

## INTER-AMERICAN TRAINING PROGRAMME

### OPERATING REGULATIONS

#### Article 1- Definition and Objective

The Inter-American Training Program (PIC, by its acronym in Spanish) is a human resources training instance of the Inter-American Children's Institute (IIN-OAS). It includes the set of formative activities/actions promoted by the IIN-OAS whose ultimate purpose is training.

It aims to strengthen the capabilities of States and civil society for the promotion, guarantee, protection and restitution of the exercise of the rights of children and adolescents. To this end, it offers specialized training on different topics related to child rights.

The PIC is regulated by the dispositions established in this instrument, whose compliance is obligatory.

#### Article 2- Beneficiaries

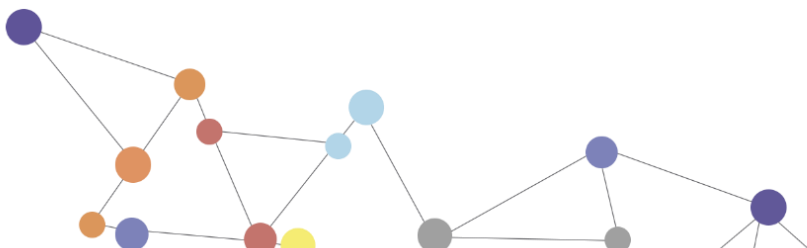
The PIC is aimed at people who are part of the comprehensive promotion and protection of child rights systems in the countries of the region, including public entities, civil society organizations, academia, the community, families.

#### Article 3- Portfolio

The PIC is composed by a **regular offer**, integrated by courses with common features, which are offered to all the States of the Inter-American System simultaneously, and a **special offer**, integrated by courses of singular features and/or developed in agreement with/for a given State or institution.

#### Article 4- Courses modalities

Courses are virtual (through the IIN-OAS Moodle Platform or the one that is opportunely agreed) or blended (with virtual and face-to-face stages). Eventually, there could be exclusively face-to-face training activities.



## Article 5- Dissemination of information on the courses and call for applications

### a) Regular offer

The IIN-OAS is the responsible for disseminating information and calling to the courses of the regular offer, through its Directing Council, the OAS National Offices, the networks of technical liaisons on different subjects, the organizations with which it has specific training agreements and the institutional website and social media.

For this purpose, it will publish the planned schedule and the Technical File of the courses offered, with the following information: responsible, modality, duration, quotas, participants profile, objectives, contents, required time dedication, evaluation criteria.

### b) Special offer

The dissemination and calling to the courses of the special offer is carried out specifically and/or according to whatever has been agreed with the counterpart.

## Article 6- Applications

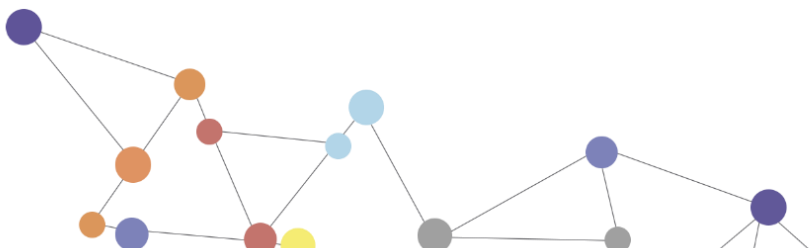
### a) Regular offer

Application to **virtual courses** of the regular offer can be conducted through three ways:

- through the States. The IIN-OAS communicates the opening of the applications period to the institutions that are members of its Directing Council and/or to the OAS National Offices, when appropriate; they make a call at the national level and send the IIN-OAS a list of applicants, ordered by priority for participation.
- through the open call. Any interested parties can apply personally through the Form available for this purpose on the IIN-OAS Website.
- Through organizations with training agreements. The IIN-OAS communicates the opening of the applications period to the organizations with which it has training agreements; they make an internal call for applications and send the IIN-OAS a list of applicants, ordered by priority for participation.

Application to **blended courses** of the regular offer is carried out through the partner States. The IIN-OAS calls to States to co-responsibly participate in the training proposal. The States that decide to participate, make a call at the national level and send the list of applicants to the IIN-OAS, ordered by priority for participation. These courses do not have an open call or quotas for organizations with training agreements.

The application of the same applicant to more than one course is allowed. However, it is only possible to take part in one course per period. If a person is selected for more than



one course in the same period, she/he must choose which course attend.

#### **b) Special offer**

Application to the courses of the special offer is made specifically and/or according to whatever has been agreed with the counterpart.

