CPD webinars

A guide for qualifications teams and their appointees

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1. Introduction

SQA hosts a programme of CPD webinars for teachers, lecturers and assessors. The purpose of these webinars is to provide support for teachers, lecturers and assessors in understanding the national standards for course and/or unit assessment. In addition, qualification teams may wish to schedule webinars for courses where feedback suggests support for deliverers is required.

Webinars can be scheduled at any time during the session (after the initial programme has been agreed). In these cases, qualifications managers or officers should contact a member of the Understanding Standards (US) team in the first instance **at least 8 weeks** before they wish the webinar to take place. A team member will send a link to the webinar requirements form which should be completed and submitted to the US team.

What is a webinar?

A webinar (web-based seminar) is a live video conference that uses the internet to connect the individual presenting the webinar to participants – the viewers and listeners. Presenters can show themselves speaking, switch to their computer screens for slideshows or demonstrations, and even invite guests from other locations to co-present with them.

There are also interactive features that the participants can use to ask questions and chat with the presenter.

A technical host will support the presenter, ensure all equipment is ready on the day and sort out any technical issues that participants may experience prior to the webinar beginning. For example, they will check that everyone is logged in correctly and, can see and hear the presenter. The technical host will be a member of the Corporate Events team.

Normally, an additional subject specialist will also be present on the day to gather questions which may be posted by participants while the host is delivering their presentation.

Before the webinar takes place, the presentation and any additional material which will be referred to during the webinar (eg course specification, marking guidelines, candidate evidence) will be emailed to participants by the Corporate Events team. If any of the material needs to be transferred securely, participants will be sent information on how they can access this. They will also be asked to have this additional material with them on the day.

After the webinar takes place, the recording will be published so that teachers, lecturers and assessors who were unable to participate can benefit from the session. For most webinars a link to the recording and material will be added to SQA's Understanding Standards website (www.understandingstandards.org.uk) and also the relevant subject page. When a webinar is discussing secure information that cannot be published openly (eg information that might compromise a secure assessment) it will be published in the Understanding Standards section of SQA's secure website.

What should be the focus of a CPD webinar?

The focus will depend upon the specific need that has been identified as a result of, for example, CPD requests, feedback from stakeholders and/or issues identified as a result of grade boundary decisions. However, the focus should always be on assessment and on addressing stakeholders' needs. Ideally, the webinar should be interactive. If you simply need to provide stakeholders with information, it may be better to consider producing an audio presentation which is more effective for that purpose.

Please note multiple webinars on the same topic would not be recommended, particularly where the dates scheduled are spread across several months. In such cases, only the first webinar would be published within 6 working weeks (as per our commitment outlined in section 4). Any subsequent webinars would not be published as a matter of course.

Presenters

There can be a maximum of two presenters (plus an additional subject specialist to help with any questions submitted via the chat box). If you require more than two presenters, you should contact the Project Manager in advance for approval.

2. Preparing for a CPD webinar

Once a webinar requirement form has been received and a date has been agreed, the Corporate Events team will liaise with the Qualifications Manager/Officer and presenters to discuss requirements and arrange a rehearsal. A member of the US team will issue a contract, guidance, the presentation template and submission date to the presenter. This submission deadline date will normally be **4 weeks** before the date of the webinar.

Creating the presentation

When creating the presentation for the webinar it is important for presenters to remember that:

- The standard SQA template must be used. If the presenter has any difficulty using this template, they can contact their US team contact for advice.
- The presentation will not only be used on the day of the webinar but will also be published by SQA as part of the webinar recording. Information contained in the presentation should therefore be as clear as possible and professionally presented.
- The presentation **must not contain any secure information** for example, extracts from internally assessed candidate evidence or extracts from secure assessment tasks. If any secure material needs to be discussed during the webinar, the US team will arrange for it to be securely transferred and made available to attendees before the day.
- CPD webinars normally last no more than one hour, including time for answering questions, although they can be scheduled for up to 90 minutes if required. In addition, presenters will need to pause to answer questions either periodically during the webinar or at the end (see the section below on Answering questions from delegates). This should be taken into account when planning the structure of the presentation.

