



Training Operational Manual

Version 2.0

Single National Curriculum

ایک قوم ایک نصاب

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SNC Operational Manual

1. Introduction

Quaid-e-Azam Academy for Educational Development (QAED), Punjab is an attached entity of School Education Department with the mandate of providing Professional Development to the public school teachers and education managers all over Punjab.

Consequent upon the launch of Single National Curriculum (SNC) across the country, Government of the Punjab has given a mandate to QAED to accomplish a training of public and private primary school teachers on SNC. QAED has designed a comprehensive plan for training of all Primary School Teachers (PSTs) both from public and private sector on Single National Curriculum (SNC) and Model Textbooks (Pre-I to V).

1.1 Stakeholders

Material Developers, Lead Trainers, Master Trainers and Primary School Teachers (Trainees) are the main stakeholders involved in cascade model designed by QAED. QAED has also engaged all administrative bodies of School Education Department (SED) for smooth functional and operational activities of SNC training: These are the following:

Sr.no	Stakeholders	Total(approx.)	Role & Responsibility
1.	Primary School Teachers/ ESE (Science/Math/Arts)	400,000(Public +Private)	Trainees
2.	Master Trainers	2523(Selected + reserved)	Trainees/Trainers
3.	Lead Trainers	55 (selected + reserved)	Trainers
4.	Material Developers	55	Developers/ Reviewers/ Trainers
5.	District QAED Head	36	Management/Supervision
6.	Tehsil wise Training Centre	145	Management/Supervision
7.	Assistant Education Officers	3300	Facilitator/Communicator
8.	Deputy District Education Officers	288	Facilitator/Communicator
9.	District Education Officers	108	Facilitator/Communicator
10.	Chief Education Officers	36	Facilitator/Communicator
11.	QAED Monitoring Officers	200	Management/Coordinator/Monitor
12.	Technical Layer	19	Facilitator /Coordinator/Monitor

Table 1-SNC Stakeholders

1.2 Training Material

QAED has digitized training material of 8 subjects (English, Urdu, Islamiyat, Science, Math, General Knowledge, Social Studies, ECCE) provided by Federal Government. QAED team reviewed material in different phases and developed teacher guide digital content in form of text, images and videos.

1.3 Training mode

The spread of COVID-19 has led to the closure of all type of face-to-face teaching and training activities in Punjab. Such closure accelerated the development of online environments for execution of planned activities. QAED has also rolled out the training mode in following two levels:

- **Interactive sessions via Microsoft Teams:** QAED has provided licensed Microsoft 365A accounts to its faculty members, public school teachers and all trainers with collaboration of Microsoft Education, Pakistan. QAED has planned online interactive session in its different training plans related to SNC via licensed Microsoft Teams where trainee/trainer will be facilitated by using number of free available services.
- **SNC-Learning Management System:** Keeping in view the importance of SNC, QAED has decided to develop android/web based application with the support of Punjab Information Technology Board (PITB) for timely execution of SNC training plan. All training courses for public/private primary school teachers will be available at LMS.

2. Lead Trainers

QAED has planned its training through cascade model by utilizing the tier of Lead Trainers at Provincial level and Master Trainers at District/Tehsil level. Lead Trainers (LTs) were hired after advertisement on different digital platforms including social media pages, QAED's official website etc.

There are around 55 lead trainers from public and private sector on eight subjects has been selected through notified scrutiny committee.

Sr. no	Subjects	Public	Private
1.	English	03	04
2.	Math	04	03
3.	Urdu	03	04
4.	Islamiat	04	02
5.	Science	05	01
6.	General Knowledge	03	05
7.	Social Study	03	03
8.	ECCE	03	05

2.1 Training of Lead Trainers

QAED has conducted six days face to face training of Lead Trainers at provincial QAED Punjab in June 2021. They were given a complete overview of SNC, its features and execution plan. They were utilized as video presenter in video shooting and development activity of LMS material. These were the following activities of Lead trainers at QAED:

Sr.no	Subjects	Day(s)
1.	Overview/ Orientation on SNC	2
2.	Video script practice/ memorization	1
3.	Video shoot/ recording by selected RPs/ LTs for LMS	3

2.2 Technical Training of Lead Trainers

QAED has conducted training of Lead trainers on two technical aspects as following

Sr.no	Topic	Resource Person
1.	How to start on Microsoft office TEAMS	Microsoft Expert
2.	SNC-Learning Management System	PITB Expert

3. Master Trainers

QAED has selected around 2523 Master trainers (selected+ reserved) from all over the Punjab from public and private sector by rigorous selection process. The trained Lead Trainers will impart content based training to selected Master Trainers from all districts in different batches starting from June 21st 2021 to 10th July 2021. The technical training has been delivered to them between 14th June 2021 to 19th June 2021 in different batches by experts of Microsoft and PITB.

3.1 Training mode

QAED has planned this training through interactive session via Microsoft TEAMS. In this training all Master Trainers are requested to join through licensed MS TEAMS account provided by QAED. All Lead trainers will impart this training online using MS TEAMS.

3.2 Technical Training of Master Trainers

QAED has conducted training of Master trainers on two technical aspects from 14th June to 19th June 2021 on following aspects:

Sr.no	Topic	Resource Person
1.	How to start on Microsoft TEAMS	Microsoft Expert
2.	SNC-Learning Management System	PITB Expert

3.3 Training material

QAED has developed training material in form of training manual, MS PowerPoint slides, videos and tutorials for usability and understanding of Master Trainer. The presentations have been provided to all Lead trainers that will assist them during the conduct of training. Master trainers of eight subjects are being trained in parallel batches as mentioned below:

Sr.no	Subjects	No. of Session	No. of Days
1.	English	4	1
2.	Math	6	1.5
3.	Urdu	4	1
4.	Islamiyat	4	1
5.	Science	6	1.5
6.	General Knowledge	4	1