### **Article 7- Participant's selection**

#### **a) Regular offer**

**Virtual courses** of the regular offer have 25 places for candidates from the States and 10 places for people applying through the open call. In addition, places are guaranteed for the organizations with which the IIN-OAS has training agreements, according to the terms of each agreement.

The final selection of participants is made by the IIN-OAS, taking into account the following variables: number of States which have submitted candidates, equity and representativeness in the nationality of the participants, institutional insertion, amongst others.

For the call through the States, in the event that there are more applicants than available places, the same number of places will be granted to each State that has sent applicants, following the priority order mentioned in Article 6.

There are exclusionary criteria for participation; see Articles 8 and 10.

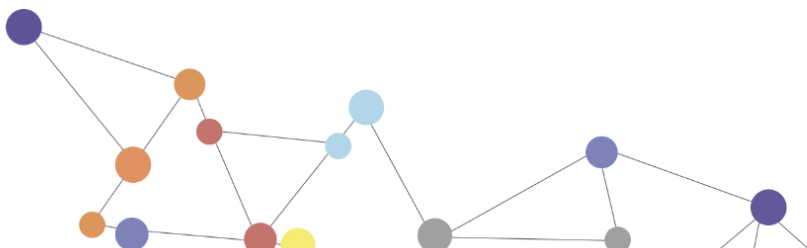
**Blended courses** of the regular offer have 25 places for each participating State. The State is responsible for the selection of participant.

To confirm enrolment, the selected candidates should complete a Participant File and a Letter of Commitment. If a selected person decides not to participate or does not meet these requirements within the established deadline, another person with a similar profile will be selected to fill the quotas.

The final list of participants of each course will be filed by the General Manager, the teacher/tutor and the PIC coordination.

#### **b) Special offer**

Participants selection for the courses of the special offer is made in a specific way and/or according to whatever has been agreed with the counterpart. The requirements for confirmation of registration may or may not apply, depending on said agreement.



## Article 8- Rights and duties of participants

Courses participants have the following rights and obligations:

### Rights:

- Before starting the course, receive all the relevant indications for its development.
- Access to all course activities and materials.
- Submit to the teacher/tutor any questions or requests they deem pertinent and receive the corresponding answers within 24 hours (except weekends).
- Know the grade obtained in each of the evaluation activities and, if necessary, request that it be justified in greater detail, which does not imply modification.
- Request an exceptional extension of the deadline for compliance with evaluation activities, justifying the reasons (see Article 10).
- Receive the certificate of approval of the course, after fulfilling the requirements established for it.

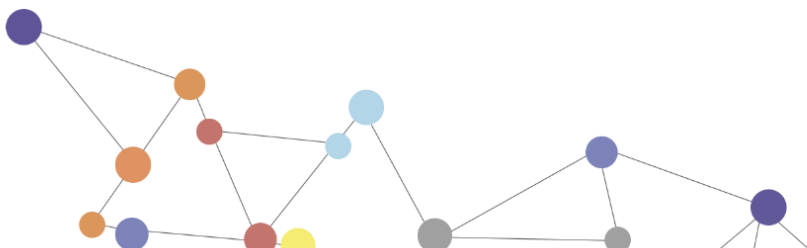
### Obligations

- Stay informed about the course.
- In virtual courses or during the virtual phase of blended courses, enter the Educational Platform at least twice a week.
- Comply with the activities in the established time and manner. **Failure to comply with the evaluation activity of two consecutive modules without notifying the teacher/tutor of the reasons will imply expulsion from the course and the participant will be disqualified from participating in any PIC course for 2 years.**
- Comply with the provisions of Article 10 regarding the originality and intellectual property of the productions presented as tasks.
- In case of been unable to continue with the course, notify and indicate the reasons to the teacher/tutor by email. **The participant who abandons the course without making this communication will be disqualified from participating in any PIC course for 2 years.**
- To have technological and other resources required to follow the course. The IIN-OAS does not provide these resources.

Any exception or modification made to the provisions of this article for the courses of the regular offer will be duly communicated.

## Article 9- General coordination of the course and teaching/tutoring

All courses are developed under the general coordination of at least on technician of the IIN-OAS (General Manager) and have one or more person who performs teaching/tutoring



functions.

This includes, among other responsibilities:

- Methodological design/updating of the course: contents, materials, activities, assessment tools.
- Selection of participants.
- Accompaniment of the students and assessment of their learning process.
- General monitoring and evaluation of the course in order to introduce adjustments that allow its optimization.
- Preparation of the Final Report.

