

The Diploma Tutor Training Process

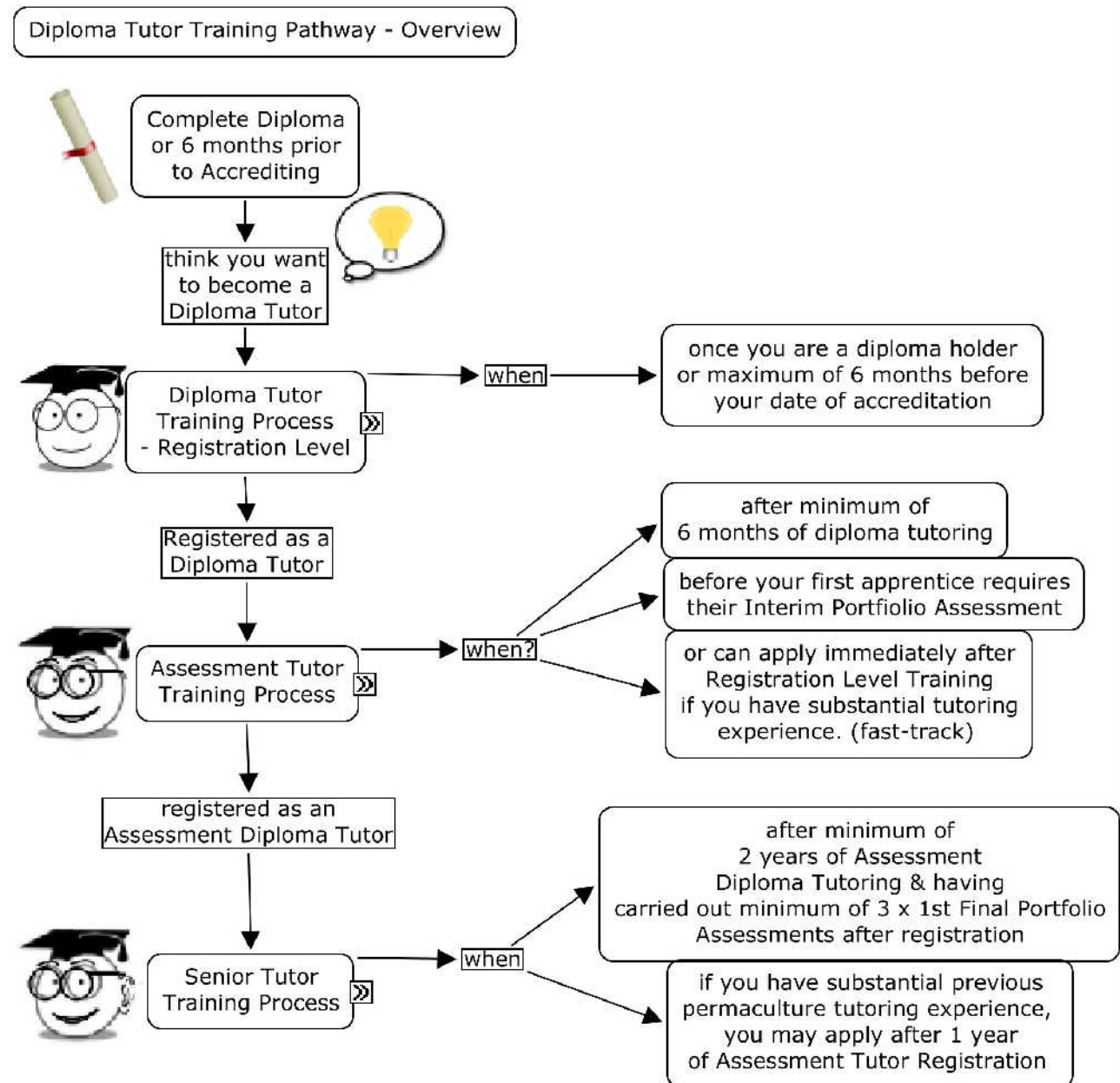
Table of Contents

Overview of Diploma Training Process.....	2
Flowchart illustrating Overview of Tutor Training Process.....	2
Tutor Training Process – Registration Level - Flowchart.....	3
Tutor Training Process – Registration Level.....	4
Applying to be a Diploma Tutor.....	4
Tutor Training – Registration Level.....	4
Preparatory work.....	4
The Training – Registration Level.....	5
Post-Training & Registration.....	5
Registration Level - Assessment of Practice	6
Arranging your Assessment of Practice	6
Assessing tutor travel expenses.....	6
The Assessment itself.....	7
Assessor's Report.....	7
Gaining Open College Network Accreditation.....	7
Flowchart illustrating the Assessment Level Training Process.....	9
Tutor Training Process – Assessment Level.....	10
Pre-requisite for application.....	10
summary of the Assessment Training process in sequential order:	10
Assessment practicalities.....	11
Additional Tutoring Role of Assessment Tutors.....	11
Flowchart illustrating the Senior Tutor Training Process.....	12
Tutor Training – Senior Level.....	13
The Senior Tutor Role.....	13
Summary of the process for Senior tutor Training in chronological order:	13
Quality Assurance in Diploma in Applied Permaculture Design.	14
Tutor Meetings and Ongoing Tutor Training.....	14
Assessing Portfolios Fairly.....	14
The Tutor's Design Work.....	14
The Diploma Working Group.....	14
Ongoing Diploma Tutor Registration Requirements.....	15
Diploma Tutor Training Events.....	15
Creating Your Tutor Learning Pathway and CPD Plan	16
What might it look like?.....	16
How to create one.....	16
Your Tutor Profile.....	18
Your Contract with the Permaculture Association.....	18
Invoicing hourly allocation for Diploma Tutors for the Different Tutoring events within the Diploma:	19
Fees for The Diploma Tutor Training Pathway.	20
What's included in the tutor training fees?.....	20
What's not included in the fees?.....	20
Flexible Payment Options.....	21
Offsetting the tutor training costs against your diploma tutor earnings.....	21

