

Policy on the use of resident workshop leaders for in-school workshops in IB Asia Pacific

Summary

From July 2012 schools will, under certain conditions, be able to use resident* workshop leaders for in-school workshops.

Schools are encouraged to consider a number of factors which can influence the efficacy of the training when deciding whether to bring in a workshop leader from outside or use a resident workshop leader.

A number of conditions will apply to the use of resident workshop leaders. These conditions serve to ensure the application of the Global Professional Development Quality Assurance Framework (PDQAF) and the role of the regional IBEN Manager.

*A resident workshop leader is an IB Educator who is on the faculty of the school requesting the in-school workshop.

Financial Implications

- a. The same fee structure will apply to in-school workshops run by a resident workshop leader.
- b. The school will save on the flight and accommodation costs of the workshop leader.
- c. The honorarium for the workshop leader will be paid by IB Asia Pacific and invoiced to the school together with the per-capita fee.

Conditions and Procedures

The following conditions are set to quality assure the workshops and maintain the role of the IBEN Manager.

- a. Resident workshop leader (RWSL) must be on the IB Asia Pacific's 'active' register. This means that s/he must have satisfactorily run a workshop for the region in the past 2 years,
- b. The RWSL must meet the skill/experience requirements to run the workshop in question. This is to be determined by the Regional IBEN Manager and Professional Development department

- c. In-school workshops with a RWSL are to follow the same booking and reporting procedures/QA as for all other in-school workshops (but see note on Booking Period). Please include RWSL requests in the comments section at registration.
- d. In-school workshops with a RWSL are to follow the prescribed session guidelines for the workshop in question.
- e. A school can run up to 2 in-school workshops in a year with a particular resident WSL. These workshops facilitated by resident workshop leaders will be beyond the annual obligation to work on behalf of the IB Asia Pacific regional office for a minimum of two IB assignments per school year (as per the 'IB Educator Terms and Conditions' document). This is to support the planning, training and deployment of the IB Educator Network which looks to serve the broader IB community
- f. IB Asia Pacific maintains the right to deploy a field representative/session observer at the school's expense to ensure the quality of the workshop.

The following procedures will apply in IB Asia Pacific:

- a. IB Asia Pacific will pay the WSL directly for his/her service at the standard prevailing rate for the honorarium.
- b. Schools will book in-school workshops through the same system as for other in-school workshops, indicating in the 'comments' section the request to use a RWSL and his/her name
- c. If a school wishes to run an in-school workshop on the 'workshop over time' model, then this should be indicated in the 'comments' section together with the start date and session dates.
- d. Booking Period: If the workshop only requires the resident workshop leader(s) then schools only need give a lead time of 3 months when booking an in-school workshop. This shortens the lead time from 5-3 months. This 3 month lead time allows time to check on the suitability of the deployment (as with all bookings) and time for the workshop leader to prepare adequately for the workshop. If a workshop requires at least one external workshop leader then the 5 months lead time should be given.
- e. All requests for resident workshop leaders will be evaluated with the input of the Regional IBEN Manager, who is responsible for the selection, training and performance management of the IB Educator Network, and IB Professional Development who have established parameters and pre-requisites for each workshop under the quality assurance framework. If the proposed workshop leader is considered currently unsuitable to lead a particular workshop then the matter will be discussed with the respective head of school.
- f. Should there be a change in circumstances between the appointment of a particular resident workshop leader and the workshop date, then IB Asia Pacific will contact the head of school to discuss the matter.

Factors to consider when considering the use of a resident workshop leader

There are a number of potential benefits and disadvantages to running a workshop with a resident workshop leader. The relative strength of these factors depends significantly on the individuals concerned, the nature of the desired change and the particular school context. Therefore heads and co-ordinators are well placed to weigh up these different factors.

Potential Benefits:

- a. Facilitates the 'workshop over time' model: The 'workshop over time' model allows a standard IB workshop to be split into sections and delivered over a period of up to a couple of months. This allows the opportunity for participants to put theory into practice and reflect on progress between sessions. These workshops need to be a minimum of 15 hours contact time, and rely on there being a local workshop leader.
- b. Use of in-house expertise:
- c. Best fit - managing change: The particular resident workshop leader may be the best choice to lead the faculty through that particular change.
- d. Different perspectives: A workshop leader who has recently joined the faculty may be able to share different perspectives and support international mindedness as well as an external workshop leader
- e. Cost: The school will save on the flights and accommodation costs for the workshop leader.

Potential Disadvantages:

- a. Effecting change: Research supports the commonly held view that an external trainer can often help prime or bring about change more effectively than an internal trainer. This does depend on the nature of the change being proposed and how this is perceived by the faculty.
- b. Different perspectives/international mindedness: An external trainer can help make real other valid approaches and solutions to curriculum issues, and present more of a challenge to the status quo.
- c. Best fit: The resident workshop leader may be well qualified to lead the particular workshop but may have difficulties in that particular school context. A number of workshop leaders have indicated that they would find running a workshop with their own faculty particularly challenging especially when the area of focus of the workshop is one which is highly contentious in the school.