

**GUIDE TO ARMS TRAINING FELLOWS IN THE DELIVERY OF MODULE MATERIAL
VIA ZOOM MEETING
2021**

Thank you for agreeing to deliver ARMS Foundation Level Accreditation Module. To assist you in the delivery of this program, we ask that you carefully observe the guidelines provided below:

Welcome and General House Keeping

1. Introduce yourself to participants and provide a brief explanation of the relevant background, experience and interests you bring to the research management profession. Please remember that this is an ARMS Event and as a Training Fellow *you are not permitted to use this opportunity to promote your own business interests or the use of any products or services where you may have a commercial interest.*
2. Please provide the audience with any general housekeeping instructions at the start of your presentation. Depending on the timing of your workshop, more than one short break may be required.
3. Confirm the module which you are about to present and the learning outcomes for the module. Please note that while this information is included in the relevant Body of Knowledge document, a summary can also be found at:

<https://www.researchmanagement.org.au/arms-foundation-level-accreditation-program-flap>

4. As this is a virtual meeting, you are no longer required to take attendance. One of the ARMS staff will check in at the beginning of the session and take attendance on your behalf.
5. Please ask all registrants at the commencement of the session if they have received a copy of the Body of Knowledge document. It is also an opportunity to remind participants that it is important that they read the Body of Knowledge as this will provide them with the requisite knowledge to pass the assessment. If there are participants who have not received this information, please contact the ARMS Administration Officer after the session or during the break so that the material can be sent to the participant. All participants should receive their Body of Knowledge document at least two weeks ahead of the scheduled session or at the time of registering and have also been advised of their pre-reading requirements by the ARMS Executive Office.

Post Workshop Requirements

6. Please advise participants of their assessment and post survey delivery requirements as follows:
 - a. Multiple Choice Assessment of up to 20 questions must be completed for each module. The assessment is open book and participants can refer to the Body of Knowledge and their notes when completing the assessment. The multiple choice assessment must be completed within 2 weeks of notification. Notification will be sent to the registrant via the ARMS Executive Office. To pass an assessment, candidates will need to receive a minimum score of 75%. If they did not successfully complete the first multiple choice assessment, they will be given a second opportunity to complete a multiple choice assessment but with a different set of questions. If they do not achieve a pass mark at their second attempt, we will ask you as the presenter to contact the participant to discuss areas of weakness before offering participants a third and final attempt.
 - b. Case Study Assessment – Candidates who have successfully completed the multiple choice assessment for the three compulsory and two elective modules, will qualify to sit for a case study assessment, if seeking accreditation. Case study assessments will be made available twice a year (May and October). The Executive Office will contact those candidates directly with assessment instructions. Please advise that candidates can defer their case study assessment only once. If the candidate does not pass their assessment, they will be given a second opportunity to re-sit a case study assessment and will be offered mentoring by the Accreditation Manager or delegate.

NOTE: It is important to emphasise to participants that the online test is an open book assessment, i.e., that they can refer to their Body of Knowledge, notes taken during the session and the ppt slides to help respond to the multiple choice questions. Again, emphasise that the Body of Knowledge will provide the requisite knowledge to pass the multiple choice assessment.

7. During the workshop or shortly after, the ARMS Executive Office will send workshop attendees a link to an online survey. Please encourage all participants to respond to the survey. The feedback from this survey is vital in helping to further refine the accreditation program.
8. We ask that you make the sessions fun and encourage active participation!

Preparation ahead of delivery of the Workshop

9. Please review the Body of Knowledge document for the module you have been requested to present. We ask that you also check your slides in advance to make sure all links and videos are working. If not, please email arms.adminofficer@flinders.edu.au.
10. Please ensure that your PowerPoint presentation slides include your personal details and clearly identify you as the presenter of the module.
11. Please review the multiple choice questions and answers provided by the Executive Office to ensure that content is covered throughout the delivery of the workshop. Note that the multiple choice questions must always be kept confidential and cannot be shared with another party without the expressed written authority from ARMS.

Who to Contact?

12. Always encourage feedback and any specific concerns must be communicated to the ARMS Executive Office – email: arms.adminofficer@flinders.edu.au or telephone +61 8 8201 5592.
13. If you have any questions on the day, contact the ARMS Administration Officer on 08 8201 5592.
14. The following is a list of related documents that may assist you in delivering the modules which you are now accredited to deliver:
 - a. [ARMS Bylaws \(2019\)](#)
 - b. [Accreditation Policy Document \(2019\)](#)

If these documents cannot be located on the ARMS website please contact the ARMS Executive Office – email arms.adminofficer@flinders.edu.au telephone +61 8 8201 5592 for assistance.