



Guidelines for Course Coordinators

Regional Training Unit
Annual Summer School
20th - 23rd August 2012

“Promoting Improvement in the Interests of all
Learners”

RTU Summer School 2012

“Promoting Improvement in the Interests of all Learners”

Guidelines for completing of RTU Summer School 2012 Course Proposal Document

Coordinators are requested to complete all information online within the Course Proposal. The information will be used by the Summer School Committee to select the programmes that will be included in the 2012 RTU Summer School and subsequently to promote each course proposal in the 2012 RTU Summer School Prospectus.

Programme Coordinators Contact Details

- Course Title** *This should briefly and concisely describe the course (included in prospectus).*
- Organising Body** *Name of the organisation/working group organising the Summer School programme. This will be the name included in the Summer School 2012 Prospectus.*
- Course Co-ordinator** *Who is the coordinator? The Summer School arrangements invite course submissions to present at the annual Summer School. **The Coordinator is the person who submits the proposal and is the named contact person throughout all stages of the Summer School process – planning, delivery, evaluation, administration and invoicing.***
- Coordinator’s Address** *Address to which all correspondence between RTU and the Coordinator will be sent.*
- Contact Telephone Nos.** *Telephone Numbers (work and mobile) where the Coordinator can be contacted.*
- Fax** *Fax Number where information can be forwarded.*
- E-mail** *E-mail address where information can be forwarded. Please note that as far as practical most written communication with the named Course Coordinator will be via email.*

Course Information

- Sector** *Select the box corresponding to the educational sector(s) that the proposed course is primarily designed for.*
- Course Duration** *Select the box that corresponds to the duration that you wish your course to run. Finally enter the amount of times you would like your course presented during Summer School. **NOTE that the minimum duration that will be considered by the Summer School Committee is 1 full day.***
- Dates** *Mark the box which corresponds to the day(s) you would like your course to run.*
- Programme** *Please indicate tea/coffee and lunch times on proposal. This will help RTU/Stranmillis with the administration process. RTU will were possible accommodate your request.*

RTU Summer School 2012

“Promoting Improvement in the Interests of all Learners”

- Aims** *State the aims of the course. [100 words]*
- Description** *Describe the course outlining the benefits to participants, the primary content and methodologies that will be. [250 words]*
- (This will be used for marketing the course in prospectus)*
- Learning outcomes** *Note in bullet points the learning outcomes of the course. The description of learning should be precise and be preceded by – At the end of the programme participants will – (know, be aware of, be able to, etc. [150 words]*
- Minimum participants** *The normal minimum numbers to ensure course viability is 20 participants, however in certain circumstances RTU may consider a number less than 20 if the reasons are explained on the proposal form e.g. first aid, ICT requirements.*
- Maximum participants** *State the maximum number of participants.*
- Success criteria** *Note in bullet points additional success criteria to determine whether the course has been successful and can also be used to evaluate its effectiveness, E.g.*
- *Post course evaluations.*
 - *Successful examination results (for accredited programmes).*
 - *Post programme enquiries to either RTU and/or Coordinator.*

Criteria for the approval of your course

- Course relevant to theme and sub themes of Summer School.
- Complementary to education reform and CPD support arrangements for schools in NI.
- Value for money.

The Role of the Coordinator

- The person listed as Coordinator as stated in the proposal form will be the **sole contact** through which all Summer School business and correspondence will be conducted.
- The Coordinator will ensure that all information and materials requested by the Summer School Committee are forwarded by stated deadlines.
- The Coordinator will liaise with any speakers as to travel and accommodation arrangements and inform RTU accordingly.
- The Coordinator will ensure that all lecturers, speakers and facilitators are informed of the decisions of the Summer School Committee and of the domestic arrangements associated with the course.
- The Coordinator will inform the Summer School Committee at the earliest opportunity should any of the contact details listed on the Proposal Form change.

RTU Summer School 2012

“Promoting Improvement in the Interests of all Learners”

Requests for Financial Assistance

The Regional Training Unit will consider meeting the following costs for each course:

Fees for Lecturers / Speakers / Facilitators:

The maximum lecturer/speaker/facilitators fee that you may claim for taking a course in Summer School 2012 is £270 per day. This fee includes travel up to 50 miles.

If you have travelled round trip over 50 miles an additional £15 can be claimed. If your round trip over 100 miles you can claim £25.

RTU will prepare a pre-completed claim form based on your proposal in advance of payment being made. This can be completed and processed through payroll or you may attach an invoice.

(Travel by public transport will be reimbursed when accompanied by receipts.)

Where more than 1 presenter is required to deliver the course then the total fee will not exceed £540 per day for all lecturers/speakers/facilitators excluding travel (arrangements above).

PLEASE NOTE:

Lecturers / Speakers / Facilitators who are Professional Education Officers (e.g.CCEA/C2K/ELBs) are not eligible to claim fees from the Regional Training Unit as they will already be in receipt of remuneration from their Employing Body on the date of delivery. They may however claim reasonable expenses associated with their delivery commitments. **ALL** expenses must be agreed with RTU in writing in advance of the programme.

All travel and accommodation must be arranged through RTU and its travel agent. Only travel and accommodation arranged in this way will be reimbursed by the Regional Training Unit. This may be arranged by contacting Mr Michael O'Halloran, Executive Officer, Regional Training Unit, Black's Road, Belfast, BT10 0NB.

ALL CLAIMS FOR EXPENSES MUST BE ACCOMPANIED BY RECEIPTS ~ NO CLAIM WILL BE REIMBURSED WITHOUT SUCH DOCUMENTARY EVIDENCE.

VENUE/VENUE EXPENSES

The majority of courses will be held at venues chosen and administered by RTU~ other venues will only be considered if the Summer School Committee believes that it is necessary to facilitate requirements that cannot be met by at these approved venues. Please note that presenters can access the venue in advance of programmes for them to rearrange the room layout accordingly.

If the Committee decides that it is appropriate for another venue to be used to host a course the Regional Training Unit will meet all costs associated with the hire of the venue and catering for the duration of the course (i.e. mid-morning tea/coffee and a light lunch). All details concerning costs associated with venues other than the Main Venue must be detailed on the Proposal Form.

All queries regarding the administration of courses proposed for the Regional Training Unit's Summer School 2011 should be addressed in the first instance to:

**Miss Tina Creaney
Head of RTU Support Services
(Summer School 2012)
Regional Training Unit
Black's Road, Belfast, BT10 0NB**

TEL: 028 90 618121
Email: tcreaney91@rtuni.org