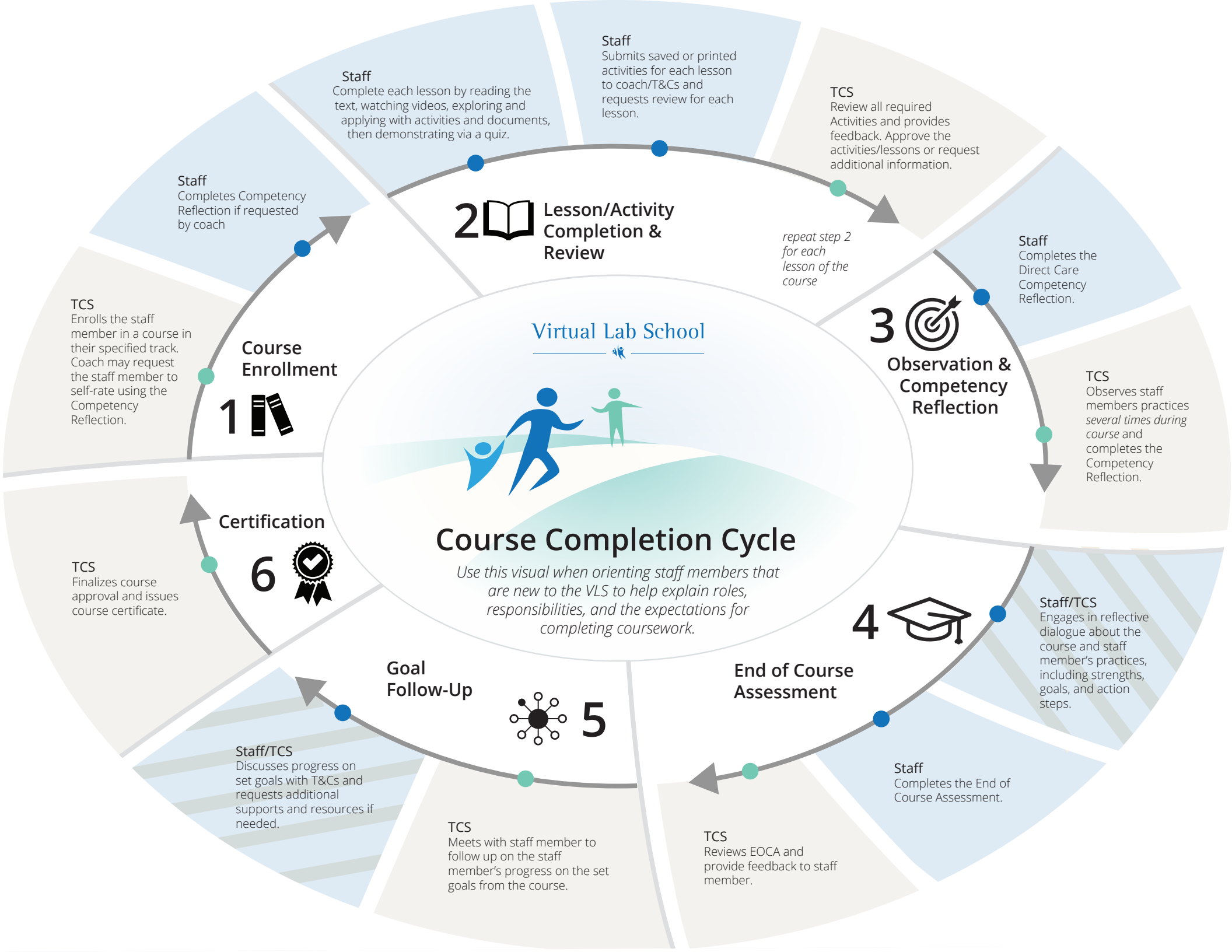
Virtual Lab School
Course Completion Cycle
Use this visual when orienting staff members that are new to the VLS to help explain roles, responsibilities, and the expectations for completing coursework.
1 Course Enrollment
TCS
Enrolls the staff member in a course in their specified track. Coach may request the staff member to self-rate using the Competency Reflection.
Staff
Completes Competency Reflection if requested by coach
2 Lesson/Activity Completion & Review
Staff
Complete each lesson by reading the text, watching videos, exploring and applying with activities and documents, then demonstrating via a quiz.
Staff
Submits saved or printed activities for each lesson to coach/T&Cs and requests review for each lesson.
TCS
Review all required Activities and provides feedback. Approve the activities/lessons or request additional information.
repeat step 2 for each lesson of the course
3 Observation & Competency Reflection
Staff
Completes the Direct Care Competency Reflection.
TCS
Observes staff members practices several times during course and completes the Competency Reflection.
4 End of Course Assessment
Staff/TCS
Engages in reflective dialogue about the course and staff member's practices, including strengths, goals, and action steps.
Staff
Completes the End of Course Assessment.
TCS
Reviews EOCA and provide feedback to staff member.
5 Goal Follow-Up
TCS
Meets with staff member to follow up on the staff member's progress on the set goals from the course.
Staff/TCS
Discusses progress on set goals with T&Cs and requests additional supports and resources if needed.
6 Certification
TCS
Finalizes course approval and issues course certificate.