Quick guide to Short Courses

Notes and guidance for tutors delivering any ASDAN Short Course

ASDAN

Step-by-step guide

⌂ Register

- Register your centre with ASDAN
- Make sure you are registered for Short Courses
- Keep your ASDAN centre number handy
- Log in to the members area of the ASDAN website: **members.asdan.org.uk**

🛒 Purchase

- **Either:** buy the required number of Short Course student books (one for each learner) online: **members.asdan.org.uk/shop**
- **Or:** register your learners online for Short Course e-portfolio logins (one for each learner): **tutor.asdan.org.uk/registration**

ⓘ Plan

- Decide how many hours/credits your learners will be working towards
- Decide if you wish to work towards an ASDAN qualification (eg AoPE) at the same time
- Plan which modules and challenges to do
- Make sure each learner has **either:** a student book and a portfolio **or:** an e-portfolio login

➡ Deliver

Deliver the Short Course making sure that each learner has the following in place:
- Short Course student book or e-portfolio login showing the required number of challenges completed
- Evidence for each completed challenge
- Skills sheets
- Summary of achievement
- Personal statement

✔ Check and moderate

- Collect in the completed portfolios and student books
- Check that all of the requirements have been met, as above
- Complete the tutor record in each student book or sign off e-portfolios

★ Certification

- Request certificates for your successful learners online
- Present the certificates to your learners and celebrate their achievements
- Check out progression opportunities into ASDAN Personal Development Programmes, CoPE and other qualifications

Register

Register your centre with ASDAN

If you are not already registered with ASDAN, please complete the online centre registration form: **www.asdan.org.uk/join**

Make sure you are registered for Short Courses

If you are already registered with ASDAN, but not for Short Courses, please log in to the members area and add Short Courses to your registration: **members.asdan.org.uk/my-courses/add**

This will give you access to the Short Courses section of the members area.

Centre number

On registration you will be allocated an ASDAN centre number. Keep a record of this number as you will need to quote it if you contact ASDAN.

Log in to the members area

The members area allows you to access and download information and resources, as well as buy materials and access recording documents. It also gives access to the tutor portal, where you can register learners for e-portfolio access and apply for certificates online.

Centres can manage who has access to the members area in the centre contacts section of the members area: **members.asdan.org.uk/my-centre/contacts/centre-contacts**

There is no limit to the number of staff logins per centre.

theOrb

This online resource bank contains worksheets, lesson plans, starter activities and other teaching and learning resources.

Each member of staff registered for access to the members area can use their login details to access theOrb: **members.asdan.org.uk/theorb**

Qualification outcomes

If you intend to use the Short Course as a route to ASDAN qualifications, such as the Award of Personal Effectiveness (AoPE), you must be registered to deliver those qualifications. See page 6 for more information.

Purchase

Course format

All Short Courses are available in student book and e-portfolio format. Tutors should choose the most appropriate option for their situation.

- The student book contains the curriculum for the Short Course, along with a record of progress to show which challenges have been completed and tick boxes to evidence skills development.
- The e-portfolio contains the curriculum for the Short Course, along with a progress page to show which challenges have been completed and tick boxes to evidence skills development.

It is important that each learner has their own copy of the student book or their own e-portfolio login.

Either: buy the required number of Short Course student books

Each learner will need their own student book. It is also worth buying a spare copy for staff to refer to when planning. Short Course student books can be bought online: **members.asdan.org.uk/shop**

There are more than 30 titles to choose from, view the full list at: **www.asdan.org.uk/short-courses**

Or: register your learners online for Short Course e-portfolio logins

Each learner will need their own e-portfolio login. Staff can also request a free login to view the learner e-portfolio system.

- Short Courses e-portfolio logins can be purchased in the tutor portal: **tutor.asdan.org.uk**
- Learners can log in to their e-portfolio at: **eportfolio.asdan.org.uk**

Plan

ASDAN Short Courses can be delivered in a wide variety of settings; they have a flexible structure and are focused on activity-based learning. Activity-based learning is central to everything ASDAN does. It involves the learners completing a number of challenges and collecting evidence to show what they have done. This evidence is stored in an organised portfolio or e-portfolio. When you come to plan what challenges your learners will do, remember you are free to decide how best to deliver your Short Course; ASDAN does not supply recommended lesson plans or detailed fact sheets to follow.