During the development of the courses, are obligations of the teacher/tutor, specifically:

- At the beginning of the Module, send the participants the indications corresponding to each Module (contents, activities, deadlines).
- Respond to participants' messages within 24 hours (excluding weekends).
- One week after the Educational Platform was enabled, contact the participants who did not enter to know the reasons and offer the necessary support.
- Carry out a review of the status of compliance of the activities by the participants every two modules, in order to motivate participation, avoid desertion and/or apply the corresponding administrative measures.
- If applicable, review and feedback the proposed evaluation activities, if possible, within one week of the submission date.
- To close the training process, send each participant, via email, a message with the details of their qualifications and final status. It applies to participants with Approved, Not Approved and Abandoned due to non-compliance with 80% of activities status (see Article 10).

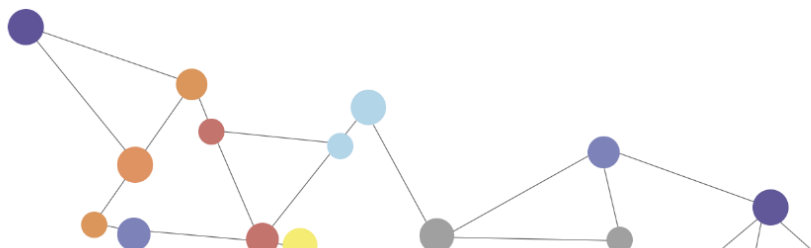
All communications will be made by email or through the messaging of the Moodle Platform.

Any exception or modification made to the provisions of this article for the courses of the regular offer will be duly communicated.

## Article 10- Evaluation system and approval criteria

### a) Regular offer

In the **virtual courses** of the regular offer, **each Module will have a mandatory thematic content** (in Reading Material format, video, synchronous class) **and a mandatory evaluation activity** (in Assignment, Forum, Questionnaire format). In addition, extended



bibliography and other non-mandatory activities will be included.

The teacher/tutor will grade each assessment activity based on a scale from 0 to 10, considering both formal aspects and elements that account for the learning process. **The final grade of the course will be equivalent to the simple average of the grades obtained in all the assessment activities applied** (the non-compliance of an assessment activity is equivalent to a 0 grade).

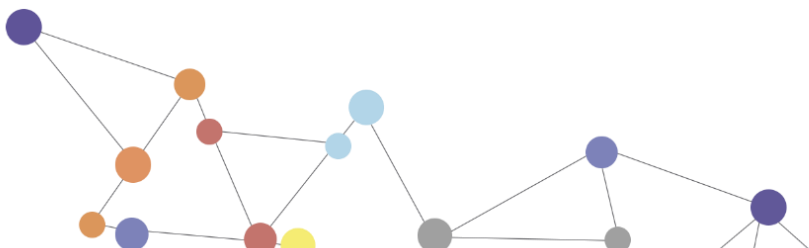
#### Formal Aspects

- Compliance with the task instructions. Non-compliance in terms of content is equivalent to a 0 grade.
- Compliance of activities in the time and manner required. **The deadline for the completion of the evaluation activity of each Module will be one week** (the week that the Module lasts). The participant may request an exceptional extension of the deadline, in writing and justifying the reasons. In such a case, an additional week will be granted from the original deadline, with a decrease in the grade. Once these deadlines have elapsed, there will be no further exceptions.
- Originality and intellectual property of the works. The productions presented in response to the evaluation activities must be of the authorship of the student who submits it (or students, in the case of group assignments) and must include a correct use of citations and bibliographic references. **Institutional documents or materials may not be submitted as an activity to be evaluated. The participant who commit plagiarism (that is, who submit full texts or extracts made by another person, either verbatim or as paraphrasing) will be notified on the first occasion and will have the opportunity to resubmit the assignment. Should the offence be repeated, the participant will be expelled from the course and will be disqualified from participating in any PIC course for 2 years. The same procedure and sanction will apply to those who present assignments copied among themselves.**

#### Aspects of the learning process that will be assessed

- Ability to analyze from a rights perspective.
- Assimilation of content based on what has been work on.
- Knowledge and critical analysis of updated information.
- Ability to reflect on their practice and/or situations of reality on the basis of what has been work on.

The final status of the participants in the virtual courses will be defined according to the



following criteria:

Approved: completes the course process\*, comply at least 80% of the required evaluation activities and obtains a final grade equal to or greater than 7/10.

Not approved: completes the course process\*, comply at least 80% of the required evaluation activities and obtains a final grade lower than 7/10.

Desertion with notice: notifies and justifies her/his desertion of the course.

Desertion: never enters the Learning Platform, fails to comply with two consecutive evaluation activities, or does not comply at least 80% of the requested evaluation activities, and does not notify and justify her/his situation.

\*It is understood by "complete the course process" that the participant has completed the penultimate or last evaluation activity requested.