The presenter should also follow the guidance below when formatting the presentation. This will ensure that it can be made ready for the event with minimal editorial amendments.

Formatting and populating a PowerPoint presentation: Guidance for SQA appointees

Recommended headings: Arial, **Bold,** font size 36

Recommended bullets: Arial, font size 24 or 20

Keep titles and bullet points short and relevant.

Try to limit the amount of text on each slide: no more than five lines of text per slide and no more than eight words per line, as a guide.

Too much text is distracting for an audience. Bold text should be used sparingly.

Avoid using abbreviations whenever possible: if it is necessary to use an abbreviation, use the full wording in the first instance with the abbreviation in brackets, eg Specimen Question Paper (SQP).

Always use the correct course titles and levels, and avoid abbreviations eg Geography (National 5) not N5 Geography.

Avoid using links within the PowerPoint, as once the webinar becomes a video and is published, links no longer work.

Do not use transitions/animations when producing the presentation as this creates technical issues when editing the recordings following the webinar.

Do not insert candidate evidence into PowerPoint slides. A candidate evidence document will be created which can be shared on screen with delegates.

Submitting the presentation

Presentations should be emailed to the Understanding Standards team mailbox at nqus@sqa.org.uk. The subject of the email should be CPD webinar material <Subject, Date>. This will ensure that the presentation is prioritised appropriately as soon as it is received.

If the plan for the webinar includes using candidate evidence, please also indicate clearly in this email which pieces of candidate evidence you require (using the filename as it appears on SharePoint, for example: HQP_CandidateA_2024) and which parts of the candidate evidence need to be included for example:

- include only the candidate’s answer to questions 1-5
- include only paragraphs 3 to 6 from ‘When the battle began ….’ to ‘…by the end of the second day, 500 men lay dead.’
- include only the candidate’s planning sheet

Please advise if the evidence has been sourced from your own centre. In such cases your US team contact will arrange for secure transfer of this evidence to SQA and any permissions, if necessary. Once the evidence is anonymised and packaged for the webinar, participants will be given access to it either by email or securely, as appropriate.

Once the presentation has been reviewed by the relevant US team member – and revised if necessary – it will be uploaded to SharePoint along with any additional material that has not already been published (see below). This could include a candidate evidence document if evidence is going to discussed and marked as part of the webinar session. The presenter and qualifications team members will be sent a link so that they can access the final version in advance of the webinar. Please check the final versions and advise as soon as possible if additional amendments are required. This final version of the presentation is uploaded for use at the webinar. It will not be possible to make amendments to the presentation at your rehearsal or on the day of the webinar.

Additional material

If presenters wish attendees to bring along any additional SQA published documents, a link to the document/s will also be sent. However, if the additional document/s is from the SQA secure website, attendees will be asked to contact their SQA Co-ordinator to arrange access.

3. Delivering the CPD webinar

Webinars will either be held remotely or at one of SQA's offices. Webinars will start at either 4.30 or 5pm.

On the day of the webinar, the Corporate Events team will set up and test the equipment in advance.

The webinar 'room' will open half-an-hour before the start time to allow participants to log in. This is to ensure that everyone can gain access and that any technical issues are resolved before the webinar starts. The technical host will also introduce the presenter at the start time.

Some hints and tips while recording appear below. These will help to ensure the recording is of a clear and consistent quality.

- During the webinar, presenters should try to remain facing the computer camera at all times with their whole head in the centre of the screen. This gives delegates on the day, and those who will view the video when it is published afterwards, a better experience.
- At the beginning of the webinar make it clear to delegates exactly what will be covered, so they do not submit questions about other issues that are not being covered during the webinar.
- Speak clearly and professionally as you would if giving a presentation at a face-to-face event.
- Microphones on the laptops are very sensitive so be aware of background noise which could prove distracting to listeners/viewers.
- Avoid reading out large pieces/sections of candidate evidence especially where delegates have been given access to these documents in advance.

