Guidelines for In-School Workshops in AEM

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I. Definition and Criteria for an in-school workshop

An in-school workshop is an IB officially recognized Professional Development (PD) training which is organized, upon request, by the regional office for staff of a particular programme in one specific school, in preparation for authorization or evaluation. The workshop is requested online by initiative of the school according to the criteria and procedure described below, and staffed with officially trained IB Educators allocated by the regional office. The in-school workshop takes place on the school’s premises.

a) Eligible schools

In-school workshops are available to staff of candidate and authorized IB World schools towards authorization or evaluation. Schools applying for candidate status may request an In-School Workshop as soon as they have submitted their application for candidacy, and at least 3 months before the verification visit. The workshop needs to be planned for the period after the school is notified of their acceptance as candidate school.

b) Workshop duration

In-School Workshops consist of 15 hours of instruction (2-day event = 10x90-minute sessions) without any students. Schools may request to run the workshop over 3 consecutive days if they feel this would be more beneficial.

Exception is made for the introductory “Launching the MYP”, which is a 1-day compulsory workshop (4x90-minute sessions) for candidate schools, with the option of extending to a 2-day training.

c) Topics offered

For each workshop format (regional, external, in-school, cluster and online), the IB offers specific lists of subjects that are suitable to that particular form of Professional Development environment.

For in-school workshops, schools may pick from the list of available topics (Annex A) posted on our website at http://www.ibo.org/ibaem/workshops, as well as on the workshop request form on REGIS (login via IBIS).

If the topic your school is looking for is not included in the list of topics offered as In-School, please browse the PD events calendar on our website for regional offerings of that topic. If you have any further questions, please contact us at pd.ibaem@ibo.org.

In recognition that one workshop will not always meet whole school needs nor the needs of groups of teachers, schools are able to request more than one in-school workshop. Combinations of workshops may be run concurrently or at different times, depending on workshop leader availability.
d) Participants

NOTE: Only staff from the requesting school can attend the workshop. Each school or campus having their own IBO code is considered one separate school. Workshops are designed specifically for the programme and category announced with the title, so it is important for the school coordinator to ensure that participants have the required experience. Schools are encouraged to include teaching/classroom assistants in the in-school workshops.

Minimum number: All in-school workshops require a minimum of 10 participants. The IB workshops are about more than content delivery and model the inquiry pedagogy required in classrooms. For this reason, the minimum number is required to ensure that the workshop environment is authentic.

If this number is difficult to reach due to the size of the school, for example, this has to be indicated in the application form for the workshop. Also, please note that in these circumstances, schools will still be billed for ten participants.

Maximum number: The maximum number of participants depends on availability of the required number of leaders for the proposed dates. For workshops with high attendance, participants will be organized in groups of a maximum of 36 in one room, respecting the ratio of workshop leaders to the number of participants.

Schools with requests for large groups and/or languages other than the IB official languages (English, French and Spanish) may be asked to split into smaller groups over different dates, depending on workshop leader availability.

For PYP in-school workshops only: the school must ensure that the workshop is scheduled so that all teachers and pedagogical leaders working with PYP students can participate for the duration of the workshop.

e) Workshop leaders

In order for an in-school workshop to count as officially recognised Professional Development, it must be led by an officially trained leader and approved in advance by the regional office.

The number of required leaders depends on the number of participants, as one leader can lead up to a maximum of 25 participants at a time (1:25). For larger groups, additional leaders are needed.

A school with one or more IB officially recognized workshop leaders on staff may request the regional office to assign these internal leaders to their in-school workshop. In this case, the school needs to consider if an internal leader can fully address the school’s needs for a broad and varied perspective.

f) Language

Schools in AEM can request a workshop to be delivered in any of the 3 IB official languages (English, French or Spanish). In addition, it is also possible to request workshops to be delivered in other languages, subject to the availability of IB workshop leaders who are proficient in that language.

In this case, the certified workshop materials will be provided in English (if an official IB-approved translation is not available in the requested training language), but the leader will discuss the materials with the participants in the target language, where possible.

g) Scheduling of workshops

There are high peaks of requests in August before term starts and in January, and also in September-October and February. It significantly increases the chances of finding workshop leaders if schools propose workshop dates outside these peak months. Schools are kindly requested to always include alternative dates in their workshop request, preferably envisaging 1-2 months after the preferred dates.
The regional office has a capacity limit on the maximum number of in-school workshops we can deliver in any given month. Therefore a limited number of requests for workshops will be processed and accepted for each month, on a “first come, first served” basis.

h) Quality Assurance Framework (QAF)

