



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

IICL TRAINING WORKSHOP PROGRAMME SEPTEMBER 2024 - AUGUST 2025

IICL QUALITY AND ENHANCEMENT TEAM

Email: iicl.quality@uwtsd.ac.uk

PROGRAMME OF EVENTS FOR 2024 2025

Workshops are listed for Academic Directors, Programme Managers, Lecturers, Hourly Paid Lecturers (HPL) and Professional Services staff. They are repeated throughout the year. You should attend the workshops assigned to you at least once and at the earliest possible date.

HPL colleagues: you should attend the workshops assigned to you below **ONCE a year only, but at the earliest date that you can attend.** You will be paid for one attendance, but can attend more than once without payment. Registers will be taken so you can add the hours to your timesheet after successful completion.

Workshops	Professional Services	Academic Directors /Programme Managers	Lecturers and HPLs
Academic Misconduct	✓	✓	✓
Annual Refresher on Chairing a Viva		✓	✓
Assessment Cycle	✓	✓	✓
Best Practice in Formative Feedback		✓	✓
Best Practice in Marking, Moderation and Standardisation		✓	✓
Careers and Employability Support at UWTSD	✓		✓
Developing and Verifying Assessment Briefs		✓	
Disability Support + Awareness Sessions	✓	✓	✓
Invigilator Training (NEW)	By invitation only		
Library Information/Digital – Literacy	✓	✓	✓
Monitoring and Evaluation Process (PMs and ADs Only)		✓	
Collaborative Framework (Peer Observation)		✓	✓
Student Complaints	✓	✓	✓
Student Engagement Workshop (Formally Student Support)	✓	✓	✓
Understanding the Extenuating Circumstances Policy	✓	✓	✓
Research/project supervision, the process and framework (NEW)	By invitation only		
Dealing with Challenging Student Behaviour (NEW)	✓	✓	✓

Workshops are delivered a number of times during the year on different days of the week and times so that staff can attend.

Please note that new and further workshops may be delivered throughout the year, but will be advertised to staff as appropriate.

WORKSHOP DESCRIPTORS

- **ACADEMIC MISCONDUCT WORKSHOP – (1 hour)**

The purpose of this Workshop is to support staff to work with students to ensure they are supported sufficiently so that they do not consider engaging in academic misconduct. You will be taken through the UWTSD processes and systems for Academic Misconduct.

- **ASSESSMENT CYCLE WORKSHOP – (1 hour)**

The purpose of this workshop is to provide you with an outline of the actions you are required to undertake in the 17 Week Assessment Cycle.

- **BEST PRACTICE IN FORMATIVE FEEDBACK WORKSHOP (3 hours)**

The purpose of this interactive workshop is to outline best practice in formative feedback and to go through the UWTSD policies and procedures for formative feedback.

- **BEST PRACTICE IN MARKING, MODERATION AND STANDARDISATION WORKSHOP – (3 hours)**

The purpose of this interactive workshop is to outline best practice in marking, moderation and standardisation and to go through the IICL processes and systems.

- **CAREERS AND EMPLOYABILITY SUPPORT AT UWTSD (1 hour)**

Our in-house Careers Adviser Antony offers you an insight on how careers and employability support can motivate your students and help them with the next step in their careers.

- **DEALING WITH CHALLENGING STUDENT BEHAVIOUR (1 hour)**

This workshop will look at:

- what 'behaviour management' means
- look at the types of disruptive behaviour and their impact
- identify strategies to mitigate behavioural issues

- **DEVELOPING AND VERIFYING ASSESSMENT BRIEFS WORKSHOP (1 hour)**

A workshop to aid with the development and verification of assessment briefs along with the completion of the required paperwork.

- **PEER OBSERVATION WORKSHOP (Collaborative Framework – The Visit) – (1 hour)**

The purpose of this workshop is to outline how peer observation is undertaken in IICL using the Collaborative Framework, and outlining the role of the Observer and Observee in the process.

- **STUDENT COMPLAINTS POLICY WORKSHOP – (1 hour)**

The purpose of this Workshop is to provide you with an overview of the Students Complaints Policy.

- **STUDENT ENGAGEMENT WORKSHOP – (1 hour)**

The purpose of this workshop is to provide you with an overview of the IICL Student Engagement Teams.

