



Learning Edge  
Teacher Training,  
Education and  
Research (LETTER)

Preschool Training | Primary School Training | Teacher Upskilling



‘Getting You Career Ready’

Prospectus – 2019-20

## WELCOME TO LEARNING EDGE TEACHER TRAINING, EDUCATION AND RESEARCH ACADEMY

Welcome to Learning Edge Teachers Training, Education and Research (LETTER) Academy, a division of Learning Edge India Pvt. Limited.

The company has extensive experience and insight gained into the field of education. The company has been in this field for more than a decade offering all forms of education – Preschool, Child Care services and K-12 education. The Teacher Training division of the company has been functioning for 4 years and has been offering certification programs in Early Childhood Education.

LETTER aims to “Train, nurture and up skill aspirants to become high-quality teachers”.

LETTER has been established by Learning Edge India Pvt. Ltd., to exclusively provide training for entry level teachers and hone the skills of working teachers. The content and curriculum of the programs offered are developed and verified by experts in the field of Education. The training programs & courses are directly handled and supervised by Mrs.Preeti Bhandary, Director of Curriculum and Mrs. Sowmia Raguraman, Dean-Academics,LETTER. The Curriculum panel consists of Mrs.Sharada Jaidev, Academics Director of Glentree Academy and many other experienced school teachers.

The first center of LETTER has commenced its operation with the first batch in February, 2016. LETTER will, over the next year and later, set up dedicated training centers to equip academically qualified people – be they fresh graduates, home makers, professionals looking for change in career to teaching, with the required skill sets, orientation and practice of teaching in school.

Teaching is the specialized knowledge and skills that is acquired to provide unique learning experience to meet the educational needs of an individual. Implementing the choice of learning activities and the goals of education put forward by the school is the responsibility of a professional Teacher. A skilled and passionate Teacher plays an important role in the lives of children, which in turn makes them a better citizens of tomorrow. The purpose of LETTER is to meet overall professional requirements of the Teacher Community.

We are sure; every aspirant enrolled into LETTER programs will emerge out as a successful educator.

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## The Mission

- 4 Understand the values of teaching profession and improve the quality of student
- 4 Impart effective teaching strategies in the classroom.
- 4 Integrate professional teaching ethics for self-development.
- 4 Recognize the role of teachers in early years of student.
- 4 Accelerate the teacher's communication skills with students, parents & peers.
- 4 To impart knowledge on classroom management, assessment techniques and technology in teaching.
- 4 To up skill the classroom teaching techniques of working teacher.

## The Need for Teachers' Education

Great teachers create great students. Educating and imparting knowledge is the most fundamental part of any teaching job. The act of teaching is personal and unique to an individual. The way the teacher teaches shows their personality, experience and ambition. But learning is a cooperative effort. Like how a teacher has a teaching style, each student will also have a unique learning style. Only a good teacher with quality teaching skills, will be able to identify the learning style of a student. Quality teaching is a result of quality education.

The only way to improve the standard of education is to empower the teachers with knowledge skills, content, methodology and technology.

In fact, research shows that an inspiring and informed teacher is the most important school-related factor influencing student achievement. So Teacher Training Programs are very critical.

## The Affiliation

All the programs offered by LETTER are approved by Bharat Sevak Samaj (BSS). BSS is a developmental agency, promoted by Government of India. Upon successful completion of the program, the trainees will be awarded certificates from BSS and also from Learning Edge India Pvt.Ltd.

# The Courses

## 1. Diploma in Preschool and Primary School Education:

### Features:

- 4 This is a 300-hour program with additional 50 hours of internship.
- 4 This Program runs over a period of ten months.
- 4 The program carries 35 credits. (10 sitting hours = 1 credit)
- 4 Viva-voce and Internship are part of the program .

