EMWA Professional Development Programme

**[Workshop title]**

**[Level[[1]](#footnote-1) and planned length[[2]](#footnote-2)]**

**[Name and affiliation of workshop leader(s)]**

**Post-workshop assignment**

**Objective**

[State the objective of the assignment. The assignment is intended to enhance learning and check whether participants have understood the learning objectives of the workshop.]

**Content and instructions**

[State the content and necessary instructions for how to complete the assignment. The content could be in a variety of formats – for example, a multiple-choice quiz (generally 15–20 questions) or a written or data-analytical assignment.]

**Assessment criteria**

[Explain the link to the workshop content and the criteria that will be used to assess the assignment. State the achievement level required to qualify for credit. Usually, the main criterion for passing is either at least a 50% test score (or other pass mark if pre-specified), or evidence that the participant has a reasonable grasp of the workshop topic. State that participants will receive acknowledgement of receipt, feedback on content and whether they will be awarded credit.]

**Resources and materials**

[Describe the resources and materials required to complete the assignment.]

**Time required**

[Give the time required to complete the assignment; this should take between 1.5 and 3 hours to complete.]

**Deadline and where to send it (email)**

[When setting your deadline, refer to the email from Head Office about workshop leader information including key deadlines – you need time to mark the assignments (and give anyone who has not met the standard a chance to resubmit) before the deadline for sending credit information to Head Office. Note that the assignment should be sent to you and not to Head Office].

1. Foundation or advanced [↑](#footnote-ref-1)
2. 3 or 3.5 hours [↑](#footnote-ref-2)