INTER-AMERICAN TRAINING PROGRAM

REGULATIONS

Inter-American Training Program
"Towards a culture of rights"

The Inter-American Children´s Institute (IIN-OAS), a specialized agency on children and adolescents within the Inter-American system, has from its inception developed a variety of opportunities/activities for training, seeking to contribute to enhanced professional training of personnel from states in the region and to strengthen their ability to promote and protect child rights.

Throughout this process, the IIN has generated quality thematic content in different technical areas, and has developed a wide range of courses and technical teaching experience.

To leverage our experience by unifying the different activities which were developed separately, the Inter-American Training Program (PIC from its acronym in Spanish) was created. The Regulations for this Program are presented below.

REGULATIONS

Article 1. Objective

The objective of the PIC, based on a variety of different training methods, is to strengthen the capacity of member states and of organized civil society to make progress in halting the erosion of child and adolescent rights, deepening a rights-based culture.

Article 2. Beneficiaries

The PIC is aimed at public servants and actors in the public sector, especially those involved in child and adolescent protection systems; it is also aimed at officials and/or actors in child protection systems in the non-governmental sector.

Article 3. Portfolio

The PIC consists of an annual portfolio of courses and specialized training developed on the basis of specific requirements of member states and / or other organizations.

Article 4. Types of courses

The courses are either virtual (distance courses, delivered through the IIN teaching platform) or blended (with both virtual and in-person phases).

The latter courses are organized by agreement with interested member states, and are in line with the agreements reached with those states.

In the future there may be courses which are exclusively in-person.

Article 5. Teaching methodology

All courses are taught by the IIN staff, who serves as tutors and evaluate the learning process of each participant.

Each tutor is the general coordinator of his or her course; this includes, among other responsibilities:
- ✓ Registration of participants.
- ✓ Reviewing and updating course content.
- ✓ Conducting the course.
- ✓ Accompanying each student and evaluating his or her progress, by orienting and evaluating the recommended activities, among other tasks.
- ✓ Monitoring and evaluating activities with the objective of making adjustments to achieve optimal results.
- ✓ Submitting an academic report to the Director General.

In the blended courses, the teaching methodology is developed according to the agreements reached with the host state (see Article 4).

Article 6. Dissemination of information on the courses

The IIN-OAS is the agency charged with disseminating information on the PIC courses, through its Directing Council, its Website and the Social Networks; it is also charged with producing technical Information on the courses which are conducted each semester.

The Technical File contains the following information: the tutor responsible for conducting the course, duration of the course, language, number of available vacancies, participant profile, course objectives and content, evaluation methodology.

Article 7. Call for applications and the application process

The call for applications and the application process are conducted in two ways: by circular to the member states and via the IIN Website and general and institutional Social Networks (open call), with a specified number of vacancies in both cases. The Technical File of the course indicates the number of participants, as well as participants profile and the conditions of admission.

In the first case, the state agency responsible for children´s issues submits to the IIN-OAS a pre-selection of candidates, in order of priority.

In the second case, anyone interested in participating can apply individually on the online application form.

It is possible to apply for more than one course. However in the event that the applicant is selected for more than one course in the same semester, he or she must select just one of the courses in which to participate.

Article 8. Selection of participants

In all cases, the final selection of course participants will be made by the IIN-OAS, taking into account the following variables: number of member states which have submitted candidates, equitable geographic distribution, potential impact of the candidates on their institutions, among other factors.

In the case of several candidates with the appropriate profile for the available vacancies, places will be awarded to member states which have submitted candidates in the priority order indicated in Article 7.

After the final selection, and prior to the start of the course, candidates selected will be contacted individually to ascertain their willingness to participate, and to emphasize the responsibility they assume in doing so, through completion of a Participant File and a Letter of Commitment. Should a person selected decide not to participate, another candidate with a similar profile will be selected to fill the vacancy.

The participant who abandons the course while it is being conducted without communicating to the tutor the reasons for this decision will not be able to participate in the PIC courses for a period of 2 years.

The final list of those who register for each course will be recorded by the responsible tutor and/or the PIC coordinator.

