

## Nordisk Træf 2020\_Sekretariat meeting 08-09 Feb 2020

### AGENDA

- 1. Diploma pathway, payments to diploma tutors.
- Tutoring problems
- 2. Communication: nordic meeting template, Nordic communication, Secretariat evaluation
- 3. Teaching: requirements, Certificates
- 4. Exploring nordic models

### MINUTES

Facilitator: Andreas

#### Diploma pathway (Cathrine and Karoline)

We need more diploma holders in Nordic countries. Cathrine and Karoline have tried to copy the british system and use the good points to apply them to the Nordic diploma system. They take a fee for diploma tutoring and suggest an administration fee that goes to the association. [Overview of their model of tutoring fees can be found here.](#)

Some tutors do not ask for a fee.

In Denmark, they present [the Learning Agreement that they use to clarify expectation between tutor and apprentice.](#) Written agreements are highly recommended

Discussion about different routes:

Independent route: (no tutoring sessions)

- Registration/admin Fee
- Fee for the mid-term and final assessment
- Fee for the opponent

[Paid tutoring route:](#)

- [As suggested by Cat and Karoline](#)

#### A suggestion:

Tutors hold an induction for a group of diploma apprentices - to help them to understand the requirements before they start their work.

#### Cathrine presents how the tutoring system works in Britain.

- You become a Diploma Holder when you accredit.
- Then, you go for a 3 day training to become a Registration Tutor.
- The next training allows you to become an Assessment Tutor.
- The last training allows you to become a Senior Tutor.

- You have to attend a Continued Professional Development (CPD) training (one day before the Diploma Gathering) at least every second year to keep your status as a tutor.

#### How do tutors assess designs in Britain?

##### Cat presents the Individual Design Assessment Sheet used

- The portfolio should show progression. The first designs can be imperfect.
- The Assessment sheet outlines the assessment criteria and allows tutors to write both what went well, and what could have been done differently.
- The design can be deemed “ready” “nearly ready” and “not ready”
- If most designs are ready and only one or two are nearly ready, you will be able to pass the first assessment and be trusted to make the necessary changes
- If some designs are not ready, you will have to make changes to your portfolio and take the assessment again.

#### Survey of Diploma Tutors and their fees in the Nordic Countries (Carried out by Hans)

- The pay-it-forward is one of the most common methods in Sweden. (You get free tutoring, and when you have your diploma, you give free tutoring (Esben and Mira use this method)
- Some people have to pay in advance - a lump sum for tutoring until the diploma is completed (Helena von Bothmer uses this method)
- Some diploma tutors ask for an amount of money per year. (Jan Bang uses this method)
- Andreas creates a guild where apprentices support each other. He gets paid by the Holma school and the apprentices do not pay anything.

#### Tutoring challenges:

- Lack of framework for the tutor
- Is the Diploma what the person really needs? Maybe an alternative path is better.
- Tutor training is non existent
- Introduction to Diploma for apprentices is often necessary

We need to find solutions for these subjects:

- Payment models - should we have a standard? What would that look like
- Pathway criteria - how do we assess if a diploma lives up to the required standard
- What is the diploma and what is it for? We need to have a common understanding in the nordic countries

#### **PAYMENT MODEL FOR DIPLOMA TUTORING :**

Even if a tutor will work for free, they need to be able to work with other assessors that take a fee. We need a standard so tutors can function together

**Decision: We standardise an “Independent route” - Consented**

- The independent route structure costs a minimum of 2700 DKK, SEK, NOK

*This Includes:*

Admin fee - 600 DKK, SEK, NOK

External assessment (2nd assessor) - 1200 DKK, SEK, NOK

Opponent - 900 DKK, SEK, NOK

Decision to be reviewed at the next Nordic Meeting in 1 years time

(We amended the proposal on Sunday, to include the following:

Apprentices will be able to pay 2700 in their local currency, initially, and this will be possible to evaluate during future Nordic meetings.)

Decision: How do we move forward with the “Supported Route” where tutors work closely with apprentices and often take a payment

- Reach clarity - Diploma tutors in Nordic countries all present their payment model.
- Hans will collect the information and put it on the website of the Nordic Institute.
- Evaluation of the responses received- in one years time at the Nordic Meeting
- **Consented**

- **Decision taken:** Secretariat will adapt the description of the diploma to include the minimum fee for the diploma process.

**Common agreement - what is a diploma?**

Apprentice needs to show fluency with permaculture design, methodology and principles  
They will go on to teach PDC courses, so they need to have fluency.

**Possible options for diploma in the future:**

- Associations can look into funding to make the diploma cheaper (or free!)
- A pre-diploma short-course (2 hours - whole day induction - at the festival)

**Making the assessment process clear for apprentices.**

- Proposal of simplifying the diploma description of the Nordic secretary.  
We would like a simple structure with bullet points.
- There has been a discussion about how many designs should be required to receive a diploma. But if the quality of the portfolio is good, the quantity of designs is fine.

**Creating a standardised Diploma Assessment Criteria  
(to help both tutors and apprentices)**

We compared the British Assessment Criteria Sheet with our Nordic Diploma description on the Nordic Institutes homepage.

