

Guide to the trainer selection procedure

Introduction

Thank you for applying to become a trainer for Cambridge Assessment International Education.

The process to become an accredited Cambridge International trainer comprises four stages:

1. completion of the application form
2. completion of a pre-selection event assessment
3. attendance at a two-day selection event
4. completion of the accreditation pathway.

As this is a selection process, we cannot guarantee that you will reach stage 2, 3 or 4.

This is a guide to explain the process and you will have also received guidance about how to complete the application form. We do not require any additional information to be sent to us beyond what you are asked to provide on the form.

Criteria

We will evaluate applicants to Stage 1 of the process according to the following broad criteria:

1. experience of teaching
2. experience of training and professional development (both as a participant and a facilitator)
3. standard of answers to the “key questions” at the end of the application form.

Please note: The decision of the application review committee for initial selection is final and we are not able to enter into correspondence about individual applications once the decision has been taken.

Pre-selection event assessment

If you are successful at Stage 1 of the process, you will be invited to complete an online pre-selection event assessment. This comprises of an automated video interviewing system.

Selection event

If you are successful at Stage 2, you will be invited to attend a two-day selection event.

During the selection event we will tell you more about Cambridge Assessment International Education, our approach to teaching and learning, and the professional development support we give to schools.

Experienced trainers will share their experiences with you and give you advice on how to plan sessions, train adults, and reflect on the success of your eventual workshops. You will also be asked to give a short showcase of your potential to be a Cambridge International trainer.

We will outline what our selection criteria will be, how we will be observing your interactions throughout, and how we will evaluate your showcase. Please note that the selection event is not a competition between those attending.

All candidates will be given developmental feedback after the event.

Accreditation pathway

Those who are successful at Stage 3 will be invited to start working towards becoming a fully accredited Cambridge International trainer.

It is designed to support you in your role as a Cambridge International trainer and offer further opportunities for professional development. It comprises of three stages:

1. completion of an online tutor-led induction course which includes the opportunity to watch a recording of an experienced Cambridge International trainer delivering a training event and reflect on this, together with other newly recruited trainers, in an online forum facilitated by the tutor.
2. the opportunity to co-facilitate a training event with an experienced Cambridge International trainer
3. regular observations of your workshops, providing further developmental feedback.

We will give you more details about this at the selection event and subsequently.

Please note that the role of a Cambridge International trainer is not a full-time, permanent role within Cambridge Assessment International Education. If selected, you may be asked to deliver one or two training events through the year.