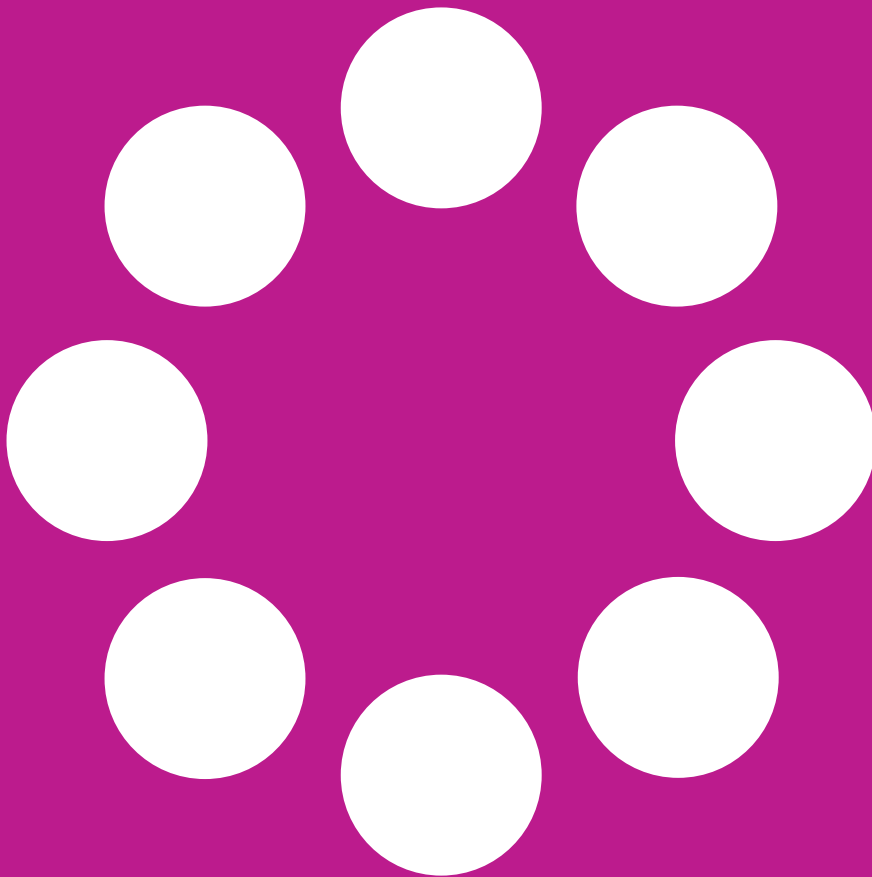




Agored
Cymru

Formerly Open College Network Wales



Agored Cymru Professional Development Programme

Agored Cymru Professional Development Programme

Agored Cymru provides:

- an extensive Professional Development Programme (PDP) of scheduled courses to new and existing centres
- delivery by highly experienced specialists within further, higher, community and work based education
- opportunities to share good practice with others in a peer support environment
- venues across the various regions of Wales

Agored Cymru also offers a bespoke training service to its centres;

- at the providers own premises
- for groups of up to 12 delegates whether tutors, trainers, administrators or managers

The training needs of our centres are identified through a range of methods;