Article 9. Rights and Duties of Course Participants

Course participants have the following rights and obligations:

a) Rights:
  - ✓ Access to all activities and materials mentioned in the Course File.
  - ✓ Receive prior to the start of the course all information relevant to the activity.
  - ✓ Receive information on his or her grades, as well as feedback on all assignments or activities.
  - ✓ Request information justifying the grade assigned, although this does not imply modification of the grade.
  - ✓ Contact the tutor to communicate the requests he or she considers pertinent relating to his or her participation in the course, and receive a reply.
  - ✓ Be awarded the certificate as indicated in the program material on the course, as long as they are in compliance with the requirements.

b) Obligations:
  - ✓ Seek information on course activities and assignments, by entering the teaching platform at least twice weekly during the course.
  - ✓ Comply with activities, tasks and reading material recommended for the course, within the time frame and in the manner required. The participant who does not submit or complete the assignments/activities

for two consecutive weeks without notifying the tutor as to the reason(s) will be barred from the course, and will be considered to have abandoned the activity if no communication is sent to comply with these Regulations.

✓ Scrupulously observe originality and intellectual integrity of the work produced, in accordance with Article 10 of these Regulations.

✓ Notify the tutor by Email that he or she is unable to continue with the course and the reason(s), as indicated in Article 8 of these Regulations.

✓ To have available technological and other resources required for the course. The IIN does not provide these resources.

Article 10. Evaluation

In evaluating participants in the online courses, both formal and informal aspects, as well as qualitative aspects will be assessed in the learning process.

a) Formal Aspects

✓ Completion of at least 80% of recommended assignments/activities and evaluations.

✓ Completion of activities, assignments and reading material in the time period and format required.

b) Regarding the learning process

✓ Assimilation of concepts on the basis of assigned bibliography.

✓ Knowledge and critical analysis of state policy (management of updated information and analytical capacity from the rights based perspective.

✓ Ability to reflect, on the basis of bibliography reviewed, on practical and "real world" situation or situations.

The tutor will evaluate each assignment or activity on a scale of 0 to 100 and will return the grade to the participant.

The academic work set as assignments or activities must be of the intellectual authorship of the student who submits it (or, in the case of group assignments, of the group of students producing the work), and must indicate the sources of information consulted, as well as the origin of verbatim quotations cited in the assignment.

A participant found guilty of plagiarism will be notified on the first occasion and will be given the opportunity to resubmit the assignment. Should the offence be repeated, the participant will be expelled from the course and will be barred from taking part in any of the PIC courses for a period of two years.

With regard to blended courses, the same criterion applies for the online phase. The methodology for evaluation and criteria for grading the in-person phase will be jointly defined with the member state with which the activity is being developed.

Article 11. Successful completion of course

To successfully complete the course or its online phase, the participant must obtain a final grade of at least 80/100, the average of the grades obtained in all the assignments of the course.

In the case of blended courses, the participant must successfully conclude all of the phases.

Article 12. Academic Report

At the end of the course, each tutor will draw up an academic report in the established format.

This report will be kept on record by the tutor and the coordinator of the PIC courses.

Article 13. Certification

The IIN-OAS will issue a certificate to those participants who have obtained at least the minimum pass mark of 80/100 in the online courses, or who have successfully completed all phases of the blended courses, as established in Article 11.

The certificates are signed by the IIN General Directorate and contain information on academic hours dedicated to the course. In the case of the blended courses, the certificate is also signed by the appropriate authority of the counterpart member state.

The certificate is sent to participants or local coordinators -depending on the type of course– by Email in PDF format and with an authentication code.

Also transmitted with the certificate is a stamped copy of the Technical File of the course.

Article 14. Information to Member States

At the conclusion of the course, the Director General of the IIN-OAS will send to the Member States information on the performance of those selected to participate in the course.

Article 15. Course evaluation by participants

At the conclusion of the course, participants will evaluate the activity through a survey on their perception relating to:
- ✓ General development of the course.
- ✓ Clarity and relevance of thematic content.
- ✓ Usefulness for professional purposes.
- ✓ Evaluation of support provided by the tutor.
- ✓ Suggestions.

Article 16. Prohibitions

It is expressly forbidden to:
- ✓ Use the informatics tools of the course for other activities.
- ✓ Disseminate and/or utilize personal information (names, surnames, city, Email) of the tutor and/or other participants which are available on the course platform, for other purposes unrelated to the course and its academic activities.
- ✓ Reproduce totally, or in part, course contents, whatever they may consist of (documents, photographs, archives of audio or video material, etc.), for other purposes unrelated to the course, except with the express authorization of the author or those with the intellectual property rights of the material, and with the requisite credit.