At the end of the course, exceptionally, the opportunity to submit missing or complementary assignment will be given to those who do not reach the minimum passing grade, but have: completed the course process, complied at 80% of the requested evaluation activities and obtained satisfactory grades in half plus one of the evaluation activities presented. The participant will have a period of one week for this presentation, from the notification of the teacher/tutor.

In **blended courses**, the same evaluation and approval criteria apply for the virtual phase. The evaluation methodology and grading criteria of the face-to-face phase will be proposed by the counterpart State and endorsed by the IIN-OAS. **In order to approved the blended course, participants must pass both stages.**

The final status of the participants in the blended courses will be defined according to the following criteria:

Approved: Passes both stages.

Not approved: Fails one or both stages.

Desertion with notice: notifies and justifies her/his withdrawal from the course at any of the stages.

Desertion: leaves the course, at any stage, without notifying or justifying their reasons.

## b) Special offer

The evaluation methodology, grading criteria and approval criteria for the courses of the special offer are defined in each specific case and/or in agreement with the counterpart.



## Article 11- Final Report

### a) Regular offer

In **virtual courses**, the teacher/tutor will draw up a Final Report, containing the final grade and status of the participants.

In **blended courses**, once both phases have been completed, the teacher/tutor will draw up a Final Report, containing the final grade and status of the participants in each of the stages and their final status of the course.

The Final Report will be filed by the General Manager, the teacher/tutor and the PIC coordination.

### b) Special offer

In the courses of the special offer, the teacher/tutor will draw up a Final Report, according to what is specifically defined and/or agreed with the counterpart.

The Final Report will be filed by the General Manager, the teacher/tutor and the PIC coordination.

## Article 12- Certification

### a) Regular offer

The IIN-OAS will issue an approval certificate to those participants who have passed the courses of the regular offer, according to the requirements established in Article 10.

The certificate will contain information on academic hours dedicated to the course and will have an authentication code.

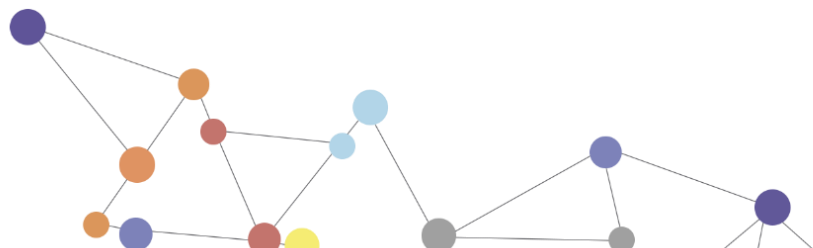
The certificates of virtual courses are signed by the IIN-OAS General Directorate.

The certificates of blended courses are signed by the IIN-OAS General Directorate and by the authority of the counterpart State.

The certificates will be sent to participants or local coordinators -depending on the modality of course—in virtual format, to the email account used during the course.

### b) Special offer

The content of the certificates of the special offer courses will be defined specifically and/or in conjunction with the counterpart, following the criteria established for those of the regular offer courses.



### Article 13- Reports to Member States

The IIN-OAS General Directorate will send to the Member States information on the postulants that have been selected for the **virtual courses of the regular offer**. Also, at the conclusion of the courses, it will inform about their performance.

In the **blended courses of the regular offer**, same communications will be done to the designated local coordinator regarding the virtual phase. At the conclusion of the courses, the local coordinator and the State will be informed about the general performance of the participants.

In the **courses of the special offer**, communications will be done according to what is specifically defined or agreed with the counterpart.

### Article 14- Course evaluation by participants

In the **courses of the regular offer**, participants will be asked to evaluate the course (or the virtual phase in blended courses) by completing an opinion survey relating to:

- general development of the course;
- clarity and relevance of thematic content;
- personal, professional and institutional usefulness;
- support provided by the teacher/tutor.

A similar procedure may be adopted in the **courses of the special offer**, according to what is specifically defined and/or agreed with the counterpart.

### Article 15- Prohibitions

It is expressly forbidden to:

- Use the informatics tools of the course for activities unrelated to it.
  - Disseminate and/or use the personal information (names, surnames, city, email) of the teacher/tutor and the other participants available on the teaching platform, for purposes unrelated to the course.
  - Reproduce totally, or in part, contents of the course, whatever its type (documents, photographs, audio or video files), unless they are freely available or have the express authorization of their author or whoever has the intellectual property rights.
- The contents specifically elaborated for the courses (Reading Material) are the intellectual property of the IIN-OAS (and counterpart institutions, if applicable) and any use unrelated to the course requires a specific authorization, being the exclusive decision of the Institution(s) grant it or not.**