7.	Social Studies	4	1
8.	ECCE	4	1

3.4 Training Plan

Online MTs Training From 21/06/2021 to 10/07/2021			Mathematics		Science		Social Study & ECE		Urdu & Islamiyat		Training Schedule	English		General Knowledge		Training Schedule
S #	Name of District	Batch	# of MTs	# of MTs/ Class	# of MTs	# of MTs/ Class	# of MTs	# of MTs/ Class	# of MTs	# of MTs/ Class		# of MTs	# of MTs/ Class	# of MTs	# of MTs/ Class	
1	ATTOCK	Batch-1	16	49	16	50	15	48	25	58	21/06/2021 to 22/06/2021	16	48	12	47	21/06/2021
2	BAHAWALNAGAR		13		15		17		16			13		14		
3	HAFIZABAD		6		6		7		6			6		6		
4	T.T.SINGH		14		13		9		11			13		15		
5	BAHAWALPUR	Batch-2	16	46	17	48	16	47	14	48	23/06/2021 to 24/06/2021	16	44	15	32	23/06/2021
6	BHAKKAR		14		16		15		16			16		4		
7	CHAKWAL		16		15		16		18			12		13		
8	CHINIOT	Batch-3	9	48	9	49	6	48	8	50	25/06/2021 to 26/06/2021	8	47	7	41	25/06/2021
9	D.G. KHAN		9		11		9		10			9		10		
10	FAISALABAD		18		17		21		20			18		12		
11	GUJRANWALA		12		12		12		12			12		12		
12	GUJRAT	Batch-4	9	50	8	52	8	57	8	61	28/06/2021 to 29/06/2021	9	49	6	37	28/06/2021
13	JHANG		12		14		20		22			12		10		
14	JHELUM		13		13		13		13			12		12		
15	KASUR		16		17		16		18			16		9		
16	KHANEWAL	Batch-5	12	50	12	57	22	56	22	62	30/06/2021 to 01/07/2021	12	48	10	34	30/06/2021
17	KHUSHAB		12		13		10		14			12		4		
18	LAHORE		14		20		14		15			14		11		
19	LAYYAH		12		12		10		11			10		9		
20	LODHRAN	Batch-6	8	43	9	47	8	45	10	53	02/07/2021 to 03/07/2021	10	47	6	39	2/7/2021
21	MB Din		7		8		9		11			9		5		
22	MIANWALI		8		9		8		9			9		8		
23	MULTAN		8		8		8		8			8		8		
24	MUZAFFARGARH	Batch-7	12	44	13	46	12	44	15	45	05/07/2021 to 06/07/2021	11	45	12	36	5/7/2021
25	NANKANA SAHIB		9		9		9		9			9		6		
26	NAROWAL		6		8		7		7			10		7		
27	OKARA		7		7		8		8			7		7		
28	PAKPATTAN	Batch-8	8	43	8	47	9	61	7	62	07/07/2021 to 08/07/2021	7	46	8	34	7/7/2021
29	RAHIMYAR KHAN		14		14		11		14			12		8		
30	RAJANPUR		8		12		12		14			11		4		
31	RAWALPINDI		20		20		26		24			20		18		
32	SAHIWAL	Batch-9	6	39	6	47	6	36	6	45	09/07/2021 to 10/07/2021	6	45	4	38	9/7/2021
33	VEHARI		9		9		17		18			9		8		
34	SARGODHA		17		22		15		19			21		18		
35	SHEIKHUPURA		10		10		10		11			10		10		
36	SIALKOT	Batch-9	12		15		11		15			14		10		
Grand Total		2538		412		443		442		484			419		338	

3.1 Monitoring of Training

QAED's Quality Assurance and Monitoring Evaluation wing has developed monitoring performas for observers to evaluate the quality standards of training. These monitoring performa include different parameters and attributes related to training quality standards. All observers may access these perofrma from online portal of QAED www.qaed.edu.pk/portal/login.php or can submit their observations manually on paper.

Sr.no	Observers	Public
1.	CEOs	36
2.	DEOs	108
3.	Dy. DEOs	286
4.	QAED Heads	36
5.	Provincial QAED staff	20

3.2 Role of Master Trainers on SNC-LMS

QAED will provide the login credentials to all Master Trainers by **1st July 2021**, they will login LMS app using these credentials for scheduling PST training. Master Trainers are responsible for planning, scheduling and making of batches. **District QAED head will nominate a person from each group and tehsil to manage LMS administration including planning, scheduling and making batches.** The administrator will coordinate with other master trainers of particular group and tehsil while scheduling sessions and batches.

3.2.1 Distribution of Batches/classes:

Only nominated **Admn-Master trainer** of group and tehsil will be responsible for making of training batches of registered and enrolled primary school teachers in SNC-LMS as per following steps w.e.f 8th July 2021 to 12th July 2021:

Step 1: Login to <http://www.snc.punjab.gov.pk> (District QAED Head will provide them username/password till 1st July 2021)

Step 2: Select the option of “**GROUP**” under “**COURSE ADMINISTRATION**” in left navigation button. There is list of all available master trainers and primary school teachers

Step 3: Select the option **Auto-create Group**

Step 4: Enter **Batch#** in “Naming scheme”, set **Member per Group** in “Auto create based on”, Enter the **60** in “Group/member count” (Provincial QAED will provide instructions about the class size that may vary depending on enrollment size), enable “Group messaging” by selecting **YES** and at the end select your **group-subject** from “Members from group”. After entering the entire information, click on **Submit (Optional: MT may preview them before submitting).**

3.2.2 Add scheduled Training Dates:

Only nominated **Admn-Master trainer** will be responsible to add training details i.e; Training start date, Training end date, allocated Master Trainer to each batch and his/her TEAMS email ID.

- **Login** to <http://www.snc.punjab.gov.pk> (District QAED Head will provide them

username/password)

- Select the option of “**GROUP**” under “COURSE ADMINSTRATOR” in left navigation button
- Now you will be able see the created Batches (Batch1, Batch2, Batch3....)
- Select any **Batch1** from the box.
- Select **edit Group Setting**
- “Add Group Description” by adding details as following (Sample Message):

Training Dates: 14th July 2021 to 16th July 2021

Science Group (Maths, Science)

Master Trainer: MTs may access their Microsoft Teams account

1. **Mr. ABC** (cnic@qaed.edu.pk)(MS-TEAMS Account) for Mathematics
2. **Mr. MJM** (cnic@qaed.edu.pk) (MS-TEAMS Account) for Mathematics
3. **Mr. DEF** (cnic@qaed.edu.pk)(MS-TEAMS Account) for Science
4. **Mr. XYZ** (cnic@qaed.edu.pk) (MS-TEAMS Account) for Science

Day-1 (Maths):

Attendance: (9.00 am to 9:30 am)By (Mr. ABC + Mr. MJM)

Session 1: (9.30 am to 11:00 am) By (Mr. ABC + Mr. MJM)

Session2: (11.00 am to 12:30 am) By (Mr. ABC + Mr. MJM)

Break: (12.30 to 1.30)

Session 3: (1.30 am to 3:00 am) By (Mr. ABC + Mr. MJM)

Session 4: (3.00 pm to 4.30 pm) By (Mr. ABC + Mr. MJM)

Day-2: (Maths + Science):

Attendance: (9.00 am to 9:30 am)By (Mr. ABC + Mr. MJM)

Session 1: (9.30 am to 11:00 am) By (Mr. ABC + Mr. MJM)

Session2: (11.00 am to 12:30 am) By (Mr. ABC + Mr. MJM)

Break: (12.30 to 1.30)

Session 3: (1.30 am to 3:00 am) By (Mr. DEF + Mr. XYZ)

Session 4: (3.00 pm to 4.30 pm) By (Mr. DEF + Mr. XYZ)

Day-3: (Science):

Attendance: (9.00 am to 9:30 am)By (Mr. DEF + Mr. XYZ)

Session 1: (9.30 am to 11:00 am) By (Mr. DEF + Mr. XYZ)

Session2: (11.00 am to 12:30 am) By(Mr. DEF + Mr. XYZ)

Break: (12.30 to 1.30)

Session 3: (1.30 am to 3:00 am) By (Mr. DEF + Mr. XYZ)

Session 4: (3.00 pm to 4.30 pm) By (Mr. DEF + Mr. XYZ)

Microsoft TEAMS links of each session will be shared with all participants of this Batch in private notification window of LMS, please click on top right icon of notification to view private messages.

