<https://www.covet-project.eu/>

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Expiration of an Employment Contract

Offline version of the lesson:

(A brief introduction to the subject, general situation, type of lesson. What the aim of the lesson would be and how the lesson would be used.)

This lesson is part of the Human Resources Management module of the second year of the Higher Cycle of Administration and Finance. Its main objective is to learn about different types of termination of an employment contract and how the different types of compensation are calculated.

As this is a second year course, students will already have some basic idea of the topic from the first course module "Training and Vocational Guidance". Therefore, we would start this lesson by reviewing the types of termination that exist, and then I would explain the practical part, which is to calculate the amount that an employee would receive if he/she were to be compensated for the loss of his/her job.

Before explaining the practical part, the students are given out notes on the theory and on how to carry out the practical part, so that they can consult them in case of doubt.

An example of each type is made by the teacher in the classroom and then we work individually to solve the doubts that arise when the students work autonomously.

Online version of the lesson

(What had to be taken into account, the reasons for the changes that were made, the new applications and tools that had to be incorporated into the lesson.)

I had to take these **extra steps** and **change** the following things **for the online version**:

1. Search for websites that could be useful for students.
2. Search for useful videos on Youtube.
3. Try to find an application or website where I could explain the basic concepts using visual thinking.
4. Prepare pdf notes of the theory.
5. Record myself explaining the lesson.
6. Buy a digital blackboard.
7. Learn how to use the digital blackboard.
8. Learn how to use computer screen capture software.

9. Learn how to edit the videos I would record.

In this specific case lesson, I found it very useful to **record myself** explaining the practical part. **Following the process step-by-step is better than working with notes.**

Another option is to search for YouTube videos, but sometimes it is difficult to find one that explains the process the way I would find suitable.

The course of the lesson that had to be changed, how, and why.

I decided to give the students **pdf notes**, because I think it is better for the students to **have these ideas in writing**. They are preparing for a theoretical exam. Therefore, in order to **pass this exam**, they need these notes very much.

I also had to try out various **online applications and programmes** to prepare **infographics and videos**, because I think it is better than preparing only pdf notes to **explain practical concepts**.

And I had to **learn how to use these applications to get the most out of them**.

I have found the following **tools** to be **the most useful**:

1. **Genial.ly**, an interactive application designed to create **interactive lessons** and **gamification activities**. It makes it easier for students to understand visual and interactive content. With genial.ly, students are more attentive when presented with visual content and participating through interactivity. It allows them to discover information on their own. I had to purchase **Genial.ly premium plan**, because it allowed me to use more templates than the free plan.
2. **Videos on Youtube**, because there are a lot of options and really good videos to help them **visualise the theoretical concepts**.

I had to look for new ways of teaching because I had to find out how to explain concepts without face-to-face communication.

I also had to learn how to use the new applications I decided to use.

The final result

The first thing I did was to summarise all the possible ways of terminating an employment contract, made a list on a Google Docs that could be used as a shared sheet, so the students could see it all at once.

Then, one by one, the students were reminded of the details of how to terminate an employment contract and the consequences for both the employer and the employee.

Once these concepts were clear, we started the practical part of calculating the actual compensation.

An example exercise is introduced to them and we proceeded to solve it gradually, part by part, together - live.

The explanatory videos had been uploaded to the online platform. They could be consulted when solving the exercises individually and when needed. The students were also provided with the solution to the suggested exercises, but only after they handed them in to the teacher. This was done to prevent them from copying.

Any corrections and explanations would be made during the following online session.

[Pdf notes.](#)

[Activities.](#)

[Solved exercises folder](#)

An excerpt from the folder with solved exercises

*Annual salary: $(850 + 47 + 250) \times 12 + (850 + 47) \times 2 = 13.764 + 1.794 = 15.558$

Age: 8 years and 6 months.

Polos 8 years: 33 days x 8 years = 264 days x 42,62 € = 11.251,68 €.

Polos 6 months:

12 months ----- 33 days

6 months ----- x days => 16,50 days x 42,62 € = 703,23 €.

TOTAL: 11.251,68 € + 703,23 € = **11.954,91 €**.

Limit: 24 monthly payments

Annual salary 15,558

----- = ----- = 1296,50 €/month x 24 months = 31.116,00

12 months 12

You will be paid according to the calculated compensation.

TOTAL: 1.147,00 € + 897,00 € + 444,81 € + 382,30 € + 11.954,91 € = **14.826,02 € = 14.826,02 €**



The activities were then uploaded to the school application (Moodle) and corrected online.

An online exam was taken. An online questionnaire (short or multiple choice) on the concepts they had learnt and a practical test to show that they knew how to calculate a redundancy payment.

Final feedback

Working with the second year students was very satisfying because they already knew the system and methodology I used because I taught them last year and because this group was generally very hardworking.

This made my job a lot easier during the confinement, because even though there were some isolated cases of unstable internet connection, those who were in this situation were able to follow the classes on their mobile phones with great results.

I have to admit that I am not sure how realistic the evaluation of the online teaching of this lesson is, as the experience with other students and a similar subject was not so satisfactory due to low motivation, poor internet connection and computer equipment (lack of it or how outdated it is).



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