

Visit the Accreditation Desk at Convention – and collect your accreditation slip for Convention attendance this year!

Accreditation – Frequently Asked Questions about Getting Started

- *Why would I want to do Accreditation?*

It's a systematic self development programme which challenges you and helps you improve your performance.

- *Where do I find details of the programme?*

Details of the programme are in your Master Manual. How the programme works is set out there in 'Section 8 Accreditation Basics'.

- *Does it cost me?*

No, you don't pay any extra to follow the programme.

- *Where do I find the paperwork I need?*

All the paperwork you need is in the Master Manual.

- *Where can I get help?*

Your club accreditation committee will help you.

- *I don't think my club has an accreditation committee.*

Bylaws require every club / council / region to have an Accreditation Committee.

- *What if my club doesn't use English?*

That doesn't matter - you don't need to do the programme in English.

- *Do I need to finish level 1 before I start level 2?*

You don't have to finish any level before you start on any later levels.

- *What do all the letters mean?*

The designatory letters give special recognition to participants who succeed in completing different levels. When you complete the different levels you become: an Effective Communicator (EC) at Level One, a Proficient Communicator (PC) at Level Two, a Skilled Communicator (SC) at Level Three, an Accomplished Communicator (AC) Level Four and a Distinguished Communicator (DC) at Level Five.

- *What projects do I have to do?*

The projects you do to be accredited are set out in Section 3 of the Master Manual. Sections 3.1 – 3.5 cover levels 1 to 5, and include projects charts for each level, details of the individual projects, advice on how to tackle them and also evaluation sheets for some projects. If you staple these pages together you can make a workbook for each level.

- *I think I might have problems with some of these projects.*

Section 3.6 gives you some alternative projects you can use instead of the ones shown in sections

3.1 – 3.5. If there is good reason why you can't do one of the listed projects, or if you want to do something different instead, there is guidance in Section 8 of the Master manual at paragraph 5: Courses, Waivers, Substitutions and Exceptions.

- *What's stopping me doing this?*

Nothing is stopping you – just start! Look at the Master Manual, ask your club for help, and get going now. Have fun!

Ruth

Ruth Maltman DC FITC
Accreditation Chairman 2008-09



Visit the Accreditation Desk at Convention to get advice about accreditation and to volunteer to help others with evaluations.

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Accreditation - Frequently Asked Questions at Convention

- *What does the accreditation desk do at Convention?*

The accreditation desk at Convention will:

- give general and specific advice about accreditation
- give signatures for attendance (you don't need to apply in advance for this and don't worry of you forget your paperwork – we will have paper slips)
- organise accreditation for projects that people undertake at Convention.

- *Help – I've forgotten to ask in advance for Accreditation for a Convention Assignment!*

If you want to be evaluated for any project / assignment at Convention and have forgotten to ask in advance, we will still try to arrange it for you if we can.

Please tell the accreditation desk and / or the Accreditation Chairman Ruth Maltman as soon

as possible what assignment you want to be accredited for, where and when it is happening, how long it will take and what level or option you want it accredited against (level 1, 2, 3 etc).

We will let you know if it is possible to arrange evaluators for you.

- *Can I help with Accreditation at Convention?*

Your offer of help would be very welcome. We need people to help man the desk for short periods (all languages welcome) and people to evaluate members doing projects at Convention. (Evaluators can themselves be accredited at level 4 for giving an evaluation at Convention).

If you can help, for however short a time, please contact the accreditation desk and / or the Accreditation Chairman Ruth Maltman and offer your services.

This is a time for members who enjoy accreditation to give help and encouragement to others, but all levels of experience are welcome.

- *Where is the accreditation desk at Convention – and when is it open?*

As I write this it looks as though the accreditation desk will be near the registration desk in the hotel and then onboard ship in the Convention Office in the Caspian Board Room, but if you can't find it, ask at the Convention Office. Times of opening are not yet known, but if the desk is closed there will be a sign showing when it will re open.

Hoping to see you there soon,

Ruth

Ruth Maltman DC FITC
Accreditation Chairman 2008-09



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