

How to implement Short Courses: e-portfolio



Staff training

- The members of staff with overall responsibility for delivery should attend an ASDAN introductory workshop, webinar or INSET. Book at: asdan.org.uk/training

Training to deliver Short Courses is not a mandatory requirement, however it is highly recommended to ensure that the centre and learners obtain the maximum benefit from the programme.

Register with ASDAN

- You will need ASDAN Programmes membership to deliver Short Courses. Membership allows centres to purchase materials and access support, including regular mailings and updates.
- Become a member at: asdan.org.uk/membership or manage your existing membership at: asdan.org.uk/membership-details

Create a new cohort

- Create a new cohort using the ASDAN website: asdan.org.uk/member/cohorts
- Specify a course co-ordinator, the expected completion date and the number of learners taking the course.
- Assign tutors and generate login details for learners via the tutor portal: tutor.asdan.org.uk

Purchase supporting resources

- Buy optional supporting resources at: asdan.org.uk/short-courses

Delivery

- Learners can log in to their e-portfolio at: eportfolio.asdan.org.uk
- Deliver the course to your learners. Resources, such as skills sheets, can be accessed through the e-portfolio. Further resources can be downloaded from the course resources section of the ASDAN website: asdan.org.uk/short-courses

Internal moderation

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

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

Certification

- After successful internal moderation, confirm your learner names and details claim certificates via the tutor portal: tutor.asdan.org.uk
- 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.

If credits gained from a Short Course are being used towards another programme or qualification, you must ensure that both the Short Course certificate and the student's portfolio are presented at external moderation.