

**CAMBRIDGE INTERNATIONAL DIPLOMA FOR
TEACHERS AND TRAINERS**

HOW THE DIPLOMA WORKS

Functions of a Diploma Centre

- To ensure the quality of professional development experiences and programmes leading to the Diploma.

Programmes are provided at the centre, by the centre itself – and may involve some support by external agencies e.g. a local teacher training institution.

- To field the personnel who design and manage the Diploma programme, including training candidates in the skills and knowledge required by the Diploma.

While the roles need to be clearly defined (e.g. the Programme Leader), these are not expected to be full-time. Also members of the team involved with running the Diploma can have more than one role to play, e.g. the same person may be involved as trainer and as performance observer.

- To provide appropriate support to candidates in their preparation for the assignments for the Diploma.

Support needs to be both for the group and for the individuals, making the most of the experience, expertise and interests of staff within the centre and the opportunities in practice for learning from each other.

- To follow the administrative procedures given by CIE for the Diploma.

CIE gives clear instructions and the centre needs to ensure that candidate entries and assignments are completed and submitted according to these guidelines.

Centre registration

We assume that institutions interested in becoming Diploma centres will have thoroughly read the information about the Diploma available on the CIE website, including the core documents such as the syllabus.

When we receive expressions of interest from institutions who are interested in becoming Diploma centres, we email a questionnaire to the institution. The questionnaire is a Word document, to be returned to CIE when completed as an email attachment.

The questionnaire must be completed by the person who is nominated to be the Programme Leader in the institution, if centre eligibility is granted by CIE.

There are three levels of eligibility possible for the Diploma:

- Centre runs the Diploma only as an in-house programme for its own staff
- Centre is a training provider and runs the Diploma as an external programme for teachers and trainers
- Centre is an education authority (eg a state education board) and runs the Diploma in official training projects for teachers and trainers throughout institutions within its authority.

In the questionnaire we ask for **brief** explanations about

The institution

- What level of centre eligibility does the institution wish to be granted?
- What is the institution's experience of training teachers and trainers?
- Why does it want to run the Diploma?
- What kind(s) of teachers and/or trainers is it going to run Diploma programmes for?
- What are their professional development needs?
- What kinds of training for teachers/trainers does it currently provide?
- How are you planning to deliver the Diploma, e.g. mode, programme structure, timings, venue(s), staffing, facilities?
- Start date, target number, number of programme(s) per year?

The Programme Leader

- For how many years have you been teaching/training?
- For how many years have you need a team leader for other teachers/trainers?
- What teaching/training qualification(s) do you hold?
- What is your own experience of organizing and delivering professional development for teachers and trainers?

The questionnaire provides us with the information we need to evaluate the institution's suitability to become a Diploma centre. We may need to ask for more information from the centre, e.g. to discuss certain point(s).

All being well, eligibility is granted and the Centre will receive an official letter confirming eligibility and a welcome pack, consisting of:

- The booklet : *Planning for the Effective Delivery of the Cambridge International Diploma for Teachers and Trainers*
- The Guide in pdf format
- Administration Guide
- Administration Support Pack

Please note that each Centre receives by email one copy of the Guide. The Guide is in pdf format and you are welcome to copy (soft and/or hard copy) for distribution to your trainers and candidates.

Diploma resources from CIE

Please make sure you and your candidates are thoroughly familiar with the **syllabus** and the **assignment template**. The syllabus is the prime resource for the Diploma. The syllabus and assignment template are the universal constant reference points for everyone involved in the Diploma.

The Guide provides advice and guidance on key points in the syllabus, readings, and case studies.

We have made sure the Guide corresponds to the syllabus and the assignment, and is easy-to-use and useful for candidates and trainers. We recommend you make as much use of the materials in the Guide as possible. The materials are generic in nature. You will adapt these materials where necessary for your context and for the needs of your candidates.

The Resource List recommends a small number of readings and websites, which we think are generally relevant. As an introductory programme, the Diploma should involve an appropriate, manageable amount of time for the candidate in reading, research and reflection.

We assume you will also yourselves develop and provide suitable professional development materials and activities, to blend with the CIE resources. You will already have your own resources to hand and can develop new resources as necessary. We encourage you to be creative in finding and developing your use of resources.

The Diploma route map

The diagram on page 6 is your route map.

While the journey to the Diploma is going to be special and unique for each candidate and centre, there are essential milestones for all.