Timescale

Certification is available for 10–60 hours of work, with any multiples of 10 in between. The certificate issued to learners at the end of their course will state the number of credits gained, where 1 credit = 10 hours.

🕐 Hours completed	10 hours	20 hours	30 hours	40 hours	50 hours	60 hours
⭐ Credits gained	1 credit	2 credits	3 credits	4 credits	5 credits	6 credits

Deciding on challenges

Make sure each learner has **either:** a student book and a portfolio (eg A4 folder or ringbinder) **or:** an e-portfolio login.

Look through the challenges with the learners and discuss the requirements for each challenge. Clarify meanings and answer questions about what is appropriate and what is not. Give appropriate help to different learners, but always keep an eye out for ideas that are far too ambitious.

Must the instructions for each challenge be followed to the letter?

No. The challenges are vehicles that enable young people to demonstrate their personal skills and independent learning development. Challenges are written in a flexible way to fit in with different contexts, but it isn't always a case of 'one size fits all'. Therefore, wording can be amended or added to, according to circumstances, as long as the spirit of the activity is honoured.

How many challenges must be done?

Whether you are doing a 10-hour or a 60-hour Short Course there is no fixed number overall; it may be as few as one or as many as 20. It is recommended that you cover a broad range of topics but it is equally valid to give a particular focus to the Short Course.

Why are the modules divided into A and B sections?

Section A challenges are shorter activities that will generally take two to three hours to complete. Section B challenges are longer projects that can take between five and 10 hours to complete. There is an instruction at the start of each section indicating the minimum number of challenges that must be completed for that section.

Could learners do both Section A and Section B from the same module?

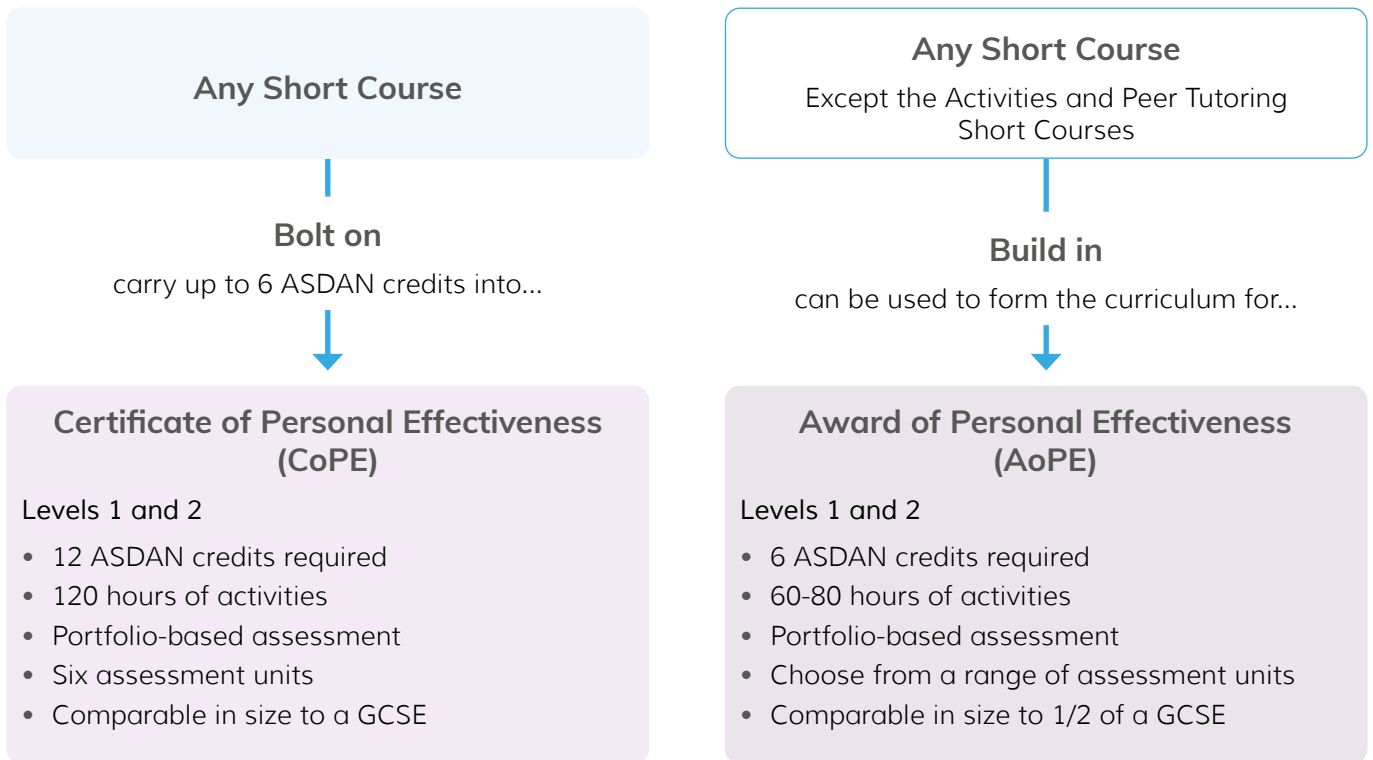Yes, unless otherwise stated in the student book.

