FREQUENTLY ASKED QUESTIONS

Virtual Instructional Leadership Online Course

1. **What is the cost of the Virtual Instructional Leadership (VIL) Online Course?**
   The course is free of cost to all eligible participants.

2. **Are you still accepting applications for the VIL course?**

   Applications are currently closed.

3. **How can I apply or register for the VIL course?**

   Interested principals, vice principals, and middle leaders will access the online application through a shared link from Google forms. This is available on all our social media platforms and the College's website (ncel.gov.jm).

4. **Who can apply for the VIL course?**

   The course is open to all principals and vice principals of all public and independent early childhood, primary and secondary level schools, as well as, education officers.

5. **What are the prerequisites for the VIL course?**
   Participants should be engaged in the capacity of principal, vice principal, education officer or middle manager.

6. **What constitutes completion of the VIL course?**

   In order for you to complete the VIL course you **MUST** complete all end of module assessments; the summative assessment; as well as, contribute to at least **TWO** discussion forums.

7. **Will I be certified if I do not meet the requirements for course completion?**

   No, you will **NOT** be certified. The certificate that will be awarded at the end of the course is a certificate of completion; therefore, awarding a certificate of completion to a participant who has not honoured all the assessment obligations contravenes the standard operating procedures and industry standards.

8. **Who is an accountability partner?**
   An accountability partner is someone who will keep you on track during your VIL journey. You will support each other throughout the course. You will check in on each other to ensure progress during the course. You will also be required to work collaboratively on the review of your summative assessments.

9. **Can my accountability partner come from another cohort?**
Unfortunately, your partner **CANNOT** be from another cohort. You and your accountability partner should both be enrolled in the same cohort.

10. **But I am not familiar with the members of my cohort, how will I select a partner?**
Each cohort has a WhatsApp group for the participants, which was created to support you throughout the journey. You can introduce yourself and express your need for a partner. Other participants without a partner will naturally express interest.

11. **Can participants pause and return thereafter to complete?**
Certainly. The course is self-paced and so you are able to determine your periods of engagement with the content within the timeframe given for completion.

12. **Can I use my school's email to register?**
It is recommended that you use your personal email to register for the programme to reduce access to your credentials by other school personnels who have access to the school's email account. Also, your school email is for all matters relating to the administrative affairs of the school.

13. **What is the duration of the course and how much time am I given to complete?**
The course is 12-14 hours long and is highly interactive. The expectation is that you will complete the course within seven (7) to ten (10) calendar days of your commencement date. The tenth (10th) calendar day from your commencement date is the final day for completion of the course.

14. **How do I access the course?**
The course can be accessed from the College's learning management system (https://ignito.ncel.gov.jm/). Once you have completed the registration process and have been accepted in the programme, you will be given the Ignito credentials by a representative of the College.

15. **Do I need a laptop to do this course?**
The course can be accessed from any technological device, such as laptops, desktop computers, tablets/ipads, and/or mobile phones.

16. **Can NCEL support/solve my software problems?**

    NCEL is **NOT** able to manage software problems as they will be unique to your device and settings.

17. **Can NCEL support/solve my internet problems?**

    NCEL is **NOT** able to resolve your internet problems as this will be the sole responsibility of your internet service provider.

18. **What support does NCEL provide for participants who are experiencing challenges?**

    WhatsApp groups, managed by one (1) of our Course Support Managers (CSM), will be created for each cohort at the beginning of the course. Participants are, therefore, encouraged to field any questions, concerns or queries which will be addressed by a NCEL CSM.

19. **How many modules does the course comprise of?**

    The course comprises seven (7) modules.

21. Is it mandatory to complete all seven (7) modules of the VIL course?

Yes, it is mandatory for all participants to complete all seven (7) modules in order to be certified for completing the course.

22. Is there an assessment for this course?

Yes. There is an assessment at the end of each module and a summative assessment to be completed after you have done all seven (7) modules of the course.

**23. Is it mandatory to complete all the assessments for this course?**

Yes it is. The completion of the assessments will contribute to your successful completion of the course.

24. Will I be required to participate in discussion forums for this course?

Yes. All seven (7) modules have a discussion forum, however, participants are required to submit their feedback to a **minimum of two (2)** discussion forums.

25. How do I access the summative assessment for this course?

The summative assessment appears immediately after the content for Module 7. You are expected to scroll down the page until you see the tab labelled "A School Leader's Template for Leading Remotely". You are required to click on the tab in order to see the summative assessment. (See picture below for reference).
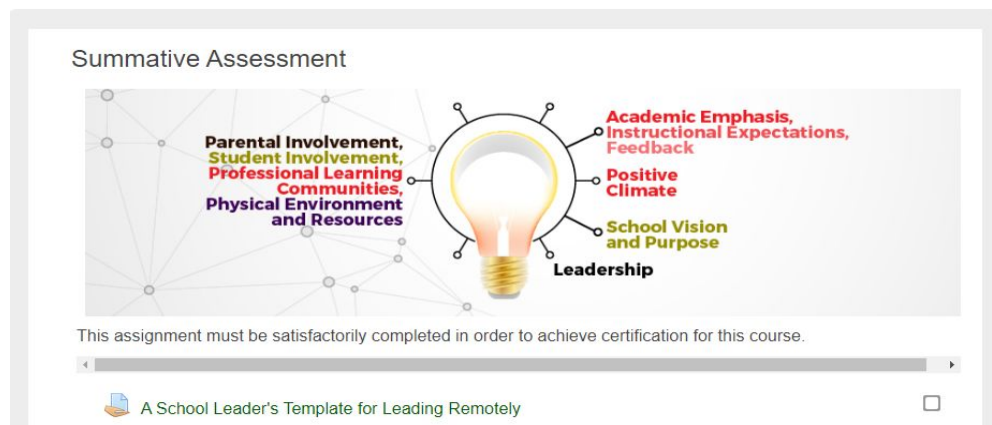
This will take you to the template named "Summative Assessment - A School Leader's Template for Leading Remotely" which you are required to download by clicking on the name. This will open a Microsoft Word document with the instruction and template for your completion and submission.

A School Leader's Template for Leading Remotely

Download the template which includes the instruction for your assignment. Complete and upload as directed.

W Summative Assessment - A School Leader's Blueprint for Leading Remotely.docx

Grading summary

26. **How will I get my grades?**

The results of your assessment will be made available immediately after completion of the assessment.

27. **Can I put the course on my résumé?**

Yes you can. Following your successful completion of the course, you will be awarded a certificate of completion from the Ministry of Education, Youth and Information and the United Nations Children's Fund. This can be added to your credentials.

28. **What are the requirements for achieving a certificate for the VIL course?**

The minimum standards for certification is the completion of all end of module assessments, the summative assessment and comment in at least two (2) discussion forums.

29. **How long after completing this course will I be certified?**

The certificates will be generated within six (6) to eight (8) weeks of your successful completion of the VIL course.

30. **Will I be exempted from courses offered through established universities once I have completed this course?**

The nature of this short course **DOES NOT** allow for exemptions.

31. **Will I receive an increment after completing the VIL course?**

This is a professional development course that school leaders will pursue to expand their knowledge base, increase awareness and ultimately to improve their practice. Essentially, the award of an increment is **NOT** tied to the successful completion of this course.

32. **Having completed the VIL course, am I permitted to lead on e-leadership initiatives and promote these principles and practices across my school, community and country?**
Yes, we fully support and encourage participants to share the knowledge and principles that they would have acquired across stakeholder groups to heighten awareness.