

How to implement ASDAN Short Courses – Equitas



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 learner registrations.

i You must enter email addresses for your learners if you would like them to log in and access Equitas themselves.

If you do not enter an email address, ASDAN will generate a placeholder email address so that tutors can upload evidence as the learner. You can edit or add a learner's email address at any time. Learners will have a single Equitas login, where they can access all of their courses.

Delivery

- Learners and tutors¹ can log in to Equitas at: equitas.asdan.org.uk/login/asdan
- Deliver the course to your learners. Resources, such as skills sheets, can be accessed through Equitas and learners can upload evidence for their challenges.

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 course². 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.

1 Tutors must be given access to Equitas at: asdan.org.uk/member/centre-details/centre-contacts

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