



# INSTITUTE OF **ROOFING**

EXPERTO | CREDE

## The Associate Course

The perfect platform to begin a professional career in roofing management

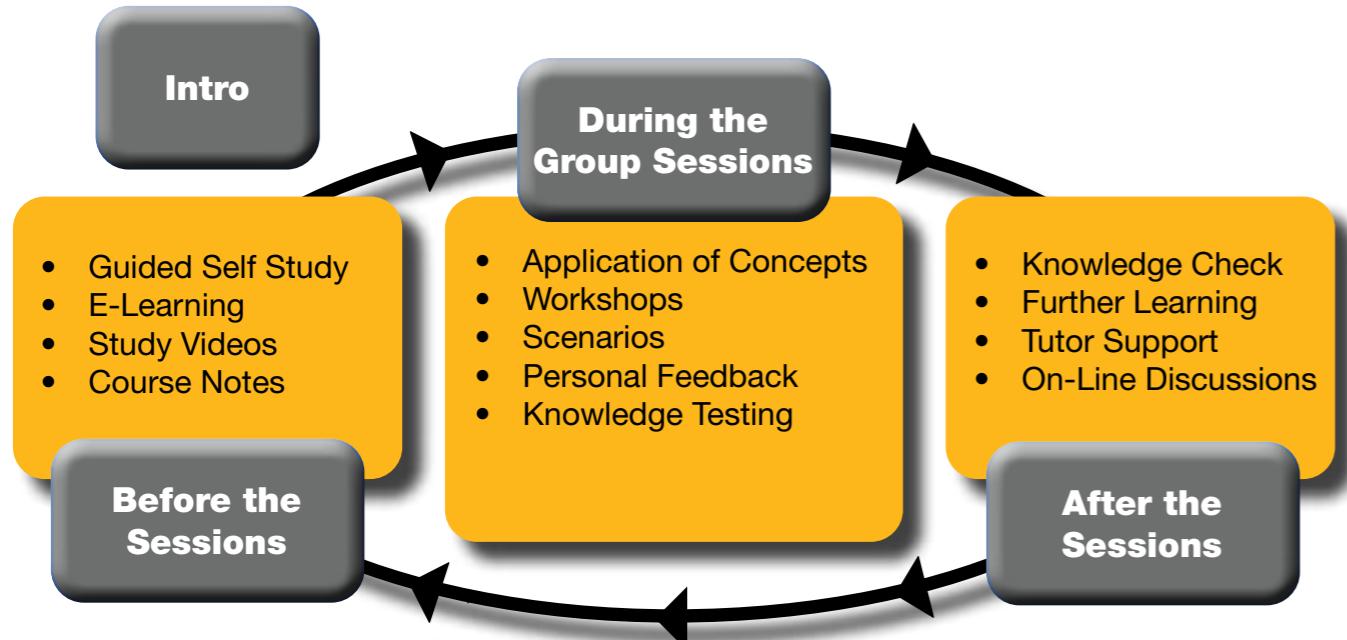


Qualification, Development and Professionalism

## The Institute of Roofing Associate Course

The Associate Course is perfect for anyone considering a professional career in roofing, particularly with an eye to moving into or occupying a supervisory or management role.

This course is fully interactive and will provide essential skills and knowledge to be able to progress in the Roofing Industry.



### Associate Course Overview

The course is designed around the following elements:

- Pre-course study
- Interactive learning
- Collaborative exercises
- Developing independent learning and research skills
- Increasing personal confidence

The Associate Course is delivered as an intensive learning experience over a 5-week period.

This entirely new and innovative course is designed to offer delegates the opportunity to learn effectively, with minimum disruption to working patterns.

The course is split between 1 day per week group learning in a classroom environment with a minimum 8 to a maximum 12 delegates per class.

This is coupled to a directed self-learning programme designed to prepare the delegate for the group sessions and to help revise subjects covered during group learning time.

### Breakdown of the Associate Course

The course includes 10 modules with clearly defined learning objectives; all of which are individually assessed as the course progresses. A minimum 'Pass' mark in every module is required to complete the course.

#### Guided Self Study

There is approximately 50 hours of guided self-learning, which will require up to 10 hours per week.

Self-Study sessions will be interactive, well supported and offered in manageable chunks, each with an element of assessment using pre-prepared learning tools; including structured e-learning, videos, presentations, exercises and quizzes to make studies proceed at a pace which meets personal preferences and workload.

Group sessions will involve a range of activities to expand and consolidate learning.

