E-learning
in ICW/TÜV seminars

Information and application

ICW/TÜV
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1.   Background

Distance training in the form of e-learning represents a modern supplement to conventional at-tendance 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.   Explanation of terms

E-learning translates as "electronic learning" and refers to all forms of teaching and learning that are electronically based. Essentially, these are web-based forms of learning without the "on-site presence" of the participants. People do not learn "digitally" per se.

2.1. Protected Terms

There are numerous variants and terms for this type of knowledge transfer, some of which are protected. The term "distance learning course" is regulated by the Distance Learning Protec-tion Act (FernUSG) and its use requires legal approval.

The term **"Webinar®"** is a word trademark registered in the German Patent and Trademark Office and is therefore protected by copyright. For this reason, e-learning forms as **online courses/seminars** and **web seminars** are permitted within the ICW/TÜV seminars in accord-ance with the ICW's internal regulations.

2.2 Online courses

This is a web-based training which the participant can use individually at any time. The quality of teaching depends not only on the content, but also on the didactic and methodical presenta-tion. Online courses usually contain a type of presentation comparable to Power-Point presen-tations. 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 pure "movie play" is not an online course in our sense.**
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.
The processing time must correspond to the actual workload of the participant. Tip: Have the course completed on a trial basis by someone who was not involved in its creation.

2.3   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.

2.3.1   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 partici-pants.

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.

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			

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 partici-pants** are considered formally open.

c)   Mixed formats "hybrid forms"
In the case of formally closed web seminars, it is not permitted to combine them with face-to-face formats. This is permitted for formally open web seminars.

The same applies vice versa for face-to-face formats:
For formally closed seminars, mixing, i.e. connecting participants via the internet, is not permit-ted. This is allowed for formally open face-to-face seminars.

3.   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® and 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. More details are provided in the curricula.

Form of teaching:	☐Face-to-face ☐Web seminar	Web seminar part for this topic possible
Form of teaching:	☐Face-to-face	Web seminar part for this topic not possible

The maximum parts listed in the table **may not be exceeded** even if a web-based share occurs due to a planning bottleneck, for example a lecturer being absent. It is not possible to connect individual participants or lecturers to planned face-to-face teaching, regardless the occasion. The planning for web seminar parts must be confirmed in advance by the certification body and announced to the participants before registration.

Overview on e-learning possibilities in the seminar:

Seminar type	E-learning form		
	Web seminar formally closed	**Web seminar formally open**	**Online course**
Woundexpert ICW®	✓ max. 16 UE	X	X
Physician Woundexpert ICW®	✓ max. 16 UE	X	X
Woundtherapist ICW®	✓ max. 40 UE	X	X
Woundcare Specialist ICW®	No e-learning planned, as extensive self-organised learning is planned. Possibly on individual request, e.g. for evaluation of self-organised learning components on request.		
Re-certification ICW®	✓	✓	✓
	All e-learning components together a maximum of 16 points in the five-year period of the participant's certificate validity		

4.   Guidelines for web seminars

The further explanations focus on the structural and processing requirements for web seminars.

4.1.   Video communication and meeting tools

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.

4.2.   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.

4.3.   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 five years.

4.4.   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.

4.5.   Access code

Upon application, the certification body receives unlimited access for a participant at least one week before the seminar starts.

5.   Rating

The scoring of e-learning follows the same principles as the face-to-face seminars. However, due to the changed form, special features have to be taken into account, which are explained below.

5.1 Formally closed seminar and online courses

1 point is awarded **per 45-minute** teaching unit (TU). **A maximum of 8 points per day** can be registered. See requirements under 2.3.1

5.2 Formally open events

In this case, **1 point per teaching unit (TU) of 60 minutes** and a maximum of **6 points** per day and a maximum of 12 points for two days can be confirmed.

6   Application and admission

The application for e-learning units within the scope of re-certification is regulated separately for web seminars and online courses:

6.1. Application for web seminars

In the standard seminars, the parts are to be indicated in the time table.
Web seminars are applied for using a special form.
⇨ *See re-certification educational provider*

6.2. Recognition of web seminars

The assessment corresponds to the assessment in face-to-face seminars. In addition, there are the aspects of methodological features in the web seminar. Admission is confirmed by means of written confirmation in the application form including the rating and **the registration number for one-time use**. The seminar is then published on the homepage.

6.3. Recognition of online courses

The recognition of online courses for re-certification by the certification body follows a comprehensive evaluation **for a period of five 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.**

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.

Transparency/ neutrality	o Clear explanation of the objective, target group, requirements o Author mentioned. Tender and content neutrality of presentation
Organisation/ navigation	o Terms of use, transparency for users on handling including points reporting o Table of contents and manageability o Help functions, guidance through the modules
Learning goals/learning content	o Suitability for e-learning as a learning form o Suitable for the named target group and their practice o Technical language appropriate to the learning target level and the target group o Detailedness, knowledge level adequate o Links to further information available o Transfer to practice, practical examples appropriate o Up-to-dateness, technical accuracy
Didactics/ methodology	o Structure of the learning units, mental guidance, (introduction, development, securing learning objectives) from simple to complex or difficult o Comprehensibility, clarity of tasks, clear explanations o Layout: representation conducive to learning, coherent/quick recognition possible o Linked texts are clearly related to learning goals and enable feedback from reading goals o Sensible use of various media and interactive elements o Incentives for learning, milestones available o Reflection loops/repetition possible o User knows where to go into more detail if questions cannot be answered (constructive feedback) o Feedback/self-assessment opportunity given. Learning goal reviews are available in a reasonable number and appropriate to the level of the learning content

7 Costs for applying for e-learning seminars

Below is a list of the basis for calculating the fees for e-learning courses.
⇨ General overview see fees provider and participants

7.1. Costs for web seminars

Web seminars are calculated in the same way as face-to-face seminars.
An additional fee is charged for parts of the standard seminar if a supplementary examination/multiple processing is required.

7.2. Costs for online courses

The **annual** admission fee is 66.00 € plus VAT.
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 55.00 € 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.) 165.00 € 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 66.00 € plus VAT.

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

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.

8   Application forms
⇨ *See re-certification educational provider*