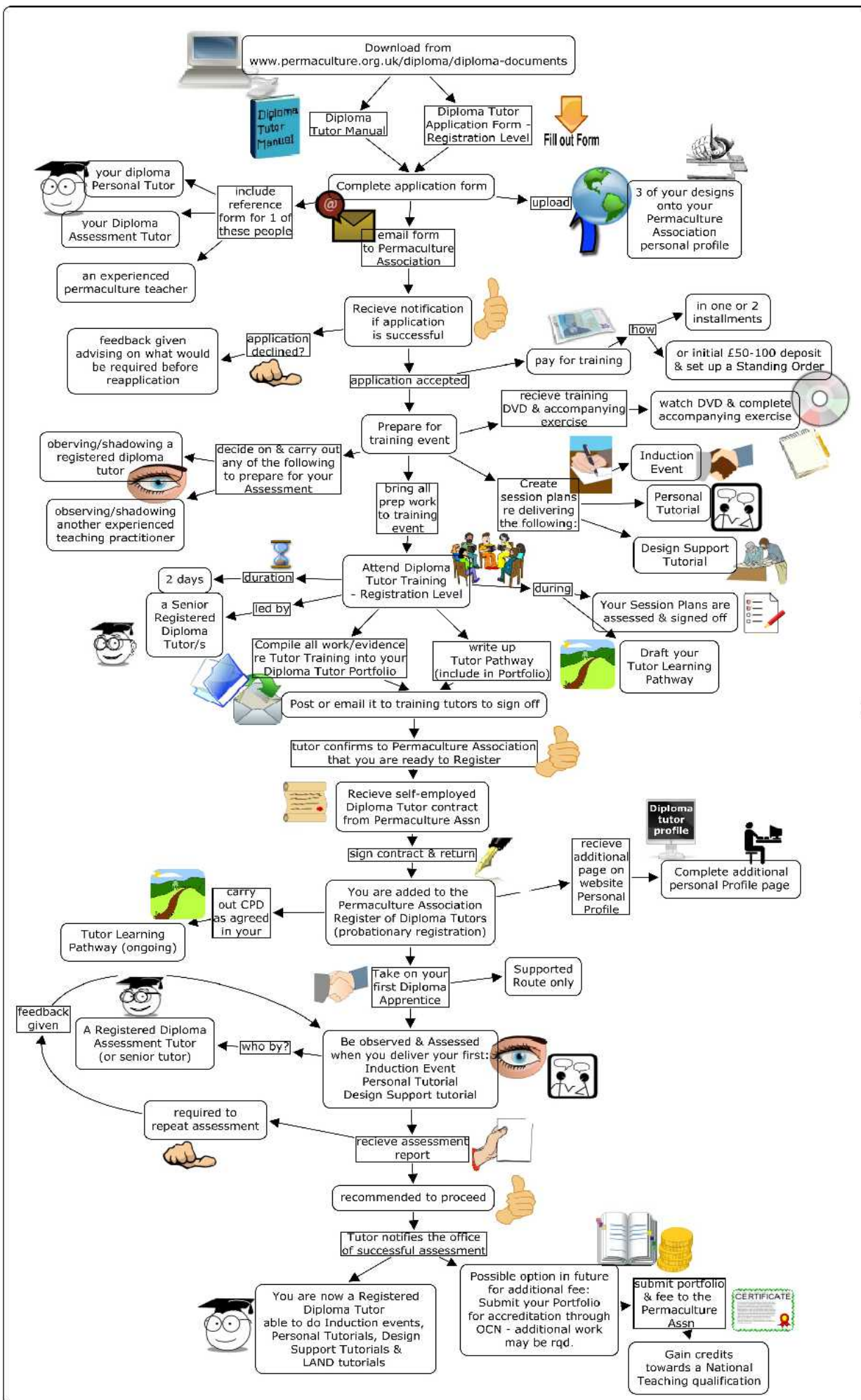
Overview of Diploma Training Process

The flow chart below illustrates the process.

Flowchart illustrating Overview of Tutor Training Process



Tutor Training Process – Registration Level - Flowchart



Tutor Training Process – Registration Level

Applying to be a Diploma Tutor

Only Permaculture Diploma holders can apply to be Diploma Tutors. Or if you are due to complete your Diploma within 6 months, you can also apply. However please bear in mind if you do not accredit within 6 months of completing the registration level training, you may be required to repeat the training again.

In order to apply to be a Diploma Tutor please complete the Application form for Diploma Tutor Training – Registration Level. This includes information about your previous relevant training and experience, so we can take this into account. The registration form also includes information that you will include on your Permaculture Association online personal profile; when you are accepted & added to the Diploma Tutor Register, you will be allocated an additional page on your Permaculture Association online personal profile, which will be your Diploma Tutor personal profile. The information on your registration form can be used for this too.

You also need to include the following with your application form:

- the name and contact details of one of your diploma tutors, or, if not possible, another experienced permaculture practitioner who is familiar with your work, who has agreed to provide a reference for you. It is particularly useful if they have witnessed you in a teaching/tutoring role at some point, and can comment on this.
- 3 of your designs in electronic format, (scanned paper copies or any work that is already in electronic format). These 3 examples of your design work in electronic format will also be required for you to upload to your Diploma Tutor online personal profile at the point at which you are added to the Diploma Tutor Register.

Once we have received your application form, we will notify you as soon as we can to confirm if you have been accepted on the training and thus have been accepted to begin the tutor training process.

At this point we will set up your Diploma Tutor Training account at the office and will send you details about how you can pay for the training. You will have the option to pay the full fees all in one go or alternatively, there will be a variety of flexible payment options, so that you can pay for your training over an extended period. This will include setting up a standing order (just like some people may have done for your diploma fees). We will be offering options so that you can be paying mostly at the point when you are registered and also receiving income from your diploma tutoring work.

Please see the Fees section on p21 for detail on the cost of the training, and for more details about how you can pay for this training out of your first earnings as a diploma tutor.