Note*: This is dummy data for **SCIENCE GROUP** you will add your complete plan of each batch by yourself with the consent of District QAED head and Co-Master Trainers

Training Dates: 14th July 2021 to 16th July 2021**Arts Group (English, Urdu, Islamiyat)****Master Trainer:** MTs may access their Microsoft Teams account

5. **Mr. AAA** (cnic@qaed.edu.pk) (MS-TEAMS Account) for English
6. **Mr. BBB** (cnic@qaed.edu.pk) (MS-TEAMS Account) for English
7. **Mr. CCC** (cnic@qaed.edu.pk) (MS-TEAMS Account) for Urdu
8. **Mr. DDD** (cnic@qaed.edu.pk) (MS-TEAMS Account) for Islamiyat

Day-1 (English):

Attendance: (9.00 am to 9:30 am) By (Mr. AAA + Mr. BBB)

Session 1: (9.30 am to 11:00 am) By (Mr. AAA + Mr. BBB)

Session2: (11.00 am to 12:30 am) By (Mr. AAA + Mr. BBB)

Break: (12.30 to 1.30)

Session 3: (1.30 am to 3:00 am) By (Mr. AAA + Mr. BBB)

Session 4: (3.00 pm to 4.30 pm) By (Mr. AAA + Mr. BBB)

Day-2: (Urdu):

Attendance: (9.00 am to 9:30 am) By (Mr. CCC + Mr. DDD)

Session 1: (9.30 am to 11:00 am) By (Mr. CCC + Mr. DDD)

Session2: (11.00 am to 12:30 am) By (Mr. CCC + Mr. DDD)

Break: (12.30 to 1.30)

Session 3: (1.30 am to 3:00 am) By (Mr. CCC + Mr. DDD)

Session 4: (3.00 pm to 4.30 pm) By (Mr. CCC + Mr. DDD)

Day-3: (Islamiyat):

Attendance: (9.00 am to 9:30 am) By (Mr. CCC + Mr. DDD)

Session 1: (9.30 am to 11:00 am) By (Mr. CCC + Mr. DDD)

Session2: (11.00 am to 12:30 am) By (Mr. CCC + Mr. DDD)

Break: (12.30 to 1.30)

Session 3: (1.30 am to 3:00 am) By (Mr. CCC + Mr. DDD)

Session 4: (3.00 pm to 4.30 pm) By (Mr. CCC + Mr. DDD)

Microsoft TEAMS links of each session will be shared with all participants of this Batch in private notification window of LMS, please click on top right icon of notification to view private messages.

Note*: This is dummy data for **Arts Group** you will add your complete plan of each batch by yourself with the consent of District QAED head and Co-Master Trainers.

Training Dates: 14th July 2021 to 16th July 2021**General Group (General Knowledge, Social Studies, ECCE)**

Master Trainer: MTs may access their Microsoft Teams account

- 9. Mr. KKK** (cnic@qaed.edu.pk) (MS-TEAMS Account) for General Knowledge
- 10. Mr. MMM** (cnic@qaed.edu.pk) (MS-TEAMS Account) for General Knowledge
- 11. Mr. NNN** (cnic@qaed.edu.pk) (MS-TEAMS Account) for Social Studies
- 12. Mr. PPP** (cnic@qaed.edu.pk) (MS-TEAMS Account) for ECCE

Day-1 (General Knowledge):

Attendance: (9.00 am to 9:30 am) By (Mr. KKK + Mr. MMM)

Session 1: (9.30 am to 11:00 am) By (Mr. KKK + Mr. MMM)

Session2: (11.00 am to 12:30 am) By (Mr. KKK + Mr. MMM)

Break: (12.30 to 1.30)

Session 3: (1.30 am to 3:00 am) By (Mr. KKK + Mr. MMM)

Session 4: (3.00 pm to 4.30 pm) By (Mr. KKK + Mr. MMM)

Day-2: (Social Studies):

Attendance: (9.00 am to 9:30 am) By (Mr. NNN + Mr. PPP)

Session 1: (9.30 am to 11:00 am) By (Mr. NNN + Mr. PPP)

Session2: (11.00 am to 12:30 am) By (Mr. NNN + Mr. PPP)

Break: (12.30 to 1.30)

Session 3: (1.30 am to 3:00 am) By (Mr. NNN + Mr. PPP)

Session 4: (3.00 pm to 4.30 pm) By (Mr. NNN + Mr. PPP)

Day-3: (ECCE):

Attendance: (9.00 am to 9:30 am) By (Mr. NNN + Mr. PPP)

Session 1: (9.30 am to 11:00 am) By (Mr. NNN + Mr. PPP)

Session2: (11.00 am to 12:30 am) By (Mr. NNN + Mr. PPP)

Break: (12.30 to 1.30)

Session 3: (1.30 am to 3:00 am) By (Mr. NNN + Mr. PPP)

Session 4: (3.00 pm to 4.30 pm) By (Mr. NNN + Mr. PPP)

Microsoft TEAMS links of each session will be shared with all participants of this Batch in private notification window of LMS, please click on top right icon of notification to view private messages.

Note*: This is dummy data for **GENERAL GROUP** you will add your complete plan of each batch by yourself with the consent of District QAED head and Co-Master Trainers.

- Click on **Save Changes**.

3.2.3 Intimation to Training participants:

Master Trainer will be responsible for sending meeting links (MS-TEAMS) and training details to all participants.

Step1: Creating meeting Link in Teams: MT will create meeting link for particular session (Page no. 15).

Step2: Login to <http://www.snc.punjab.gov.pk> (District QAED Head will provide them username/password)

Step 3: Select **Participants** from left navigation

Step 4: Select the batch to send notification/meeting link

Step 5: There is a pop-up window, write full message having details like session time; date and copy paste Meeting Link.

