

MYP In-School training: guidelines for schools

Schools in IBAP wishing to have MYP in-school workshops at any level are asked to follow these procedures and guidelines.

- 1 Make a formal request in writing, at least 6 months prior to the workshop, to MYP Associate Regional Manager Curtis Beaverford (curtis.beaverford@ibo.org) and copy correspondence to the appropriate IB Asia Pacific sub-regional representative.
- 2 Clearly indicate the level of workshop requested and nature of the proposed agenda.
- 3 Indicate the number of participants (teachers, non-teachers, administrators) and their MYP experience. One trainer will be appointed for every 20 participants.
- 4 The MYP Associate Regional Manager will notify the school once the workshop leader(s) has been confirmed. From that point on, the leader(s) and the school will work and plan together directly, but keep the Regional Office and the sub-regional representative informed by copying correspondence.
- 5 The school is responsible for all expenses incurred by the workshop leaders including: return economy airfare, meals, accommodation, workshop materials, taxi, visa, airport tax, one safe-arrival phone call, travel insurance (if requested) and other reasonable incidental expenses. An administrative fee of USD \$500.00 must be paid to IBAP office.
- 6 The workshop leader(s) shall be paid US\$300 per day per trainer, which takes planning time into account. The expenses and honorarium are to be paid directly to the workshop leader(s) upon completion of the workshop and presentation of receipts. If the trainer is an IBAP employee, then expenses and honorarium will be invoiced by IBAP office.
- 7 The workshop leader(s) collects “Participants Evaluation Form” during the last session of the workshop and submits them to the school. The leader is also required to send a report to the Regional Office within three weeks of the completion of the workshop.
- 8 The school is required to send “Participants Evaluation Form” and the “Questionnaire” to the Regional Office within three weeks of the completion of the workshop.
- 9 The workshop will not be officially recognized until the evaluations are received.
- 10 Certificates of Attendance will not be issued for in-school training from the IBO.