

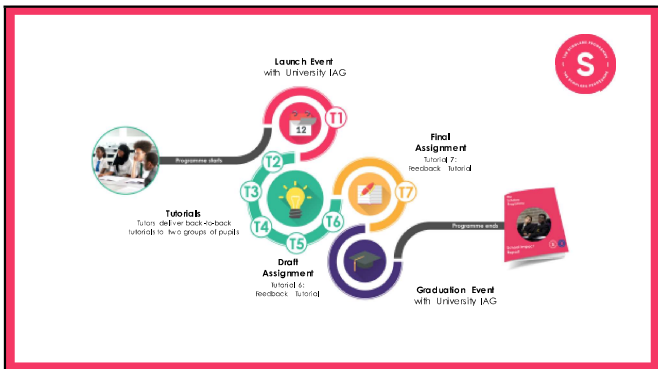
#TBCtraining

Plenary

Please register your attendance using the QR code or the [link](#) in the chat box.







Professional Induction Reminders



- Keep your Programme Officer and Lead Teacher up to date throughout your placement
- Please ensure you email your Programme Officer if...
 - Your availability changes
 - Your Lead Teacher asks to change the date of a tutorial or the final assignment deadline
 - You have concerns or questions about pupil progress during your placement
- The TSP and BTP teams are here to help so please do reach out with any questions!

HR and Finance



- Please ensure you have watched the online Finance and Tutor/HR induction on the website
- A Programme Manager must approve any expenses beyond using public transport to reach your school - when in doubt ask before you purchase!
- Finance questions: finance@thebrilliantclub.org
- HR Questions: TutorHR@thebrilliantclub.org

Pre-Placement Reminders



- Tutor Agreement
- DBS/ Right to Work
- Handbook
- Confirm placement dates
- Tutorial Registers
- Baseline assignment

The Hub



We are excited to be launching The Hub this academic year, a new platform for our tutors and pupils. This replaces the VLE.

- The Hub enables pupils to keep in touch with their tutors, upload their work and view any useful documents you'd like to share with them.
- For tutors, this is where you will keep track of the placement progress and where you will submit **tutorial attendance**, **baseline assignment marks** and **final assignment marks**. You can also provide pupils with feedback on their work here.

Using The Hub



Schools and Pupils

- Teachers should organise a session to support pupils to log into the Hub for the first time before the first tutorials.
- Teachers can reset pupil passwords on teachers' own Hub.
- You can view 'last login dates' for all pupils. If any pupils have not logged in or struggle to log back in, flag to your PO and Lead Teacher.

Tutors

- You'll be sent an email every time a new placement is added to the Hub so you can log in to view your placement.
- Use the Hub to enter tutorial attendance within 24 hours and assignment marks ASAP and within 1 week.
- Check the Hub regularly to keep in touch with your pupils.
- Remember that all messages go through moderation and some may take up to 24 hours to go through. Remind pupils of this so they send you messages in enough time.
- Let your pupils know when you'll be checking the Hub so they know when to expect responses.


Reflections on today



What have you learnt today?

What do you feel more confident about after today?

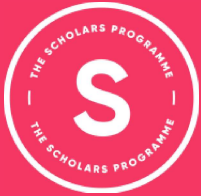
What questions do you still have?

Electives/ Community Discussion 

Session 1 14:55 – 15:40	Session 2 15:45 – 16:30
Community Discussion (Wonder)	Delivering Tutorials Online
Progress in Pre-Designed Course	Differentiating your Delivery
Course Design Workshop	Engaging and Practical Activities in STEM
Questioning like a Pro	Translating your TBC Experience into HE Spaces
Look Who's Talking	Low Tech Teaching

10-minute feedback 





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