Papers under the program	Content	No. of Hours
History of Education	Education in the Vedic period, medieval period & Islamic education, Education in India during British Period, Development of Education in Independent India, development of education at global level.	15
Child Development & Early Childhood Education	Introduction to Child Development, Child Psychology, personality development of a child, developmental milestones – Physical, social, emotional & language development, what is Early Childhood Education? Importance of early childhood education, Human brain, Principles of Brain development, Milestones in brain development and Sensory training.	40
A Teacher's Personality	The values cherished in art of teaching, the role of a teacher in education, Pupil in the classroom, Teacher in the classroom, Emotional maturity of a Teacher, Stress busting, portfolio management of teachers.	40
Different Models of Preschool Education	Various models of educational methods like the Montessori Method, Rudolf Steiner, Reggio Emilia, Friedrich Froebel, Glen Doman method, Jean Piaget, Multiple Intelligence method, High scope and Bank street	30
Classroom Teaching & Instructional Strategies of Preschool & Kindergarten	Student Observation, Classroom organization, extracting a Lesson plan, Art & craft, Effective usage of Teaching Aids, Story Telling for Preschool & Kindergarten.	40
Classroom Teaching and Instructional Strategies of Primary Teaching	Being a primary school teacher, Concept based methodology, Creative ways of introducing concepts in Science, Maths and English, Activity Based Learning - Methodology, Multi-age Classroom approach, teaching materials for activity based learning, Assessments for learning & evaluation techniques.	60
Slow Learners and Remediation	The nature and characteristics of slow learners, Teaching methods and remedial teaching for slow learners, Making a lesson plan for slow learners, Introduction to NLP (Neuro-linguistic program)	20
Nutrition, Health and Safety	Essentials of Nutrition, preschool nutrition, Personal Hygiene, deficiencies & disorders, basic first-aid, making a safe premise, protecting from child abuse.	20
Functional English & Technology in Teaching	Fundamentals of computer, how to use MS-Office (Word, spreadsheet, PowerPoint and paint), Communication, using smart board in the classroom, implications of educational technology.	35

# The Courses

## 2. Diploma in Preschool Education:

### Features:

- 4 This is a 210-hour program with additional 50 hours of internship.
- 4 This Program runs over a period of eight months.
- 4 The program carries 26 credits. (10 sitting hours = 1 credit)
- 4 Viva-voce and Internship are part of the program.

Papers under the program	Content	No. of Hours
History of Education	Education in the Vedic period, medieval period & Islamic education, Education in India during British Period, Development of Education in Independent India, development of education at global level.	15
Child Development & Early Childhood Education	Introduction to Child Development, Child Psychology, Personality development of a child, Developmental milestones – Physical, social, emotional and language development, what is Early Childhood Education? Importance of early childhood education, Human brain, Principles of Brain development, Milestones in brain development and Sensory training.	40
A Teacher's Personality	The values cherished in art of teaching, the role of a teacher in education, Pupil in the classroom, Teacher in the classroom, Emotional maturity of a Teacher	Stress 30
Different Models of Preschool Education	Various models of educational methods like the Montessori Method, Rudolf Steiner, Reggio Emilia, Friedrich Froebel, Glen Doman method, Jean Piaget, 30 Multiple Intelligence method, High scope and Bank street.	
Classroom Teaching & Instructional Strategies of Preschool & Kindergarten	Student Observation, Classroom organization, extracting a Lesson plan, Art & craft, Effective usage of Teaching Aids, Story Telling for Preschool and Kindergarten. (Includes story telling and song session in a preschool setting)	40
Nutrition, Health and Safety	Essentials of Nutrition, preschool nutrition, Personal Hygiene, deficiencies & disorders, basic first-aid, making a safe premise, protecting from child abuse.	20
Functional English and Technology in Teaching	Fundamentals of computer, how to use MS-Office (Word, spreadsheet, PowerPoint and paint), Communication, using smart board in the classroom, implications of educational technology, English Grammar basics, English conversation and communication skills, English writing techniques.	35
Case Study and Internship	Case study & classroom teaching experience in a preschool setting.	50

# Certification Programs:

## Features:

- 4 All the certification programs are aimed at upskilling the working teachers.
- 4 The programs are credit based – five credits for each program.
- 4 The credits of the certification programs can be transferred towards obtaining Diploma programs.
- 4 Intense hands on activities are part of the certification programs.
- 4 Currently three programs are offered as Two months or 50-hour programs.

