

IBAP Professional Development

Requested workshop guidelines

What is IB professional development?

IB professional development (PD) workshops and resources are essential tools to develop both educators and your school programmes, however far along your school is on its authorization journey. With multiple delivery modes available, IB professional development offers flexibility, affordability, and opportunities for collaboration across school communities.

Who can request a workshop?

Any current IB World School, candidate or 'interested' school can request a workshop, and submissions will be reviewed on a case-by-case basis. Please note that for billing purposes, your school will require access to 'MySchool' to request a workshop. IB Associations and IB Groups of Schools that support IB World Schools, candidate or interested schools can also request a workshop.

What are the options for school requested professional development?

Our two models:

Single school

A single school workshop delivers on-demand IB training organized to meet one school's professional development needs. These workshops support schools in meeting authorization and evaluation requirements and provide a collaborative environment for teachers and staff, while eliminating or greatly reducing travel costs.

Multi-school

Multi-school events are on-demand training events that consist of one or more workshops organized to meet the professional development needs of two or more schools located within the same region. Multi-school events are designed to address training needs that cannot otherwise be met through existing events organized by the IB or its approved providers, and to provide collaboration and networking opportunities for educators.

Requested Workshop Delivery modes:

Requested Face-to-face

Requested face-to-face workshops are delivered in person to an individual school or school cohort. They are hosted on a school's premises or suitable venue chosen by the requesting or "host" school and are organized collaboratively with IB coordinators.

Requested Online

Requested online workshops provide educators from the same school or group of schools with an exclusive online workshop offering for their own staff. These workshops delivered to one school cohort allow closer interaction with online facilitators and therefore offer a more personalised experience.

Requested Virtual

Requested virtual workshops allow schools to engage in synchronous learning through a dedicated online platform or 'virtual classroom', without the need to attend training at a school facility. Within the virtual classroom, participants engage with the same content and achieve the same learning outcomes as our face-to-face events, in a format optimised for virtual delivery.

What workshops are available?

Any workshop title offered through the IB can be requested as a single school or multi-school workshop, although some titles may be available as either face-to-face/virtual or online options only. Check the [IB Workshops and services catalogue](#) to see which languages workshops are available in.

We can also offer many of our workshop titles in other languages. If it is not possible to deliver a workshop in the preferred language, schools may need to hire and pay for a local translator. Please note that only one language of delivery is possible per workshop iteration. For workshops delivered in these additional languages, not all provided materials will be translated and may be in English. Delivery of all training is subject to Workshop Leader or Online Facilitator's availability.

What category of workshop should I choose?

All IB workshops fall under one of three categories:

- **Category 1 or Introductory*** – A focus on IB philosophy and implementation. Category 1 and Introductory workshops include titles needed for authorization.
- **Category 2** – A focus on delivery of the four IB programmes of education.
- **Category 3** – Recommended for all educators, IB coordinators and school leaders or decision-makers at any point in their journey as life-long learners.

**Our Introductory workshops include Developing the MYP and Developing the CP*

How do I request a workshop or event? *

You can submit a request for a professional development workshop through our dedicated requestor portal, accessible via the 'MySchool' section under MyIB . Through the portal, you will be able to submit a request for a single workshop or for multiple workshops within the same event.

Please refer to our [step-by-step guide](#) for further assistance with the requesting process.

**While recognising the vital role associations, chapters and other organizations play in serving their school communities, the IB must work directly with schools in the organization and delivery of single school and multi-school events.*

How far in advance do I need to request a workshop or event?

We ask that schools submit any requests for professional development as early as possible. For requested **face-to-face workshops**, schools must submit a request **12 weeks (about 3 months)** before the desired start date. For requested **virtual delivery**, there is an **8-week** request deadline.

Requested online workshops are delivered during pre-scheduled sessions throughout the year. They occur on the first Wednesday of each month and each workshop spans over 4 weeks. Schools must submit their request for an online workshop at least **5 weeks** before the desired session start date.

How many participants are needed to run a workshop?

Both requested single-school and multi-school workshops require a minimum of seven participants per workshop. There is a maximum of 25 participants per Workshop Leader, above which we will suggest either a second iteration or invite another leader to co-lead, depending on the delivery mode requested. For requested virtual/face-to-face multi-school events, at least one participant per workshop must be from the host school.

Where will my workshop take place?

Requested Face-to-face

All requested face-to-face workshops are held at a venue chosen by the requesting or 'host' school. Workshops are most commonly delivered on a school's own premises or different campuses within the school community. External venues can also be used at the school's expense, subject to suitability and approval from the IB.