Tutor Training – Registration Level

Preparatory work

Once you are accepted on the Diploma Tutor Training Programme, we will send you a pre-training pack, including The Tutor Manual, a Training DVD, and preparatory work briefing. The training DVD will include videos, illustrating important aspects for the delivery of each

of the following:

- An Induction Event
- A Personal Tutorial
- A Design Support Tutorial

Prior to the training please watch the training DVD and complete the accompanying exercises, which will help you to reflect on the content of the DVD and includes you writing up your own session plans for how you intend to deliver your first one of the above tutor events (i.e. Induction Event, Personal Tutorial, & Design Support Tutorial) The training

You are required to complete the above work and bring it along to the Training.

Also you may want to consider at this point if you want to do any shadowing/observing of any Diploma Tutors delivering the above tutoring events. We recommend that you observe one of each if at all possible. Alternatively, you may find that you have or can make a connection with other experienced adult training practitioners in your locality, whom it may be useful for you to observe in action.

After the training, when you are first registered, when you are delivering your first one of each of the above tutoring events, you will be assessed at this point on your practice (see below – 'Assessment of practice – Registration Level'). So you may want to consider what kind of preparation for this you want to do and start arranging it at this stage.

The Training – Registration Level

The Registration Level Training is a 2 day event. It will be delivered by at least one Senior Registered Diploma Tutor.

During this training, you will meet other tutors at the same level as yourself, and you will reflect on the preparatory exercises together. Your session plans will be assessed and you will receive feedback on them. You will also have a chance to look at other ways of delivery so you will get ideas on how to deliver these tutor events.

The facilitators of the training will have read your application forms and thus have a sense of your prior experience. They will assess your session plans and confirm if they are satisfactory, for you to proceed, or they may ask you to review them in the light of feedback.

Also during this training, you will have some time to start to draft up your Tutor Learning Pathway, (or continuous professional development plan). All Diploma Tutors are required to be in a process of professional development. Your plan for this is your Diploma Tutor Learning Pathway; this is a plan that you devise yourself based on what you consider your training needs are and what will help you most. Also by using this approach, you will be continuing the Diploma Learning Pathway process used by apprentices on the Diploma.

The trainer/s may offer some advice on what kinds of things you should include in your Tutor Learning Pathway. This will be based on your prior experience, and so would be tailored to you.

Post-Training & Registration

After you have attended the training, and before you can be registered as a Diploma tutor, you are required to submit the following to be signed off:

- Your Tutor Learning Pathway plan
- Your Tutor Training Portfolio of work: This should include evidence of all the work you have completed so far. This will include, your Tutor Learning Pathway, your session plans, notes taken observing the training DVD. Any other work done during the training itself and documentation of any shadowing/observation of practice or any other preparation work you have done.

Once this has been submitted and signed off then you will receive your Diploma Tutor self-employed contract. Once you sign and return this to the office, you will be added to the Diploma Tutor Register and you are then able to take on new apprentices. We will add an additional page to your online personal profile on the Permaculture Association website, and your name and a link to your personal profile will be added to the online Diploma Tutor Register.

At this point you are able to deliver, Induction Events, Personal Tutorials and Design Support Tutorials only. You must progress to the Assessment Tutor Level before you can deliver any Portfolio Assessments: Assessment Level training qualifies you to deliver Interim Portfolio Assessments & 1st Final Portfolio Assessments. This means then that newly registered tutors can only accept Supported Route apprentices at this stage. You need to be an Assessment Tutor before you can accept Independent Route apprentices.

Registration Level - Assessment of Practice

Arranging your Assessment of Practice

After you have been added to the Diploma Tutor Register, you can take on your first Diploma apprentice/s. When you deliver your first one of each type of tutoring event, you must be assessed on your practice by a Assessment Diploma Tutor or a Senior Diploma Tutor. So as soon as you register you need to identify who your Assessing tutor will be and how this will work in practice. You need to bear this in mind when you take on your first apprentice/s and are booking your first Induction Event, Personal Tutorial and Design Support Tutorial with your first apprentice, you need to liaise with your Assessment Tutor and arrange where this will take place and ensure that your Assessment Tutor can make the date.

Assessing tutor travel expenses

Travel expenses for assessing tutors to travel to these events are not included in the fees so as trainee tutor you may be required to meet the expense of your assessing tutor to travel to your assessment. However, there are ways to reduce or eliminate this cost and the Assessing tutors & the Association staff will do all we can to support this. We are keen to support new tutors especially those in locations where there are not already registered diploma tutors, so we will work with you on this to work out the best option.

The first option is that if there is an assessing tutor near you, or who will be travelling to your region for some other reason, synchronising this would be the least costly choice. We will do our best to help co-ordinate assessing tutors' availability and travel. Otherwise

it may well be possible to hold these first tutorials at a Regional or National Diploma Event, or for you and your apprentice to travel to the assessing tutor's locality or somewhere they are visiting.

If none of the above is possible, you may also be able to video the events and send them to be assessed or conduct them via Skype. This should be a last resort, as being assessed in person is preferable.

The Assessment itself

When you are being assessed you are delivering your first tutorial/s. Your assessing tutor will be observing your practice, and will not intervene or participate during the event itself. It is important that the apprentice you are tutoring is aware and has agreed for this to be taking place during their tutorial and that they are aware that the assessing tutor is there to observe your practice, and they are not being assessed themselves.

This assessment process is in place, so that you get personalised feedback on your tutoring and that all tutors in the system know that all other tutors have been through the same process. This is really important for you to be a part of a national network of practitioners all of whom you can feel confident in. This will improve the standing and reputation of the Diploma and should benefit all diploma tutors from this point of view. We understand that it can be a nerve-wracking process for some people to be observed and assessed. We hope that being assessed on your practice will be a positive experience and that the process confirms and supports you as a tutor.

Assessor's Report

During your Assessment your assessing tutor may make notes, and assess you against set criteria using a standardised criteria for assessment, which will be used by all assessing tutors. Directly afterwards they will have a little time for a debrief and reflection with you and they will give you some verbal feedback at this point. They may or may not confirm if you have passed your assessment at this stage. If they have any doubts they may need to take their notes away and consult their peers.