The quality of our workshops is assured through a rigorous Quality Assurance Framework (http://www.ibo.org/research/policy/qualityassurance/). This is a general IB process based on extensive and carefully analyzed data collected from participants and IB Educators (workshop leaders). The IB surveys are launched in the three IB official languages (English, French and Spanish).

i) Costs:

The school requesting an in-school workshop will have to cover the following costs:

- **An in-school workshop fee per participant per day.** This covers the costs associated with the workshop (organization, monitoring and follow-up), training and honorarium of our workshop leaders and IB’s intellectual property. For the current fees structure please consult the following link: http://www.ibo.org/ibaem/workshops/. Fees are normally reviewed mid-year and new fees are published in September, for January implementation. Please note that fees may be subject to change during the course of the year.

- **Workshop leaders’ travel, visa costs, accommodation, meals during workshop and expense flat rate.**

- If the workshop is given in any other languages than English, **extra costs** may incur for a translator or for travel cost of workshop leaders from out of our region, for which schools are informed upfront. The organization of a translator will always need to be made and paid directly by the school.

j) Cancellation and amendment policy

Cancellation is in any situation when a planned event does not take place according to the originally requested or officially approved setup (i.e. amendments such as change of dates, topic, etc. will count as a cancellation).

**IMPORTANT:** As a rule, any cancellation or amendment must be notified in writing to pd.ibaem@ibo.org up to 4 weeks (30 days) prior to workshop start date. After this deadline, schools will be charged a cancellation fee of USD 1,000, and specifically:

- **WORKSHOP CANCELLATION or AMENDMENTS:**
  - **Before official workshop confirmation** with MEMO 2 – WORKSHOP CONFIRMATION, workshops may be cancelled or amended without charges up to 4 weeks prior. If a workshop leader cannot be found for the activity, the IB may cancel the workshop and no cancellation fee will be payable by the school.
  - **After official workshop confirmation** (MEMO 2), the school will be charged cancellation fee and any related workshop leader costs already incurred. The school must reimburse IBAEM within 30 days of the date of written notice, and:
    - The school can only make amendments (e.g. change date, topic, etc.) if the allocated workshop leader can also accommodate the changes. If a new workshop leader is required, it will be considered a new in-school workshop and a new official request must be submitted with at least 5 months notice before the new date.
    - Not registering the participants by 21 days prior workshop start date triggers automatic workshop cancellation.
    - Within 21 days before the workshop, no credit will be granted.

- **PARTICIPANTS CANCELLATION:**
  - The school must register the participants list latest by 21 days prior to the workshop. Failure to do so will result in automatic cancellation of the workshop, with charge of cancellation fee and incurred costs. Additions to the participant list after this deadline will be added to the invoice, but any reductions to the list/no-show participants will not be credited.
k) Security policy

Few in-school workshops have had to be cancelled due to security reasons. However, in the present world situation, we have to think of protecting both the schools and the workshop leaders. We recommend to the workshop leaders that they follow the travel advice of their consulates, which could lead to a workshop being postponed or cancelled. **Workshop leaders shall be entitled to renounce travelling if they believe the travel risks are too high.** Please note that, in case of cancellation, the school is responsible for any expenses already incurred.

If under exceptional circumstances, scheduled, confirmed and purchased tickets are cancelled by the workshop leader after consultation and advice from the regional office, schools will be responsible for the costs incurred in this cancellation.

**In the case of an emergency situation during the workshop, the school will be held responsible for any logistics and costs that may arise and ensure the workshop leader arrives home again safely.** For these reasons we encourage you to consider insurances which cover such eventualities.
II. How to request and organize an In-School Workshop in AEM

In order to successfully plan an in-school workshop in your school, the following steps will need to be taken:

a) **CHOOSING THE RIGHT TOPIC:** When selecting the right topic for their staff, school coordinators should refer to the workshop descriptions for each of the topics on offer. For authorization and evaluation purposes, please read carefully the professional development requirements on the ‘Guide to school authorization’ and the ‘Rules for IB World Schools’.

b) **DEADLINE: 5 months before workshop start date.** The IB AEM office works with a rolling deadline for schools to submit in-school workshop requests via our system. This means that eligible schools can submit requests at any time throughout the year, provided the request is officially received at least 5 months before the workshop start date. Most schools should be able to plan ahead with this lead time and the regional office needs this notice in order to search the require workshop leader(s) and confirm the workshop up to 1 month before the event.

