



## OPEN TRAINING COURSES

# PRACTICAL INFORMATION

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## COURSE SCHEDULE

All information about the training schedule will be sent to you along with your convocation, after registration is complete.

## TEACHING METHODS

Pedagogical methods focus on the practical application of knowledge and skills, delivered by experienced trainers from the humanitarian sector.

- Practical cases (case studies, exercises, role-playing, etc.), restitutions, analysis and group discussions.
- Technical methods, tools and equipment/materials as those used in a professional context.
- Theoretical and practical training
- Review of the training activities to enhance skills development.

The training course is distance-delivered and can be followed at your own pace. It will have 3 times of online live meeting which are not mandatory but give participants the opportunity to exchange together at greater length.

The course allows participants and their trainer to discuss about teaching support, methods, follow up and to get participants' feedbacks.

Communication between participants is greatly encouraged and favoured, especially thanks to our Learning Platform which is a great tool for the entire group to get answers to their questions and build up knowledge together.

## NUMBER OF PARTICIPANTS

Number of participants varies depending on the type and organisation of the training course. To ensure quality, it is limited to a maximum of 28 participants.

If the minimum number of registered participants is not reached, Bioforce reserves the right to cancel the training session. In the event of such cancellation, registered participants will receive a full refund.

## TECHNICAL AND PEDAGOGICAL SUPERVISION

Distant follow-up by the trainer can occur synchronously (participants and trainer being all connected at the same time) or asynchronously (at your own pace). During the course, the facilitator:

- Conducts discussions on training goals, introductions, platform tutorials and training organisation,
- Posts instructions and messages,
- Answers questions on courses contents and teaching activities,
- Proposes corrections of exercises, gives participants global feedback,
- Conducts discussions with the training group,
- Shares his/her experience

## DURATION

35 hours of training, spread out over 4 weeks (an average of 8 hours of work per week is recommended).

## PARTICIPATION AND EVALUATION

To obtain your Certificate of Training, you must have completed all the compulsory activities (with justification, uncompleted activities may be tolerated) and passed the final examination.

To obtain your Certificate of Competence, you must have received your Certificate of Training (and therefore have met the above requirements) and passed the final examination.

## EVALUATION PROCEDURE

### Knowledge assessment

Open training courses are not subject to official certification. However, a final test is organised at the end of the course. Trainees must score a minimum grade of 10 out of 20 to obtain a grade certificate.

### Ensuring the best possible course

#### **1 review with the facilitator at each synchronous exchange.**

The time dedicated to mutual exchange aims at assessing trainees' practical and theoretical knowledge acquisition. Content may then be adapted to trainees to meet their expectations as well as global training objectives.

#### **1 time dedicated to monitoring knowledge acquisition for each participant.**

A self-assessment questionnaire is completed by each participant at the start and end of the course. The questionnaire is intended to measure participants' knowledge acquisition.

#### **1 feedback form to be completed by each participant at the end of the course.**

Trainees will be asked to assess the quality of the training course: relevance of its content, organisation, training methods, equipment and the quality of information given before the course.

## DURING THE COURSE

This training course takes place on our online learning platform, BioMoodle.

## AFTER THE COURSE

- A certificate of attendance, including the total number of training hours, will be sent to each participant at the end of the course.
- A grade certificate will be sent to each participant who pass the final test.

## HOW TO APPLY FOR THE COURSE

### Step1: application

Click on the "Register" button at the bottom of this page, and complete the form. You will then receive an email (remember to check your Spam folder) giving you access to your Application Platform, where you can complete your application and pay your training fees (or download your training funding agreement). [Get a video preview of your Application Platform](#)

Please note:

- The application deadline is set 10 days before the start of the course.
- Given the limited number of places available, we recommend that you apply as early as possible (particularly if you intend to benefit from financial support).

### Step 2: registration

Once we have received payment of the training fees (or funding agreement), and subject to availability of places, you are registered! You will then receive confirmation by e-mail, including all the practical details of the training course (location, detailed schedule, etc.). Enjoy your training!

## ANY QUESTIONS?

If you have any questions, you can browse through our Frequently Asked Questions (FAQ) on Funding opportunities, Cancellation and refund policy, Means of payment, Level of skills after an open training course, Available equipment and events open to participants, Support materials used during our training sessions, Rules of procedure, ... [You can also get in touch!](#)