Date: 14th July 2021
Time: 11:00 am PST - 12:30 pm PST
Group: Science (Maths, Science)
Subject: MATHS
Expected Participants: 60
Meeting Link: <https://teams.microsoft.com/l/meetup-join/19%3ameeting_YTRmYTAxNjYtMDg2MC00YTA0LWE3MTktYzI3YmEyYjExZGJk%40thread.v2/0?context=%778%22Tid%22%3a%226e2715f6-e83b-4e2c-949f-77018fd5edd8%22%2c%22Oid%22%3a%22d8ac2333-975d-4aff-8cdb-fcf75d888597%22%7d>

1. Click on **send message to people**

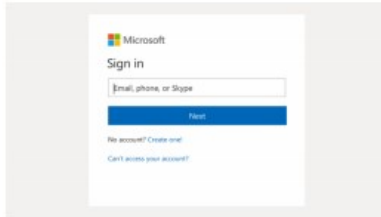
3.3 Role of Master Trainers on MS-TEAMS

- Each of master trainers may create their meeting link of session or one link may be created for whole day.
- They will share these meeting links with Admin-Master Trainer (nominated by District QAED Head).
- They will share the attendance sheet(auto generated in MS-TEAMS) with Admin-Master Trainer and District QAED head and Technical Expert.
- These links will be communicated to the participants by using option of “send messages” in LMS (**as mentioned above**).
- Other than LMS Mater trainer can inform about meeting links through SMS, call, WhatsApp or using chat feature of Microsoft Teams.

Microsoft Teams

Sign in

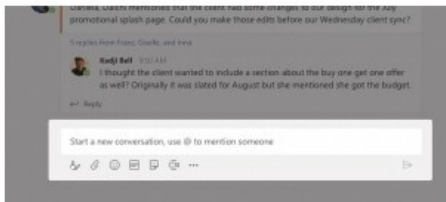
In Windows, click **Start** > **Microsoft Teams**.
On Mac, go to the **Applications** folder and click **Microsoft Teams**.
On mobile, tap the **Teams** icon. Then sign in with your Microsoft 365 username and password. (If you're using Teams free, sign in with that username and password.)



Start a conversation

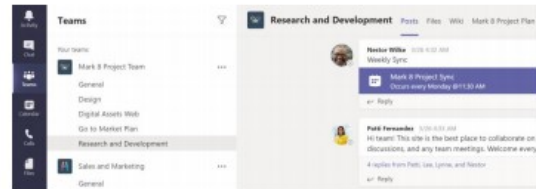
With the whole team... Select **Teams**, pick a team and channel, write your message, and click **Send**.

With a person or group... Click **New chat**, type the name of the person or group in the **To** field, write your message, and click **Send**.



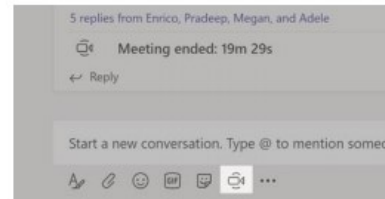
Pick a team and channel

A **team** is a collection of people, conversations, files, and tools—all in one place. A **channel** is a discussion in a team, dedicated to a department, project, or topic. Select **Teams** and choose a team. Pick a channel to explore **Posts**, **Files**, and other tabs.



Start an impromptu meeting

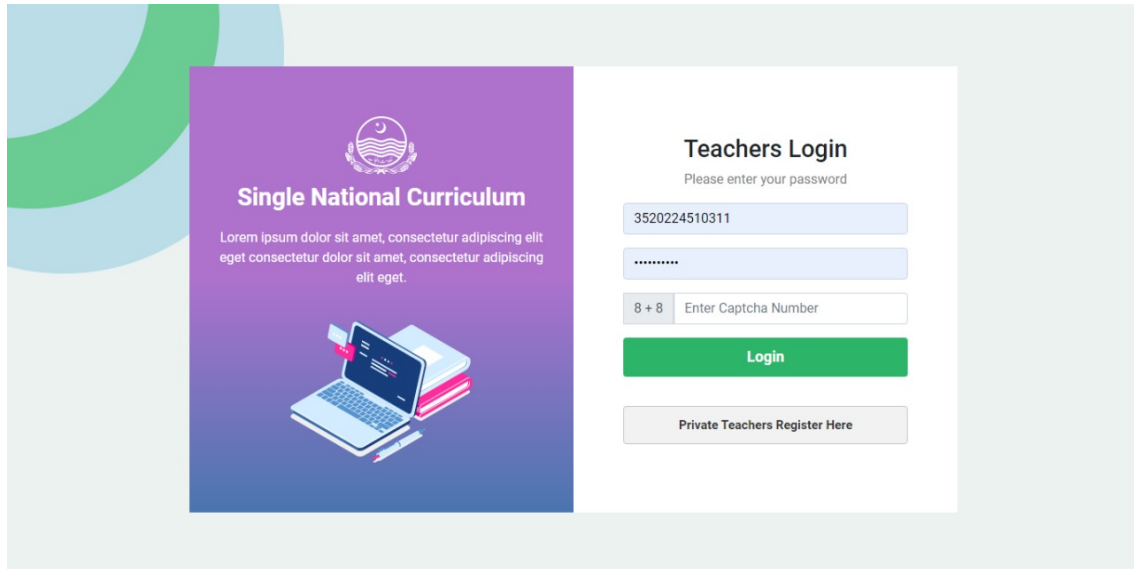
Click **Meet now** under the area where you type a message to start a meeting in a channel. (If you click **Reply**, then **Meet now**, the meeting is based on that conversation.) Enter a name for the meeting, then start inviting people.



4. Public School Teachers

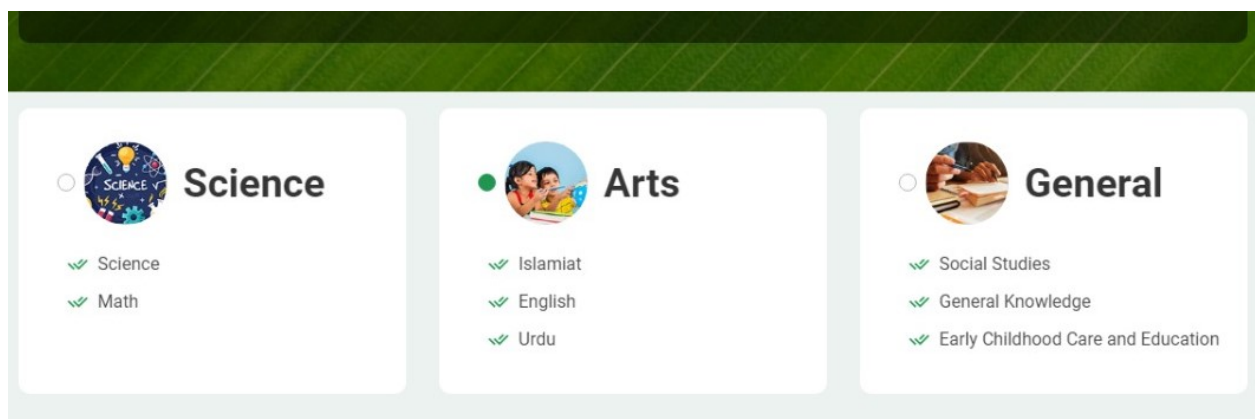
SNC training plan for primary school teachers is very comprehensive and deals with big quantum of public primary school teachers. All public primary school teachers are invited to enroll themselves in SNC training through <http://www.snc.punjab.gov.pk>. The registration/enrolment link will be available from 25th June 2021 till 5th July 2021.

