

## One day training events criteria

<b>Criterion</b>	<b>Does not meet criteria</b>	<b>Partly meets criteria</b>	<b>Meets criteria</b>
<b>Objectives</b>	Unclear objectives or those which are not very well developed	Some good objectives, require development	Clear and accurate objectives outlined which will be met through the workshop programme
<b>Learning outcomes</b>	Not enough/under developed learning outcomes	Some relevant learning outcomes, require more/better developed ones	A number of very relevant and appropriate learning outcomes
<b>Maps to one or more of the AUA professional behaviours</b>	Does not map to any of the professional behaviours		Maps to at least one of the AUA professional behaviours
<b>Target delegates</b>	Not relevant/appropriate for specified target audience	Relevant for specified target audience, could be better focussed	Very relevant and appropriate for specified target audience
<b>Appropriate/relevant for AUA members</b>	Workshop subject is not suited/relevant to AUA members	Likely to be relevant to members	Likely to be relevant/of interest to a large number of AUA members

<p><b>Has considered and demonstrated how to structure and deliver the content to maximise engagement, and stimulate critical thought and insight</b></p>	<p>Insufficient evidence of consideration. Inappropriate style, tone, or format. Unlikely to engage delegates.</p>	<p>Demonstrates an understanding of pedagogical requirements for the chosen audience in the HE context. Likely to engage some delegates.</p>	<p>Demonstrates a good understanding of pedagogical requirements for the chosen audience development in the HE context. Proposes excellent approach to content delivery, likely to deeply engage a significant number of delegates.</p>
<p><b>Relevance of the topic to professional practice in HE.</b></p>	<p>Fails to address relevance to professional practice in HE.</p>	<p>Demonstrates an understanding of the relevance of the topic to professional practice, and recognises issues that need to be resolved and resulting actions.</p>	<p>Is relevant to HE professional practice. Shows critical understanding of the relevance and implications of the topic to professional practice and how this can promote excellence within higher education.</p>
<p><b>Has the proposal considered equality and diversity in the context and delivery of their session?</b></p> <p><b>For example: Does the content use a broad range of examples/scenarios/images that illustrate the diversity of higher education?</b></p>	<p>Fails to address either equality or diversity within the content of the format.</p>	<p>Demonstrates an adequate understanding of the impact of the topic on equality and diversity.</p>	<p>Shows evidence of clear critical understanding of the impact of the topic on equality and diversity.</p>

<p><b>Does the content demonstrate that the session will be accessible to all delegates, including those with access requirements?</b></p> <p><b>For example:</b>  <b>Has the proposer described how they could or will if required adapt and tailor the format to make it accessible to all?</b></p>	<p>Fails to address either equality or diversity within the accessibility of the format.</p>	<p>Demonstrates adequate understanding of accessibility for all.</p>	<p>Demonstrates a clear understanding and awareness of accessibility for all. Outlines ways to adapt the session and materials to make them accessible to all.</p>
<p><b>Speaker has proven experience of developing and delivering one day training/development events</b></p>	<p>Very little experience of developing and delivering one day training/development events</p>	<p>Some experience of developing and delivering one day training/development events</p>	<p>Lots of experience of developing and delivering one day training/development events. May also have experience of delivering this/similar event along with positive feedback</p>
<p><b>Two referees who can comment on your work as a trainer/facilitator</b></p>	<p>Does not provide any referees/references not positive</p>	<p>Has one positive reference, requires another</p>	<p>Provides two positive references about their previous work</p>
<p><b>Extensive knowledge and understanding of the HE context</b></p>	<p>Very little knowledge and understanding of the HE sector demonstrated</p>	<p>Good knowledge and understanding of the HE context</p>	<p>Excellent knowledge and understanding of the HE context. Has worked with professionals across the sector and clearly links the training/development activity to the sector</p>