

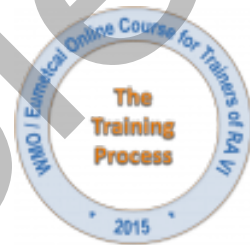
How assessment works in the 2017 WMO Course for Trainers

The primary goal for the course is that you take away useful skills and knowledge to apply to your work. This will require more than just visiting the site occasionally and reading the resources and posts in the forums. It also requires that you regularly contribute to activities and complete assignments related to the learning objectives. But the required work is not extensive, and we expect that each of you can complete the course within the expected level effort of 6-8 hours each week.

There are two levels of assessment and two ways of indicating your successful completion: Badges and Completion Certificates.

Badges

Badges are awarded for completion of each unit in the course. The units correspond to key learning outcomes related to the WMO Competency Requirements for Training Providers, so badges provide one indication of your developing training competency.¹



A Badge for a unit is granted once you have completed the activities and viewed the resources required, including the final unit quiz. What determines completion for activities can vary.

1. For many, but not all, Discussion Forums, for example, you must make one post, which can be either a reply to someone else or the start of a new discussion.
2. Quizzes, on the other hand, require a passing grade, and content resources must simply be read.
3. Other activities might have other requirements for completion, and these will be explained in their instructions.

Completion Certificates

This offering of the Online Course for trainers is being offered for three different audiences: Trainers, Training Managers, and Part-time Trainers. A Completion Certificate can be obtained by participants in each of the three roles. This Certificate requires three conditions to be met:

1. You collect the Badges for each unit in the required module or modules
2. You submit and receive a Satisfactory grade on the Final Assignment.
3. You contribute to the required course forums in your required Units. Those with the completion checkbox described below.

(See the “Course Requirements” at the end for more details on requirements.)

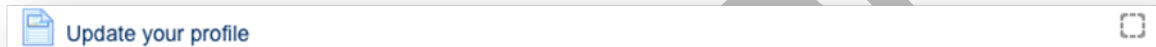
¹ In the end, competency must be demonstrated on the job. Completion of training is an indication of growing knowledge and skill through continuing professional development, but not necessarily improvement in job performance.

In addition, if you demonstrate outstanding participation in course activities, including receiving high ratings for some of your discussion forum posts (see “Rating posts in a forum” below) and participating in peer assessment (see “Peer assessment” below), you can earn a Certificate of Completion with Distinction.

Your badges and how to check your progress

A total of 9 badges can be earned for Unit completion in the Course for Trainers. Trainers can earn all 9 badges, Managers can earn 6 badges, and Part-time Trainers can earn 3 badges. You can monitor your completion toward Badge achievement by viewing the completion check boxes next to the required activities and resources, including discussion forums.

When completed, you will see a checkmark () on the course page next to that activity or resource.

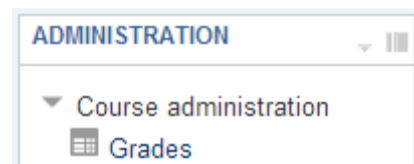


If you do not see a checkbox next to an activity or resource, this means it is optional, and not required for the badge.

Your grades and how to check them

To receive a Completion Certificate, you must submit (upload) all the graded assignments, which are labeled “Final Assignments” and available within each Unit. These **mandatory** activities are assigned grades of either 0 (Not Satisfactory), 1 (Satisfactory), or 2 (Outstanding). A score of 1 is required for completion.

You can track your grades in the ‘Grades’ area, which is linked from the ‘Administration’ block, on the right-hand side of the website (or if you have docked it, on the left). Each mandatory and graded activity will have a separate column in the ‘Grades’ report, thus this is the easiest way to have an overview of your grades. In addition, you can check individual activities to see more details and feedback.



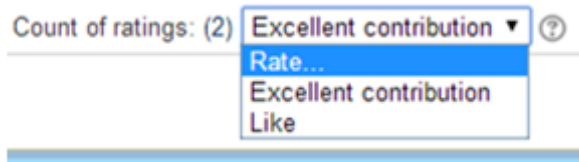
In addition to graded assignments, in the ‘Grades’ report you will also see your ratings received for the course discussion forums, which are described in the next section.

Rating posts in a forum

You will use many forums in this course. They are main way you will interact with facilitators and the other participants. You should strive to make the majority of your forum posts substantive. While at times it is perfectly good to just tell another participant or facilitator thanks for a good idea or that you agree, many posts should do more. Others want to hear your thoughts! The best posts should contribute to the discussion by

sharing your ideas, posing an answer, asking a useful question, or sharing a relevant experience.

The rating feature, available below each post, will enable you to indicate the posts of other participants that you “Like,” as well as those that you feel make “Excellent contributions” to the course. *No rating is required*, but everyone (both participants and facilitators) can rate those posts they especially like. You will see the number of times a post was rated by the number indicated as “Count of ratings” as they accumulate. You can see the particular ratings on the posts also by clicking the number of the Count of ratings.



Peer Assessment

During the course, all students will be assigned to a group of participants (usually 4-6). Participants in these small groups will be encouraged to review the Final Assignments of the others and to provide feedback (in addition to that of the facilitators). The peer assessment process is meant to provide more opportunities for obtaining feedback and for learning from each other. Active contributions to peer assessment activities are one way of increasing your participation in the course.

Course Requirements

The course is divided into three modules to take the needs of different target audiences into account. Please note that those holding jobs as a training manager are welcome to be enrolled as “Trainers” and complete the entire course. All the content should be of interest and useful to them.

Trainers

In order to obtain the Completion Certificate, those in the Trainers track need to earn all Badges for all 9 units listed below and complete the Final Assignments (the Training Development Plan) in the three Modules, from 20 March to 18 June 2017.

Unit 1 - The Training Process	Unit 6 - Training Evaluation
Unit 2 - Learning Needs	Unit 7 - Learning Activities
Unit 3 - Learning Outcomes	Unit 8 - Learning Resources
Unit 4 - Learning Solutions	Unit 9 - Facilitating Training
Unit 5 - Learning Assessment	<i>Final Assignment: Training Development Plan</i>

Managers

For the Completion Certificate, those in the Managers track need to earn the 6 Badges below from Modules 1 and 2, and complete the Final Assignment (Organizational Context Analysis), from 29 March to 14 May 2017.

Unit 1 - The Training Process	Unit 5 - Learning Assessment
Unit 2 - Learning Needs	Unit 6 - Training Evaluation
Unit 3 - Learning Outcomes	
Unit 4 - Learning Solutions	<i>Final Assignment: Organizational Context Analysis</i>

Part Time Trainers

For the Completion Certificate, those in the Part Time Trainers track need to earn the 3 Badges below, attend the associated live Webinars, and complete the Final Assignment (Session Development Plan *or* Worksheet for Designing Learning Activities), from 29 May to 18 June 2017.

Unit 7 - Learning Activities	Unit 9 - Facilitating Training
Unit 8 - Learning Resources	<i>Final Assignment: Session Development Plan or Worksheet for Designing Learning Activities</i>

All participants are invited to participate in the Live Webinars (or their recordings) and their associated discussion forums.