Afterwards your assessing tutor will write up their assessment report and send a copy to yourself and to the Permaculture Association office. If you have passed, well done. Your assessment report will contain feedback for you. This is the opportunity we have to give you constructive feedback on your practice, so please read and take on board any recommendations included in your Assessment report. Your Assessing tutor can at this stage recommend that you repeat your assessment, if you didn't meet the criteria as required. If you don't have much tutoring experience this may well be very valuable, and should not be seen as a failure. You will in this case need to pay an additional fee to cover the cost of this repeat assessment.

Gaining Open College Network Accreditation

The Permaculture Association has very recently been approved as an Open College Network (OCN) accredited training centre. This means that we will be able to provide OCN qualifications 'in house'.

There is development work to do on this, but over the next year we are going to focus on approving the diploma tutor training that we offer, so that it can be used to achieve credits towards a National Qualification in Teaching in the Lifelong Learning Sector (NQTLLS.) Examples of NQTLLS are the PTLLS & CTLLS qualifications, but we are unsure at this stage if it will be these qualifications that we will be able to offer or something equivalent with another awarding body.

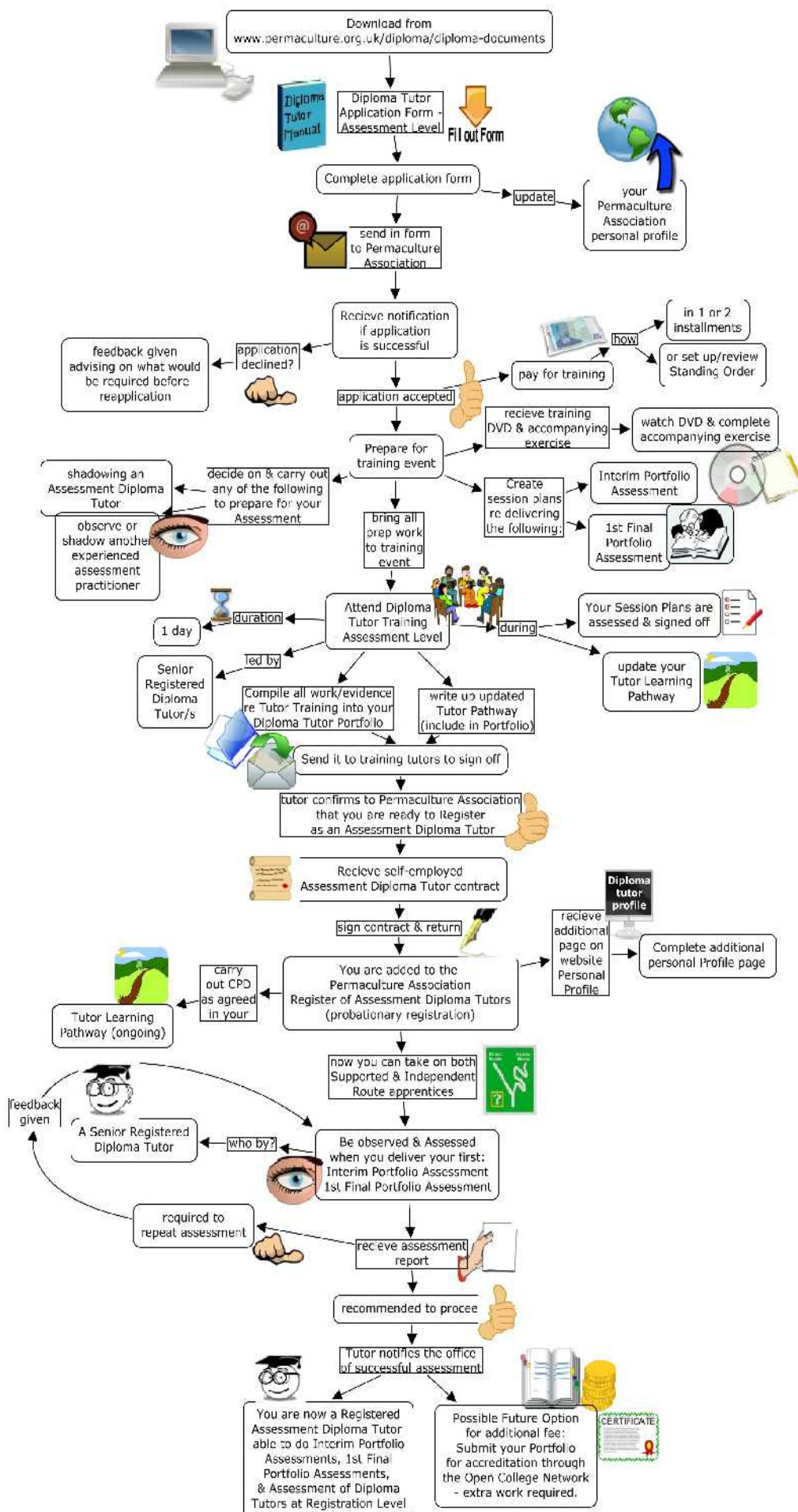
Having a NQTLLS is a requirement deliver training in the adult education sector, and would enable you to deliver other training as well as diploma tutoring. This might be other courses that you deliver, that could also be accredited through the Permaculture Association or it could be work you do with any other adult education provider.

We aren't there yet, but what we *have* done so far is to match the content of the Diploma Tutor Training to National Standards, and to ensure that the training deliverers are suitably qualified. This is good practice anyway. It also means that it is likely that your Diploma Tutor Portfolio can count towards this kind of qualification.

Please let us know if you are interested in this possibility because we will then make sure that we support you as much as we can to make sure the work you do meets the standards at the appropriate level, and if possible we will see if the training can even be retrospectively recognised, or alternatively we may be able to build in the 'guided learning hours' required into future 'in house' diploma tutor CPD days that you are required to attend anyway to maintain your diploma tutor registration. If we know you are interested, we can give you more information about what the options are at this stage, and keep you updated when we know more about what we might be able to do.

The OCN charge an additional fee for the OCN accreditation, so we'd also let you know about this, it would be a standard fee, we don't currently have the costs for this, but we can keep you informed if we know you are interested.

Flowchart illustrating the Assessment Level Training Process



Tutor Training Process – Assessment Level

Once you are a registered Diploma Tutor and have passed your Assessment of Practice at Registration Level, the next stage of the Tutor Training Process is the Assessment Training.

