



## OPEN TRAINING COURSES

# PRACTICAL INFORMATION

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## TRAINING 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 training course. The maximum number of participants in an e-learning training is 28.

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 attendance certificate, you have to regularly log into the online training platform and carry out at least 85% of the training activities.

To obtain your grade certificate, you have to follow the instructions above and also achieve the pass mark at the exam.

## EVALUATION PROCEDURES

### 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 training.**

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

## DURING THE COURSE

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

On this platform, participants will be granted access to a selection of about one hundred mission reports by logisticians, administrators, project coordinators and water, sanitation and hygiene coordinators, all Bioforce graduates.

## 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 training course.

A grade certificate will be sent to each participant who pass the final test.

## HOW TO APPLY FOR THE COURSE

### Application

The application deadline is set **2 weeks** before the course starts. As the number of participants for each course is limited, early registration is advisable. Candidates likely to benefit from an employer funding are advised to apply no later than 3 weeks before the course starts.

To apply for the course, please have your CV in PDF format ready before clicking on the "I register" button on the web page of the course. Within 15 days after your application, you will receive an e-mail including an order form to send back to us when completed and signed.

### Pre-registration

Your application has been successful? You will now receive a pre-registration confirmation e-mail. To complete your registration, you will be asked to pay the course fee.

Full or partly funding from your employer or any accredited collecting fund organism must be stated during registration, along with a certificate of the precise amount covered by the organism.

### Registration

To complete registration and secure your place, you must pay the full training course fee. Final registration will then be confirmed by e-mail. You will also receive an e-mail containing all necessary practical information.

## ANY QUESTIONS?

If you have any questions, you can browse through our [Frequently Asked Questions \(FAQ\)](#).

- 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
- Etc.