

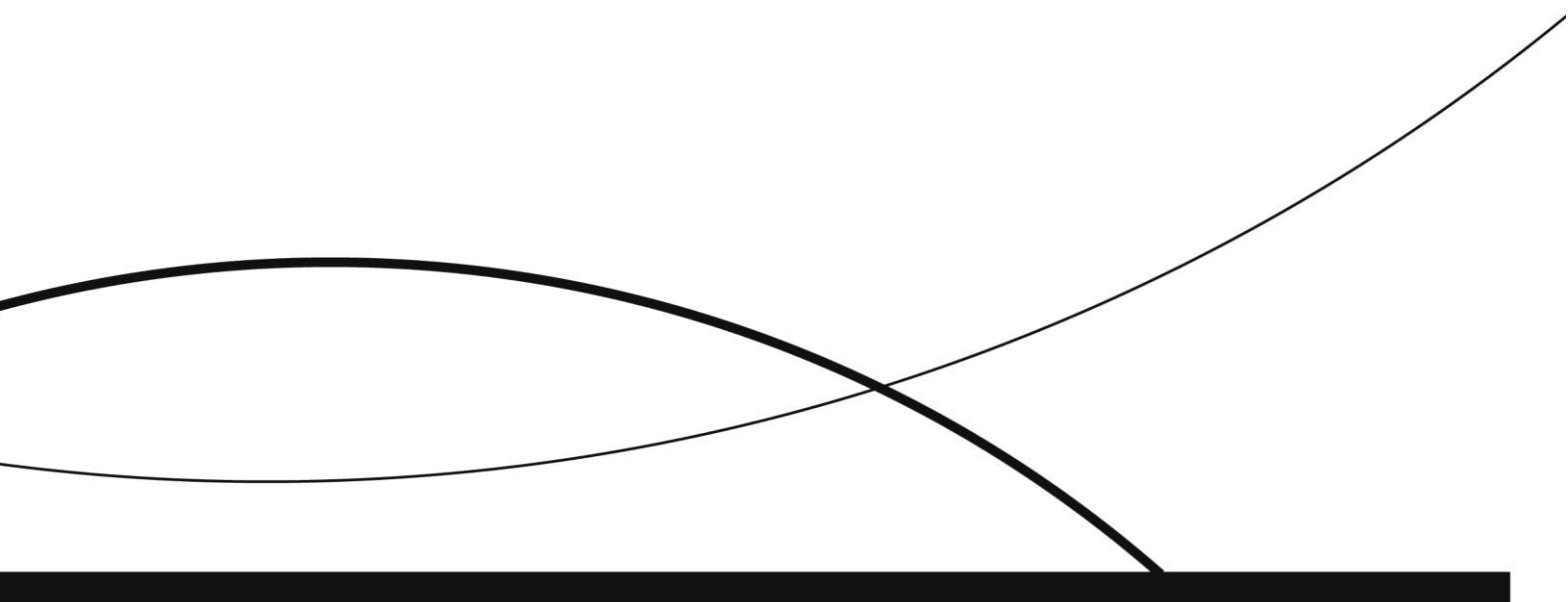


International Baccalaureate®
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Guide to Application for Training (Educator Network)

IB Africa, Europe, Middle East (IBAEM)

January to December 2011



Introduction

Thank you for your interest in applying for IB training.

Becoming a part of the educator network is an exciting professional development opportunity and a means of being an even more active member of the IB learning community.

Please read carefully all the information contained in this document before completing the online application form. This document should be read in conjunction with roles' specific information found on the IBEN regional pages of the IB website (www.ibo.org/ibaem/educatornetwork/).

Prerequisites & selection process

Applicants need to comply with the following prerequisites:

1. Have at least four years' recent experience of teaching the relevant programme;
2. Have had IB professional involvement or development in the last two years;
3. Be fluent in written and oral English (the training will be in English but we encourage applications from those who are also fluent in other languages);
4. Will be based within the Africa, Europe, Middle East region until at least 18 months following the training;

Note: for certain training events, further prerequisites may apply (see specific details on the regional webpage).

The following criteria will play a role in the selection process:

1. Geographical or cultural representation;
2. Gender balance;
3. Languages spoken;
4. Balance of roles (e.g. positions held in schools);

Note: Selection of participants for trainings as a practitioner is not subject to appeal or explanation.

Training: purpose & process & supporting documents

The general purposes of training will be to:

1. Deepen participants' understanding of programme practices, philosophy and requirements in order to carry out the specific IB educator network role;
2. Prepare participants for their future prospective role and the responsibilities and duties that this carries;
3. Evaluate participants on their suitability for the specific role.

Training process:

1. Interested applicants will have to submit an online application along with supporting documentation via the IBEN training application system (<http://ib.apteknet.com/>)
2. Selected applicants will be asked to register as candidate for the training via the IB online registration system. All future communication on the training event will occur via the IB online registration system.
3. After training, successful participants will be notified and provided with an event date on which they will be trainee.

Supporting documents:

- For environmental protection it is our intention that no paper copies and supporting material will be made available by us other than electronically (through the IB online registration system). Applicants are requested to bring their own laptops to the training to access anything they have not themselves chosen to print.

Costs

The IB will pay tuition, accommodation and specified meal costs during your stay at the training venues. The IB will not pay the cost of participants' travel for the training.

Detailed information on each training conditions will be available in the IB online registration system.

Confidentiality & conflict of interest agreement

You agree to maintain confidentiality with regard to:

- Any information appertaining to specific schools obtained through or at the time of this training;
- Information shared by others concerning specific schools during this training;
- Any school or individuals in schools' information obtained during future activities on behalf of the Regional office.

You will only use any information appertaining to specific schools for the purposes of your participation at the training. You will not act upon said information in any other situation.

You will ensure that any documentation appertaining to specific schools will be appropriately disposed of after the training or an assignment, ensuring that confidentiality is maintained.

It is your duty to inform the Regional office if you believe there may be a conflict of interest in participating in an assignment to which you are invited.

(Please note that the terms & conditions and the confidentiality & conflict of interest agreement may be changed from time to time and that we will periodically send you updated versions to sign and have signed.)