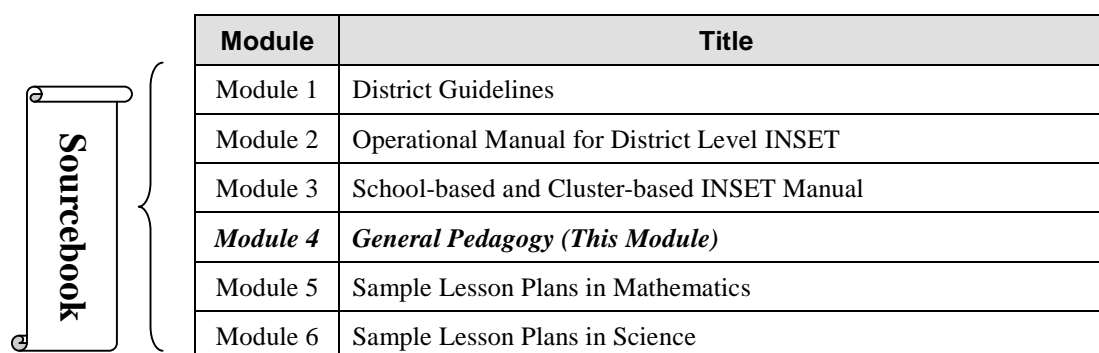


## USERS' GUIDE

The Sourcebook is used as a source of guide in various activities of the INSET programme. It is expected that a wide range of personnel involved in the INSET programme utilise the Sourcebook.

### Modules in the Sourcebook

The Sourcebook comprises 6 modules and each module has different purposes and target users. The following figure shows the title of each module.



Module	Title
Module 1	District Guidelines
Module 2	Operational Manual for District Level INSET
Module 3	School-based and Cluster-based INSET Manual
<b>Module 4</b>	<b><i>General Pedagogy (This Module)</i></b>
Module 5	Sample Lesson Plans in Mathematics
Module 6	Sample Lesson Plans in Science

It should be noted that a user is provided with the only modules that he/she needs. A user does not receive modules irrelevant to the INSET activities that he/she is involved in. This is to minimise the cost of provision of Sourcebook and also to make Sourcebook user-friendly.

### Purposes of Each Module

This section briefly explains the purposes of the modules. For further explanations about the purposes, read “The Objectives of this Module” written in the cover page of each module.

**Module 1 (District Guidelines)** is a set of guidelines for the INSET activities at the district level (as well as the school level). It describes the overview of the INSET programme, roles and responsibilities of the stakeholders and activities of INSET programme at the district and the school level. It is expected that, in various activities at various levels, this module will be used as a source of basic information about the INSET programme. It should be noted that the National level INSET activities are dealt with in the National Guidelines, which is not included in the Sourcebook.

**Module 2 (Operational Manual for District Level INSET)** is a manual that describes the general operation of the INSET activities at the district level. It elaborates how the INSET activities can be planned, implemented and evaluated efficiently. The **Appendix 1** provides procedures and content of specific INSET activities. These are:

HT Orientation, CL Orientation, CL Sourcebook Training, Information Exchange Seminar,

Annual Implementation Workshop, Examples of Workshops/Meetings and Field Monitoring for SBI/CBI.

**Module 3 (School-based and Cluster-based INSET)** is a manual that explains how School-based and Cluster-based INSET (SBI/CBI) are planned, implemented and monitored. The module focuses on a concept that teachers improve themselves from sharing lesson preparation, implementation and discussion.

**Module 4 (General Pedagogy)** is a reference book that provides the users with helpful information for better teaching and learning. The module describes how teachers can develop lesson plans and practice adequate lesson preparation as well as how teachers can conduct lessons effectively. It also depicts subject-specific teaching skills that users can refer to when needed. The module uses several examples of the skills and methods for the sake of explanation; however, those who need more practical examples are advised to also refer to Modules 5 and 6, which elaborate how to use some of those skills and methods in actual lessons. It is recommended that the users refer to some sections of Module 4 when they are involved in SBI/CBI and CL Sourcebook Training.

**Modules 5 and 6 (Sample Lesson Plans in Mathematics and Science)** comprise sample lesson plans of challenging topics. While Module 5 deals with challenging topics in Mathematics, Module 6 deals with challenging topics in Science. The sample lesson plans are in accordance with the *MOE Teaching Syllabus for Mathematics (Primary School) and Integrated Science (Primary 4-6)*.

## ABBREVIATION

AD:	Assistant Director
CBI:	Cluster-based INSET
CL:	Curriculum Leaders
CRDD:	Curriculum Research and Development Division
CS:	Circuit Supervisors
DEO:	District Education Office
DIU:	District INSET Unit
DTST:	District Teacher Support Team
GAST:	Ghana Association of Science Teachers
GES:	Ghana Education Service
HT:	Head Teacher
INSET:	In-Service Training
JICA:	Japan International Cooperation Agency
MAG:	Mathematics Association of Ghana
MGC:	Multi-grade Class
MGT:	Multi-grade Teaching
MOE:	Ministry of Education
P.E.:	Physical Education
R.P.K.:	Relevant Previous Knowledge
SBI:	School-based INSET
SMART:	Specific, Measurable, Achievable, Relevant and time-bound
STM Project:	Project of Improvement of Educational Achievement in Science, Technology and Mathematics in Basic Education
TED:	Teacher Education Division
TLM:	Teaching and Learning Materials
TTC:	Teacher Training College