

June 2018

**Course Director and Tutor approval process**

**Background:**

Introduction to the DofE (IttDofE) courses are run by DofE Region/Country Offices and by some Licensed Organisations. AAPs cannot run the course. All Course Directors and Tutors must be appointed by the relevant DofE Region/Country Director. Course Director and Tutor orientations will be run by the DofE.

This guidance document is for DofE Region/Country Directors, and may also be read by DofE Managers. It explains the skills and experiences needed to be a Course Director or Tutor *and* the process to follow when deciding whether to appoint a Course Director or Tutor.

**Approving Course Directors and Tutors:**

As with all MTF courses, DofE Region/Country Directors have the responsibility for approving Course Directors and Tutors to deliver this training course.

Delivering this course requires a combination of:

* DofE experience;
* Programme experience; and
* Suitable training experience.

It is important to look for a balance of DofE, Programme and training experience.

**Appointment Criteria:**

* Applicants will demonstrate that they meet the criteria listed below, using the MTF/2 (Course Director/Tutor Application Form) and other supporting documentation*.*
* Check that you are happy to approve their application, using the required experience levels listed below.
* Please note that approved IttDofE Course Directors/Tutors are also approved to deliver the IttDofE Short course.

**Course Directors:**

* *A Course Director is responsible for planning and delivering the course and ensuring that all of the learning outcomes of the Introduction to the DofE course are met.*

Those wishing to become a Course Director will demonstrate the following experience:

|  |  |  |
| --- | --- | --- |
| **DofE Experience** | * Have a sound working knowledge of the DofE; |  |
| * Have attended an Introduction to the DofE orientation course; |  |
| * Have a strong understanding of the Introduction to the DofE course (i.e. be able to demonstrate comprehensive knowledge of all the IttDofE learning outcomes); |  |
| * Have acted as an IttDofE Tutor on at least two occasions; |  |
| **Programme Experience** | * Have a sound understanding of the DofE’s Programme rules and requirements. |  |
| **Training Experience:** | * Be a suitably qualified trainer, which could include:   + Attendance at a DofE Train the Trainer Course;   + Having a CIPD Certificate in Training Practice;   + Attendance at a Train the Trainer programme;   + Having alternative training experience and competence which has been approved and verified through the DofE Regional/Country/Head Office – e.g. extensive practical experience. |  |

**Course Tutors:**

* *A Tutor supports the Course Director in delivering the course and often takes responsibility for delivering specific sections or aspects of the course.*

Those wishing to become a Course Tutor will demonstrate the following experience:

|  |  |  |
| --- | --- | --- |
| **DofE Experience** | * Have a sound working knowledge of the DofE; |  |
| * Have a sound understanding of the Introduction to the DofE course (e.g. through attending an Introduction to the DofE course or orientation, or by completing the e-induction e-learning module); |  |
| **Programme Experience** | * Have a sound understanding of the DofE Programme |  |
| **Training Experience:** | * Be a suitably qualified trainer, which could include:   + Attendance at a DofE Train the Trainer Course;   + Having a CIPD Certificate in Training Practice;   + Attendance at a Train the Trainer programme;   + Having alternative training experience and competence which has been approved and verified through the DofE Regional/Country/Head Office – e.g. extensive practical experience. |  |

When considering the MTF/2 form and any supporting documentation that has been supplied:

**Directors should:**

1. Request certificates from all relevant courses completed (e.g. CIPD, DofE Train the Trainer, e-induction letter of completion and any other appropriate course certificates)**\***;
2. If confident that the applicant meets all of the criteria listed above, approval should be granted. For Director applications in particular, refer to the learning outcomes, to ensure an awareness of the learning they need to display understanding. If the applicant is missing anything ask for further information or clarification.
3. If the applicant still does not meet the criteria after requesting further information, you should not approve their application. If possible, provide guidance to the applicant about how they can gain the necessary skills required.

**\*** In some cases, applicants with significant DofE, Programme and training experience will still require further support or training to be considered suitable.

**Orientation:**

Attending an orientation is required for Directors and may be required for Tutors. The orientation is designed to equip trainers with the specific knowledge they will need to run the course successfully. For example: the course resources, administration, programme and all the support materials. It is not a test of the other trainer requirements listed in this document.

Region/Country Directors (or their staff) should help applicants arrange to attend an IttDofE course orientation. In most cases, the orientation should be completed last in the approval process. Directors should be satisfied that they meet the other requirements before they attend the orientation.

**Approval:**

See the specific requirements listed above and use the tick boxes to record when each element has been met.

**After deciding:**

If all the criteria have been met, use *e*DofE to approve the application.

The applicant will receive the IttDofE Course Director/Tutor appointment email, which confirms that they have been approved as a suitable trainer for the course.

The appointment email also includes the login details for the IttDofE login area, which includes the resources needed to start delivery.

**Feedback:**

For those who do now meet the criteria at this stage, let them know and offer feedback, if possible. Encouraging future applications is ideal.

**Post Approval**

Please note the following that can be used to support Course Directors/Tutors after appointment:

* Ensure they receive any updates relevant to the IttDofE course (e.g. course material changes, *e*DofE updates)
* Encourage Course Directors/Tutors to maintain their knowledge of the course materials and to remain active in delivering courses as often possible.
* Adopt a system of course moderation, where training sessions are visited by suitably qualified moderators, to ensure that courses are being well run and that Course Directors/Tutors are supported to do their roles.