- **LIBRARY WORKSHOP Information/Digital Literacy (1 hour)**

The purpose of this workshop is to provide you with an intuitive workshop highlighting the resources available to you via the digital library of UWTSD.

- **HOW TO USE PANOPTO (RECORDING OF CLASSES AND PRESENTATIONS ETC.) WORKSHOP (1 hour)**

The purpose of this workshop is to guide staff through how to use Panopto for recording of classes and presentations) and to share elements of good practice.

- **DISABILITY SUPPORT + AWARENESS SESSIONS (1 hour)**

A number of workshops around disability support designed to raise awareness of the different forms of disability and how to support students with these.

SEPTEMBER 2024

Workshop Title	Facilitator/s	Date/Time
How to use Panopto (recording of classes and presentations etc) Join the meeting now	Taran Johal and Michael Rodgers, Digital Skills Advisers	Monday 16th September 2024 10.00am - 11.00am
Careers & Employability Support at UWTSD Join the meeting now	Danielle Warr, Chris Gentleman, Maristela Parfitt, Careers Advisors	Thursday 19 th September 2024 11.00 am - 12.00 noon
Student Engagement Workshop Join the meeting now	Lucy Gilbert, Student Engagement Manager	Tuesday 24th September 2024 2.30am - 3.30pm
Research/project supervision, the process and framework (by invitation only)	Tracy Cruickshank, Assistant Dean, Quality & Assurance	Monday 30 th September 2024 11.00 am - 12.30pm

OCTOBER 2024

Workshop Title	Facilitator/s	Date/Time
Library Information/Digital Literacy Join the meeting now	Doreen McLeary, Olivia Edmonds, Megan Redmond, Ivana Curcic, Academic Liaison Librarians and Tarandeep Johal, Michael Rogers, Digital Skills Advisers	Wednesday 2nd October 2024 11.00 am - 12.00 noon
Understanding the Extenuating Circumstances Policy Join the meeting now	Andrew Gough, Academic Quality Officer	Tuesday 15 th October 2024 10.30 am - 11.30 am
Careers & Employability Support at UWTSD Join the meeting now	Danielle Warr, Chris Gentleman, Maristela Parfitt, Careers Advisors	Thursday 17 th October 2024 10.00 am - 11.00am

Student Complaints Workshop Join the meeting now	Jason Harcourt, Principal Administrative Officer, IICL Quality Team	Wednesday 23rd October 2024 2.00 pm - 3.00 pm
Disability Support Workshop Join the meeting now	Abi Luck, Ang Leonard, Carol Vaughan Roberts, Hana Jacobson: IICL Disability Advisers and Shervjeet Garcha, Learning Support Manager	Thursday 24th October 2024 2.30 am - 3.30 pm
Disability Awareness Session: Inclusive Practice and Accessibility Join the meeting now	Abi Luck, Ang Leonard, Carol Vaughan Roberts, Hana Jacobson: IICL Disability Advisers and Shervjeet Garcha, Learning Support Manager	Wednesday 30 th October 2024 10.00 am - 11.00 am
Assessment Cycle Join the meeting now	Jakub Ceglarz, Principal Administrative Officer (BC) (Assessments)	Thursday 31 st October 2024 10.30am - 11.30 noon

NOVEMBER 2024

Workshop Title	Facilitator/s	Date/Time
Academic Misconduct Join the meeting now	Jason Harcourt, Principal Administrative Officer, IICL Quality Team	5 th November 2024 11.00 am - 12.00 noon
Developing and Verifying Assessment Briefs Join the meeting now	Bella Anton, Senior Administrative Officer, IICL Quality Team and Tracy Cruickshank, Assistant Dean (Quality and Enhancement)	Wednesday 6 th November 2024 11.00am - 12.00 noon
How to use Panopto (recording of classes and presentations etc) Join the meeting now	Taran Johal and Michael Rodgers, Digital Skills Advisers	Thursday 7 th November 2024 2.30pm - 3.30pm
Annual Refresher on Conducting a Viva -	Errietta Bissa, Head of Academic Development and Tracy	Monday 11 th November 2023 10.30am - 11.30pm

