

# Live Online Professional Development (LOPD)

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### How do I apply?

An online application form can be found at: [www.furthermaths.org.uk/lopd](http://www.furthermaths.org.uk/lopd). Applications will be acknowledged by automated email; further details will follow when your application has been processed.

### How much does the course cost?

Most courses cost £195 and contain between 6 and 10 online sessions, each 60-90 minutes in length. Shorter courses cost £95. The cost of your chosen course is detailed in the course information which can be found by following the link to 'more info' in the right-hand column of the table that lists all the scheduled courses. The scheduled courses are listed on the LOPD webpage: [www.furthermaths.org.uk/lopd](http://www.furthermaths.org.uk/lopd).

You should also consider the cost of a headset and a graphics tablet (required for most courses); this should be no more than £40 in total.

### What equipment do I need?

This depends on the course. Information about equipment is provided for each course and is outlined in the course flyer which can be found here: [www.furthermaths.org.uk/lopd](http://www.furthermaths.org.uk/lopd).

It is required that all participants use a laptop or desktop computer, not a tablet or phone, to join live sessions. Recordings can be viewed on a mobile device.

For all courses you must have a headset with a microphone.

For most courses, tutors will provide opportunities to use the shared whiteboard. To interact using the whiteboard we recommend that you use a graphics tablet; this will help you write legibly on the whiteboard screen. You may be able to use an interactive whiteboard for this purpose; this depends on your audio setup (you may need a long wire on your headset).

### How do I join the live sessions?

After your application has been processed and before your course is scheduled to start, you will be sent details of your Integral account for this course and guidance on how access your online classroom. Guidance for checking that you have the necessary system requirements prior to the start of the course can be found at [www.furthermaths.org.uk/online-support](http://www.furthermaths.org.uk/online-support).

Please also read our document: 'How to get the best out of your FMSP online course', which you will receive with your Integral account information, for more detail.

### Do I have to attend all the 'live' sessions? What happens if I miss one or am late?

If at all possible, you should aim to attend all of the live sessions however we do understand that missing sessions is sometimes unavoidable. For this reason, all live sessions are recorded. Shortly after a live session, the recording will be available in Integral. These recordings can be viewed at any time up to one

year after the live session but we recommend allowing time to watch a missed live session before the next session in the course.

If you cannot attend a live session you should notify the course tutor as soon as possible to avoid a delay to the start of the session.

### **How much session time is devoted to learning mathematical content and how much is devoted to discussing teaching ideas and resources?**

Most LOPD courses focus on improving subject knowledge and hence much of the session time is devoted to learning mathematical content. There will also be opportunities to discuss resources and teaching ideas and to highlight misconceptions that students have. When appropriate, technology will be incorporated to enhance teaching and learning.

### **How much prior knowledge is assumed?**

This depends on the course. All courses assume knowledge of GCSE Higher level Mathematics. Information about any other assumed knowledge is provided in the course flyer which can be found here: [www.furthermaths.org.uk/lopd](http://www.furthermaths.org.uk/lopd).

Typically LOPD courses are ideal for mathematics teachers who have not taught the module before or for teachers who wish to refresh their subject knowledge. LOPD courses are for teachers; they are not designed to cater for participants who wish to learn the mathematical content in order to complete an AS or A level qualification themselves. If this is what you require, please consider our courses for mature students here: [www.furthermaths.org.uk/fmmature](http://www.furthermaths.org.uk/fmmature).

### **Are textbooks provided?**

Textbooks are not included, nor required, as part of the course. Participants will find the online resources provided through access to [Integralmaths.org](http://Integralmaths.org) a comprehensive source for support.

### **Do I have to do coursework?**

For the majority of courses, no coursework is set or assessed. Most courses include access to resources provided through [Integralmaths.org](http://Integralmaths.org) and you may choose to use these to supplement the sessions as you go along or to read ahead if you wish to. Occasionally, where appropriate, tutors may set optional tasks in between online sessions to enhance the sessions. Ongoing email support from the course tutors is available after the final session on completion of your feedback form.

Some of our newer courses (AS Pure Absolute Beginners and GeoGebra courses) will involve an element of preparation work for each session. Please check the flyer for your course for more detail.

### **How much of my time will it take up?**

This is up to you! Each online session is recorded so you could revisit and consolidate the content or explore the additional resources provided through access to [Integralmaths.org](http://Integralmaths.org). Each participant's needs are different so we leave it up to individuals to manage their own time outside of the online sessions.

Our courses cover all four main awarding organisations (unless otherwise stated in the flyer) and hence you may wish to use the Integral resources to ensure you have comprehensive cover for your awarding organisation.

### **Will I receive a course certificate?**

To be eligible to receive an attendance certificate participants must attend at least half of the scheduled 'live' online sessions. Participants can request a certificate when they complete the course evaluation form at the end of the course (the link to the evaluation form will be available in your Integral area).

### **Can I sign up for more than one course?**

Yes but, before doing so, please ensure that you have checked the dates of the live online sessions to ensure you are not booking courses which are scheduled at the same time. You will need to submit an online application form for each course that you wish to take.

### **How and when do I pay for the course?**

Invoices for Live Online Professional Development (LOPD) courses will be sent out approximately one

week before the selected course starts. These invoices will be issued by Mathematics in Education and Industry (MEI). If your school requires a purchase order number (and you have selected this on your online application) your school will be contacted and asked for this prior to an invoice being sent.

You can also pay for the course using all major credit and debit cards (except American Express and Diners) by calling the MEI finance department on 01225 774777. Payment also can be made by BACS or by sending cheques to:

FAO Finance, MEI, Monckton House, Epsom Centre, White Horse Business Park, Trowbridge, Wilts, BA14 0XG.

If you have any further queries regarding details of how to pay for the course please contact: [finance@furthermaths.org.uk](mailto:finance@furthermaths.org.uk).

## What happens if I need to withdraw?

You may cancel your place provided you do so **BEFORE** the first online introductory session. Should you wish to exercise this right of cancellation please send an email to [LOPD@furthermaths.org.uk](mailto:LOPD@furthermaths.org.uk).

Cancellations meeting the requirements above will not be invoiced. No refunds will be made if a delegate cancels **AFTER** the first online introductory session.

## Any further questions?

Issue to be resolved	Who to contact
Connection to the online classroom, technical issues such as sound, etc.	Go to <a href="http://www.furthermaths.org.uk/online-support">www.furthermaths.org.uk/online-support</a> first. Email <a href="mailto:online@furthermaths.org.uk">online@furthermaths.org.uk</a> if you still require support.
Questions regarding the schedule, content of sessions, preparation required.	Contact your course tutor(s) via your group's forum on Integral.
Administrative issues e.g. missing access details, invoicing queries, booking confirmation, Integral access.	Email <a href="mailto:LOPD@furthermaths.org.uk">LOPD@furthermaths.org.uk</a> or contact the CPD team on 01225 716494.
Concerns: if you have any issues you would like to raise with the project coordinator.	Email <a href="mailto:LOPD@furthermaths.org.uk">LOPD@furthermaths.org.uk</a> .