

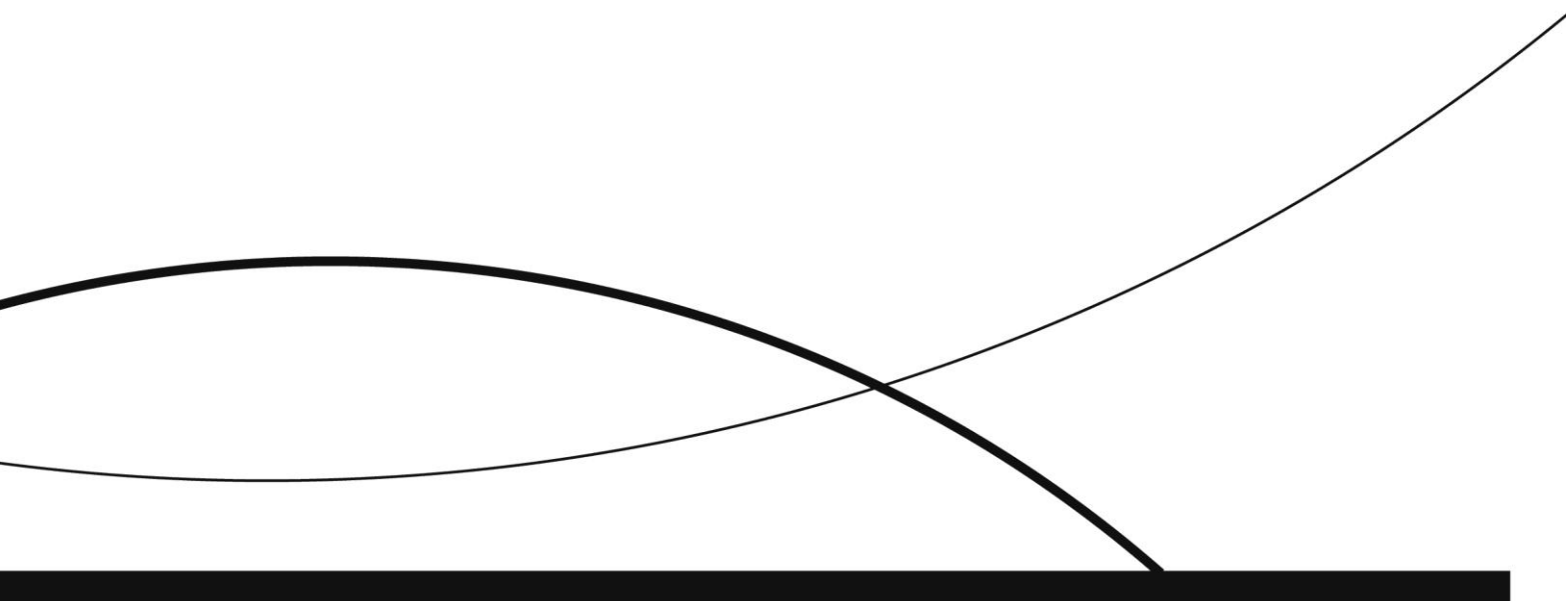


International Baccalaureate®
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Guide to Application for Training (Educator Network)

IB Africa, Europe, Middle East (IBAEM)

2010_2011



Introduction

Thank you for your interest in applying for IB training.

Becoming a part of the educator network is an exciting professional development opportunity and a means of being an even more active member of the IB learning community.

Please read carefully all the information contained in this document before completing the online application form. This document should be read in conjunction with any training event specific information found on the regional pages of the IB website.

Information

Applicants need to comply with the following prerequisites:

1. Have at least four years' recent experience of teaching the relevant programme;
2. Have had IB professional involvement or development in the last two years;
3. Be fluent in written and oral English (the training will be in English but we encourage applications from those who are also fluent in other languages).

Note: for certain training events, further prerequisites may apply (see specific details on the regional webpage).

The following criteria will play a role in the selection process:

1. Geographical or cultural representation;
2. Gender balance;
3. Languages spoken;
4. Balance of roles (e.g. positions held in schools).

