



## FOLIOz FREQUENTLY ASKED QUESTIONS

### **How much time should be allocated to the course?**

For the production of a good portfolio, you should spend about 2-4 hours per week on the course tasks and exercises

### **How will the course be delivered?**

Course delivery will primarily be by email supported by web materials, briefings, powerpoint tutorials, quizzes and buddy exercises supplemented by video and audio presentations (mp3 files) with a dedicated discussion list for use by course participants only.

### **What about 'time zone' differences?**

The FOLIOz team will respond to any queries the following working day, so you should not experience any disruption due to the UK/Australia time difference.

### **How will the course be assessed?**

Course assessment will be conducted summatively upon completion of the course through submission of a portfolio

### **What if I miss a few days due to holidays or work commitments?**

It is possible to „catch up” within a two week extension automatically offered at the end of the course.

### **How will I fit in time to do the course?**

FOLIOz courses are designed to be fully flexible, allowing participants to complete tasks at their own convenience. Previous participants have found it possible to complete FOLIO courses whether they are working on a full-time or part-time basis. A two-week “catch-up” period is automatically offered at the end of the course in order for participants to complete their portfolio. In addition, participants can request an extension if required.

### **Can I join part-way through the course?**

Unfortunately due to issues concerning group dynamics, together with administrative arrangements, it is only possible to participate if you have pre-registered for the course. However we naturally hope that the course will be so successful that it will be repeated on a later occasion!

### **Can I work alone or are buddy tasks compulsory?**

FOLIOz participants have the choice of following the group-supported route which includes buddy tasks, or the self-directed route where they will work individually for the whole of the course. Participants will be contacted prior to the course starting and will be asked to indicate if they wish to follow the self-directed route.

### **Can I participate if I am going to be out of email contact during the course, for example during annual leave I have planned?**

FOLIOz courses are designed to be fully flexible so you will be able to catch up with the course when you return.

### **Is the further reading compulsory?**

As many course materials as possible will be publicly accessible via the Web. Any further reading is optional and not compulsory for successful completion of the course.