Assignment Brief Video

Welcome to CWTC Online Training and thank you for registering with us.

We are excited to have you here, to learn, engage and develop your skills about the subject topic you have chosen.

We have Q&A, PDF's, videos, and interactive guide sessions.

This video will help to guide you through various steps of accessing resources, completing, and submitting your documents and assignments.

1. CWTC Online Learning Policies – Please go to www.cw-tc.co.uk/online-policies-and-procedures and read our policies and procedures.

This will provide learners information on our policies and procedures for online learning.

2. Now click on Resources - Your Course Application Registration Form – download the form, fill, and sign it.

Please fill in your personal details in CAPITALS and ensure its accurate. These details will be used with our accreditation body for your Certificates.
Please send email the form to: onlinetraining@cw-tc.co.uk

3. Learner Guidance for completion of Assignments

• Please look at the Qualification Unit. This gives you details of the Unit as well as the Learning Outcomes (LO) and Assessment Criteria (AC)

To fill in the Assignment Briefing Sheet (a), which also includes Assignment Feedback Tutor/Assessor sheet (b), please follow these instructions:

• All assignments will be followed in this way
• On your first page, fill in your name in CAPITALS
• Delivery Organisation and Centre Number is already filled in
• Fill in Unit Title, Level and Credit Value – This information is available on you Qualification Unit
• Assignment Notes – will be provided by the Tutor
• Date Set – This will be the date you have started this Assignment
• Date to be completed – This will be agreed with the Tutor
• Relevant Assessment Criteria – In the left column write the Assessment Criteria (AC) from the
   Qualification Unit and in the next column, write in the full AC
• Additional assignment guidance will be provided by the Tutor
• Fill in the Name of your Tutor/Assessor
• The Assignment Feedback (b) Tutor/Assessor comments on page 2 are provided by the Tutor and
   an opportunity for the Learner to comment on the Assignment
• This needs to be dated and signed by both Tutor and learner
• Any signature and dates required needs to print, scanned, and submitted with the documents
• The Assignment Answers Sheet (c) is to be filled in with your own notes. You can download this sheet as many times for additional answers

If you are going to attach any other sheet/diagrams, this must have your name, AC number, signed and dated
Each additional Assignment Answers Sheet (c) to be signed by Learner and dated.

4. Assessment of Evidence and Internal Verification

Every accredited Unit run will provide evidence for Internal Verification. Our Internal Verification process involves verification and standardisation and is carried out by one or more internal verifiers.
Writing Homework and Assignments

This is your non-contact time to do extra research or provide further information set by the Tutor to further your knowledge on the topic.
• Please ensure you fill in the Non-Contact Time Learning Sheet with your name and Unit Title.

• Write in the first column the Assessment Criteria number

• Date of your research or activity

• What did the activity involve? For example, internet research

• How long did the activity take place?

• Write your signature

• Add in the Total Number of Hours worked

• Sign at the bottom page and date it

• Submit this with the course documents at the end of the course.

Any concerns or issues with homework should be raised before the deadline issued.

5. Submission of Assignments - Presentation of Evidence

Your evidence against the specific criteria must be signed and dated by you to confirm that it is your work and that it is valid.
The Assignment Sheets and relevant signed documents, photographs, information are submitted online (print & scan.
If you do not have scanner access, you can use your mobile phone to scan).
Android User: Download Tiny Scanner app from the Google Play Store. It's free.
IOS (Apple User): Download Microsoft Office Lens app. It's free.
and email to onlinetraining@cw-tc.co.uk

or post by special delivery postage to the following address:
Centre of Wellbeing, Training and Culture, Online Training, 1 East Street, Rochdale, Lancs, England. OL16 2EG

6. Learner Authentication Statement – This is essential and is required. The evidence you submit must belong to you, have been produced by you and must be current.

Please fill, sign, date and submit with documents at the end of the course.

7. Photo/Video Consent and Release Form is required for feedback of course and for educational and awareness. Please fill, sign, date and submit with documents at the end of the course.

8. Short Course Evaluation Form

In order to maintain our high standard of the courses/units, we would be grateful if you could complete this form. We take notes of your comments as they help us to continue to improve our services.

9. Certification

CWTC will provide the Learner's Portfolio to the External Verifier from Open Awards
to verify the work submitted and award certificates if the criteria has been met. Once the Certificates are received by CWTC, we will forward the Certificates to the Learner.

Any questions, please email enquiries at:
onlinetraining@cw-tc.co.uk