The general purposes of training will be to:

1. Deepen participants' understanding of programme practices, philosophy and requirements in order to carry out the specific IB educator network role;
2. Prepare participants for their future prospective role and the responsibilities and duties that this carries;
3. Evaluate participants on their suitability for the specific role.

Training process:

1. Applicants selected for the training will be asked to confirm registration via REGIS (online event registration system). All future communication on the training event will occur via REGIS.
2. After attending the initial training the applicants receive feedback on their participation, whether successful or not;
3. Successful participants will receive details on the next steps to be followed.

Supporting documents:

- For environmental protection it is our intention that no paper copies and supporting material will be made available by us other than electronically (through an online platform). Applicants are requested to bring their own laptops to the training to access anything they have not themselves chosen to print.

Costs:

1. The IB will pay tuition, accommodation and specified meal costs during your stay at the training venues;
2. The IB will not pay the cost of participants' travel for the training.

Terms and Conditions for acceptance for IB training

In the terms and conditions below, the word "practitioner" refers to a school visitor or a workshop leader; the word "event" refers to a school visit or a workshop. "Regional Office" refers to IB Africa/Europe/Middle East.

What we expect of applicants:

1. Applicants must confirm that they will be based within the Africa/Europe/Middle East region until at least 18 months following the training.
2. Applicants are responsible for ensuring they possess a passport that is valid for a minimum of 6 months for each event they are invited to attend.
3. Applicants accept that the decision of the Regional Office on the selection of participants for training as a practitioner is not subject to appeal or explanation.

What we expect of applicants' schools*:

4. Applicants' schools agree to release them to work on behalf of the Regional Office for a minimum of two events per academic year.
5. In recognition of the professional development opportunities implicit in being a practitioner, the applicant's school will accept responsibility for substitution costs (where applicable) during an absence on IB business.
6. Acceptance of invitations from the Regional Office to participate in events will, in each and every instance, be contingent upon the agreement of the practitioner's school administration to release them.
7. In addition to the agreed school days, practitioners may make themselves available to their Regional Office for events outside of their school time with the permission of their school as appropriate.

What applicants can expect of the IB:

8. In recognition of the significant amount of work, travel and out-of-school time involved in leading school visits or running workshops, honorariums will be paid as detailed in the grid below.

Role	Honorarium
School visit team leader (authorizations and evaluations)	USD 500 per visit
School visit team member (authorizations and evaluations)	No honorarium
Consultation visitor	USD 330 per day
Matters to be addressed, progress reports, application form readers	To be confirmed
In-school workshop leader	USD 330 per day

Regional workshop leader	USD 220 per day
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9. The Regional Office will cover costs for travel (with prior approval for the option chosen), hotel and meals for all practitioners participating in events.

10. The Regional Office reserves the right to decide how and when a practitioner will be assigned to participate in an event.

11. All requests for the services of a practitioner trained in IB Africa/Europe/Middle East must be made to the Regional Office. Requests by a third party must be referred to the Regional Office.

12. The IB will give practitioners the right to use IB copyrighted materials at events.

13. The IB reserves the right to use, suspend or discontinue at any time the services of a practitioner, or to request renewal of endorsement from the practitioner’s school.

CONFIDENTIALITY & CONFLICT OF INTEREST AGREEMENT

You agree to maintain confidentiality with regard to:

- Any information appertaining to specific schools obtained through or at the time of this training;
- Information shared by others concerning specific schools during this training;
- Any school or individuals in schools’ information obtained during future activities on behalf of the Regional office.

You will only use any information appertaining to specific schools for the purposes of your participation as a trainee or as an IB educator. You will not act upon said information in any other situation.

You will ensure that any documentation appertaining to specific schools will be appropriately disposed of after the training or an assignment, ensuring that confidentiality is maintained.

It is your duty to inform the Regional office if you believe there may be a conflict of interest in participating in an assignment to which you are invited.

(Please note that the terms & conditions and the confidentiality & conflict of interest agreement may be changed from time to time and that we will periodically send you updated versions to sign and have signed.)