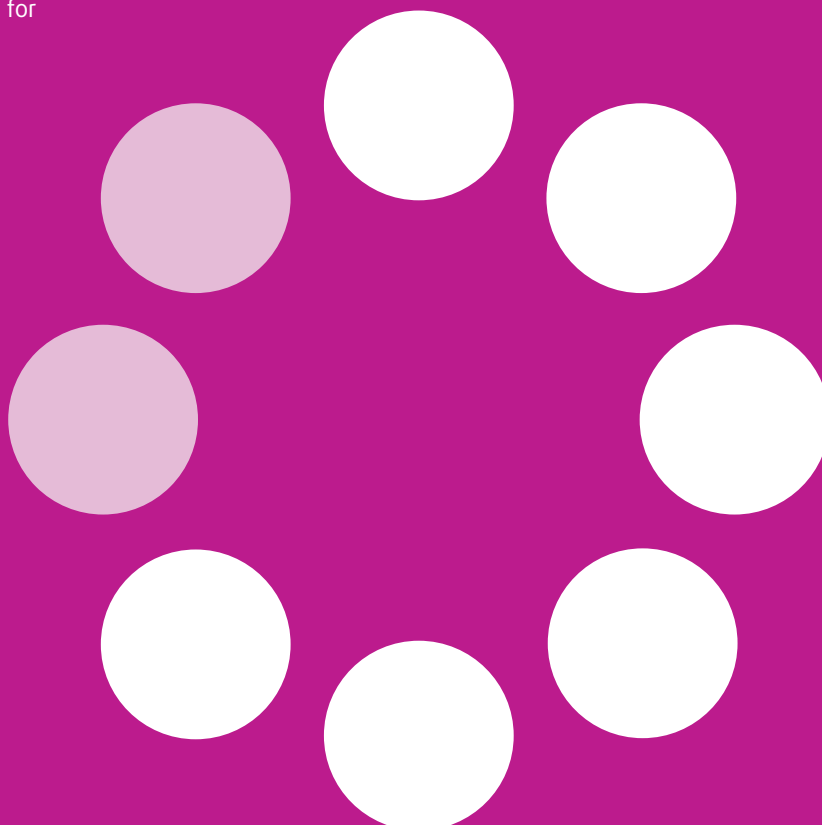
- one to one meetings with Staff Training & Development Managers
- analysis of reports submitted by our External Verifiers
- feedback received from centres attending regional network meetings

Agored Cymru' training courses assist tutors, trainers, administrators and managers to accrue hours towards, and provide evidence of their Continuous Professional Development; and may be used as an opportunity for reflective practice.

Feedback received

- “Very worthwhile event, would love to attend more in the future.” IT Standardisation
- “The training was well thought out and used very good examples to explain how the criteria and outcomes work. Quite enjoyed the training as the tutor made the session very practical.” Introduction to Assessment
- “I found this session very valuable and enjoyable! Thank you! It was a rattling good session, thoroughly enjoyable and highly informative.” New External Verifier Training
- “Enjoyable afternoon. Clear presentation style with good use of humour.” Unit Writing Workshop
- “The usual standard of high professionalism and friendly advice I have been lucky enough to benefit from in the years that the OCN in Wales has been helping me. Once again, thank you!” NOCN Fast Track AIVS

The programme outlined in this booklet has been developed following consultation with our network of centres and input from our professional staff. Further details including dates and venues can be found in our training calendar or by logging onto the website, you can also book course places online at www.agored.org.uk



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Scheduled and Bespoke Training Opportunities for New and Existing Centres

Finding out about Agored Cymru

Details	For organisations who are considering registering as a centre with Agored Cymru.
Target Group	All organisations who are thinking of joining.
Objective	To explore how Agored Cymru can enhance your learning provision.
Time	2 hours
Cost	Free Bespoke Courses (per group of up to 12). Please contact Professional Development Manager to book.

Completing your Centre Recognition Application

Details	To assist all new centres through the centre recognition process.
Target Group	All organisations seeking recognition; particularly members of staff responsible for gaining centre recognition.
Objective	To work to complete the Centre Recognition Application and to produce an action plan to be implemented within an agreed time span.
Time	3 hours
Cost	Free Bespoke Courses (per group of up to 12). Please contact Professional Development Manager to book.

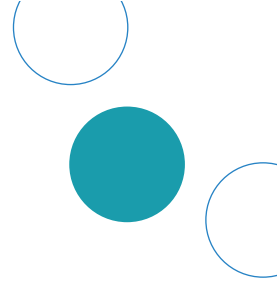
Induction for New Centres

Details	The session will introduce staff new to the work of Agored Cymru to the concept of credit based learning and accreditation.
Target Group	Staff new to working with Agored Cymru.
Objective	The session will deal with issues such as learner registration; units, levels and values; assessment strategies and documentation; internal and external quality assurance processes; and claiming credits. It will also provide an opportunity for questions and answers.
Time	3 hours
Cost	Free (as part of the scheduled programme). £200 admin fee for Bespoke Courses (per group of up to 12).