Pre-requisite for application

In order to apply for this training you must have been a practising Diploma Tutor for a minimum of 6 months. You must apply for this training in advance of the point when your first apprentice is ready for their Interim Portfolio Assessment. We will be delivering this training once a year to begin with, so it is recommended that you attend the training the year after your Registration Level Training.

The only exceptions to this is if you have substantial tutoring experience, you may if you wish to apply to fast-track and to do the Assessment Level Training immediately after the Registration Level Training.

We will be delivering this training on 30th Nov this year, and then again around the same time next year.

There is also an option for newly training tutors at Registration Level to attend the Assessment Level Training in an observing role only, in this case you may well be required to repeat the training again at the point when you are ready to do the assessment of practice. However this may be useful for many tutors as it will give you a taster of what is to come.

The Assessment Level Training process echos the process of the Registration Level Training, but this time the process is focusing on delivery of the Interim Portfolio Assessment and Final Portfolio Assessment 1. Other than this the process is the same or very similar:

summary of the Assessment Training process in sequential order:

- complete Assessment level application form,
- watch the training DVD & do the accompanying exercise,
- write up your own session plans for your Interim and 1st Final Portfolio Assessment.
- consider any shadowing/observing of other tutors' practice you wish to do.
- attend the Assessment Level training (1 day course) and have your session plans signed off,
- reviewing your Tutor Learning Pathway, send this in to your training tutor, included in your updated Tutor Training portfolio, and receive confirmation that you can proceed
- You will then be added to the Assessment Tutor Register
- Be assessed when you deliver your first Interim Portfolio Assessment and 1st Final Portfolio Assessment.
- receive your Assessment report for each of the above assessments. The assessment report will say if you have passed the assessment or if you are required to repeat this assessment. Constructive feedback will be included.

- (possible future option) include any additional work required for accreditation and submit your portfolio for OCN accreditation

Assessment practicalities

It is preferable that your assessing tutor can be present during your assessment feedback. If your assessing Senior Diploma Tutor is not attending the assessment in person, in order to be assessed you must submit to them the following:

- A complete copy of your apprentice's submitted portfolio.
- A copy of your completed Assessment report.
- A video recording of your face-to-face contact with the apprentice (pre-assessment discussion if applicable, and then post-assessment feedback).

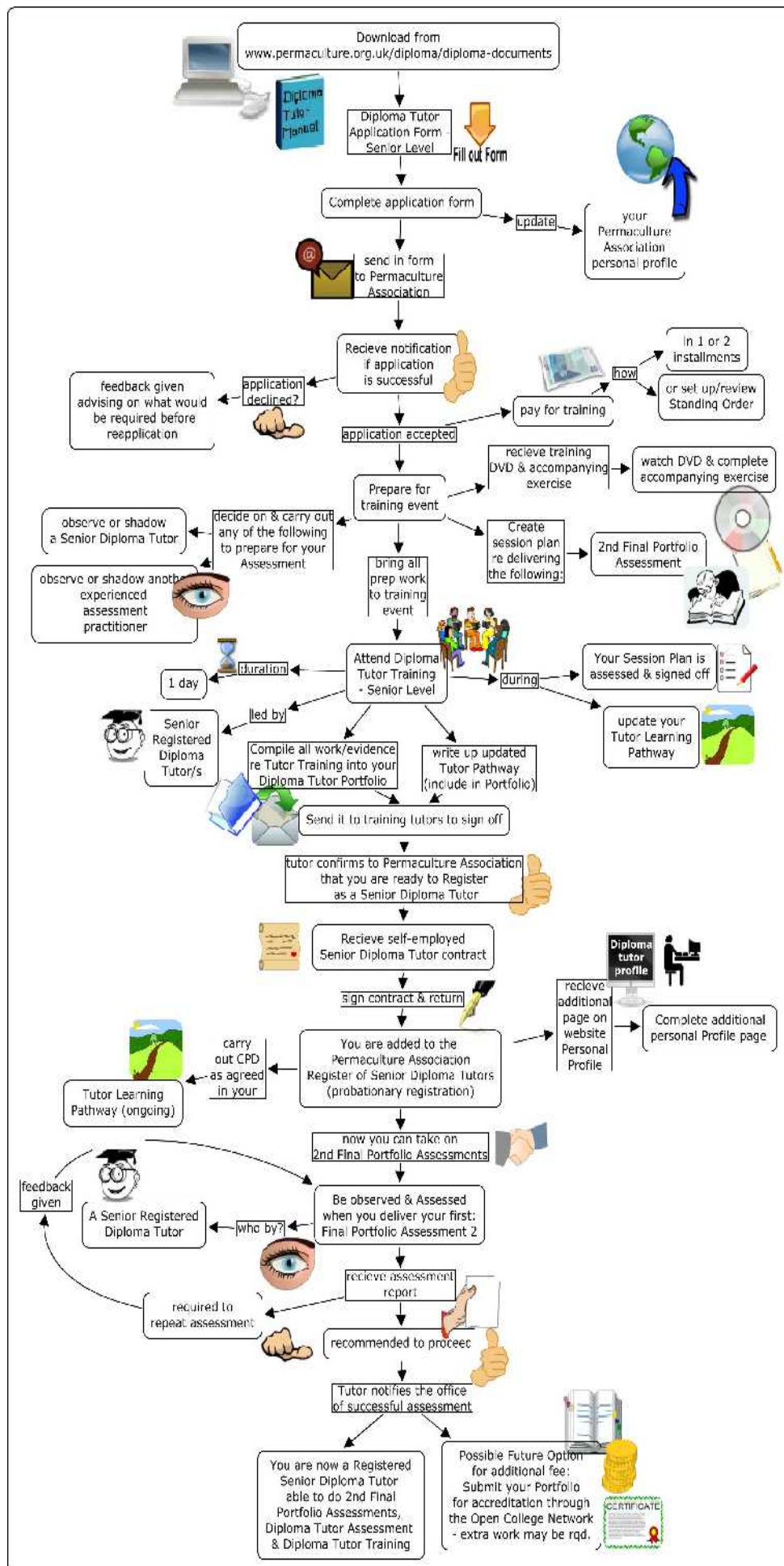
Any original work must be sent by recorded delivery. You must gain permission from the apprentice to post any original work. When apprentices have electronic versions of their work it can make this easier and also for them at the point of their assessment.