As there are greater logistical challenges in hosting a face-to-face workshop, there are additional responsibilities for schools to consider before submitting a request:

- Workshop Leader and Field Representative support (including the provision of any necessary supporting documentation)
- Arrange 2-way airport transfer for workshop leaders between airport and hotel
- Arrange 2-way transportation for workshop leaders between hotel and school for the duration of the workshop
- Provision of catering for the duration of the event (e.g. Coffee/tea breaks and lunch for participants and Workshop Leaders)
- Provision of stationery, event signage, name badges and other workshop materials
- Provision of limited on-site printing/copying for Workshop Leaders and Field Representatives
- A suitable venue with appropriately sized rooms for workshops
- A suitable room for the pre-event faculty meeting

Requested Virtual

Requested virtual workshops are delivered through the online platform Zoom. Participants are able to access the platform remotely from their personal computers and engage in sessions regardless of their physical location.

Requested Online

Requested online workshops are primarily asynchronous courses broken down into modules hosted on an e-learning platform and accessible via participants' personal computers. Some requested online workshops also include a synchronous call hosted on a web conferencing platform, arranged with online facilitators during the course.

Who will conduct my workshop?

Workshop Leaders

Both requested virtual/face-to-face workshops are facilitated by educators who are approved to lead workshops through the IB educator network (IBEN). These are called Workshop Leaders. The IBEN team is responsible for assigning Workshop Leaders who has the final say on all staffing. A host school is welcome to provide Workshop Leader recommendations for consideration and IBEN will attempt to carry out these requests where possible, but they are not guaranteed*.

**Please note that priority is given to locally based Workshop Leaders for all face-to-face events.*

Field Representatives

A Field Representative will be provided for requested face-to-face events with 5 or more workshops and for requested virtual workshops, a Field Representative will be provided for a minimum of 3 workshops. These Field Representatives are automatically assigned by IBEN to provide additional support and quality assurance oversight. Whenever a Field Representative is assigned to an event, their costs are covered by the IB.

Online Facilitators

Online facilitators are experienced educators who have been upskilled to deliver online training and are assigned by the Online PD team. Online facilitators are used exclusively for requested online workshops.

What is the schedule of training?

Requested face-to-face and requested virtual workshops consist of **15 hours of instruction over 2 consecutive days**. Please refer to the sample agenda below:

| Day 1 | | | Day 2 | | |
|-------|-------|--------------|-------|-------|--------------|
| 08:30 | 10:00 | Session 1 | 08:30 | 10:00 | Session 6 |
| 10:00 | 10:15 | Coffee break | 10:00 | 10:15 | Coffee break |
| 10:15 | 11:45 | Session 2 | 10:15 | 11:45 | Session 7 |
| 11:45 | 12:45 | Lunch | 11:45 | 12:45 | Lunch |
| 12:45 | 14:15 | Session 3 | 12:45 | 14:15 | Session 8 |
| 14:15 | 14:30 | Coffee break | 14:15 | 14:30 | Coffee break |
| 14:30 | 16:00 | Session 4 | 14:30 | 16:00 | Session 9 |
| 16:00 | 16:15 | Coffee break | 16:00 | 16:15 | Coffee break |
| 16:15 | 17:45 | Session 5 | 16:15 | 17:45 | Session 10 |

There is a reduced timetable consisting of **six hours training over one day** for 'Developing the MYP/CP' (single school only) and 'Extended Essay in Focus: A one-day intensive'.

Requested Virtual

Requested Virtual workshops consist of **12 hours** instruction over **two consecutive days**, with an additional 3-hour **independent learning assignment**.

Requested Online

Requested Online workshops consist of one module per week of primarily asynchronous learning, for a total of four modules over four weeks. Participants are expected to dedicate at least four hours per week in order to complete the relevant learning engagements.

How do I register participants?

You will receive a registration link from your designated point of contact once your request has been processed by the IB. Additional instructions on how to amend any registration details or to make substitutions will be provided in your acknowledgment email.

We strongly advise schools and those registering participants to double check all details to be correct before the registration deadline **22 days (about 3 weeks) before delivery**. If changes are required after the registration deadline, please email your point of contact to the IB Professional Development team.

What are the requirements for completion?

Requested Virtual & Face-to-Face Events

In order to fulfil the criteria for completion, participants must attend all workshop sessions, as confirmed by attendance lists submitted to the IB post-event.

Requested Online

Participants are encouraged to login at least three times per week and commit to at least four hours a week engaging in learning activities. Participants must also complete all relevant assignments to be eligible for a certificate.

For further information please read through the [completion criteria](#) available on the professional development page on the IB website.

