

Tutor Training to Deliver Pre-Designed Courses

Thank you for confirming your Scholars Programme placement – we're looking forward to working together! Please read the following carefully for details about tutor training and preparing to deliver a pre-designed course.

Attached to this email, your Programme Officer will have shared a digital copy of the course you will be delivering. It is important to have this available while completing the training.

You may have already completed the Introductory Module following your Assessment Centre, and if so, you do not need to complete Stage 1 again. However, all tutors should complete Stage 2. Please ensure that you complete the pre-designed training below by the deadline set by your Programme Officer, to allow time for you to prepare for your upcoming tutorials.

Training Overview

Completing your Training to Deliver a Pre-Designed Programme	
Stage 1 – if not already completed	<p>Introductory Module:</p> <ul style="list-style-type: none"> • Introduction to The Brilliant Club • Safeguarding <p>These core modules can be accessed through our website https://thebrilliantclub.org/tutor-training/introductory-module/ (password: tbctutors) if you haven't already completed them.</p> <p>At the end of this training, you will be asked to complete an exit quiz to confirm completion of Safeguarding Training. Please note that you must correctly answer 7 of 8 questions on the exit quiz to complete your safeguarding training.</p>
Stage 2 – All Tutors	<p>Delivering a pre-designed course</p> <p>There are two training sessions to view for this training. This module will help you to familiarise yourself with the pre-designed course and plan for your tutorials, covers the marking procedures for the final assignment and explores the principles of effective feedback.</p> <p>The link for this training can be found here: https://thebrilliantclub.org/tutor-training/delivering-tsp-pre-designed-programme/ (password: tbctutors)</p> <p>At the end of this training, you will be asked to complete an exit quiz.</p> <p>We estimate that this stage will take about 90 minutes to complete, including independent working time.</p>
Stage 3 - Optional	<p>Elective Sessions</p> <p>We also have a number of elective sessions available on topics related to teaching and working as a PhD tutor, including “Delivering Tutorials Online” and “Teaching Sensitive Topics”. These optional sessions are available here: https://thebrilliantclub.org/tutor-training/electives/ (password: tbctutors)</p>
Stage 4 – Live Tutor Training	<p>We will be in touch with further information about the Training Day in your region for each term. The day will focus on preparing for any allocated placements and introduce you to the principles of participation to help prepare to deliver your tutorials. Please note this may move online as a result of further government guidance or COVID-19 updates.</p>

Your Programme Officer is your best point of contact for any questions about your specific placement. If you have any questions about this training, please do not hesitate to get in touch with our Teaching and Learning team at tutortraining@thebrilliantclub.org.