How many modules must be covered?

Learners can opt to work from just one module, several modules, or all the modules.
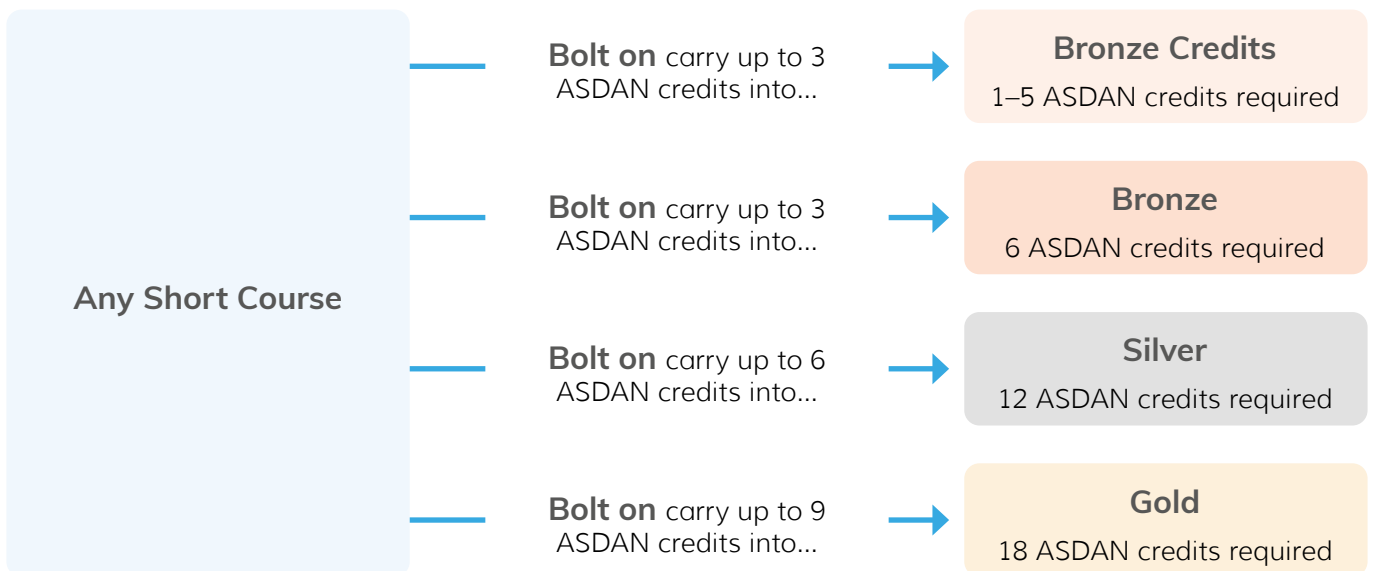
Plan

Using Short Courses to achieve ASDAN qualifications

Short Courses can be used to achieve nationally approved and regulated qualifications from ASDAN:

Any Short Course	**Any Short Course** Except the Activities and Peer Tutoring Short Courses

Bolt on
carry up to 6 ASDAN credits into...