What are the costs?

| Workshop Type | Delivery Mode | Fee (SGD) |
|--|---------------------------|-----------|
| Single and Multi-School Workshops | Face-to-Face | \$450 |
| | Virtual | \$400 |
| | Online (4 Weeks Delivery) | \$380 |
| Extended Essay in focus: one-day intensive Cat 3 | Face-to-Face | \$230 |
| | Virtual | \$185 |

| Workshop Type | Delivery Mode | Fee (SGD) |
|---|---|-----------|
| Developing the MYP and Developing the CP Introductory | Face-to- Face (1 day) (7-50 participants) | 140 |
| | Face-to- Face (1 day) (51 participants and above) | 110 |
| | Face-to-Face (2 days) (7-50 participants) | \$280 |
| | Face-to-Face (2 days) (51 participants and above) | \$220 |
| | One-day Virtual (7-50 participants) | \$100 |
| | One-day Virtual (51 participants and above) | \$80 |
| | Two days Virtual (7-50 participants) | \$200 |
| | Two days Virtual (51 participants and above) | \$160 |
| | One week Online (7-50 participants) | \$100 |
| | One Week Online (51 participants and above) | \$80 |

Additional costs to be covered by the host school for face-to-face workshops

- Transportation costs for Workshop Leaders and Field Representatives between the airport and hotel
- Transportation costs for Workshop Leaders and Field Representatives between hotel and Workshop Venue
- Catering costs for participants, Workshop Leaders, and Field Representative
- Stationery and other necessary workshop materials
- Limited on-site printing/copying for Workshop Leaders and Field Representatives

Costs covered by the IB for requested face-to-face delivery :

- Air travel costs for Workshop Leaders and Field Representatives
- Accommodation for Workshop Leaders and Field Representatives
- Workshop Leader and Field Representative honorarium
- *Food and beverage expenses for Workshop Leaders and Field Representatives outside of workshop hours
- *Any other incidentals

*Details on the reimbursement of expenses can be found in the Workshop Leader Final Details Event landing page.

What is the billing process?

IB World schools, candidate schools and interested schools with access to “MySchool” will receive a final invoice within two weeks upon conclusion of the event. Events with multiple payers cannot make payment via credit card. All invoices must be paid within 30 days of receipt

Cancellation policy

Registration cancellations received up to 22 days prior to the first day of the workshop will receive a full refund. The school or group of schools will receive a credit to their account for all paid registrations, which can be used toward other IB invoices or workshops.

If the school or group of schools cancels a workshop after a workshop has been confirmed, the school or group of schools will be responsible for all costs incurred by the IBO. Costs incurred may include fees related to: Travel and Hotel Accommodations, including all applicable taxes. Any additional costs incurred will be processed based on the circumstances surrounding the cancellation.

We recognize that many participants must travel to attend IB workshops. The IB expects registrants to make every reasonable effort to report to the workshop for which they are registered. Please be aware that if the workshop is held, no refunds or credits will be issued for difficulties encountered in transit. Participants are encouraged to purchase a travel insurance plan designed to protect the traveler from losses that may result from sudden and unexpected conditions or events.

The IB reserves the right to cancel a workshop due to low enrollment or unforeseen circumstances. We will make every effort to give participants as much advance notice as possible of any changes to their enrollment. In the unlikely event that the IB must cancel a workshop, we will refund any paid registration fees to your school account, which can be used toward other IB invoices or workshops. Credit card payments will be refunded to the card used at time of registration. Please note that the IB does not reimburse participant travel expenses.

Covid-19 Related Expenses

In case of Covid-19 lockdown or restrictions in either the host school’s country/state or the Workshop Leader’s country/state, host schools are responsible for any COVID-19 related expenses including but not limited to workshop leader quarantine and/or testing required by local/state/national/school guidelines, as well as costs incurred resulting from flight cancellations

due to local/state/national/school guidelines imposed on a rolling basis. This is also applicable to host schools that wish to switch a confirmed face-to-face workshop to virtual mode of delivery.

The IB may cover costs of a Covid-19 test submitted via a claim expense form. Workshop Leaders or the host school can contact the IB in advance of the workshop to request a reimbursement.

What else do I need to consider?

- We ask that schools are sufficiently motivated and organized to host training events or to take part in professional development opportunities before submitting a request.
- Please ensure that you've read the IB's [Global PD Terms & Conditions](#) as well as the Terms & Conditions for your region before submitting a request.

What if I have questions?

If you have any questions regarding professional development in the AP region, please visit our [website](#).

If you would like to speak to a member of the professional development delivery team, please send any queries to support@ibo.org