c) **WORKSHOP REQUEST SUBMISSION:** The school’s programme coordinator completes the in-school workshop request, allowing the required 5-month notice, on our online registration system REGIS, login via IBIS ([https://ibis.ibo.org/](https://ibis.ibo.org/)). All fields in form must be correctly filled in for a request to be considered complete. Step-by-step instructions are available here.
   - **PLEASE NOTE!** If a school wishes to request the same workshop topic to be delivered in more than one language, a separate request needs to be submitted for each different language (1 workshop request = 1 topic on offer = 1 language).

d) **REQUEST APPROVAL:** The Professional Development (PD) department team at the regional office reviews the request and within 10 working days informs the school on the request status:
   - **NOT ELIGIBLE:** if a request does not fit with the criteria for in-school workshops, the workshop request will be cancelled.
   - **INCOMPLETE:** the regional office may ask for clarifications or corrections to be made before a request can be considered as complete. This may result in delays in processing the request.
   - **APPROVED:** if the request is complete and in compliance with the IB in-school workshop policy, the PD team approves the request via REGIS and with an email called MEMO1: IN-SCHOOL WORKSHOP REQUEST APPROVED. The school coordinator is then required to print, sign and e-mail the IB AEM In-School workshops Terms & Conditions for schools back to pd.ibaem@ibo.org.

e) **EVENT STAFFING:** Once approved, your request will be integrated to the next available invitation round to IB educators in order to find a workshop leader(s): the regional office compiles the calendar of all upcoming IB activities and contacts the IB Educator Network to match the events with their availability. Each workshop leader is given equal opportunities to select workshops they are interested to lead.
   - Results of the calendar invitation to IB Educators are announced to schools in order of workshop start date, normally after 10 weeks (counting from the workshop request approval – MEMO 1) and latest by 4 weeks before workshop start date.
   - For activities still unstaffed after the invitation round, the regional office will continue searching for available workshop leaders up until one month before the workshop start date, unless otherwise agreed with the school.
f) **WORKSHOP CONFIRMATION:** As soon as leaders are identified for your workshop, and at least one month before the workshop start date, you will receive **MEMO2: IN-SCHOOL WORKSHOP CONFIRMATION** via REGIS and by email.

- **PLEASE NOTE!** After confirmation, the school is liable for any workshop related costs incurred. Please be sure to review the Cancellation and Amendment Policy – the current cancellation and amendment policy and fees are posted on REGIS under **MEMO1: REQUEST REVIEWED > Workshop fees.**


g) **LOGISTICS AND WORKSHOP PREPARATION:** The school’s programme coordinator and the workshop leader(s) then finalize logistical arrangements and prepare the workshop:

- The leader’s travel is organized according to IB Global Travel policy for Non-Staff, via BCD Travel, which is the IB’s official travel partner. The leader will book their travel using an online booking tool. An invoice for this travel will be issued by IB to the school, after the workshop takes place. **Please note that the school is required to arrange and pay directly for the leader(s)’ accommodation, meals during workshop time, and travel from/to airport-hotel-school.**

- The school provides the workshop leader(s) with relevant information for the successful preparation of the workshop.

h) **PARTICIPANTS REGISTRATION:** One month before the workshop, the coordinator is prompted to finalize the participants list (**MEMO3: FINAL LOGISTICS INFORMATION** email). The school must register and confirm the participants at least 21 days prior to the workshop. Please note that after this deadline no participant cancellations will be credited. The participants list needs to be finalized in advance for it to be available to the workshop leader in preparation for the workshop, but also so that the evaluation link, invoice and certificates may be issued timely.

i) **BILLING:** The invoice for participant fees will be automatically closed 21 days prior to the workshop start date and sent to the school before the workshop, according to the fee structure for In-school workshop on the ‘AEM Professional Development Fees’ document published on the regional PD page of IB website at [http://www.ibo.org/ibaem/workshops](http://www.ibo.org/ibaem/workshops). The IB will bill the school for any added participants (if applicable) within 3 days of workshop end date and send you **MEMO 4: INVOICE CLOSED** informing you of the next steps.

j) **EVALUATION:** Within one week after the workshop, participants and leader(s) receive a link to an online evaluation form to fill out for important feedback about the workshop. This feedback is always highly appreciated as it gives IB the opportunity to improve our workshop offer, where and if needed. The surveys for in-school workshops are set up according to the official IB Quality Assurance Framework and available in English, French or Spanish. If workshop participants are not able to answer the survey in any of these languages, we kindly ask the school to organize interpretation services to support their faculty as a group.

k) **CERTIFICATES:** Upon completion of the evaluation and after the school has made payment to IB, the attendance Certificate for participants will be available for download from REGIS by the school coordinator, provided workshop participants have attended the full workshop.

For further information on workshops please visit: [http://www.ibo.org/ibaem/workshops/](http://www.ibo.org/ibaem/workshops/)