Introduction to Administration Processes

Details	The course will provide an introduction to the Administration processes.
Target Group	All staff responsible for administration within new centres and all newly appointed staff responsible for administration within existing centres.
Objective	To explain record keeping requirements plus the administrative procedures for the registration and certification of learners.
Time	2 hours
Cost	Free (as part of the scheduled programme). £200 admin fee for Bespoke Courses (per group of up to 12).





Introduction to Assessment

Details	The course will assist those who have to write or help others write assessment tasks. There will be opportunities to network, share ideas and good practice in creating flexible and diverse assessment activities, and to practice writing some assessment activities for units.
Target Group	All staff new to delivering and assessing provision, and a basic refresher for experienced staff.
Objective	To introduce the principles of assessment for Credit Based Learning.
Time	3 hours
Cost	Free (as part of the scheduled programme). £200 admin fee for Bespoke Courses (per group of up to 12).

Introduction to Internal Verification

Details	The purpose of the course is to develop good practice through standardisation of the principles of internal verification.
Target Group	Staff new to internal verification or staff working in internal verification who already possess IV or EV awards from other awarding bodies, and who have not previously received any training on internal verification from Agored Cymru.
Objective	To support the development of appropriate internal verification models.
Time	3 hours
Cost	Free (as part of the scheduled programme). £200 admin fee for Bespoke Courses (per group of up to 12).

Update for Experienced Internal Verifiers

Details	The purpose of the course is to develop good practice through standardisation of the principles of internal verification.
Target Group	Staff who are familiar with and experienced in internal verification but with little or no recent experience of Agored Cymru; or staff who currently possess NOCN Internal Verifier or External Verifier awards but have not been actively involved in internal or external verification for the last twelve months.
Objectives	To support the development of appropriate internal verification models.
Time	2 hours
Cost	Free (as part of the scheduled programme). £200 admin fee for Bespoke Courses (per group of up to 12).

Unit Writing workshop

Details	The session will be helpful to any tutor who is likely to be involved in writing units for submission to Agored Cymru.
Target Group	Any tutor who is responsible for writing units.
Objective	The session will enable centres to develop skills in writing new units, amending existing units to meet their own needs and also confirming that units they are using are fit for purpose.
Time	3 hours
Cost	Free (as part of the scheduled programme). £200 admin fee for Bespoke Courses (per group of up to 12).

Scheduled and Bespoke Training Opportunities for New and Existing Centres

Centre and External Verifier Network

Details	Opportunities for centres to meet and discuss issues of concern and to receive information on developments within Agored Cymru. Separate network meetings will be arranged for small and large centres, on a regional basis.
Target Group	Representatives from large and small centres, Quality Reviewers and External Verifiers.
Objective	Networking and liaison between Agored Cymru and all centres.
Time	2 hours
Cost	Free (as part of the scheduled programme).

Centre and External Verifier Drop-in

Details	Opportunities for all centres to meet with representatives from Agored Cymru on a one-to one basis to discuss issues of concern and to receive information.
Target Group	Representatives from large and small centres, and External Verifiers.
Objective	Liaison between Agored Cymru and all centres.
Time	Drop-in appointments.
Cost	Free (as part of the scheduled programme).

End of year review workshop

Details	An opportunity to share concerns and satisfaction with the staff of Agored Cymru.
Target Group	Admin staff, course coordinators, tutors.
Objective	The session will be used by Agored Cymru to advise of any changes that may occur but mainly to ascertain how we can offer a better service in the coming year.
Time	2 hours
Cost	Free (as part of the scheduled programme).