Build in
can be used to form the curriculum for...

Certificate of Personal Effectiveness (CoPE)

Levels 1 and 2

- 12 ASDAN credits required
- 120 hours of activities
- Portfolio-based assessment
- Six assessment units
- Comparable in size to a GCSE

Award of Personal Effectiveness (AoPE)

Levels 1 and 2

- 6 ASDAN credits required
- 60-80 hours of activities
- Portfolio-based assessment
- Choose from a range of assessment units
- Comparable in size to 1/2 of a GCSE

Using Short Courses to achieve ASDAN programmes

Credits gained from Short Courses can also be used towards ASDAN's Personal Development Programmes:

Any Short Course

Bolt on carry up to 3 ASDAN credits into...
→ **Bronze Credits**
1–5 ASDAN credits required

Bolt on carry up to 3 ASDAN credits into...
→ **Bronze**
6 ASDAN credits required

Bolt on carry up to 6 ASDAN credits into...
→ **Silver**
12 ASDAN credits required

Bolt on carry up to 9 ASDAN credits into...
→ **Gold**
18 ASDAN credits required

Deliver

Your learners need to complete these six things successfully to gain their Short Course certificate. When delivering the Short Courses to your learners, you should always bear in mind these key requirements:

Completed challenges

The Short Course student book and e-portfolio contain the Short Course curriculum and challenges. Each learner must have their own student book or e-portfolio login to keep track of the challenges they are doing and the skills they are developing (using the tick boxes next to each challenge). More information can be found on pages 8–9 of this guidance.

Evidence for each completed challenge

This is how your learners prove that they have worked on and completed each challenge. There are lots of different things that can be used as evidence; for more details, see page 10.

Skills sheets

Learners should complete these sheets to show how they have prepared for (Plan) and evaluated (Review) a challenge. The learners do not have to complete a skills sheet for every challenge; they must complete only the required number of skills sheets for the number of credits they are working towards. For more information about skills sheets, see page 11.

Summary of achievement

Learners should complete this after they have finished their challenges to show how they have developed skills while working through the challenges, and where evidence of these skills can be found in their portfolio. For more information about the summary of achievement, see page 12.

Personal statement

This is found on the last page of the summary of achievement and should be completed by learners at the end of their Short Course. They should focus on what they have achieved and how they have developed since starting the Short Course. There is also a space on the personal statement for the co-ordinator or tutor to comment on the learner's progress and leave feedback; this should be seen as an ideal opportunity to focus on and praise individual achievements; see page 13.

Deliver: Completed challenges

Short Course student book

The Short Course student book contains the challenges and record of progress that learners must complete in order to gain their certificates. It is important that each learner has their own copy of the book so that they can record the challenges they are working on, the challenges they have completed and any other brief notes they need to make. The introductory pages explain to learners what they need to do to complete their chosen Short Course.

Record of progress

This is found on page 5 of the Short Course student book and should be filled in by learners as they work through their chosen challenges. It allows learners to keep a record of which challenges they have completed, how many credits they have gained and the number of skills sheets they have completed.

It is followed by the tutor/assessor record, which should be completed by the tutor at the end of the Short Course. This is the official checklist and signed confirmation that the co-ordinator has checked through the portfolio and approved it for certification.

E-portfolio login

The Short Course e-portfolio system contains the challenges and recording documents that learners must complete in order to gain their certificates; it also provides a space for them to upload their evidence. It is important that each learner has their own login so that they can record the challenges they are working on, the challenges they have completed and any other brief notes they need to make.

The e-portfolio system automatically compiles a record of progress to show which challenges have been completed, how many credits they have gained and the number of skills sheets they have completed.