Step1: Go to the link: <http://www.snc.punjab.gov.pk> and select the option of “I am Public Teacher”, Teacher will find the following screen:



Step2: Enter your SIS/HRMIS credentials (CNIC and password).

Step3: Enroll yourself in a Group by selecting any one option and submit.



4.1 Training Plan

Training plan with batch details will be available to all primary school teachers by 13th July 2021

on SNC-LMS. All public teachers will be able to see their scheduled dates, meeting links and plans on LMS, as soon as the respective MT will add plan details in LMS application. Training of all enrolled public school teachers will start from 14th July 2021.

Sr.no	Activity	Date(s)
1.	Self enrollment timeline	25 th June 2021 to 5 th July 2021
2.	Announcement of Training Dates (Batch wise)	13 th July 2021
3.	Start of online PST training in Punjab	14 th July 2021

4.2 Training Mode

QAED has also rolled out the training mode for public school teacher in following two levels:

4.2.1 Interactive sessions via Microsoft Teams:

Three days SNC orientation sessions will be given by selected Master Trainers to primary school teachers via MS-TEAMS to each group. These meeting links will be communicated through LMS notification system. (Teacher may access the meeting link by clicking on notification icon on his/her LMS screen).

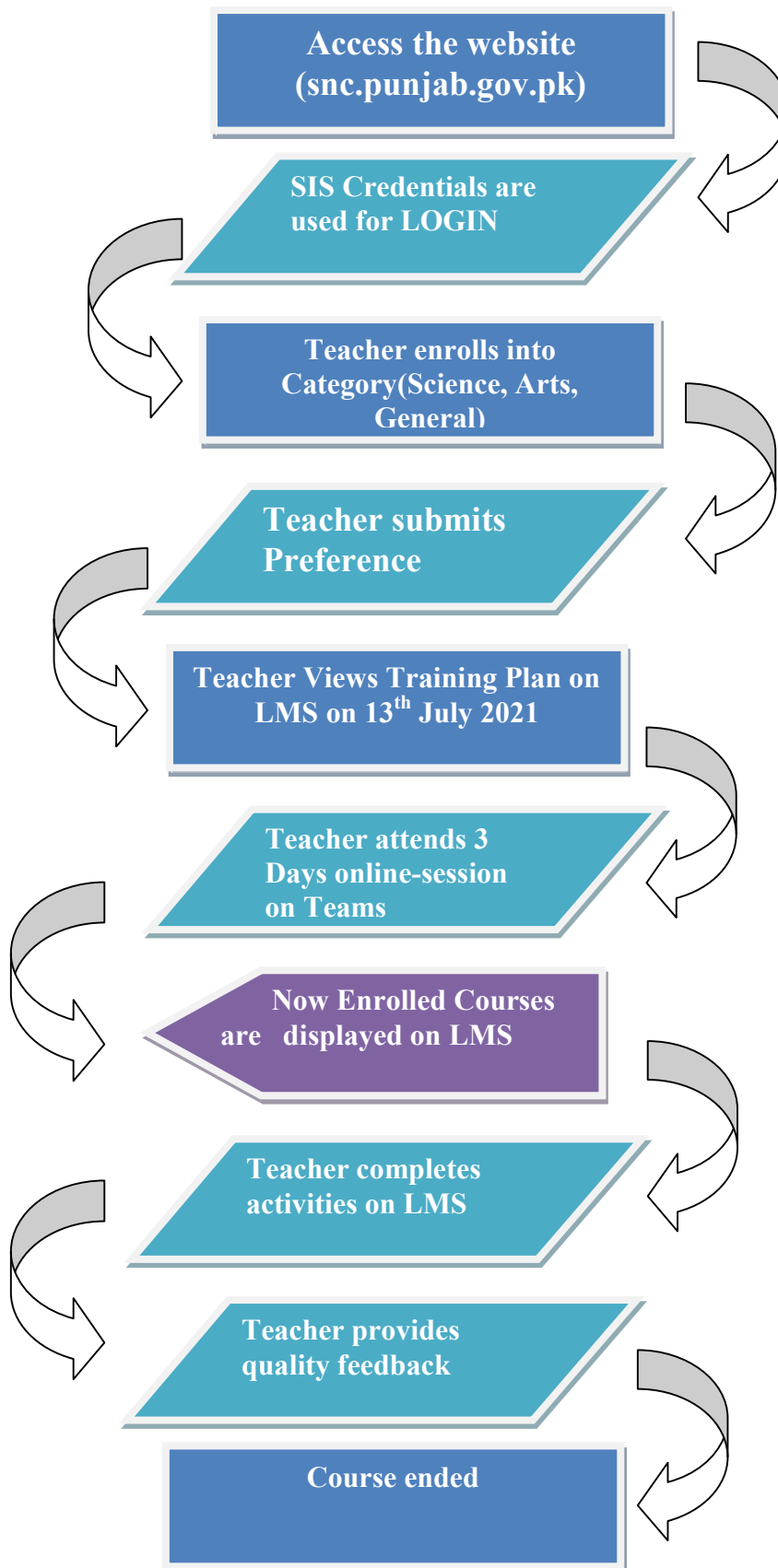
- Teacher will click on meeting link sent by Master Trainer in LMS notification.
- Teacher will login the Microsoft Teams by using TEAMS account (cnic@qaed.edu.pk), provided by QAED team via email.

4.2.2 SNC-Learning Management System:

After completing three days orientation on MS-TEAMS, primary school teacher will access the LMS and complete the online course.

- Teachers will access the LMS (www.snc.punjab.gov.pk) using their **same SIS/HRMIS** username and password.
- Each group will have multiple courses i.e; Group Science (Maths, Science), Group Arts (English, Urdu, Islamiyat), Group General (General Knowledge, Social Studies and ECCE). Teacher will see the available courses of his/her enrolled GROUP.
- Each Course will have multiple set of activities, videos, content and reflections.
- At the end of each course, teacher will submit monitoring feedback performance.
- After completion of one course, next course will be available to teacher.
- After completion of all courses (subjects) of particular group, a digitized certificate will be awarded to teacher.

