How to implement ASDAN Short Courses – student books 📖

Staff training

- The members of staff with overall responsibility for delivery should attend appropriate ASDAN training. Book at: **asdan.org.uk/training**

Register with ASDAN

- You will need ASDAN Programmes membership to deliver Short Courses. Become a member at: **asdan.org.uk/membership** or manage your existing membership at: **asdan.org.uk/membership-details**

Add learners and register a cohort

- Add your learners and enter their details using the ASDAN website: **asdan.org.uk/member/learners**
- Create a new cohort at: **asdan.org.uk/member/cohorts** and specify a course co-ordinator, and the expected completion date.
- Add learners to the cohort, select the Short Course outcome(s) that they are working towards, and continue to purchase student books.

Delivery

- Deliver the course to your learners.
- Resources, such as skills sheets and tutor notes, can be downloaded from the course resources section of the ASDAN website: **asdan.org.uk/short-courses**

Access supporting resources

- Resources can be downloaded from the course resources section of the ASDAN website: **asdan.org.uk/short-courses**

Internal moderation

- Internally moderate all portfolios to ensure that learners have met the full requirements of the course[1]. Ensure learners are given time to make any necessary amendments. Internal moderation checklists are provided to support this process.

Certification

- After successful internal moderation, confirm learner details and claim certificates at: **asdan.org.uk/member/cohorts**
- Choose a free downloadable PDF certificate, or request printed and foiled certificates from ASDAN at an extra cost. Certificates will be posted to your centre within 20 days.

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1   While Short Courses are not externally moderated, ASDAN reserves the right to sample learners' portfolios for quality assurance purposes.