

Level Two: Delivering the Award Workshop

Booking and Attendance Guide

Basic Information

- The Delivering the Award virtual workshop is delivered live online using Zoom and sessions are fully interactive.
- Delivered over THREE, three-hour sessions. 100% attendance across all three sessions is necessary to successfully complete Level Two and be fully accredited to be an Award Leader and AJ Assessor and Supervisor in an Independent Award Centre (IAC) or an External Activity Provider (EAP).
- The workshop will cover the following topics:
 - Session One: Introduction, the ORB and SMART goal setting.
 - Session Two: Effective mentoring, coaching and Award case studies.
 - Session Three: Understanding the AJ: Requirements, management and roles.
- Before you submit a Booking Form for a virtual course, please ensure that you (and all delegates you are booking for) can attend all three sessions.
- Spaces are limited and places will be allocated on a first come, first served basis. Early booking is recommended to avoid disappointment. If any delegate in a booking does **not** meet the pre-requisite requirements, or if the IAC has debt on their account, the booking is not confirmed and may be cancelled.
- Delegates will need to have **access to Zoom**, a good internet connection and access to microphone, speakers and camera. Each delegate must access the sessions on their **own device**. Delegates from the same Award Centre must not share a device to attend training. The Foundation reserves the right to ask delegates who do not suitable Zoom access to take part in the sessions to leave or to require them to repeat sessions or the entire course.
- Delegates will be sent a link and password to access all sessions via email upon completion of the registration process (see below).
- Each session will start precisely at the advertised time, and it may not be possible to go back over material missed by late arrivals. Please log-in at least five minutes before the start time to ensure you are ready to start on time.
- Active participation is required and encouraged – the sessions work much more effectively with effective engagement. All delegates will be heard and seen throughout, just as they would be if we were in a room together. We will ask delegates to turn on cameras and encourage engagement.

Registration

You will receive the Zoom access links upon successful completion of your registration. Registration is not confirmed until the following requirements have been met:

- You have submitted a completed Booking Form (available via <https://intaward.org/deliver/training-events/>)
- You have completed the required pre-requisite online courses (available free of charge under the 'Courses' section of the [Award Community](#)). Please ensure that you (and any other delegates you are booking for) have completed the pre-requisites before submitting your Booking Form. You will be asked for the unique identifiers from each course during registration (see below) to confirm completion the pre-requisites. The required pre-requisites are:
 - Level One: Award Induction
 - Level One: Award Delivery
 - Level Two: Adventurous Journey Pre-Learning
- **Your IAC has no outstanding invoices on account. All accounts must be cleared before a booking can be confirmed. If the workshop fills up before your account is cleared, your booking may be cancelled.**

Workshops will be closed to new registrations one week prior to the first day of the course.

Workshop Fees

Once your booking is confirmed, you will be sent a payment link/invoice via email. Payment for training courses is due upon receipt. If payment has not been received by the end of a training course, the delegate will not be eligible for completion.

Workshop fee

The fee schedule for virtual Level Two: Delivering the Award workshops can be found at <https://intaward.org/deliver/training-events/>.

Cancellation/Refunds/Rescheduling

We cannot provide refunds or rescheduling options for those who miss a workshop due to time zone issues/confusion. Please check your time zone BEFORE booking.

If you need to cancel your booking, we must receive the cancellation no less than seven days prior to the first date of the workshop. We cannot provide any refunds or rescheduling after this date. Substitutions may be affected up to 7 days before the first day of the workshop. Please contact training@intaward.org for ALL booking issues.







Sometimes things happen. If you are ill or are going to be absent from a workshop on very short notice, we kindly ask for notification of this by email at training@intaward.org prior to your absence. We cannot guarantee that we can reschedule you.

Pre-requisite: Unique identifier

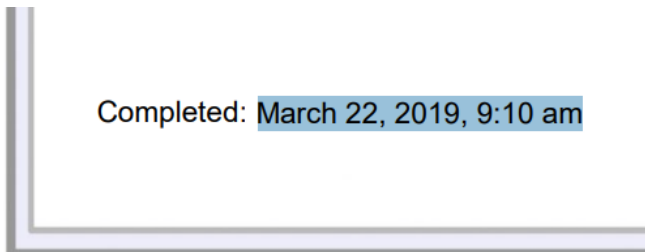
Completion of the required pre-requisite online modules (Award Induction, Award Delivery and Adventurous Journey Pre-Learning) are mandatory for registering on a Level 2 workshop. During the booking process you will be asked to provide a unique identifier to confirm completion (completion data and time stamp for each module). You should have these to hand when completing your booking.

You will be able to find this information from your digital certificates issued upon successful completion of each module.

You can access these certificates at any time by logging into the Award Community > Clicking on 'Courses' > Clicking on 'My Courses' > Scrolling down to your 'Registered Courses' list where you will see a link to your certificate and completion status:

REGISTERED COURSES	CERTIFICATE	STATUS
COVID-19 & Continuing the Award -Webinar		
Level 1: Award Induction		
Level 1: Award Delivery		

In the bottom left-hand corner of each certificate, you will see the completion date and time stamp – your unique identifier to be copied and pasted or typed into the booking form:



Technology and attendance requirements

Technology

- We will be using Zoom for all sessions. You can join from any internet-enabled device, although we strongly advise against using a mobile phone/tablet as it is difficult to view slides and interact with others.
- Delegates will need to have **access to Zoom**, a good internet connection and access to microphone, speakers and camera. Each delegate must access the sessions on their **own device**. Delegates from the same Award Centre must not share a device to attend training. The Foundation reserves the right to ask delegates who do not suitable Zoom access to take part in the sessions to leave or to require them to repeat sessions or the entire course.

- During some of the sessions we will be using online tools (Kahoot, Padlet, etc.), so ideally you will need a smartphone or tablet to hand, to access this.

Room requirements

- So that you get the very best from your workshop please ensure that you are able to work in a comfortable, well-lit, quiet room, with minimal background noise and distractions.

Materials: pre- and post-learning

- All course materials (handouts, case studies and activities) are available on the Award Community in the course titled: **Delegate Materials: Delivering the Award Workshop**. The password to this course will be provided upon confirmation of your booking.
- Please ensure that you have familiarised yourself with these and have them to hand for the workshop sessions.
- If you want to, and have access to a printer, you can print these out; otherwise please download to your laptop or tablet to ensure you have them to hand during the sessions.

On the day of your sessions

- You need to sign into the session at least five minutes before the start.
- Do not forget to enjoy the sessions and engage with others. The more questions and engagement, the better.

During the workshop sessions

- Join the session early, at least 5 minutes beforehand to make sure your technology is working. You will join a virtual 'waiting room'. The host will welcome you from the waiting room into the training session and will make sure you can access all functions.
- We recommend that you **mute your microphone when not speaking**. If you want to speak and your microphone has been switched off by the host, use the 'raise hand' option (click on 'participants' at the bottom of the screen to find this option). You can also use the **chat function** in the settings bar if you have questions during the course and do not feel comfortable asking verbally.

Comfort breaks

- There will be two comfort breaks during each session.