Additional Tutoring Role of Assessment Tutors

Once you have passed your assessment of practice at Assessment Level, you are now qualified to take on Independent Route apprentices. You can also deliver Assessment of Practice for new trainee diploma tutors at Registration Level.

All diploma tutors will need to progress to this level, because all tutors will need to be able to deliver Interim and 1st Final Portfolio Assessments. There is no requirement to progress on to Senior Tutor Level if you don't wish to, but details are included later on describing the Senior Tutor Training process for those who are interested.

Flowchart illustrating the Senior Tutor Training Process



Tutor Training – Senior Level

The flow chart fig 4 below, illustrates in diagram form the Senior Tutor Training process. Again the process is the same or very similar to the Registration Level & Assessment Level Training.

The Senior Tutor Role

The Senior Tutor's role is to carry out quality assurance tasks within the process. They are the only tutors able to deliver the 2nd of the Final Portfolio Assessments. Senior Tutors are also responsible for delivering Diploma tutor training, and CPD in house training. They are required to also maintain their own CPD activities, including peer review to ensure they continue to develop their own skills.

In order to apply for Senior Tutor training you must have been a practising Assessment Tutor for a minimum of 2 years and have completed a minimum of 3 Final Portfolio Assessments on your own (i.e. as well as any that you were assessed on).

Summary of the process for Senior tutor Training in chronological order:

- Complete the Senior Tutor Training application form & submit to the Permaculture Association office
- Be accepted on the training & receive the training DVD
- watch the training DVD and complete the accompanying exercise
- shadow or observe a Final Portfolio Assessment no 2, or carry out any other observing or prep work you think is relevant
- write up your own session plan for delivery of your a Final Portfolio Assessment 2.
- Attend the 1 day training, during which your session plan is signed off.
- Review your Tutor Learning Pathway, and submit this along with your updated Tutor Training Portfolio to be signed off
- Be added to the Senior Diploma Tutor Register
- Take on your first apprentice to do a 2nd Final Portfolio Assessment.
- Be assessed on the delivery of your delivery of this. Can be done at a distance in that it is your Assessment Report that is relevant. Your Assessing tutor must be a Senior Registered Diploma Tutor.
- Receive assessment report which will determine if you have passed.
- (Possible future option) submit your portfolio for OCN Accreditation.

Quality Assurance in Diploma in Applied Permaculture Design.

Tutor Meetings and Ongoing Tutor Training

A further aspect of the Quality Assurance system is that **as a registered diploma tutors you are required to attend at least one 'in house' Permaculture Association Continuous Professional Development (CPD) day every two years.** We will run these at least once a year on the Friday of the National Diploma Gathering. It is preferable, especially in the early years of your registration that you attend each year.

The National Diploma Gatherings for apprentices provide such an opportunity as they are combined with tutor meetings and training events held at the same venue on the day(s) preceding them. The CPD days will include opportunities for Diploma tutors to bring a selection of the portfolios they have assessed that year and discuss their decisions with their peers. This serves the dual purpose of providing training support for tutors and helping us all to maintain equality of standards across the Diploma network in Britain.

These training events also support various quality assurance mechanisms such as providing tutors with the opportunity to receive peer supervision and share best practice. The need to gather tutors together for training (and the travel costs associated with it) is 'stacked in' with the National Diploma gatherings attended by apprentices, so that tutors can receive professional support *and* arrange paid tutoring work at the same event. Our aim is to reduce travel costs and help make it financially viable for you to attend.

Assessing Portfolios Fairly

In the Diploma, the Final Assessment Process involves each apprentice's work being assessed both by their Personal Tutor and a Senior Registered Tutor. This cross-checking of Portfolio Assessments by another tutor, is a process of 'internal moderation' and is a recognised method of Quality Assurance within the Further Education Sector. Essentially you will be regularly comparing your understanding and interpretation of the Assessment Criteria with other tutors; the intention is that you should feel consistently supported and empowered by this process. Our aim is to develop a flexible but consistent approach to assessing work across the tutor network.

The Tutor's Design Work

The design work that a tutor makes available on the Permaculture Association Diploma Tutor register is effectively their advertisement for their design skills. Making their whole Diploma portfolio available gives apprentices a better idea of the tutor's interests and the level of work expected, though for older portfolios a more recent retrospective critique might also be advised. By uploading their most recent designs a tutor gives the best indication of the level they are working at.

The Diploma Working Group

The Diploma Working Group (DWG) is the group responsible for overseeing the current diploma process and designing its future progression. It is made up of a diverse range of diploma stakeholders including apprentices, tutors, senior tutors and Permaculture Association staff. They have monthly teleconferences and a number of face-to-face meetings each year. Suggestions for future system developments, current maintenance and arbitration should be directed towards them via diploma@permaculture.org.uk stating 'for the attention of the DWG'. For further information visit the DWG webpage at: <http://www.permaculture.org.uk/diploma/diploma-working-group>

Ongoing Diploma Tutor Registration Requirements

Tutorials for the Diploma in Applied Permaculture Design delivered by the Permaculture Association will only be contracted to registered Diploma Tutors. This register will be compiled and administered by the Permaculture Association and the up-to-date version will be available on the Permaculture Association website so that potential Diploma apprentices can see a complete list of available tutors.

To remain on the Diploma tutor register you need to:

- Be in the process or have completed the Tutor Training process up to Assessment Level.
- Attend a Diploma tutor meeting / CPD training event a minimum of once every two years.
- Attend a National or Regional Diploma gathering a minimum of once every three years.
- Keep your tutor profile updated and upload new designs to your profile from time to time.
- Remain a member of the Permaculture Association.

Diploma Tutor Training Events

If you wish to become a tutor you need to be ready to make the most of the next opportunity as training events currently only occur once or twice a year. The Permaculture Association office will be able to tell you the dates of all upcoming Diploma Tutor training and CPD events that they will be delivering.