Trouble Shooting for Experienced Administrators

Details	The session provides an opportunity for administrative staff from centres to meet with key Agored Cymru staff to discuss administrative issues that may be causing difficulties.
Target Group	Existing Administrators and staff familiar with accreditation.
Objective	A review of the service standards around registration and certification. Pre course work - Attendees are encouraged to submit a pre-course enquiry form and to participate in feedback on current Agored Cymru systems and to provide suggestions on future developments.
Time	2 hours
Cost	Free Bespoke Courses (per group of up to 12). Please contact Professional Development Manager to book.

Awareness of NOCN Qualifications

Details	The session will provide an overview of current NOCN Qualifications.
Target Group	All organisations wishing to run NOCN qualifications.
Objective	To enable all organisations to offer NOCN qualifications across their provision.
Time	3 hours
Cost	Free Bespoke Courses (per group of up to 12). Please contact Professional Development Manager to book.

Widening Participation using NOCN/Agored Cymru courses

Details	The course will allow centres to consider using credit based learning to widen participation and help get individuals back in to learning and work.
Target Group	Any organisation wishing to use our qualifications.
Objective	To enable organisations to offer units within their training provision, encouraging wider participation in learning at work.
Time	3 hours
Cost	£200 admin fee for Bespoke Courses (per group of up to 12).

How to Teach and Train using Credit Based Learning

Details	To develop good practice in delivering credit based learning.
Target Group	Staff and organisations new to delivering and assessing credit based learning.
Objective	Workshop to explore how to plan units, levels, credit values, portfolio development and evidence of achievement.
Time	3 hours
Cost	£200 admin fee for Bespoke Courses (per group of up to 12).

Running a standardisation event in your organisation

Details	To ensure that in-house standardisation events/meetings effectively sample a sufficient and consistent range of tutor and learner work across the provision.
Target Group	All Internal Verifiers and tutors who will be involved in running standardisation events to meet NOCN/Agored Cymru quality requirements.
Objective	To support tutors and Internal Verifiers in ensuring that the sample is reliable, transparent, equitable, sufficient and rigorous.
Time	3 hours
Cost	£200 admin fee for Bespoke Courses (per group of up to 12).

Professional Development Opportunities for Quality Reviewers and External Verifiers

Standardisation of Centre Recognition decisions

Details	This session will agree standards to be applied to the approval process for new centres, ensuring consistent application of the risk assessment process.
Target Group	Quality Reviewers.
Objective	To ensure consistency across the centre approval process.
Time	3 hours
Cost	Free (as part of the scheduled programme).

Standardisation of the Annual Review process

Details	This session will agree standards to be applied to the annual review process, ensuring consistent application of the risk assessment process and identification of areas for improvement.
Target Group	Quality Reviewers.
Objective	To ensure consistency across the annual review process.
Time	3 hours
Cost	Free (as part of the scheduled programme).

External Verifier Updates

Details	Attendance at one of these events each year is a mandatory requirement for External Verifiers. These events will include opportunities to share good practice and to identify problems that have arisen during the year. Standardisation of application of risk assessment will be a key element of these events.
Target Group	External Verifiers.
Objective	To raise awareness of key priorities to be considered during verification visits and to improve the consistency of outcomes from verification activities.
Time	2 hours
Cost	Free (as part of the scheduled programme).

Applying recognition of prior learning (RPL) and credit exemption

Details	This session will explore how RPL and credit exemption can be used effectively.
Target Group	Tutors, Internal Verifiers and External Verifiers.
Objective	To develop and share good practice in the application of RPL procedures.
Time	1.5 hours
Cost	Free (as part of the scheduled programme).

New External Verifier Training

Details	These sessions will be offered only to potential verifiers for sectors where there are opportunities to work with Agored Cymru as an External Verifier. Dates will be arranged as necessary with those interested in becoming verifiers. Please apply to your Regional Quality Assurance Officer for further information.
Target Group	Newly appointed External Verifiers.
Objective	To receive guidance on the role and responsibilities of the External Verifier.
Time	6 hours
Cost	Free (as part of the scheduled programme).

