

# Guidance for Proposals to Run Localised Versions of Naace Accredited PDE Events

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## Background

All Accredited Naace PDE Events can be marketed by a PDE organising body (individual member, institutional member or NMSP), following approval by Naace. This approval ensures that quality is maintained and competition is minimised.

## Role of the PDE Organising Body

The PDE organising body will:

1. Secure a relationship with an NMSP willing to provide quality assurance.
2. Complete a submission to Naace with a signed endorsement from the NMSP. For details see below.
3. Be responsible for marketing, recruitment and venue management.
4. Ensure that delivery is by an accredited Naace PDE Tutor.
5. Complete any payments due to Naace no later than 14 days after a course has run. Under normal circumstances £70 per delegate should be paid to Naace to include membership of Naace for six months and a small administrative fee. Existing Naace members will have their membership extended for six months. In certain circumstances which may be negotiated directly with Naace, it may be possible to agree to an event being offered without charging membership, in which case a minimum charge of £20 per delegate will be paid to Naace. In such cases, the PDE organising body will put in place alternative methods for increasing membership.
6. Ensure that the minimum number of delegates for a viable PDE is 6.
7. Confirm with Naace one week before delivery if the event will be running or cancelled. If the event runs, the PDE organising body will submit the delegate list, including email contacts, to Naace at that time.
8. Ensure that large groupings of schools, such as Local Authorities, are put in contact Naace if they wish to adopt Naace PDE for all their schools in order that mutually acceptable terms may be negotiated.

The advantages of including membership in the event costs are all the usual advantages of Naace membership, and:

- Access to the event community after the event. This acts as a long term repository for all the event resources, contributed by delegates, and a means for online networking
- Access to the Naace Standards and Impact Libraries as they become available.

## Role of Naace

Naace will invite proposals termly for events two terms in advance, to allow for the allocation of event delivery, both geographically and chronologically, and advertisement for recruitment. Naace

will assist PDE organising bodies in the arbitration of event scheduling where necessary. PDE organising bodies may also submit at any time where recruitment is guaranteed, for example when delivery to a cluster of schools is agreed.

Naace will:

1. Publish details of the event in the PDE area of the Naace website.
2. Provide an enrolment key and date window for the event online presence. The date window opens a week before the event and closes two weeks after delivery.
3. Issue membership details and access to the event community where appropriate after the closure of the delivery window.
4. Provide the Naace PDE logo for marketing use.
5. Randomly sample events for quality.

### **Submission Information**

- Name of PDE organising body
- Title of Accredited Naace PDE
- Accredited Naace PDE Tutors involved in delivery (lead tutor, other delivery tutors, and tutors available to cover absence should be named)
- Venue
- Delivery date
- Target Audience
- Summary of geographical marketing range and methods
- NMSP endorsement

# Version Amendments

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Date	Version	Details
July 2013	1.0	Prepared by Naace PDE Team