

Candidate Generic Instructor Course checklist

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| Book your GIC | You should have been sent your log in for the website from your provider course organisation. Log into the site www.gic-online.org and click on 'Find and book a course' in the menu. Don't forget study leave and accommodation | |
| Read your pocket guide | Once booked on the course the centre will send you your course manual. You should receive this at least 6 week before the course | |
| Complete the VLE topics | The centre will enrol you onto the course page for the course you have paid for. You can find what you are enrolled onto by clicking 'My courses'. On this page, you will find thirteen e-modules to complete before you attend the course | |
| Teaching Assignments | You will have access to the teaching assignment page via 'My Courses' or your course page. It will show you the teaching assignments for the provider course you have been IP'd from. If you have been IP'd from more than one course, please prepare the teaching assignment for the provider course that you used when you applied for your GIC. You will be sent the number of the teaching assignment you should prepare by your course centre. The pre-course preparation document will explain how to prepare your teaching assignment | |
| Check the forum | Add a bio and ask any questions on the forum on your course page | |
| Check your candidate folder | Check your candidate folder on your course page for any documents from the course centre | |
| Attend your GIC | Enjoy your 2 day face-to-face course | |
| Submit your course feedback | Please complete the course feedback after the course. Find a link to this on your course page in the after the course section | |
| Access your certificate | Your certificate will be available once you have completed the feedback and the centre has completed your results. This can take up to 6 weeks after the course | |
| Prepare for your IC | There are two additional e-modules that can be used to prepare you to attend a course as an Instructor Candidate. To book your ICs you will need to refer back to your provider course website for further information | |