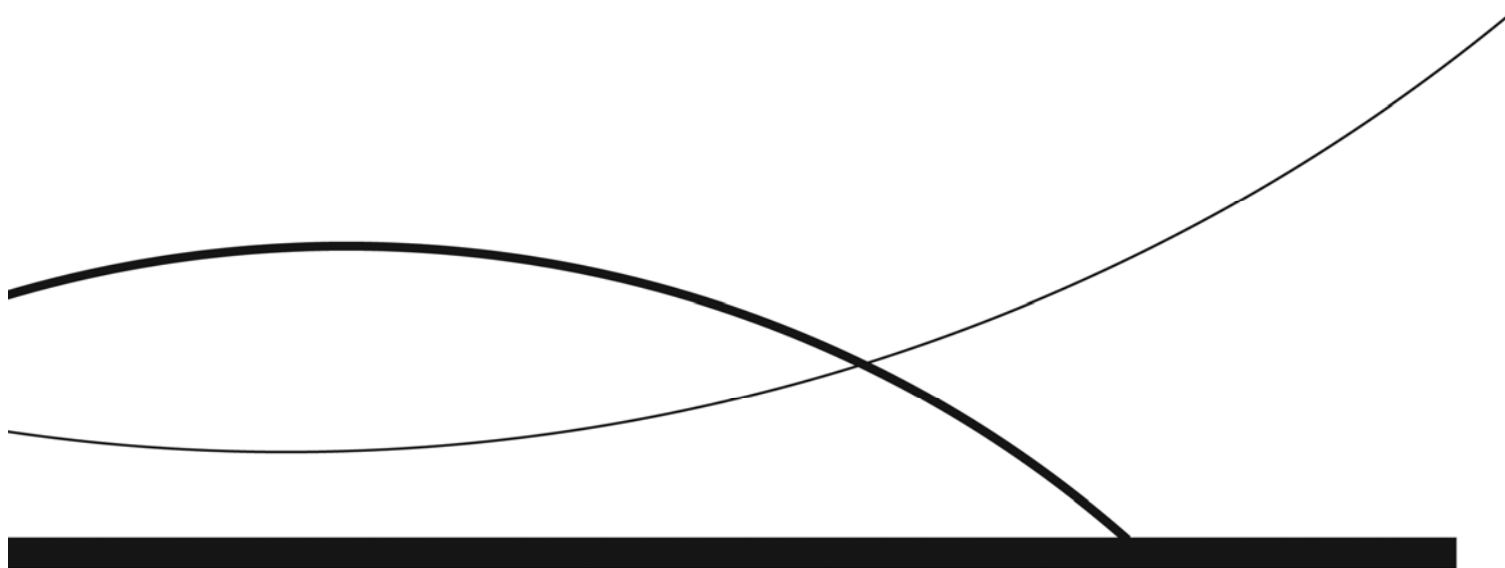


Guide to Application for Training IB Educator Network (IBEN), IB Asia Pacific

2011



Introduction

Thank you for your interest in applying for IB training to become a part of the IB educator network.

Becoming a part of the IB 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.

Prerequisites & selection process

Applicants need to comply with the following prerequisites:

1. Has worked within the programme he/she is applying to for a minimum of three years at the time of the application
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 of the Asia Pacific region).

Note: for certain training events, further prerequisites may apply. Please see below the section Role-specific pre-requisites.

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).
5. Regional needs

Role-specific pre-requisites:

School Services Roles

Consultant (PYP, MYP, DP)

Description: Consultants will provide support and mentoring to candidate schools. Each school will be assigned a consultant by the regional office who will conduct the mandatory consultation visit and provide a specified number of hours of distance mentoring in preparation

for the verification visit. Preference will be given to educators with prior experience as school visitors or as workshop leaders.

Application Readers (PYP, MYP, DP)

Description: Application readers will analyse, evaluate and report to the regional office on documented evidence submitted by schools with the application of candidacy and/or authorization. Preference will be given to educators with prior experience as school visitors or as workshop leaders.

School Visits Team Member (PYP, MYP, DP)

Description: This training is intended for educators in IB schools who are experienced educators in the relevant programme. School visits team members will participate in programme verification and evaluation visits representing the IB. They will be responsible for conducting the visit and contributing to a final report and recommendation for the regional office.

School Visits Team Leader (PYP, MYP, DP)

Description: This training is intended for educators in IB schools who already have experience as members of authorization/evaluation teams. Team leaders are responsible for liaising with the regional office and the school prior to and after the visit as well as for leading the visiting team in conducting the visit and preparing the visit report for submission to the regional office.

DP Applicants must have participated in at least 3 recent DP verification visits as a team member. This training is intended for applicants who already have considerable experience as members of DP verification visit teams and who are ready to take on the role and responsibilities of team leader.

PYP Applicants must have participated in at least 3 recent PYP verification or evaluation visits as a team member. This training is intended for applicants who already have considerable experience as members of PYP verification/evaluation visit teams and who are ready to take on the role and responsibilities of team leader.

MYP The applicant must have participated in at least 3 recent verification or evaluation visits as a team member. This training is intended for applicants who already have

considerable experience as members of MYP verification/evaluation visit teams and who are ready to take on the role and responsibilities of team leader.

Professional Development Roles

Workshop Leader (PYP/MYP/DP)

Description: Workshop leaders facilitate professional development for teachers in regional workshops and in schools implementing the IB programmes. Workshop Leaders contribute to the global Quality Assurance Framework of PD provision.

Regional and in-school workshops are held across the region by the IB and several authorised PD providers. Participants will come from both in the region and out.

Additional pre-requisites: Applicants must have attended several IB approved workshops.

Programme Field Representatives (PYP/MYP/DP)

Description: Programme Field Representatives will offer academic support to Workshop leaders on regional workshop events and also feedback observations to regional office IBEN Managers. Programme Field representatives contribute to the global Quality Assurance Framework of PD provision.

Regional workshops are held across the region by the IB and several authorised PD providers. Participants will come from both in the region and out.

Additional pre-requisites: Applicants must have extensive experience as workshop leaders and therefore have attended several IB approved workshops. Experience as School Visitors a plus.

Training: purpose and supporting documents

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.

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 the IB online

registration system). Applicants are requested to bring their own laptops to the training to access anything they have not themselves chosen to print.

Costs

The IB will pay tuition, accommodation and specified meal costs during participants' stay at the training venues.

The IB will not pay the cost of participants' travel for the training.