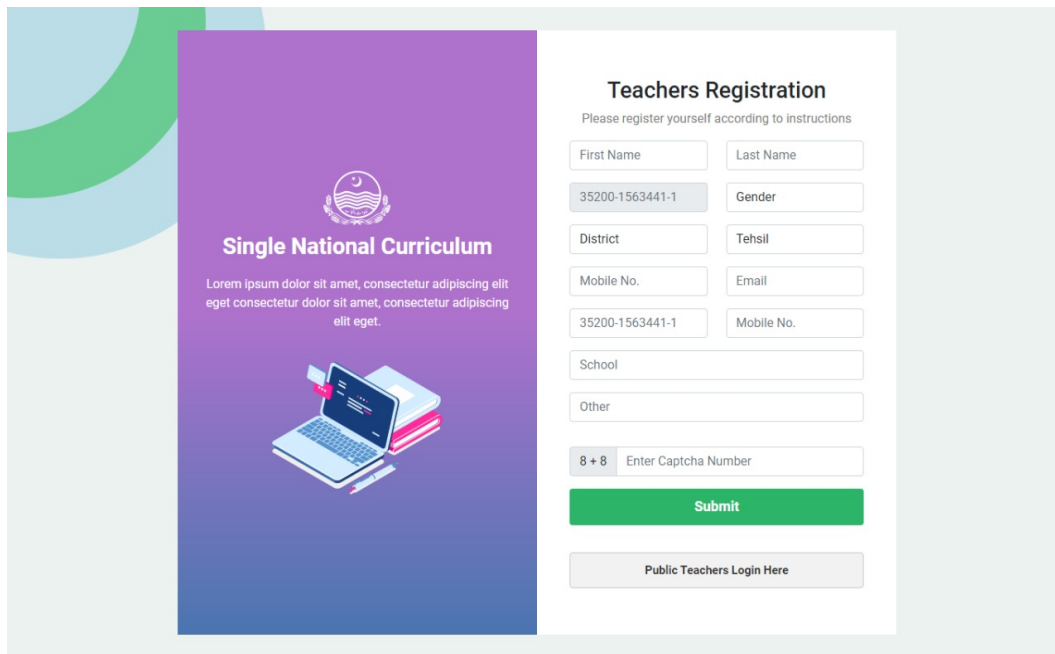
4.3 Flow chart for Public school teacher



Private School Teachers

SNC training program is for all primary school teachers either they are public or private. All private primary school teachers are invited to register themselves in SNC training through <http://www.snc.punjab.gov.pk>. The registration link will be available from 25th June 2021 till 5th July 2021.

Step1: Go to the link: <http://www.snc.punjab.gov.pk> and select the option of “I am Private Teacher”, Teacher will find the following screen:



Teachers Registration
Please register yourself according to instructions

First Name Last Name

35200-1563441-1 Gender

District Tehsil

Mobile No. Email

35200-1563441-1 Mobile No.

School

Other

8 + 8 Enter Captcha Number

Submit

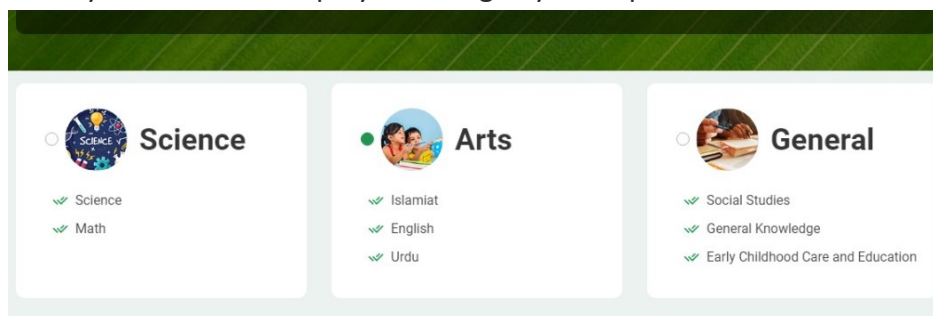
Public Teachers Login Here

Step 2: Complete the registration form with all details and press submit button

Step 3: School registration number and details will be asked by System, after completing all information, verification email.

Step 4: Teacher will receive email and confirmation mobile message, after authentication account will be created

Step 5: Enroll yourself in a Group by selecting any one option



☐ **Science**

- ✓ Science
- ✓ Math

☒ **Arts**

- ✓ Islamiyat
- ✓ English
- ✓ Urdu

☐ **General**

- ✓ Social Studies
- ✓ General Knowledge
- ✓ Early Childhood Care and Education

4.4 Training Plan

Training plan with batch details will be available to all primary school teachers by 13th July 2021 on SNC-LMS. All private teachers will be able to see their scheduled dates, meeting links and plans on LMS, as soon the respective MT will add in LMS. Training of all registered and enrolled private school teachers will be started from 14th July 2021.

Sr.no	Activity	Date(s)
1.	Self registration and enrollment timeline	25 th June 2021 to 5 th July 2021
2.	Display of Training Plan (Batch wise) on LMS	13 th July 2021
3.	Commencement of primary school teachers' Training in Punjab via MS-TEAMS & LMS	14 th July 2021

4.5 Training Mode

QAED has also rolled out the training mode for public school teachers in following two levels:

4.5.1 Interactive sessions via Microsoft Teams:

Three days SNC orientation sessions will be given by selected Master Trainers to primary school teachers via MS-TEAMS. These meeting links will be communicated through LMS notification system. (Teacher may access the meeting link by clicking on notification icon on his/her LMS screen).

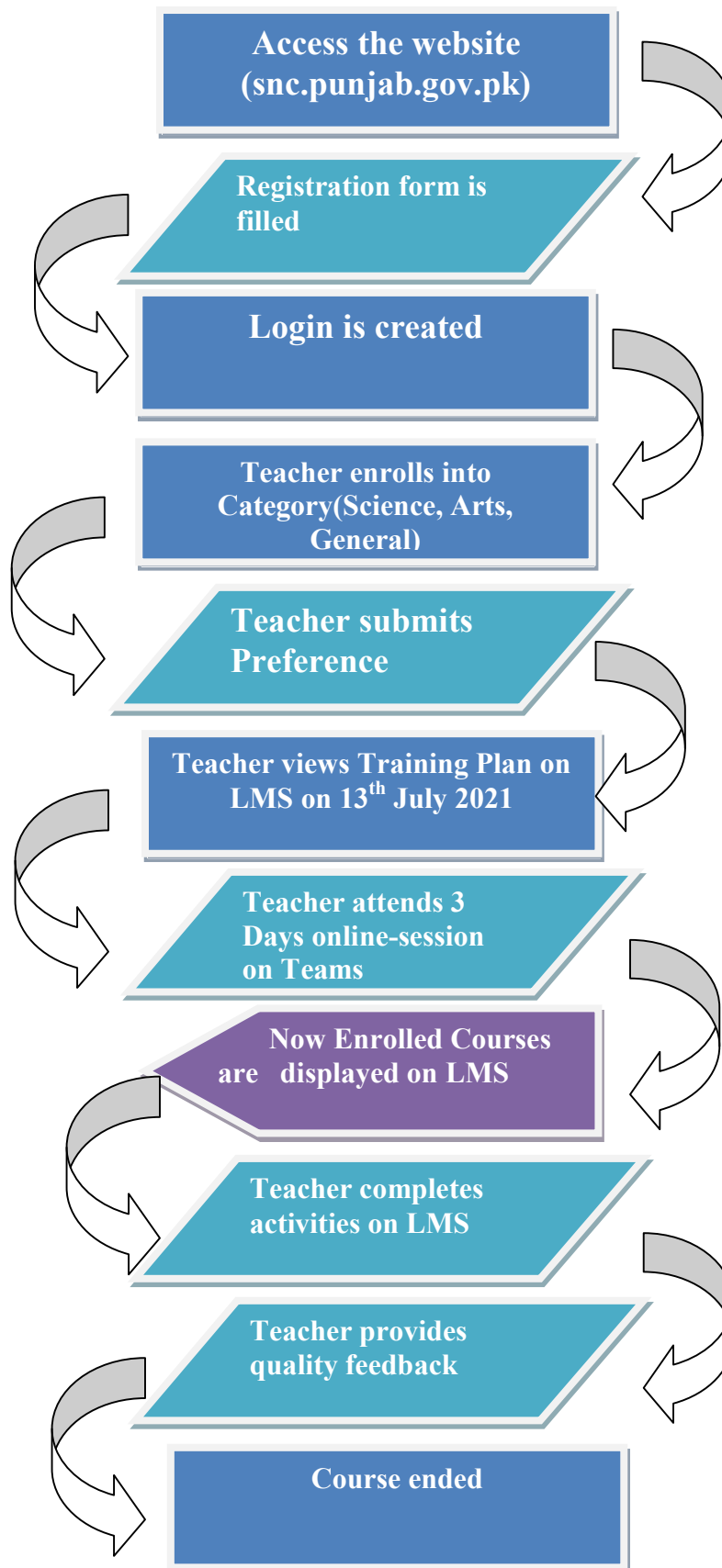
- Teachers will click on meeting link sent by Master Trainer in LMS notification.
- Teacher may join link via GUEST account or may use their personal account.