Creating Your Tutor Learning Pathway and CPD Plan

Your Tutor Learning Pathway forms the basis of your CPD¹ as a Diploma Tutor. You need to have created one and had it signed off by a Senior Tutor before you can be employed as a registered Tutor in the system.

What might it look like?

Your CPD plan can take whatever form you wish, just as long as it communicates clearly the pathway you intend to follow to develop the skills that you need as a Tutor. It might take the form of a list of tasks, a mind map, or flow diagram. Its key qualities will be that:

- It sets out where you have got to (perhaps by referring to your application form): the skills and experience you already have.
- It identifies the gaps in your experience that you need to fill and the key skills that you wish to acquire or develop.
- It places all these into a timeline that you can regularly refer to, to check that you are meeting your targets.

How to create one

The following is a suggested seven stage process for creating a Tutor Learning Pathway.

STEP ONE: Visioning

Where do you want to be in two years time? What skills do you want to have acquired? What permaculture and Diploma related work do you want to be doing? What do you want to be better at doing? How do you want to interact with your peers?

How can I become a more effective Diploma Tutor?

It can be very helpful to find another Tutor to talk to and discuss your vision. Don't expect to do it in one go – set yourself the challenge – do some thinking and maybe some creative work and then sleep on it.

STEP TWO: Brainstorming

Imagine and record all the elements of your vision. You can do this by drawing, collecting pictures from magazines, books, previous notes etc. You may simply want to create a mind map or spider diagram of the different elements. The key to creating a stress free Tutor Learning Pathway is to think about how best you can integrate your Diploma activities with the rest of your life. Content for your pathway will include three key elements:

1. Human beings!

- Tutor CPD events – ideally once a year. Attend as many as you can to keep up to date with the network and develop your skills.
- Shadow Tutorials and Assessments delivered by your peers and have them shadow yours too. Reflect and review each other's work constructively.
- Tutor Peer Groups – this will be addressed in each of the Tutor Trainings.

2. Design work

¹ 'Continuous Professional Development' rather than 'Compulsive Permaculture Disorder'. ☺

- Offering Design Support requires that you maintain your own learning. Continue to practice design, reflect and evaluate.
- Explore a diversity of design areas, both land-based and beyond.
- Make sure you include time to implement design ideas and develop associated practical skills.
- Review your own portfolio in retrospect – if you accredited a while ago, would *you* award yourself the Diploma now and why?

3. Other activities that extend your skills, such as:

- Teaching / shadowing design courses.
- Visits to projects and work days.
- Attendance on specialist courses.
- Technical Tutorials and apprenticeships with specific individuals or groups.
- Advanced design events.
- Regional and national permaculture convergences.
- Reading and research - books to read, films/videos, websites etc.
- Ongoing experiments - research aim, targets, timescale.
- Writing teaching resources.
- Collaborative working opportunities.

STEP THREE: Clustering

Group the elements into themes - you might do this using the following criteria:

- Permaculture design work
 - o Theoretical knowledge
 - o Practical skills
 - o Teaching
- Diploma tutoring
 - o Coaching / mentoring
 - o Facilitation
 - o Design support
 - o Portfolio assessment
 - o Working as part of a team

The key purpose of clustering is to chunk up the different areas of interest into manageable projects, activities and areas of learning.

STEP FOUR: Prioritise

Identify the areas that are most important to you. What excites you most? What looks most achievable to start with? What will bring most immediate benefits?

STEP FIVE: Break down into stages

Identify what action needs to be taken to reach the vision and in what order. Some things are dependent on others, like shadowing Portfolio Assessments prior to being able to deliver one yourself.

STEP SIX: Create a time line

Put your various stages in to chronological order. Space things out, as everything will take twice as long as you imagine! Personal organisers and year planners are great for this. Gantt charts can also help to lay out your timeline and allow you to monitor your progress.

Mark in what you plan to do, when, how long you think it will take and your key outcomes.

STEP SEVEN: Presenting it – possible formats

Now it is time to present the information in a format that is easy to understand and reflects your own style. The use of colour and pictures is encouraged along with text. It should ideally be on no more than a few sheets of A4 as this is easier to file. You can produce your Tutor Pathway in any format that suits you – a mind map, a picture/diagram, timeline or list. We haven't yet seen the epic poem, but look forward to it!

Using and reviewing it

In addition to showing the Permaculture Association how you intend to develop your tutoring skills, the exercise of producing your Tutor Learning Pathway is intended to give you an opportunity to think systematically about your interests and requirements and to trawl your networks to see how you may satisfy these. Your CPD plan will always be a working document and as such should be updated and regularly reviewed by your peers.

Your Tutor Profile

Your Tutor Profile that you'll be uploading to the Permaculture Association website is where you will advertise your Tutoring services. In addition to your location and contact details, you'll need to include:

- Your default venue for holding tutorials.
- When and where did you do your PDC and with whom.
- When you accredited for your Diploma.
- Your areas of Permaculture Design experience.
- Your skills, technical expertise and areas of interest.
- Whether you are willing to travel elsewhere to tutorials.
- Whether you run tutorials individually, in groups, or both.
- Whether you offer Action learning Support, Design Support, or both.²
- Whether you have you require apprentices to have regular tutorials with you.
- Whether you are willing to book additional tutorials with apprentices.
- How many apprentices that you have capacity for at any one time.

You'll also need to upload three samples of your design work to the PA website.

Your Contract with the Permaculture Association

While contracted to deliver tutoring services on behalf of the Permaculture Association, you do so on a freelance self-employed basis. When you register you will sign an overall contract, and this sets out the basic terms and conditions. The rate of pay is £30 per hour of tutorial contact time. The £30 per hour rate, does not include your preparation and follow up administration time as a tutor. This hourly rate is for contact time only and as a tutor you are required to fulfil these duties in addition. We will be working with tutors to assist you to develop streamlined systems so that you can carry out this work as efficiently as possible.

² Are you open to allow the apprentice to decide on what balance of Action Learning Support (process support) or Design Support (content of designs) they want? Or have you got a method you use and have found works best.

Below is a list of the types of tutoring event that exist in the diploma system and how many hours of contact time you can invoice for for these tutoring events.

