



The Juhu Parle Education Society's  
***Institute for International Education***

## **CAMBRIDGE INTERNATIONAL DIPLOMA FOR TEACHERS AND TRAINERS**

### **FAQs**

#### **Frequently Asked Questions about the Programme**

#### **For whom is the Diploma suitable?**

For full time or part time teachers and trainers in schools, colleges, training organizations, companies, or other institutions. The Diploma is designed for continuing professional development. So generally, it is suitable for all those who wish to develop and update their professional skills and knowledge in the field of teaching and training, not necessarily international curriculum but also for other Boards. It is also for trainers in the Corporate Sector.

#### **Who delivers the Diploma?**

The Diploma is a CIE qualification.

#### **What is the structure of the Diploma ?**

Candidates must complete all four modules. These are:

Design: planning and preparation

Practice: teaching and learning in action

Assessment: assessing progress and achievement

Evaluation: improving teaching and learning.

#### **How long does preparation for the Diploma take?**

Each module is designed to take approximately 45 to 60 hours of preparation– the full Diploma therefore 180 to 240 hours. Clearly this will vary – the time will depend, for example, upon candidates' previous and current experience and knowledge. As much preparation time as possible integrated within professional activity is expected.

The Diploma programme provides for candidates to learn new skills and ideas through formal and informal professional development, apply these in practice and be able critically to reflect and report in their assignments, so as to improve for the future. A typical programme will thus be over a number of months approximately 8 months to one year.





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## **Who decides if the candidate is suitable for the Diploma?**

Candidates must be attached to and registered with CIE by a Centre which has been given eligibility by CIE to run the Diploma. The Centre's Programme Leader will need to decide whether a teacher or trainer is suitable to prepare for the Diploma, given his or her professional development context and needs. CIE's requirements are that candidates must be in teaching and training and must submit assignments which are authentic and practice-based.

## **Do we need to register candidates with CIE at the start of their programme?**

Yes. It is necessary to pre-register candidates **before** the submission of their first module. Centre will be invoiced for the **total** entry fee for the Diploma at the point of registration.

The entry fee covers the total of the individual module entry fees. CIE will charge an additional module entry fee in cases where a candidate has failed a module and is required to resubmit an assignment.

CIE monitors Centre submissions over time in relation to Centre plans and enrolments onto Diploma programmes. It is in everyone's interests for each and every teacher or trainer enrolling on a Diploma programme to complete the programme – and complete it successfully.

## **How is the Diploma assessed?**

The Diploma is assessed through on demand practical assignments which candidates complete as and when they are ready.

There are four assignments to be completed in the full Diploma, one for each module. They correspond to the key stages of activity in the design, practice, assessment and Evaluation of the learning programme which the candidate is teaching.

Each assignment has two parts: Part A involves step-by-step structured tasks which can be completed during the stage, and Part B involves a reflective report which is completed at the end of the stage.



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### **What are the requirements of the assignments?**

The assignments are intended to be practical and work-related, to integrate comfortably with practice. The main evidence presented by candidates is in the form of structured reflective reports, which include evidence such as performance observation records by an appropriate person who has observed classroom practice, and learner feedback.

### **How are the assignments completed and submitted?**

The assignment is prepared and submitted using an electronic template provided by CIE.

These templates are easy-to-use Word documents. When the assignments are ready to be completed, they are submitted by the Centre via CIE Direct according to the instructions given by CIE. There is an Administrative Calendar which specifies the date each month by which CIE needs to receive assignments which are ready for marking. Diploma Centers and candidates need to be reasonably comfortable with using Microsoft Word and with electronic communication.

### **What are the grades for the Diploma?**

Each assignment is graded as Distinction, Pass or Fail. These results are printed on the Statement of Results after each assignment is marked. Centers will also receive a Feedback Form for the batch of assignments submitted, which provides feedback from the CIE Examiners on the highlights of the submission and the points for development, including how candidates who may have failed should improve their assignment for resubmission.

### **How are Certificates issued?**

Certificates are issued when candidates successfully complete all the modules of the Diploma. As each assignment is completed, the centre receives a Statement of Results.

### **What can one do with the Diploma?**

The prime purpose of the Diploma is to provide a framework for developing and enhancing teaching and training skills. The most important direct benefit is thus the impact on the quality of teaching and learning.

The Diploma helps one to become more Reflective, Responsive, Resourceful, Confident, Capable and Creative in his chosen field.

It also provides an international benchmark of excellence.



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Other benefits include career development, as completing the Diploma is proof of one's commitment to and involvement in continuing professional development.

### **Are private candidates able to enter for the Diploma?**

No. All candidates must be attached to Centres which have been given eligibility by CIE to run the Diploma.

### **Where can I join for the Diploma?**

The Juhu Parle Education Society has introduced the CIDTT at its premises, East West Road No.3, JVPD Scheme, Mumbai-400 049, where it runs the prestigious Utpal Shanghvi School and the Prabhavati Padamshi Soni International Junior College.

### **What is the fee at the Juhu Parle Education Society's Institute for International Education?**

For candidates, Fee structure will be Rs. 80,000 for all four Modules including the CIE fees.

The mode of payment will be via cheque drawn in the name of Juhu Parle Education Society's Institute for International Education.

For In-House candidates, Rs. 40,000/- will be the fee structure, mode of payment will be via cheque during the admission process.

### **What is the procedure and formalities at the Juhu Parle Education Society's Institute?**

All those candidates wishing to enroll for the Diploma programme are required to send in their profiles to the following e-mail address: **[jpes.cidtt2010@gmail.com](mailto:jpes.cidtt2010@gmail.com)**

On receipt of the same, you will be asked to fill in a questionnaire.

After reviewing the same, you will be asked to complete the admission procedures

You will be required to fill in the Admission form available in the school Office.

Timings: Mon- Sat between 9 a.m and 1 p.m

Along with the Admission form and the required documents, you will be required to pay the full amount of the fees via cheque drawn in the name of Juhu Parle Education Society's Institute for International Education.

Number of seats: Outsiders –10 / In-house -20



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In house candidates will be required to fill in the questionnaire sent by e-mail and after reviewing the same 20 candidates will be shortlisted for the Diploma. Others will be kept in the waiting list and will be accommodated in the next batch.

### **What are the timings and weekly duration of the programme?**

Two hour sessions once a week on week days.

Full day or half day workshops as per demands of the Modules (the day and timings will be informed in due course).

### **Recognition**

CIE qualifications are recognized throughout the world.

This means that candidates who successfully complete the CIE qualification have the opportunity to progress further on the pathway of Faculty programmes, provided that they can fulfill the other entry requirements for these programmes. CIE Teacher Qualifications also have local recognition in various parts of the world.