

GUIDE TO ARMS TRAINING FELLOWS IN THE DELIVERY OF MODULE MATERIAL

Thank you for agreeing to deliver ARMS Foundation Level Accreditation Module. To assist you in the delivery of this program, we ask that you carefully observe the guidelines provided below:

Welcome and General House Keeping

1. Introduce yourself to participants and provide a brief explanation of the relevant background, experience and interests you bring to the research management profession.

Please remember that this is an ARMS Event and as a Training Fellow *you not permitted to use this opportunity to promote your own business interests or the use of any products or services where you may have a commercial interest.*

2. Please provide the audience with any general housekeeping instructions at the start of your presentation (ask local organiser for details). Depending on the timing of your workshop, one break (typically morning or afternoon tea is scheduled) during the workshop. Lunch will only be offered to those participants who are attending workshops in the morning and the afternoon.
3. Confirm the module which you are about to present and the learning outcomes for the module. Please note that while this information is included in the relevant Body of Knowledge document, a summary can also be found at <http://researchmanagement.org.au/content/professional-development/foundation-level-accreditation/>.
4. **Please circulate the attached attendance sheet at the beginning of the session** which participants are required to sign. Specifically, please ensure that participants observe the section which asks if they would like to share their email address with other participants after the event for networking purposes. This is not compulsory. Every endeavour shall be made to ensure privacy is maintained in accordance with our privacy policy. **Please ensure that your email a scanned version of your attendance sheet IMMEDIATELY after the session to admin_officer@researchmanagement.org.au** This is important as only those participants that have attended the workshop are allowed access to the multiple choice assessment (for accreditation purposes).
5. **Please ask all registrants at the commencement of the session if they have received a copy of the Body of Knowledge document.** It is also an opportunity to remind participants that it is important that they read the Body of Knowledge as this will provide them with the requisite knowledge to pass the assessment.

If there are participants who have not received this information, please contact the ARMS Administration Officer after the session or during the break so that the material can be sent to the participant. All participants should receive their Body of Knowledge document when at least two weeks ahead of the scheduled session or at the time of registering and have also

been advised of their pre-reading requirements by the ARMS Executive Office.

Post Workshop Requirements

6. Please advise participants of their assessment and post survey delivery requirements as follows:
 - a. **Multiple Choice Assessment** of up to 20 questions must be completed for each module. The assessment is open book and participants can refer to the Body of Knowledge and their notes when completing the assessment. The multiple choice assessment must be completed within 2 weeks of notification. Notification will be sent to the registrant via the ARMS Executive Office. To pass an assessment, candidates will need to receive a minimum score of 75%. If they did not successfully complete the first multiple choice assessment, they will be given a second opportunity to complete a multiple choice assessment but with a different set of questions. If they do not achieve a pass mark at their second attempt, we will ask you as the presenter to contact the participant to discuss areas of weakness before offering participants a third and final attempt.
 - b. **Case Study Assessment** – Candidates who have successfully completed the multiple choice assessment for the three compulsory and two elective modules, will qualify to sit for a case study assessment, if seeking accreditation. Case study assessments will be made available three times a year (May, August and November). The Executive Office will contact those candidates directly with assessment instructions. Please advise that candidates can defer their case study assessment only once. If the candidate does not pass her/his assessment, she/he will be given a second opportunity to re-sit a case study assessment and will be offered mentoring by the Accreditation Manager or delegate.

NOTE: It is important to emphasise to participants that the online test is an open book assessment, i.e. that they can refer to their Body of Knowledge, notes taken during the session and the ppt slides to help respond to the multiple choice questions. Again emphasise that the Body of Knowledge will provide the requisite knowledge to pass the multiple choice assessment.

7. During the workshop, the **ARMS Executive Office will send a link to an online survey which is compatible with any mobile device (including iPhone®, iPad®, and iPod touch®, as well as Android devices, Kindle, and Nook eReaders).** Please encourage all participants to respond to the survey (you may wish to allocate five minutes at the end of your presentation to ensure this occurs). The feedback from this survey is vital in helping to further refine the accreditation program.

What Training Fellows need to Bring?

8. It is expected that you will take your own laptop to the venue (and a USB containing the presentation in case a laptop is available at the venue). If you do not intend to take laptop please inform admin_officer@researchmanagement.org.au as soon as possible.

9. We ask that you make the sessions fun and encourage active participation!

Preparation ahead of delivery of the Workshop

10. Please review the Body of Knowledge document for the module you have been requested to present. We ask that you also check your slides in advance to make sure all links and videos are working. If not, please email admin_officer@researchmanagement.org.au.
11. Please ensure that your PowerPoint presentation slides include your personal details and clearly identifies you as the presenter of the module.
12. Please review the multiple choice questions and answers provided by the Executive Office to ensure that content is covered throughout the delivery of the workshop. Note that the multiple choice questions **must always be kept confidential and cannot be shared with another party without the expressed written authority from ARMS.**
13. Training Fellows are asked to make their own travel arrangements in accordance with ARMS Travel and Accommodation Guidelines. Before booking your travel and accommodation, you are advised to confirm with the ARMS Executive Office if minimum workshop numbers have not been reached. Training Fellows can claim all relevant travel, accommodation and incidentals via completion of an ARMS Reimbursement Form.

Who to Contact?

14. Always encourage feedback and any specific concerns must be communicated to the ARMS Executive Office – email admin_officer@researchmanagement.org.au telephone +61 8 8201 5592.

If you have any questions on the day, speak to the local delivery organiser or contact the ARMS Administration Officer on 08 8201 5592.

Related Documents:

ARMS Travel and Accommodation Guidelines-

https://researchmanagement.org.au/content/files/8315/1363/8756/Travel_Accommodation_Guidelines.pdf

ARMS Reimbursement Form -

https://researchmanagement.org.au/content/files/6614/8488/0543/ARMS_Reimbursement_Form.pdf

ARMS Bylaws - https://researchmanagement.org.au/content/files/5714/8487/9425/ARMS_By-Laws_Final_approved_by_Board_Nov_16..pdf

ARMS Accreditation Policy Document -

https://researchmanagement.org.au/content/files/5014/6372/0999/ARMS_Foundation_Policy_Document_2016_03_29.pdf