



## **Open College Network West Midlands**

Training and Continuing Professional  
Development Opportunities

*Enabling Learning Releasing Potential*



All of the following courses are run at our training venue at Pendeford Business Park, Wolverhampton. We can also offer them in-house at your premises. Please see back page for details.

### **Delivery and Assessment of Open College Network West Midlands Qualifications**

This course aims to provide guidance on delivery and assessment of credit-based provision. It will equip tutors/assessors with the knowledge and understanding necessary to assemble portfolios and evidence assessment of learning. This training session also provides an opportunity to meet staff from other Centres and share good practice. This course is designed for tutors, teachers and assessors, including those new to delivery of Open College Network West Midlands provision.

**Course duration: 6 hours with lunch provided.**  
**Fee: £80**

### **Introduction to Registration and Certification using Quartzweb**

This course aims to provide in depth guidance to those responsible for the administration of Open College Network West Midlands provision. Attendees will gain knowledge of the administrative processes from registration to certification and information on the fee structure. This course is designed for examinations officers, tutors and administrators responsible for the administration of Open College Network West Midlands provision.

**Course duration: 2 hours.**

**Please note:** All Open College Network West Midlands Recognised Centres are offered one free place per year on this course.

**Additional places fee: £50**  
This course is not available as an in-house option.

### **Introduction to Internal Quality Assurance**

This course aims to equip those new to internal quality assurance with the skills needed to operate effectively. It will provide guidance on the internal quality assurance of credit based provision and practice in using IQA procedures. There will be an outline of Open College Network West Midlands procedures and processes, and attendees will have an opportunity to share good practice. This course is designed for those dealing with internal quality processes including those new to Open College Network West Midlands provision.

**Course duration: 6 hours with lunch provided.**  
**Fee: £80**

### **Open Collge Network West Midlands Internal Quality Processes**

This course aims to equip those already experienced in internal quality assurance with the processes needed to operate effectively as an Open College Network West Midlands Centre. It will provide guidance on the internal quality assurance of credit based provision and practical support with your own internal quality assurance processes.

**Course duration: 2.5 hours. Fee: £50**

### **Level 4 Award in the Internal Quality Assurance (IQA) of Assessment Processes and Practice**

This course aims to support individuals to carry out the role and responsibilities of IQA, to gain a better understanding of centre assurance systems and to

# Open College Network West Midlands professional development courses

prepare to internally quality assure credit based provision. On completion of the training, delegates can gain a nationally recognised qualification for quality assuring provision within the QCF.

It is designed for those individuals who work within an internal quality assurance role, those who maintain the quality of assessment within centres and those undertaking the full range of IQA activity.

**Course duration: 21 hours over 3 days with lunch provided, plus workplace observation, individual tutorial and remote support. Fee: £495**

## **Level 4 IQA Conversion Course (accredited)**

This course has been designed to provide the opportunity for holders of D34 and V1 qualifications to upgrade to the new Level 4 Award in Internal Quality Assurance of Assessment Processes and Practice (QCF), accredited by Industry Qualifications.

To take this course participants:

- need to be currently working as an IQA/IV with responsibility for quality assuring a minimum of 2 assessors each with a minimum of 2 candidates of their own
- must hold either D34 or the V1 qualification

**Course duration: 6 hours with lunch provided, plus remote support and completion of a practice file. Fee: £250**

Attendance at these courses may contribute towards the requirement for all teachers, tutors, trainers and lecturers, working in FE colleges or providers delivering publicly-funded provision, to fulfil at least 30 hours (or part-time equivalent) continuing professional development each year.

## **Standardisation in Practice**

Standardisation is the process whereby assessment decisions are reviewed for accuracy against the unit criteria and for consistency across assessors and course cohorts. Successful standardisation events provide professional development for practitioners which supports the quality of future delivery and assessment. The course is designed for tutors, assessors and verifiers who will be involved in internal standardisation events, IQAs new to internal quality assurance processes and procedures, and quality assurers new to Open College Network West Midlands provision.

**Course duration: 2.5 hours. Fee: £50**

## Venue

Most of our courses are delivered in our offices at Pendeford Business Park, Wolverhampton. Ample free car parking is available and directions and a map can be downloaded from our website. A taxi journey from Wolverhampton railway station takes approximately 15 minutes.

## In-house Delivery

We are pleased to offer the option of delivery in your own Centre, providing the facilities are appropriate. If you have a number of staff wishing to enrol on a particular course, this may be a more cost effective option for you to consider.

In addition, we are able to deliver bespoke courses designed to meet your specific requirements.

## Comments from previous delegates

*"Template examples of assessment really helpful"*

*"Huge amount of information, skills and tips"*

*"Better understanding of assessment process"*

*"Great! Some excellent learning points to take away"*

*"A lot of good information and points – a better understanding of carrying out IQA duties"*

*"A much clearer idea of the process of standards for IQA"*

## Further Information

Further information about all of our courses, including course dates, availability of places, booking forms and fees, is available on our website [www.opencollnet.org.uk](http://www.opencollnet.org.uk). Navigate from our home page to the 'Training' section. If you cannot find the information you require on our website please contact us on:

**01902 624 230**

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