When you agree to be a tutor for an apprentice we will send you an email 'Addendum Contract', this will detail the number of tutorials that you are contracted to deliver with this particular apprentice. You cannot invoice for any contact time unless it is included in your Addendum Contract for that apprentice.

As a diploma tutor you are fully responsible for payment of income tax, national insurance and VAT (where applicable), observation of any relevant regulations or laws, and for your own public liability during the period of the contract.

The contract you sign also stipulates that you:

- Be a current member of the Permaculture Association;
- Have reasonable computer skills: be able to use email, websites, produce electronic reports etc.;
- Have good communication skills, written and verbal;
- Be committed to ongoing professional development and continued learning about permaculture and related subjects.

Invoicing hourly allocation for Diploma Tutors for the Different Tutoring events within the Diploma:

Tutoring Supported Route Apprentices.

As Personal Tutor apprentices will have paid for a minimum of the following tutoring events that will be delivered by you:

1 x Induction Event – 2hrs individual contact time or group equivalent

4 x Personal Tutorials – 1 hr contact time or group equivalent

1 x Interim Portfolio Assessment – 2 hrs contact time, includes assessment so not all face-to-face with the apprentice, but must include 1:1 feedback. This is part of the assessment process and thus group equivalent is not an option.

1 x Final Portfolio Assessment 1. - 2.5 hrs contact time, includes assessment so not all face-to-face with the apprentice, but must include 1:1 feedback. This is part of the assessment process and thus group equivalent is not an option.

Design Support Tutorials are not included in the Standard Supported Route fees, but are included in the 'Supported Route Plus' package, also apprentices can choose to buy additional Design Support Tutorials through the Association at any point. A standard Design Support Tutorial is 2hrs contact time.

Independent Route:

1 x Interim Portfolio Assessment (same as supported Route) – if registered on system 5.2

1 x Final Portfolio Assessment (same as supported Route)

Independent Route apprentices can buy additional tutorials, whether they are Design Support or Action Learning Support/personal tutorials on an individual basis.

Senior tutors:

For both Supported Route and Independent Route the Final Portfolio Assessment 2 is delivered by a Senior Registered tutor (and a different tutor to the Personal Tutor).

These are 2.5 hrs assessment time, including writing assessment report. No face-to-face feedback is required, although feedback to the Personal tutor is usual.

Fees for The Diploma Tutor Training Pathway.

Diploma Tutor Training Pathway Fees

Registration & Assessment Level	Cost	Income from tutoring*
Registration, admin & office costs	£25.00	
Tutor Training – Registration Level (incl pre & post training costs, food & board during training event)	£170.00	
Assessment of practice – Registration Level	£240.00	£150.00
Tutor Training – Assessment Level (incl pre & post training costs, food & board during training event)	£70.00	
Assessment of Practice – Assessment Level	£195.00	£135.00
Total	£700.00	£285.00
Senior Level		
Tutor Training – Senior Level	£119.00	
Assessment of Practice – Senior Level	£105.00	£75.00
Total	£224.00	£75.00

*This figure is the fees that you will be receiving for the tutorials you will be delivering whilst you are being assessed on your practice. You will be a registered diploma tutor by this time, and these are live tutorials, hence you will be invoicing for this work. See offsetting the costs of the training against diploma earnings below.

What's included in the tutor training fees?

We have done our best to keep costs as low as possible for the tutor training. The figures above are the costs for people starting the training in Nov '12 and includes the cost of the assessment training to take place in Nov '13. Beyond this we cannot guarantee the costs but will always try to keep them as low as possible.

The costs include the following:

- all food & overnight accommodation at the training events.
- Pre-training costs: time for tutor to read & assess your application for the training.
- Post-training costs: tutor time to look at your follow up CPD work and support you through the associated 'Assessment of Practice' requirements.

What's not included in the fees?

- Travel costs for your Assessing Tutor to attend your Assessment of Practice – we will support you to reduce or eliminate this cost where possible.
- Cost of attending annual Permaculture Association Diploma Tutor CPD days (at least every 2 years) and attending the National Diploma Gathering (at least every 3 years) – cost will be minimal
- Any additional cost necessary if you end up going for OCN accreditation. This will include OCN fee for accreditation, plus the cost of any additional training days you need to attend in order to meet the requirements for a nationally recognised teaching qualification.

Flexible Payment Options

We are committed to supporting diploma holders wanting to become diploma tutors and where cost is an issue, to be very flexible over the term over which payment is made. Our aim is to enable tutors to pay for the training largely from their initial income once registered. There is an initial cost for the Association for the training prior to registration, so you will be required to pay something initially.

But once you have paid an initial registration fee, you will be able to set up a regular standing order to pay for your tutor training fees over several years. During this time you will be bringing in earnings from your diploma tutoring, so we'll review your payments each year, and can adjust this depending on your diploma tutor earnings.

We will send out more details about initial registration fees and flexible payment options with your application acceptance.

Offsetting the tutor training costs against your diploma tutor earnings

We have included in the tutor training fees table, the earnings you will be bringing in directly related to the tutorials you will be being assessed on (your very first tutorials). However if you are on a flexible payment plan the balance of fees you will be paying set off against your earnings will be much better than this because you will be paying off your fees over a longer period of time.

So you will be paying for your training over the first 2 or more years that you are registered as a diploma tutor and you will be getting income from diploma tutoring as soon as you start delivering tutorials. As we've said in the section above, we will review your payment plan each year, and this will be adjusted to reflect your diploma tutoring earnings. To explain - if you set up a minimal payment plan over a longer time period to start with but then manage to get lots of apprentices then we will liaise with you about increasing your payments to reflect this.

As a diploma tutor, for each Supported Route apprentice you are Personal Tutor for, and see through to completion, you will have a minimum of £315 total income from your work with each apprentice (for 2hrs – induction event, 4 x personal tutorials, 1 x interim assessment and 1 x 1st final portfolio assessment – all at £30/hr).

So looking at it this way, the costs of the training fees up to Assessment Level will be covered by just over 2 apprentices work. Also many apprentices choose to buy additional Design Support Tutorials or Personal Tutorials, so in this case your earnings would be more.