Gardening Short Course student book cover (left) and record of progress (right).
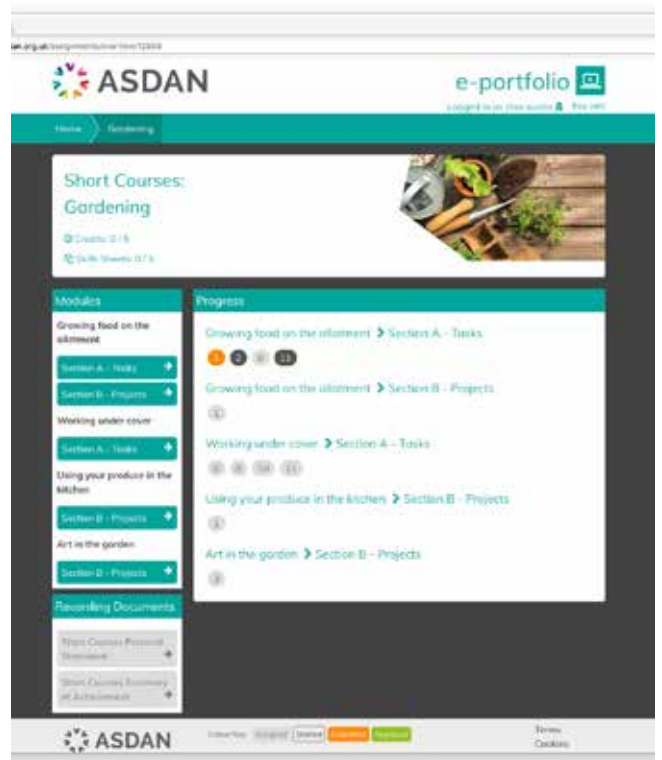
Close-up of progress page from the online Gardening Short Course e-portfolio.

Deliver: Completed challenges

Recording core skills

In both the student books and e-portfolio system, each challenge includes a series of tick boxes for the learner to record the core skills they have used when completing the challenge. It may be that they will use all the skills listed to complete a challenge or may use just one; there is no set amount of skills they should use.

For example, it may be that in completing a challenge the learner has used a computer to find out about different garden hand tools, has interviewed gardeners about how to take care of these tools and then learnt how to use the tools safely. In this example, the learner would then simply tick the boxes for Ability to learn, IT skills and Literacy to indicate that they have used those particular skills.

Close-up of core skill tick boxes in the Gardening Short Course student book (left) and online in the e-portfolio system (right).

Please note

As of March 2018, the names of the six featured core skills are being updated and may vary between student books depending on the course. All Short Courses completed online using the e-portfolio system will reference the new core skill names.

The table below shows how the core skill names have changed, however the definition of the skills remain the same.

Pre-2018 core skill names	2018 core skill names
Learning	Ability to learn
Teamwork	Teamwork
Coping with problems	Problem solving
Use of IT	IT skills
Use of English	Literacy
Use of maths	Numeracy

Deliver: Evidence for each completed challenge

To gain a Short Course certificate learners need to present evidence of their achievements. They do this by compiling an organised portfolio or e-portfolio of evidence. This acts as proof to the tutor and to ASDAN that they have actually done all of the things they claim to have done.

What can be used as evidence?

A wide variety of items can be used as evidence, as long as they clearly demonstrate the work that the individual learner has done for a particular challenge. Usually, evidence is produced naturally as a challenge is completed. This can be anything that the learner has worked on, such as a leaflet, poster or any written work.

Sometimes other things are produced that can provide appropriate evidence. The list opposite shows the kind of items that could be used as suitable evidence – but this list is not exhaustive. There may well be other items that your learners produce that would also show they have successfully completed their challenge.

Organising the portfolio

If learners are completing their Short Course using the student book: it is recommended that centres provide suitable folders for learners to use to collect their evidence.

Learners must index the sheets in their portfolios so that they can be cross-referenced with the challenges contained in the student book. Tutors may need to give advice on systems of indexing. A good system to use is to split the file into modules with dividers and keep the evidence for each challenge in numerical order within the module dividers.

If learners are completing their Short Course using the e-portfolio: portfolios will be automatically ordered and organised. Learners and tutors can also download a PDF summary of their portfolio at any time during their course.