We found that:

- The English system is about the people making the designs and the Nordic one is more land-based. We are considering copying the criteria from English system since it is well described and already fits closely with our description of the diploma requirements.
- There are some points that are missing or unclear in the Nordic Diploma description.

**Decision:** We create a working group that can work today on creating a Nordic Assessment Criteria Sheet. This will help tutors and apprentices assess work in a standardised way. Workgroup involves Andreas Jonsson, Hans Ryding and Kurt Holm. We will review the proposal here at the Nordic Meeting **Consented**

### **DIPLOMA ASSESSMENT SHEET PRESENTATION**

Working group presents their proposal for a Nordic Diploma Portfolio Assessment Sheet

**Proposal:** Andreas, Hans and Kurt will send a draft of the Assessment Sheet to diploma tutors.

The tutors can then try using it. The working groups will plan a meeting in the autumn for tutors to hear their feedback, so it can be ready for the next Nordic Meeting. **Consented**

### **Nordic Institute Meeting - Sunday the 9th of February.**

#### **Agenda:**

PDC - Teaching Requirements

Template nordic meeting

Nordic PDC certificates

Exploring Nordic models

Secretariat Evaluation

Communication in the secretariat and between the Nordic Countries

Nordic meeting Secretariat

#### **Template Nordic Meeting**

Karoline suggests a Template for a Nordic Meeting.

The Agenda for the Nordic Institute meeting should be sent out in good time.

**CERTIFICATES-** Hans says that the work on the certificates should not be so much of a voluntary, but rather paid work.

There has been an overview list of the PDC certificate holders in all the countries.

Norway and Finland promise to update the list with their PDC courses..

The certificate is a responsibility of the teachers of PDC. And therefore, there is an administration fee that the teachers should pay attention to.

**Decision:** For every PDC certificate given, 35DKK (50SEK/NOK) will be paid to the board members of the national association that should be paid forward for the administration and printing. (In Denmark this cost is covered by the PDC course fee, since certificate holders get a membership in Permakultur Danmark) The certificate is the responsibility of the teachers of PDC courses.

**This proposal has been approved.**

## **NEXT NORDIC MEETING**

**Proposal:** Nordisk Træf 2021 will be held on the 5th - 7th of February 2021. **Consented**

## **PDC - Teaching Requirement**

Cathrine presents the updated danish standard for teaching PDC courses in Denmark.2 Teachers present at all times - one of which must have the diploma.

There is positive feedback from the other associations. Norway, Sweden and Finland are unsure of if they will introduce this newest standard, because of the long distances in the respective countries.

## **SECRETARIAT - ELECTION OF ROLES**

The Nordic Meeting is the responsibility of the national association who will be hosting. The agenda for the Nordic Institute meeting is the responsibility of the secretariat

### Functions of the Secretariat

- Prepare Annual Institute Meeting, proposal generation for the Agenda to solve problems in the system.
- Website
- Diploma process and Lifelines/Deadlines
- Certificate responsibility
- Synchronizing Tutor

These functions are good enough for now.

### The Nordic Institut Secretariat is elected:

Hans and Andreas will be representing Sweden.

Karoline (Cathrine as second) and Lou (Kurt as second) from Denmark

Dominik and someone else from Finland

Benedicte and someone else from Norway

We need to elect roles. That will happen tomorrow.

## **COMMUNICATION**

Swedish association present their work in communication:

They made a survey of their members and made changes based on the feedback.

**They found their members wanted:**

Digital communication- but info on paper as well  
More participatory communication (forums, chat)  
More info in established channels (website etc)  
More up to date/relevant topics

**Permakultur Sverige's board have implemented these changes:**

Planned to publish a members' magazine 4 times a year  
Updated/rebuilt homepage (not finished yet)  
Activated their facebook page (once a week or so)

Andreas will send information to Elin about how Permakultur i Sverige made their members survey.

**COMMUNICATION WITHIN THE N.I.**

Hans and Andreas will start the agenda for the next nordic meeting already now.  
Google group which Dominik administrates.

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**SUMMARY**

**Diploma tutoring payment-** tutors of the diploma take different payments. Some do for free.

Challenges :

If one tutor is free- 2nd assessor is not.  
Admin fee for the association  
Opponent

Solution: Minimum fee of 2700kr for a diploma (admin, 2nd assessor, opponent hourly wage)  
we will document who is doing what so apprentices can get an overview and choose.

**Tutoring in general**

There are some challenges:

- Lack of framework to tutor
- Tutor training
- Introduction to Diploma for apprentices

**Solutions:**

**Assessment sheet:** Working group is creating an assessment sheet for diploma portfolios

(based on UK)

Continue work. Send out to tutors. Tutors try to use. Feedback at a meeting in autumn.  
Ready for next year.

**Tutor-training**, so only trained diploma holders can become tutors

**Induction event** of 2hrs (Cat og Karoline) Workshop at Nordic Festival

The secretariat will work on making the **diploma guidelines clearer** for apprentices.

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**Nordisk Træf 2021 will be held on the 5th - 7th of February 2021 in Sweden**