<i>Teams invite sent to PMs, those who handle AMC cases, and all academics in London and Birmingham</i>	Cruickshank, Assistant Dean (Quality and Enhancement)	
Best Practice in Marking, Moderation and Standardisation Join the meeting now	Tracy Cruickshank, Assistant Dean (Quality and Enhancement)	Wednesday 13 th November 2024 2.30pm - 4.30pm
Behaviour Management Workshop Join the meeting now	Markus Klingelfuss, Academic Study Skills Lecturer	Monday 18 th November 2024 11.00am - 12.00noon
Peer Observation (The Visit) Join the meeting now	Margaret Gordon, Principal Administrative Officer, IICL Quality Team	Wednesday 20 th November 2024 3.00 pm - 4.00pm

DECEMBER 2024

Workshop Title	Facilitator/s	Date/Time
Best Practice in Formative Feedback Join the meeting now	Eleni Koutsogeorgou-Andreou and Renuga Jayakumar, Programme Managers	Friday 6 th December 2024 11.00am - 1.00pm
Careers & Employability Support at UWTSD Join the meeting now	Danielle Warr, Chris Gentleman, Maristela Parfitt, Careers Advisors	Tuesday 10 th December 2024 2.00pm - 3.00pm
Student Complaints Workshop Join the meeting now	Jason Harcourt, Principal Administrative Officer, IICL Quality Team	Tuesday 17 th December 2024 10.30am - 11.30 noon

JANUARY 2025

Workshop Title	Facilitator/s	Date/Time
Academic Misconduct Workshop Join the meeting now	Jason Harcourt, Principal Administrative Officer, IICL Quality Team	Wednesday 22 nd January 2025 10.0am - 11.00am
Peer Observation (The Visit) Join the meeting now	Margaret Gordon, Principal Administrative Officer, IICL Quality Team	Thursday 23 rd January 2025 10.00am - 11.00am
Student Engagement Workshop (BC) Join the meeting now	Lucy Gilbert, Student Engagement Manager	Tuesday 28 th January 2025 12.30pm - 1.30pm

FEBRUARY 2025

Workshop Title	Facilitator/s	Date/Time
Library Information/Digital Literacy Workshop Join the meeting now	Doreen McLeary, Olivia Edmonds, Megan Redmond, Ivana Curcic, Academic Liaison Librarians and Tarandeep Johal, Michael Rogers, Digital Skills Advisers	Thursday 6 th February 2025 2.00pm - 3.00pm
Behaviour Management Workshop Join the meeting now	Markus Klingelfuss, Academic Study Skills Lecturer	Tuesday 11 th February 2025 2.00pm - 3.00pm
Understanding the Extenuating Circumstances Policy Join the meeting now	Andrew Gough, Academic Quality Officer	Wednesday 12 th February 2025 10.30am - 11.30am
Academic Misconduct Workshop Join the meeting now	Jason Harcourt, Principal Administrative Officer, IICL Quality Team	Thursday 27 th February 2025 9.30am - 10.30am

MARCH 2025

Workshop Title	Facilitator/s	Date/Time
Disability Support Workshop Join the meeting now	Abi Luck, Ang Leonard, Carol Vaughan Roberts, Hana Jacobson: IICL Disability Advisers and Shervjeet Garcha, Learning Support Manager	Wednesday 5 th March 2025 10.00 am - 11.00 pm
Student Complaints Workshop Join the meeting now	Jason Harcourt, Principal Administrative Officer, IICL Quality Team	Monday 17 th March 2025 10.00am - 11.00am
Best Practice in Marking, Moderation and Standardisation Join the meeting now	Tracy Cruickshank, Assistant Dean (Quality and Enhancement)	Tuesday 18 th March 2025 11.00am - 1.00pm
Disability Awareness Session: Hidden Disabilities Join the meeting now	Abi Luck, Ang Leonard, Carol Vaughan Roberts, Hana Jacobson: IICL Disability Advisers and Shervjeet Garcha, Learning Support Manager	Thursday 27 th March 2025 2.00pm - 3.00pm
Assessment Cycle Workshop Join the meeting now	Bart Plange, Principal Administrative Officer (LC) Assessment Team	Monday 31 st March 2025 2.00pm - 3.00pm

APRIL 2025

Workshop Title	Facilitator/s	Date/Time
Academic Misconduct Workshop Join the meeting now	Jason Harcourt, Principal Administrative Officer, IICL Quality Team	Monday 7 th April 2025 11.00am - 12.00 noon
Developing and Verifying Assessment Briefs Join the meeting now	Bella Anton, Senior Administrative Officer, IICL Quality Team and Tracy Cruickshank, Assistant Dean (Quality and Enhancement)	Thursday 10th April 2025 2.00pm - 3.00pm