Professional Development Opportunities for Access to HE Tutors and Verifiers

Access – External Verifier Update

Details	In order for an External Verifier to continue to verify for Agored Cymru it is a requirement that s/he attends at least one update session every academic year.
Target Group	All External Verifiers.
Objective	The session will include details on grading Level 3 work; changes that have been introduced by the licensing body, QAA, an up-date on administrative changes; an opportunity for the sharing of good practice and the identification of problem areas that all need to be made aware of; accurate and appropriate report writing. It is only necessary to attend one of the sessions each year.
Time	2 hours
Cost	Free (as part of the scheduled programme).

Access – Lead Verifiers Update Session

Details	The first session will include details on grading Level 3 work and a review of the exam boards in 2009. The second session which will be held during the summer term of 2010 will plan the summer exam boards and issues that might arise, address any issues arising from verification reports, and identify good practises that can be shared.
Target Group	Access to HE Lead Verifiers only.
Time	1 hour
Cost	Free (as part of the scheduled programme).



NOCN Quality Assurance Awards

Approved Internal Verifier Status

From 2008 onwards, centres are able to hold Direct Claims Status by nominating key individuals for Approved Internal Verifier Status within particular sector area/s.

The aim of achieving AIV status is to ensure an internal standard of expertise on process, procedure and quality systems.

Once every two years, a representative Approved Internal Verifier from each centre is obliged to attend the 'Update for Experienced Internal Verifier' training (which forms part of the Agored Cymru scheduled list of professional development courses). This representative is then permitted to filter down the update training received to other Approved Internal Verifiers within his/her own organisation, allowing them also to retain their AIV status. Agored Cymru requires the following details of any in-house IV update training received

- Date • Time • Location
- Deliverer • Attendees' name/signature/email address

In addition an AIV is required to attend a relevant standardisation event at least once every 2 years in order to ensure consistency of advice and decision making in his/her sector.

On a regular basis all Approved Internal Verifiers will receive an electronic version of the AIVS 'nomination form', and will be required to print off, sign and return this document to ensure that all signatories and evidence of training histories are up to date within the Agored Cymru system. Please remember that the application must be supported by the person responsible for quality within the organisation.

Agored Cymru reserves the right to withdraw AIV status where issues relating to IV practice are identified in External Verification.

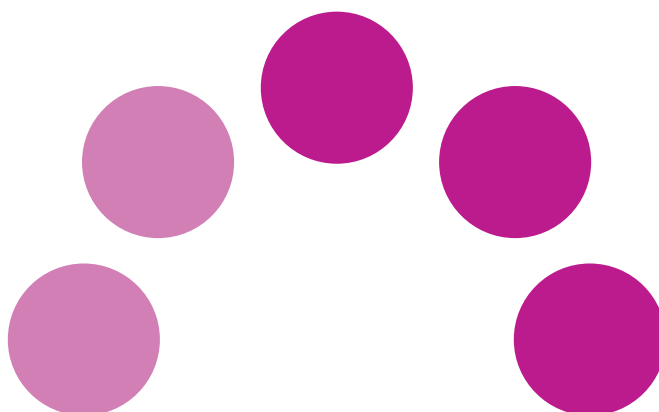
In order to achieve AIV status, there are several training routes:

1. New to Internal Verification	Attend Introduction to Internal Verification, and	Internally Verify one group of learners, and	NOCN AIVS Fast Track 1 day course	Complete evidence portfolio within 6 months
2. Extensive experience in Internal Verification but not actively involved with Agored Cymru for 12 months or more	NOCN AIVS Fast Track 1 day course, and	Complete evidence portfolio within 6 months		
3. Extensive experience in Internal Verification but no formal IV qualification	NOCN AIVS Fast Track 1 day course, and	Complete evidence portfolio within 6 months		
4. Extensive experience in Internal Verification of Agored Cymru units	Attend half day Update for Experienced Internal Verifier course once every 2 years, or	Attend in-house training within own organisation (evidence required)		
5. Hold D32/33/34/35/V1 V2 and have 12 months successful current involvement in IV	Attend half day Update for Experienced Internal Verifier course once every 2 years, or	Attend in-house training within own organisation (evidence required)		
6. Hold NOCN Internal or External Verifier Award (but not actively involved with Agored Cymru for 12 months or more)	Attend half day Update for Experienced Internal Verifier course once every 2 years, or	Attend in-house training within own organisation (evidence required)		

A limited number of scheduled NOCN Quality Assurance Awards can be found on the Training Calendar; however additional in-house courses can be run for groups of up to 12 delegates. These can be requested via the website or by contacting the Professional Development Manager. Price per course is available on enquiry.

NOCN Fast Track AIVS

Details	The NOCN award requires attendance at a 5 hour taught session delivered by specialist tutors and a similar amount of self study time by delegates. All those enrolling will have to be actually undertaking or planning to undertake internal verification, as the evidence for the single credit unit can only be drawn from the learner's own experiences. This is not a session in which you learn to become an internal verifier. The single credit fast-track unit is for those with significant Internal Verification experience. Completion of the unit will entail the submission of a portfolio of supporting evidence relating to Internal Verification practice.
Target Group	<p>The course is intended for staff with:</p> <ul style="list-style-type: none">• Extensive experience in Internal Verification (but not actively involved with Agored Cymru for 12 months or more) or• No formal IV qualifications, a minimum of 12 months or one academic year's successful involvement in Agored Cymru Internal Verification• Plus support of the Quality Manager and External Verifier or Quality Reviewer <p>The course is also optional for those who possess D34/D35/VI/V2 but with no experience of applying IV to Agored Cymru provision.</p>
Objective	To ensure current verification experience meets NOCN standards, in order to achieve AIVS status.
Time	One day course followed by development/construction of a practice-based portfolio.
Cost	There is a fee of £75 per person for this award.
Pre-Course Work	Please familiarise yourself with the Agored Cymru IV Template (if your organisation's Quality Manager does not have a copy please let us know). Please access a copy of your own organisation's credit based learning induction pack for tutors, and a copy of your organisation's current internal quality assurance cycle diagram or summary.
Note	Centres are invited to nominate any number of staff to attend the taught NOCN AIVS Fast Track 1 day course providing they meet the entry criteria. However, only those who successfully complete and submit the portfolio of work will be granted AIV status. Centres are also reminded that an individual's AIV status and the ability to sign off recommendations only relate to the sector area/s that they are qualified to undertake.



As part of the NOCN QCF provision, Agored Cymru would like to announce the launch of Preparing to Teach in the Lifelong Learning Sector (PTLLS).

PTLLS is currently mandatory for all teachers/trainers accessing public funding within England. The learning outcomes of a PTLLS course deal with the knowledge, understanding and skills appropriate for individuals about to begin teaching or training in the lifelong learning sector. These will include the role and responsibility of the teacher/trainer; approaches to teaching and learning; methods of assessment; session planning; and the delivery of observed sessions.

To complement PTLLS, from September 2009, Agored Cymru will be delivering the following course:

NOCN Principles and Practices in Assessment

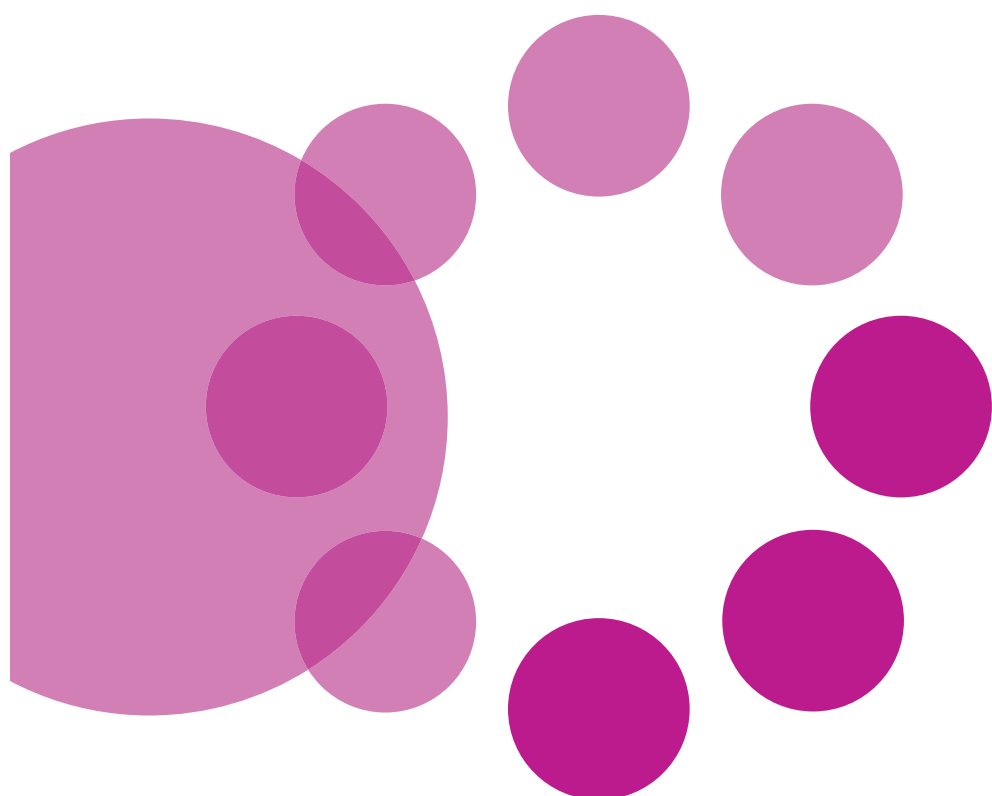
Details	Level Three, 3 Credit Unit.
Target Group	This NOCN Programme is suitable for tutors/trainers currently delivering and assessing NOCN/Agored Cymru provision in a range of contexts including community education, the voluntary sector, the FE sector, youth work, offender learning, the NHS and work based learning.
Objective	The learning outcomes will deal with understanding key concepts and principles of assessment; different types of assessment; the strengths and limitations of a range of assessment methods; the role of feedback and questioning in the assessment of learning; how to monitor, assess, record and report learner progress and achievement; and how to evaluate the effectiveness of own practice.
Time	2.5 Days followed by development/construction of a practice-based portfolio. The full award must be completed within 12 months.
Cost	Please refer to Agored Cymru website.

Please check the Agored Cymru website regularly for the future availability of additional courses such as:

NOCN Quality Procedures in the Lifelong Learning Sector

NOCN Preparing to Teach in the Lifelong Learning Sector (PTLLS)

Agored Cymru Units in Preparing to Teach and Train within Wales



Standardisation Events

'Standardisation is a process to ensure that the assessment criteria for a qualification, unit or component are applied consistently by assessors, Verifiers and verifiers.'

Regulatory bodies require that 'the awarding body must have procedures in place to ensure its own staff and/or associates are competent in and/or have access to appropriate training and guidance on: the systems used to ensure consistency of standards across options, centres and time.'

Attendance at standardisation events will be a condition of centre approval, monitored through the annual quality review process with each centre. In addition, the confirmation of 'direct claim status' for a centre will be linked to the contribution of internal verifiers to the standardisation process.

Renewal of External Verifier contracts will be dependent on contribution to relevant standardisation events.

Objective of Standardisation Events

Confirmation of the consistent application of assessment to ensure learner achievement is a key priority for all awarding bodies and approved centres. Development of a robust standardisation process, which can be applied both regionally and nationally in Wales, will provide the evidence of consistent practice.

