Level Two: Delivering the Award Workshop Booking and Attendance Guide

Basic Information:

Level Two - Delivering the Award workshops are delivered via Zoom. Workshops contain nine hours of interactive learning. 100% attendance across all sessions is required to successfully complete Level Two.

Spaces on each workshop are limited and will be allocated on a first come, first served basis. There is a minimum of ten delegates and a maximum of 25 delegates for each workshop. Workshops will be closed to new registrations ten (10) business days before the start date or when they have reached capacity. Early booking is recommended to avoid disappointment.

Registration:

Registration is not confirmed until the following requirements have been met and confirmed by the Training Team:

- You have completed the required pre-requisite online course (available free of charge under the 'Courses' section of the Award Community). The course is called Level One - Delivering the Award.
- Your operator finance account is clear. If your IAC/Operator has outstanding invoices on their finance account, your registration will be rejected and the debt will need to be cleared before you can register again. Please bear in mind that spaces are limited and you might have to register for a different workshop.

All registrations are first come, first served. If your registration is cancelled because you do not meet these criteria, space may not be available in all workshops when you re-register.

Workshop Fees:

The fee for virtual Level Two workshops is 200 GBP / 245 USD / 230 EUR, in accordance with the 2024-2025 Fee Schedule.

Invoices for training registration are issued to the IAC, OP or external activity provider organisation.

Your organisation will be automatically billed in the currency that they chose when they set up their license or, if no license exists, in GBP. Invoices will typically be issued to your organisation 5-7 days before the start of your workshop.

After ten (10) days before the first session, the fee will be non-refundable and no changes are possible. If you do not attend a workshop and do not notify us at training@intaward.org at least ten days prior to the first session, your organisation will be billed for the workshop, you will need to re-register and pay for your workshop again. Invoices are payable upon receipt. Certificates of completion will only be issued once all debt has been paid for an organization.

Please contact creditcontrol@intaward.org if you require any additional information about your invoice.

Cancellation/Refunds/Rescheduling:

You may cancel your registration or request to switch to another workshop up to ten (10) days before the first session. (All changes are subject to space being available.) After ten (10) days before the first session, the fee will be non-refundable and no changes are possible.

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 10 days prior to the first date of the workshop.

#WORLDREADY

Cancellation/Refunds/Rescheduling:

Any workshop that does not meet minimum registration numbers ten (10) days prior to the start of the first session may be cancelled. Likewise, any workshop that has met the maximum registration may be closed to new registrations when the maximum has been met. Any workshop that is cancelled by the Foundation will not be invoiced to delegates.

If a session has to be cancelled by the Foundation, the session will be made up by adding an additional session to the workshop.

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.

Technology and attendance requirements:

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. You will need to have 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 access this.

Materials:

Prior to the start of the workshop you will receive a workbook that you will use throughout all of the sessions.

If you want to, and have access to a printer, you can print the workbook out; otherwise please download to your laptop or tablet to ensure you have it to hand during the sessions.

During the workshop sessions:

Join the session 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 keep your microphone muted 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.

There will be comfort breaks during each session