SL.no.	Course Title	Synopsis	Duration
1	Certification Program in Classroom Teaching and Instructional strategies.	Classroom Organization, Student Observation, Lesson plan extraction, Teaching aids & Activity Based Learning, Content based methodologies in Teaching, Creative ways of introducing concepts in Science & Mathematics, Developing Teachers Resource Kit, Assessments for Learning, Slow Learners & Remediation.	50 hours or Two Months
2	Certification Program in Technology in Teaching	Essentials of Educational Technology, Fundamentals of computer, MS-WORD, MS-POWERPOINT, MS-EXCEL, installing & uninstalling the software, use of multi-media to engage students, Lesson planning in digital age & mind maps, using digital content in regular class, student interaction, plagiarism.	50 hours or Two Months
3	Certification Program in Communicati language skill and English Language	Communication and different types of communication, Basic LSRW (Listening, Speaking, Reading, Writing), on Skills Functional English – Creative writing, conversations, interviews.	50 hours or Two Months

## Admission Process

**Application forms are available at the respective training centers. The candidates should submit the duly filled application form with the following:**

- 4 Completely filled application form with clearly indicating the course the student would like to join.
- 4 Signed copy of student policies.
- 4 Two passport size photographs (1 for the application & other for the student identity card)
- 4 Copy of ID & address proof.
- 4 Attested photocopy of credentials.
- 4 If working, letter of employment from the school where the prospective trainee is working.
- 4 First instalment payment.

**Candidates opting for online program, can submit their application through email with all the above documents and fee payment can be made through bank transfers.**

## Class Hours and Mode of Delivery

There are three modes of delivery of the Diploma programs – Weekday regular batches, Weekend batches & Online batches. The Weekday batches are conducted 9 hours per week and weekend batches are 6 hours per week. Typically the timings of the classes are from 10am to 1pm. Sometimes, the class timings are altered as per the batch requirements.

The online programs are conducted as 'Self-study- interactive model'. The candidates will be given a link to log into the class in a stipulated timings given by the trainer. The submission of assignments is through on-line. Online options are available only for working teachers.

The certification programs are mostly offered as weekend programs only as it aims at working teachers.

## Examinations and Assessments

Every program has a written examination at the end of the course. 40 % of the marks are calculated from the Internal assessments. Internal Assessments include seminars, group discussions, teaching aids, micro teaching, mini projects & viva. 60% of the marks are calculated from the external written examination. The overall pass percentage is 40%. The candidates who are acquiring above 75% will be awarded distinction. Candidates acquiring less than 40% will be considered as "Failed". Examinations are conducted twice in a year – March and November. The candidates who have failed to clear the exam, can take the re-exam by paying an additional cost of Exam fee.



## Internships

Internships are part of the Diploma Programs. The candidate has to undergo fifty of hours of Internship or Case study. LETTER will take care of arranging for the internships & case studies with the schools they have tied-up. The candidates will be constantly guided throughout the period of internship.

## Placements

LETTER provides 100% placement assistance for all the candidates enrolled. LETTER has tie-up with many reputed schools.

## Location of LETTER centers

Currently LETTER centers are located across Bangalore-

HSR Layout, Singasandra, Indira Nagar, Outer Ring Road, R.T Nagar, Rajajinagar, Bannerghatta Road, Whitefield

## Fee Payment

The following is the fee structure. The total fees can be paid in two equal instalments.

Programs	Registration Fee	Tuition Fee	Examination Fee	Total	Eligibility
DPPSE - Regular	Rs.7,500	Rs.18,000	Rs.5,000	Rs.30,500	Graduates
DPPSE - Online	Rs.7,500	Rs.10,000	Rs.5,000	Rs.22,500	Graduates
DPSE - Regular	Rs.7,500	Rs.16,000	Rs.5,000	Rs.28,500	PU/ Undergraduates
DPSE - Online	Rs.7,500	Rs.8,000	Rs.5,000	Rs.20,500	PU/ Undergraduates
Certification Programs.	Rs.7,500	Rs.5,000	Rs.3,000	Rs.15,500	Working Teachers

(All the programs have additional certification fee of Rs. 2,500as part of BSS certification)

## Customized Training Programs

LETTER offers customized training programs on requirement for the colleges & educational institutions as "in-campus" programs.



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