Agored Cymru will ensure standards are consistent across all centres by planning and delivering a comprehensive annual programme of standardisation events that enable Internal and External Verifiers to compare outcomes of assessment.

The standardisation events will allow Agored Cymru to:

- compare and confirm standards across different types of provision e.g. Further Education, Schools and Voluntary Organisations
- compare and confirm standards where different types of assessment are used to evidence the achievement of a unit e.g. question and answer, oral presentation, e.portfolio etc
- compare and confirm standards where units are offered in English and Welsh
- identify and share good practice
- identify issues to be addressed either by amendments to qualification assessment or to units within qualifications
- compare and confirm standards applied by Internal and External Verifiers
- compare and confirm standards over time

Target Groups

- Access to HE Co-ordinators
- Approved Internal Verifiers (AIV)
- Centre appointed IVs
- Agored Cymru appointed External Verifiers

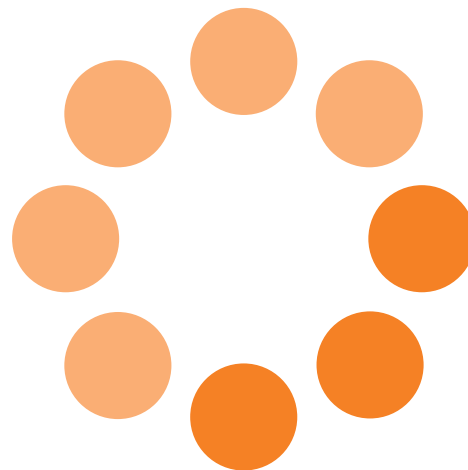
Standardisation events will run over a series of half-days and will be free of charge. The calendar of standardisation events will be published separately.

Accrediting your In-House Company Training Courses

Agored Cymru works with its partner organisations to design and approve units of credit for a wide range of purposes.

A large number of these organisations run in-house or corporate training courses for the professional development of their own staff. These might include any of the following:

- Staff Induction programmes
- Staff Appraisal systems
- Team Building and Motivation
- Interviewing and Listening Skills
- Coaching and Mentoring
- Portfolio Building
- Employability Skills
- Equality and Diversity
- Train the Trainer
- Presentation Skills
- Confidence Building
- Conflict Management
- Communication Skills
- Assertiveness
- Stress Management
- Time Management



Current centres with quality systems already approved by Agored Cymru, may wish to consider accrediting their own in-house staff training. This may assist those organisations working towards the achievement of awards such as IIP or the Basic Skills Employer Pledge; or in preparation for assessment/inspection; or in demonstrating compliance with legislative requirements.

Agored Cymru accreditation may also assist academic staff to accrue hours towards and provide evidence of their Continuous Professional Development.

All enquiries should be forwarded to the Professional Development Manager at Agored Cymru via events@agored.org.uk

Booking Information

All course places should be booked centrally, with full payment details where relevant. Confirmation of booking will be sent, along with further details on the course two weeks prior to the scheduled date.

Where applicable, course fees will be invoiced upon application for course places. Reimbursement of fees will only be considered for extenuating circumstances, on an individual basis.

Should training sessions be postponed for any reason, delegates who have already placed bookings will be given priority places on any future events.

Non attendance at courses will result in notification being sent to the Quality Manager within the delegate's own organisation, outlining the costs incurred by Agored Cymru to cover tutor time, travel, venue hire and refreshments. Agored Cymru reserves the right to refuse entry on to training courses for those delegates identified for persistent non-attendance. This system will be reviewed over the coming year; a standard charge for non-attendance may be introduced in future years.

Agored Cymru reserves the right to turn away delegates arriving at training sessions who have not adhered to the pre-booking procedures.

All attendees will be forwarded an electronic feedback form 2 weeks after completion of the course as well as a confirmation letter of attendance on the course (for inclusion within personal development).

Bespoke Courses

New and existing centres: a £200 administration fee per group booking for a group of up to 12 delegates.