Evidence could include:
- audio and video recordings
- receipts
- consent forms
- witness statements
- questionnaires and surveys
- annotated photographs
- certificates
- letters
- drawings
- travel or event tickets
- newspaper clippings
- emails
- plans
- posters
- designs
- maps
- scripts
- log books, diaries and journals
- task sheets
- minutes
- feedback reports
- attendance sheets
- lists
- completed worksheets
- graphs and charts
- PowerPoint presentations
- computer work
- leaflets

Deliver: Skills sheets

The use of skills sheets in Short Courses is crucial to the learning experience. The skills sheets are split into two parts: Plan and Review.

They help the learner focus on the important process of:
- thinking about how they are going to do something before they do it (Plan)
- considering how they are performing while carrying out the challenge
- reflecting on how they might change things if they were to do something similar again (Review)

The number of skills sheets required depends on the length of the Short Course:

🕐 Length of Short Course	📑 Sets of skills sheets required
10 hours (1 credit) or 20 hours (2 credits)	1 (skills sheet 1)
30 hours (3 credits) or 40 hours (4 credits)	2 (skills sheets 1 and 2)
50 hours (5 credits) or 60 hours (6 credits)	3 (skills sheets 1, 2 and 3)

How do you use skills sheets?

You do not need to attach a set of skills sheets to every challenge. You decide which challenge(s) you would like to link the skills sheets to in order to meet the requirements of the Short Course that learners are working towards (see table above).

Any of the challenges in a Short Course could be linked to the skills sheets – it is completely up to the tutor and the learner which ones are used.

Where can I find the skills sheets?

If learners are completing their Short Course using the student book: skills sheets are available for tutors to download from the members area: **members.asdan.org.uk/my-courses/short-courses**

These documents are provided as PDFs that can be printed and completed by hand or completed on-screen by typing into the form fields.

If learners are completing their Short Course using the e-portfolio: the skills sheets have been integrated into the e-portfolio system and can be completed on screen.

Skills sheet 1: plan (left) and skills sheet 3: review (right), as found in the members area of the ASDAN website.

Please note

As of March 2018, the skills sheets have been removed from the Short Course student books, however student books produced pre-2018 will contain three sets of printed skills sheets at the back of the student book. If using an older student book, learners can complete the skills sheets found in their student book **or** the updated versions from the members area.

As mentioned on page 9, the names of the six featured core skills are being updated from March 2018. The skills sheets found in the members area and the e-portfolio system will reference the new core skills; the skills sheets found in pre-2018 student books will reference the old core skills. The table on page 9 shows how the core skill names have changed, however the definition of the skills remain the same.

Deliver: Summary of achievement

The summary of achievement is an opportunity for learners to highlight some of their achievements and describe the skills they have developed.

Learners should give at least one example of when, where and how they have used the six core skills:

- Ability to learn: have they learned something new or improved a skill?
- Teamwork: are there instances where they have worked as part of a group on a joint task?
- Problem solving: did they have to overcome any problems that might have stopped them from completing their chosen challenges?
- IT skills: are there instances where they have used IT to find, explore, develop and present information, including text, images and numbers?
- Literacy: have they communicated or obtained information?
- Numeracy: did they apply their number skills, do calculations, interpret data or present findings from data?

Where can I find the summary of achievement?

If learners are completing their Short Course using the student book: the summary of achievement is available for tutors to download from the members area: **members.asdan.org.uk/my-courses/short-courses**

This document is provided as a PDF that can be printed and completed by hand or completed on-screen by typing into the form fields.

If learners are completing their Short Course using the e-portfolio: the summary of achievement has been integrated into the e-portfolio system and can be completed on screen.

The summary of achievement, as found in the members area of the ASDAN website.

Please note

As of March 2018, the summary of achievement has been removed from the Short Course student books, however student books produced pre-2018 will contain the summary of achievement printed on yellow paper in the centre of the student book. If using an older student book, learners can complete the summary of achievement found in their student book **or** the updated version from the members area.

As mentioned on page 9, the names of the six featured core skills are being updated from March 2018. The summary of achievement found in the members area and the e-portfolio system will reference the new core skills; the summary of achievement found in pre-2018 student books will reference the old core skills. The table on page 9 shows how the core skill names have changed, however the definition of the skills remain the same.