### Timetable

Day 1	Day 2	Day 3	Day 4	Day 5
Induction	Review M1 & M2	Review M3, M4 & M5	Review M7 Preparation M10	Review M6 & M8
Module 1 Support & Standards	Module 3 Law	Module 7 Surveying / Estimating	Module 8 Tendering & Procurement	Module 9 Project Management & Test
Module 2 Roof Safety	Module 4 Finance	Module 6 Roofing Systems (Pitched & Flat)	Module 10 Roofing Systems (Sheeting & Cladding, Lead & Hard Metal)	Module 10 Conservation & Sustainability Practical Assessment
Module 5 Terminology Design & Specification				

#### Assessment

There are no formal exams. Delegates will cover 200 learning criteria and submit 60 tangible pieces of learning evidence.

Please note that this qualification cannot be achieved without commitment to self study.

Each delegate will have their own online learning dashboard which will have an indicator of achievement against completion of required course content. This will help delegates to track their progress.

On successful completion delegates will be awarded a Pass ( $\geq 70\%$ ), Credit ( $\geq 80\%$ ) or Distinction ( $\geq 90\%$ ) for the course and be eligible to enter The Institute of Roofing at Associate Level and to use the letters AloR after their name.

# **The Institute of Roofing (IOR) Associate Course**

## **Terms & Conditions**

### **1. Delegates**

- 1.1 All delegates must hold a minimum membership grade of Affiliate of The Institute of Roofing (IOR).
- 1.2 All delegates must be registered for the course using the appropriate IoR application form and provide all necessary contact information.
- 1.3 All delegates must be registered to the online learning platform with access to their own unique user dashboard prior to commencement of the course.

### **2. Fees**

- 2.1 All fees applying to the Associate Course must be paid upon receipt of invoice at the time of registration and prior to any studies commencing. Please refer to the published course fees on the Associate Course page of the IoR website at [www.instituteofroofing.org](http://www.instituteofroofing.org).

### **3. Cancellation**

- 3.1 If a delegate cancels attendance of the course at more than 21 days prior to the start of the course they may claim a 90% refund on fees; Less than 21 days but more than 7 days 50%; Less than 7 days 25%.
- 3.2 Course fees are not refundable for delegates leaving or failing to complete the course after the agreed start date.
- 3.3 The IOR reserves the right to amend or cancel any course, course times, dates or published prices. Changes to course prices, times and dates will be advised before the course start date and any course already paid in full will not be subject to the increased price. As a course may be cancelled up to two weeks prior to its start date, we recommend that delegates do not make travel arrangements before this time. Any travel costs incurred are entirely the delegate's responsibility. IoR does not accept any liability for reimbursement of travel costs.

### **4. Course Provisions**

- 4.1 Suitable training premises will be provided by The IoR.
- 4.2 Where a course is to be held in the premises of a commissioning group or company, this will be provided at their cost. These premises must include access to power, rest facilities, heat and light, tables and chairs. Additional facilities required will include multi-media equipment if available plus extension leads (this can be supplied by the IoR by discussion and arrangement).
- 4.3 Premises arranged by The IoR may require an adjustment to course fees to accommodate the cost of those premises.

### **5. Pre-Course Learning Requirements**

- 5.1 All delegates must have completed the pre-course learning requirements (Working at Heights & Risk Assessment) and have submitted the evidence of completion prior to the first group learning session. Details of how to complete all preparatory work will be supplied upon registration. Certified proof from a recognised training provider for the pre-course learning requirements would be acceptable.

5.2 Delegates failing to complete pre-course study may be excluded from starting the course.

### **6. Course Completion**

- 6.1 All delegates satisfactorily completing the course will receive the grade of Associate Member of The Institute of Roofing (AloR) together with accompanying certificates showing pass grades on the various modules of the course plus an IoR Associate Member Certificate.

### **7. Course Tutor Contact**

- 7.1 All delegates are required to maintain contact with the course tutor(s) with special attention to any absences from group sessions.

### **8. Membership Subscription**

- 8.1 If you were not a member of The IoR prior to enrolling as an affiliate to take the Associate Course, the first-year membership subscription is included in the cost of the course. Subscription fees are payable from the 1st of September annually.
- 8.2 Depending on when the course fee is paid, a second-year membership fee discount may apply as follows: September to November no discount; December to February 25%; March to May 50%; June to August 75%. (This 'follow-on year discount' is also applicable to existing IoR members who enrol on the course).

### **9. Additional Conditions**

- 9.1 Additional conditions may apply subject to final course or special requirements.
- 9.2 The IoR reserves the right to remove any delegate from their programme should their behaviour be deemed to be inappropriate. This would result in no refund of course fees or other costs being paid.

# **The Institute of Roofing**

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