4.5.2 SNC-Learning Management System:

After completing three days orientation on MS-TEAMS, Primary school teacher will reach out the LMS and complete the online course.

- Teachers will access the LMS using their credentials provided during registration.
- Each group will have multiple courses i.e; Group Science (Math, Science), Group Arts(English, Urdu, Arts), Group General (General Knowledge, Social Studies and ECCE). Teacher will see the available courses of enrolled GROUP.
- Each Course will have multiple set of activities, videos, content and assessments.
- At the end of each course each teacher will submit monitoring feedback performa.
- After completion of one course, next course will be available to teacher.
- After completion of all courses of particular group a digitized certificate will be awarded to teacher.

4.6 Flow process for Public school teacher



5. Technical Layer

QAED has designed the whole SNC on two technical tiers; one is on MS-TEAMS and other is on LMS. QAED has formulated the technical hierarchy as mentioned below:

Sr. no	Activity	Total
1.	Provincial Technical Focal Person	1
2.	Provincial MS-TEAMS focal Person	1
3.	Provincial LMS focal Person	1
4.	Divisional Technical Expert	9
5.	Divisional Technical Coordinator	7

In this technical layer, QAED has designated technical expert for solution of IT related issues and problems and each level has assigned number of responsibilities.

5.1 Role of Technical Layer

5.1.1 Provincial MS-TEAMS focal Person:

- Provincial MS-TEAMS will be responsible for creation of MS-TEAMS accounts for all users across the board by 25th June 2021.
- He will communicate all these accounts to Divisional experts for further communication and intimation.
- He will resolve issues related to Microsoft TEAMS and QAED
- He will arrange technical training sessions by Microsoft Expert (Activity Completed)
- He will assure the smooth attendance mechanism in PST training.

5.1.2 Provincial LMS focal Person:

- Provincial LMS focal person will be responsible for communication with PITB
- He will respond issues related to PITB.
- He will assure the issuance of MT's credentials for LMS by 1st of July 2021.
- He will arrange technical training sessions on LMS by PITB expert (Activity Completed).
- He will assure the complaints are timely responded by PITB for enrolment/registration.
- He will assure the provision of all type of dashboard required for LMS.

5.1.3 Divisional Technical Expert:

- They will coordinate with District QAED head regarding Microsoft teams accounts and its activation number
- They will train MTs and LTs on MS-TEAMS and LMS
- They will coordinate with District QAED heads regarding LMS credentials for MTs
- They will responsible to gather attendance at level of training of Master Trainers and primary school teacher on teams (auto-generated sheet)
- They will consolidate data of their division
- They will handle field level technical queries in their division related to access of MS account, related to account activation
- They will manage admin-Master trainer and guide them how to create batches in LMS
- They will monitor the sessions on teams and ensure the participants expected number

5.1.4 Divisional Technical Coordinator:

- They will coordinate with Divisional Technical Experts/District QAED Heads regarding Microsoft TEAMS accounts and its MS-TEAMS activated figure.
- They will coordinate with District QAED heads regarding LMS credentials for MTs that will be provided by PITB.
- They will responsible to gather attendance from technical experts at level of training of Master Trainers and primary school teacher on teams (auto-generated sheet/prescribed performa)
- They will consolidate data of their division that will be received from technical experts
- They will handle field level technical queries in their division related to access of MS account, related to account activation and LMS (help line: 042-111 11-20-20)
- They will monitor the sessions on teams and ensure the participants expected number

6. District QAEDs

Quaid-e-Azam Academy for Educational Development (QAED) Punjab is an administrative training body along with a wide spread network of 29 District QAEDs/Government College for Elementary Teachers(GCETs) and attached laboratory Schools. There are around 14 Districts where District QAEDs are not available so QAED has declared few high schools as District QAED.

6.1 Role of District QAEDs

6.1.1 Selection of Master Trainers:

- District QAED Heads will be responsible to collect applications for selection of Master Trainers from their district and perform scrutiny process according to prescribed guidelines provided by QAED Punjab. **(Activity Completed)**
- They are responsible to notify interview committees in view of committee notification by QAED, Punjab. **(Activity Completed)**
- They will be responsible to conduct interviews of shortlisted candidates and maintain lists of selected candidates along with reserve pool. **(Activity Completed)**
- They will provide data of approximately 2500 Master trainers including reserved pool according to Tehsil wise allocation to QAED Punjab. **(Activity Completed)**
- They are responsible to coordinate with QAED Punjab in case of any query; discrepancy arises pertaining to data of MTs etc.

6.1.2 Training of Master Trainers by Lead Trainers:

- District QAED Heads are responsible to coordinate with District Education Authorities for relieving of Master Trainers for 3-days training by Lead Trainers according to training dates planned by QAED Punjab.
- They are responsible to coordinate with QAED Punjab for training dates and schedule of MTs for relieving of Master Trainers and LTs (in case of any from their district).
- They are responsible to coordinate with Lead Trainers to develop groups of MTs and streamline activities and issues within the group and ensure MTs presence at given time by QAED Punjab.
- They are responsible to maintain attendance status of MTs of their concerned district.
- They are responsible to ensure feedback on prescribed monitoring form, circulated by QAED Punjab, from DEAs (CEOs, DEOs, Dy. DEOs and AEOs) regarding training sessions conducted by LTs.
- At the end, they will be responsible to send attendance of MTs and LTs on prescribed format given by QAED Punjab for payment of Lead Trainers.

