

Role of the course convenor

The course convenor is often a member of the National group state committee organising the particular course. The convenor is appointed or elects to assist coordinate a Professional Development course on behalf of the group.

The convenor attends, but does not usually participate in the course and is responsible to assist an APA Professional Development Officer (PDO) in the efficient coordination of the course.

The convenor may appoint other group members to undertake various duties related to the course. Convenors receive an honorarium of \$150.00 per day of the course.

Responsibilities of the course convenor

Prior to course commencing;

- Assist the PDO in completing (to the best of their knowledge) and undertake some of the required tasks outlined in the Course Requirements and Information Form
- Where applicable, assist the PDO in allocating any presenters/ tutors to each topic in the course timetable
- Assist the PDO in confirming the names of any participants who will receive 'free places' in lieu of venue hire (if applicable)
- Liaise with the presenter(s) and respond to their queries (where the PDO is unable to assist)
- Work through any changes to timetable, presenters or other event details (as requested by the PDO)

For courses with APA owned content, assist the PDO (where needed) to;

- Ensure that the standard course timetable template (provided by the PDO) is adhered to and no topics are added, omitted or manipulated in terms of length of time allocated to each topic
- Ensure that course material is not changed or manipulated in any way

Day of the course;

- Set up room, equipment etc., for activity as required. Ensure the venue is well sign posted
- Meet and greet course presenter(s), tutor(s) and participants on their arrival. Ensure the attendance register is signed by participants daily
- Play the role of event coordinator and trouble-shooter as appropriate on the day
- Distribute course manuals, name badges and miscellaneous items as required
- Ensures catering is delivered and set up
- For courses with APA owned content, ensure that presenters deliver the APA material only and any additional references, pre-reading and case-studies to support the presentation are those that have been approved by the APA Product Development team prior to delivery
- Address the participants during the survey allocated time in the timetable, and encourages them to complete the online evaluation survey
- Sign and distribute Letters of Attendance to participants at the end of the course

After the course;

- Sends an invoice and any receipts to APA for reimbursement
- Ensures that the attendance sheet is returned to the APA for allocation of CPD hours
- Reviews the participant feedback as provided by the PDO and takes note of any issues that may need addressing.