Disability Awareness Session: Dyslexia Join the meeting now	Abi Luck, Ang Leonard, Carol Vaughan Roberts, Hana Jacobson: IICL Disability Advisers and Shervjeet Garcha, Learning Support Manager	Friday 11 th April 2025 10.30am - 11.30am
Best Practice in Formative Feedback Workshop Join the meeting now	Eleni Koutsogeorgou-Andreou and Renuga Jayakumar, Programme Managers	Tuesday 15 th April 2025 2.00pm - 4.00pm

MAY 2025

Workshop Title	Facilitator/s	Date/Time
Understanding the Extenuating Circumstances Policy Join the meeting now	Andrew Gough, Academic Quality Officer	Tuesday 13 th May 2025 10.30am - 11.30am
Peer Observation (The Visit) Join the meeting now	Margaret Gordon, Principal Administrative Officer, IICL Quality Team	Tuesday 13 th May 2025 12.30pm - 1.30pm
Behaviour Management Workshop Join the meeting now	Markus Klingelfuss, Academic Study Skills Lecturer	Wednesday 28 th May 2025 12 noon - 1pm

JUNE 2025

Workshop Title	Facilitator/s	Date/Time
Library Information/Digital Literacy Workshop Join the meeting now	Doreen McLeary, Olivia Edmonds, Megan Redmond, Ivana Curcic, Academic Liaison Librarians and Tarandeep Johal, Michael Rogers, Digital Skills Advisers	Tuesday 3 rd June 2025 9.30am - 10.30am
Academic Misconduct Workshop Join the meeting now	Jason Harcourt, Principal Administrative Officer, IICL Quality Team	Thursday 5 th June 2025 1.00pm - 2.0pm
Student Complaints Workshop Join the meeting now	Jason Harcourt, Principal Administrative Officer, IICL Quality Team	Thursday 19 th June 2025 1.00pm - 2.00pm
Best Practice in Marking, Moderation and Standardisation Join the meeting now	Tracy Cruickshank, Assistant Dean (Quality and Enhancement)	Wednesday 25 th June 2025 2.00pm - 4.00pm

JULY 2025

Workshop Title	Facilitator/s	Date/Time
Disability Awareness Session: Sensory Disability Join the meeting now	Abi Luck, Ang Leonard, Carol Vaughan Roberts, Hana Jacobson: IICL Disability Advisers and Shervjeet Garcha, Learning Support Manager	Wednesday 2 nd July 2025 12.00 noon - 1.00pm
Best Practice in Formative Feedback Workshop Join the meeting now	Eleni Koutsogeorgou-Andreou and Renuga Jayakumar, Programme Managers	Monday 7 th July 2025 11.00am - 1.00pm

Assessment Cycle Join the meeting now	Jakub Ceglarz, Principal Administrative Officer (BC) Assessment Team	Tuesday 8 th July 2025 1.00pm - 2.00pm
Understanding the Extenuating Circumstances Policy Workshop Join the meeting now	Andrew Gough, Academic Quality Officer	Wednesday 9 th July 2025 10.30am - 11.30am
Developing and Verifying Assessment Specifications Join the meeting now	Bella Anton, Senior Administrative Officer, IICL Quality Team and Tracy Cruickshank, Assistant Dean (Quality and Enhancement)	Monday 14 th July 2025 10.00am - 11.00am
Careers & Employability Support at UWTSD Join the meeting now	Danielle Warr, Chris Gentleman, Maristela Parfitt, Careers Advisors	Friday 18 th July 2025 9.00am - 10.00am

AUGUST 2025

Workshop Title	Facilitator/s	Date/Time
Behaviour Management Workshop Join the meeting now	Markus Klingelfuss, Academic Study Skills Lecturer	Monday 4 th August 2025 10am- 11am
Library Information/Digital Literacy Workshop Join the meeting now	Doreen McLeary, Olivia Edmonds, Megan Redmond, Ivana Curcic, Academic Liaison Librarians and Tarandeep Johal, Michael Rogers, Digital Skills Advisers	Monday 4 th August 2025 12 noon - 1.00pm
Peer Observation (The Visit) Join the meeting now	Margaret Gordon, Principal Administrative Officer, IICL Quality Team	Monday 11 th August 2025 1.00pm - 2.00pm