6.1.3 Registration of Primary School Teachers for SNC:

- District QAED Heads will ensure registration of Primary School Teachers from Public Schools on Learning Management System from 25th of June till 05th of July, 2021.
- They will coordinate with DEAs (CEOs, DEOs, Dy. DEOs and AEOs) for registration of PSTs from Govt. sector.
- They will coordinate with DEAs to spread message / advertisement of QAED Punjab for registration of PSTs from both Public and Private sector.
- They will coordinate with private sector heads and teachers to get their teachers register on LMS and resolve any queries instantly.
- They will be given access to dashboard to check status of registration alongside CEOs and will be responsible to coordinate with DEAs to ensure registration process of PSTs.
- They will maintain day-wise monitoring of registration process.

6.1.4 Training of Primary School Teachers through Learning Management System:

- District QAED Heads are responsible to check whether PSTs are attending their LMS based modules and completing those in prescribed time.
- They are responsible to sensitize PSTs to attend LMS in coordination with DEAs (CEOs, DEOs, Dy. DEOs and especially AEOs). They will communicate that the online certificate will only be awarded to the candidates who will complete their modules.
- They will be responsible to fetch data from LMS about PSTs from public sector that have completed online LMS course.
- They will maintain data and information and PSTs with valid information for provision of honoraria according to financial guidelines provided by QAED Punjab.
- Payment will be made according to online attendance maintained through LMS and via transparent payment solution e.g. easypaisa, mobicash etc.
- They will complete vouched accounts according to actual attendance and respective payments.

6.2 Scheduling and Planning of PST Training by Master Trainer through LMS

- District QAEDs will nominate one Master Trainer as **Admin-Master Trainer** from each GROUP at Tehsil, they will provide their details to Provincial QAED.
- District QAEDs will be responsible for provision of MS-TEAMS credentials to Master Trainer, Public Teachers and Private Teachers (list will be provided by provincial QAED).
- District QAEDs will be responsible for provision of SNC-LMS credentials to Master Trainer for scheduling and planning (list will be provided by provincial QAED).
- District QAEDs will guide the Master Trainers regarding the hybrid model of training that it will be conducted at two levels; on **MS-TEAMS** and other is on **LMS**.
- District QAED will ensure only one Admin-Master Trainer from each group and Tehsil

will be responsible for making of batches, planning and scheduling of sessions (**Page 28**) with mutual consent of other respective Master Trainers.

- District QAED will ensure that complete plan will be provided and displayed at LMS before 13th July 2021.

6.2.1 Training of Primary School Teachers by MTs through Microsoft-TEAMS:

- District QAED Heads are responsible to coordinate with District Education Authorities for relieving of Master Trainers for all batches of PSTs training.
- They are responsible to coordinate with QAED Punjab and consult online LMS dashboard for training dates and schedule of training for relieving of MTs and PSTs.
- They will coordinate with DEAs for exchange of data for relieving of PSTs to attend their 3-days training on scheduled dates.
- They are responsible to coordinate with MTs to develop groups of PSTs and streamline activities and issues within the group and ensure PSTs presence at given time by QAED Punjab. They will also be responsible to select training centers at Tehsil Level and responsible to provide guidance to Tehsil centers regarding execution of SNC taining
- Tehsil Center Heads are responsible to provide suitable and adequate rooms along with IT facilities for conduct of online training of PSTs
- Tehsil Center Heads will ensure provision of logistic facilities and required infrastructure to the MTs for training purpose.
- District QAED Heads may engage AEOs in stimulating all activities and sensitizing PSTs to attend the said training in their respective online center / groups / batches.
- District QAED will keep the track of details of all connected online MS-TEAMS meeting links for training sessions during training of MTs and Primary School Teachers.
- District QAED will keep all attendance sheets auto generated in TEAMS.
- District QAED Heads are responsible to maintain attendance status of PSTs of their district in consultation with the Heads of Tehsil centers.
- They will provide honoraria to MTs according to the actual sessions taken by them in line with guidelines of QAED. They will pay PSTs honoraria after reconciliation of data about attendance / completion of PSTs in LMS and attendance taken during online sessions through Microsoft teams.
- They are responsible to ensure feedback on prescribed monitoring form, circulated by QAED Punjab, from DEAs (CEOs, DEOs, Dy. DEOs and AEOs) regarding training sessions conducted by MTs.

7. District Education Authorities

Since, it is a great number of teachers across the province of Punjab; hence, it could not be achieved without involvement of field formations i.e. District Education Authorities; Chief Executive Officers (CEOs) and District Education Officers (DEOs). Therefore, orientation sessions were organized to bring all the CEOs and DEOs of District Education Officers on board for upcoming training on SNC.

7.1 Orientation

The District Education Authorities were given orientation on the following points:

- Vision of Single National Curriculum
- Rational behind SNC
- Objectives of SNC
- Development of SNC
- Consultation with Stakeholders
- Distinct Features of SNC

After giving general information, the CEOs and DEOs were informed about the whole process of SNC training and their responsibilities to ensure proper execution of training in the field.

7.2 Role from DEA

The following points regarding SNC training are related with DEAs:

- CEOs/DEOs have to sensitize Primary School Teachers (PSTs) regarding importance of SNC and ensure the active participation of all PSTs in this hybrid training; online training through Microsoft Teams and Training through Learning Management System (LMS)
- CEOs/DEOs to direct PSTs to attend SNC training through both modes i.e. Learning Management System and Microsoft Teams.
- CEOs/DEOs to encourage Private Sector teachers to enroll / register on the link shared through advertisement which will remain open from 25th June till 5th July, 2021.
- CEOs/DEOs to direct public sector teachers to register themselves for SNC training through their SIS Login.
- CEOs/DEOs to extend full support in conduction of SNC training and in resolution of any administrative issues arise during training
- CEOs to not engage PSTs in any other activity during the course of conduction of CEOs to ensure relieving of Lead / Master trainers from Respective Schools to conduct training SNC training
- CEOs will be given access to SNC dashboard to check registration status on daily basis to foster the process of registration

HELP LINE: 042-111 11-20-20
Email: support@snc.punjab.gov.pk

References:

- ◆ INSTRUCTIONS REGARDING TRAINING OF PRIMARY SCHOOL TEACHERS ON SINGLE NATIONAL CURRICULUM (SNC) AND MODEL TEXTBOOK (PRE-I TO V), letter no. QAED/CC(R&DL)/4-21/2021/1168
- ◆ MANUALS RELATED TO MICROSOFT TEAMS AVAIABLE AT (<https://www.microsoft.com/en-us/microsoft-teams/log-in>)
- ◆ SINGLE NATIOANL CURRICULUM WEB APPLICATION AVAIABLE AT (<https://www.snc.punjab.gov.pk>)

**Quaid-e-Azam Academy for Educational Development
School Education Department, Government of the Punjab**