1. The starting point is the Diploma syllabus, and the next step is
2. Planning and preparing the Diploma programme that is best for the centre and its candidates.
3. This programme is going to make the most appropriate use of the CIE resources combined with local activities and resources provided by the centre.
4. The Diploma assignments are the next milestones.
5. When all four modules have been completed successfully, CIE issues certificates.
6. But certification is not the end of the journey, either for the individual or the centre. The next step in the reflective cycle of practice is evaluation – of the individual experience of the Diploma, of the effectiveness of the Diploma programme as currently designed, and of the way in which it is managed.
7. Evaluation thus leads on to the next round of professional development – for the individual the most appropriate next step in continuing professional development and for the centre the start of a new (and improved) Diploma programme.



Programme Leader – profile and role

Every Diploma Centre must have a **Programme Leader**. S/he should receive training and be accredited by CIE. This is to ensure that each and every Centre for the Diploma is upholding a consistent quality standard.

The Programme Leader in the Centre is a pivotal role for the success of the Diploma programme.

CIE will communicate directly with the nominated Programme Leader in the Centre about Diploma matters.

Profile

The Programme Leader should have:

- Minimum of 5 years' practice as a teacher or trainer, holding appropriate (national) qualification
- Minimum of 2 years' responsibility as a team leader for other teachers/trainers
- Current responsibility for organizing professional development activities for colleagues and/or teacher/trainers attending the Centre's programmes.

Role

The Programme Leader is required to:

- Design and manage the Diploma programme(s) in the Centre so that individual and institutional needs are fully met
- Communicate all CIE information about the Diploma to candidates and colleagues involved in their support, so that they fully understand the Diploma requirements
- Coordinate candidates' professional development and their preparation of assignments to meet the performance criteria and assignment guidelines
- Ensure that the work contained in every candidate's submission is complete and authentic
- Ensure that the entry documentation is complete and correct
- Manage the attendance and work of other trainers, mentors and visiting speakers as necessary.

As you can see, the Programme Leader is not alone in the Centre – s/he is very much a team leader. In a Centre which also runs the Certificate for Teachers and Trainers s/he may be the Programme Leader in charge of the Certificate programme – but this is not essential.

Programme Leader training is available from CIE face-to-face or online.

Contacting CIE

CIE Customer Services is a team of staff dedicated to providing quick and accurate responses to customer enquiries. The team is able to receive enquiries from Centres submitted by telephone, email, fax or letter and aims to respond to all enquiries within 2 working days of receipt. Customer Services may be able to provide an answer to your enquiry immediately, e.g. if you want to know the current entry fee for the Diploma. Otherwise they will forward your enquiry to the appropriate manager in CIE, e.g. the Product Manager for the Diploma, and your enquiry will be given priority.

The Customer Services team can be contacted between 8.00a.m. and 5.00p.m. (UK time) Monday to Thursday and 8.00a.m. and 4.00p.m. on Fridays.

By telephone, CIE Customer Services should be contacted on +44 1223 553554. To help us to provide a response to your enquiry you will be asked for your Centre number, your name and the nature of your enquiry. For enquiries about the Diploma for Teachers and Trainers, please refer to the syllabus number: **8994**.

By email, Centres may send enquiries to international@cie.org.uk. In order to ensure that your queries are dealt with promptly it is essential that you include your Centre number in the Subject Title of the email. You should also include the following information in the text of your message:

- Centre name and number
- Name of member of staff sending the message.

Faxes should be sent to CIE Customer Services on +44 1223 553558. You will need to provide:

- Centre name and number
- Name of member of staff sending the message.

Letters from Centres to CIE should normally be signed by the Head of Centre or designated deputy and addressed to:

Customer Services
University of Cambridge International Examinations
1 Hills Road
Cambridge
CB1 2EU
United Kingdom

Candidate registration and assignment submission

One of the important aspects of the role of Programme Leader is to make sure that candidates are registered with CIE, and their assignments submitted correctly according to the instructions given in the Administration Guide.

The following diagram presents an outline of the process.

Assignments should be completed using the electronic assignment templates. They should be submitted either via CIEDirect (our administration website) or as email attachments to international@cie.org.uk.

Given that these and other essential operations are carried out using electronic means, e.g. email, centres need to have the appropriate facilities for staff and candidates, and the Programme Leader, the Diploma team, and candidates should be comfortable with using ICT (but do not have to be expert users).

Please note that CIE requires initial candidate registration. We need to know before any assignments are submitted the details of your candidate who are preparing for the Diploma. Centres are required to enter candidate details, and will be invoiced the full fee for the Diploma for each candidate (ie the current total fee for all 4 modules).