Deliver: Personal statement

The personal statement allows learners to reflect on what they have gained as a result of completing the Short Course and their plans for the future. Learners should complete this at the end of their Short Course, just before they submit their portfolio or e-portfolio to the tutor for internal moderation. Tutors should also write a comment on each individual learner's skills, progress and achievements.

Where can I find the personal statement?

If learners are completing their Short Course using the student book: the personal statement can be found on page 4 of the summary of achievement, which is available for tutors to download from the members area: **members.asdan.org.uk/my-courses/short-courses**

This document is provided as a PDF that can be printed and completed by hand or completed on-screen by typing into the form fields. Both learners and tutors must sign the declaration at the bottom of the page.

If learners are completing their Short Course using the e-portfolio: the personal statement has been integrated into the e-portfolio system and can be completed on screen.

Short Courses
Personal Statement

Achievements (and things I am good at)

Things I need to improve

Future plans

Short Course tutor comment

I confirm that the achievements described in the summary of achievement and personal statement are accurate, as demonstrated by the portfolio of evidence and skills sheets.

Student	Tutor	Date

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Page 4 | © ASDAN March 2018

The personal statement, as found in the members area of the ASDAN website.

Please note

As of March 2018, the summary of achievement and personal statement have been removed from the Short Course student books, however student books produced pre-2018 will contain the summary of achievement and personal statement printed on yellow paper in the centre of the student book. If using an older student book, learners can complete the personal statement found in their student book **or** the updated version from the members area.

Check and moderate

All Short Courses are internally moderated (by the tutor) and externally certificated (by ASDAN). When learners have completed their work for their Short Course, the tutor checks the work by ensuring that all of the requirements are completed and in place. If there is something missing it is important that the learner is given time and support to finish everything.

When you, as the tutor, are sure that all the requirements have been met, the certificate can be claimed from ASDAN.

Internal moderation process

To guide you through the administration and organisation of the internal moderation process we suggest that you follow the steps below:

- Collect completed portfolios and student books (or e-portfolios) from learners.
- Examine each portfolio using the internal moderation checklist opposite. This document is also available to download from the members area: **members.asdan.org.uk/my-courses/short-courses**
- Confirm all the requirements have been fulfilled by completing and signing off portfolios.
- If using a Short Course student book, complete the tutor/assessor record on page 5.

Certification

After successful internal moderation, co-ordinators can claim Short Course certificates from the tutor portal:

- Log in to the tutor portal: **tutor.asdan.org.uk**
- Follow the steps to register your learners and enter learners' information into the form.
- Please take care to ensure that learner information is correct. Names must be entered in the correct order (first name, surname) and spelt correctly; what you enter in the tutor portal will be printed on your learners' certificates.
- Follow the steps to claim certificates for your learners.

Downloadable certificates (PDF)

One downloadable certificate is included in the cost of each Short Course student book or e-portfolio login. These certificates are supplied as PDF files, which can be distributed and printed within your centre as needed.

Printed certificates

Printed Short Course certificates are available from ASDAN at an additional cost. Simply select this option when claiming certificates and include a Purchase Order (PO) number. Certificates will be posted within 28 days and addressed to the named Short Courses co-ordinator for your centre.

ASDAN reserves the right to request samples of candidates' portfolios for quality assurance purposes.

Short Courses
Internal moderation checklist

Learner name	
Short Course	

Criteria	✔	Verified by
Completed challenges Short Course student book or e-portfolio login showing the appropriate number of challenges completed.	☐	
Record of progress Please note that this does not apply if the Short Course has been completed using the e-portfolio system.	☐	
Evidence for each completed challenge In an organised portfolio or e-portfolio.	☐	
Skills sheets The correct number and type of completed sets of skills sheets.	☐	
Summary of achievement Showing at least one example for each skill.	☐	
Personal statement Reflecting on strengths, areas for improvements and future plans.	☐	

Internal moderator comments (optional)

Number of hours work		Number of credits gained	

I confirm that the work required for the Short Course has been completed satisfactorily.

Internal moderator name:	Date:
Internal moderator signature:	