It is also now possible to conduct polls during your webinar to encourage participation from delegates. The events team will be able to offer advice and guidance on when and how best to use these during your rehearsal.

Answering questions from delegates

Throughout the webinar, delegates will have the opportunity to type questions into the question and answer/chat box. While it is possible for an additional subject specialist to type an answer to these questions during the presentation, this can be distracting for delegates. In addition, the question and answer/chat box will be removed from the video before publication. For these reasons, it is strongly advised that the presenter answers questions orally during the webinar instead of responding through the question and answer/chat box.

Questions can be answered throughout the presentation and the presenter will need to identify appropriate points to pause during the webinar for this purpose. Alternatively, the presenter might choose to answer all questions at the end. Whichever approach is chosen, the presenter should explain this clearly to delegates at the beginning of the webinar.

To ensure that questions are answered as smoothly as possible, it is a good idea for an additional subject specialist to participate. This subject specialist can note down the questions as they are typed and ensure similar/duplicate questions are not passed to the presenter. Equally, the additional subject specialist could take over from the presenter to answer the questions either during, or at the end of, the presentation.

When answering the questions orally during the webinar, please try to avoid, where possible, using anyone’s name, eg ‘Sarah asked the following question’, as this can be difficult to edit from the recording for publication.

If time runs out and all questions cannot be answered on the day, a Q&A document can be published along with the webinar recording.

You may also decide to ask delegates to submit their questions in advance. If you would like to do this, please select this option on the webinar requirements form. NQUS and corporate events will make the necessary arrangements and ensure any questions submitted are sent to you in advance of the webinar.

4. Publication of the webinar after the event

SQA has committed to publishing webinars within **6 working weeks**.

After the webinar, the recording will be downloaded, and the delegate and chat boxes will be removed. A member of the US team will review the recording and identify any edits required. Once these edits have been made, the US team member will send the edited version to the QM, QO and the presenter for review before publication. If appropriate, the presenter will also be sent a copy of the chat script from which they can develop a Q&A document (if required).

Where webinars have discussed and marked candidate evidence, the evidence document will also be published alongside the webinar recording.

Qualification managers and officers will be copied into all correspondence to ensure they are kept up to date with progress.

5. Claiming fees and expenses

Once the presenter has reviewed the webinar and created a Q&A document (if required), they should complete and submit the digital claim form.

If only one webinar is taking place, the total payment will be £263.33 calculated as follows:

3 hours preparation to develop the presentation	£ 92.94
4 hours for rehearsal and presentation	£123.92
1.5 hours for reviewing presentation and creating Q&A	£46.47

If the same presentation is being delivered at a number of webinars, an additional session fee of £92.94 will be payable for the second and subsequent webinars.

In most cases there will usually only be one presenter at each webinar, assisted by an additional subject specialist gathering and/or answering questions. The presenter will receive a presenter contract, and the additional subject specialist will be paid for their time (which can be claimed using the digital claim form). If a second presenter is required, please contact the US Project Manager in the first instance. Please note however that the fee between these two presenters will be split accordingly.

Payment timescales

Fees and expenses are paid on the 15th of the month after the claim has been processed by our Finance Department.

Please note: The cut-off date for processing payments that will be made on the 15th of the following month is the last day of the previous month. Forms must be checked, authorised and approved by the US team before then to ensure they can be processed by the Finance team by this date. Claims which have not been fully processed at that time will not be paid until the 15th of the following month. We therefore advise that presenters send in their forms as early in the month as possible to allow them to be paid as quickly as possible.

If you have any queries about anything in this guide, please contact the Understanding Standards team at nqus@sqa.org.uk