

Frequently Asked Questions

Who can apply?

Any schools' development or alumni relations practitioner who has a minimum of 18 months' alumni relations and/or fundraising experience.

Do I have to have completed the IoF introductory certificate?

No. The requirements are that you:

- are employed by or volunteering for a school and working in alumni relations and development
- have read the Course Handbook which will help you decide if this is the right qualification for you and feel confident you will be able to complete the four compulsory assignments
- are available to attend the four teaching days and are prepared to actively engage with your class and tutor

How is this different from the IoF Certificate in Fundraising?

The IDPE and Institute of Fundraising (IoF) Certificate in Fundraising course follows the IoF Certificate in Fundraising syllabus but will include some supplementary materials of particular relevance to schools' development professionals.

Why should I take this certificate?

This is an IoF accredited course, assessed by academics, endorsed by the European Fundraising Association (EFA) and recognised by the charity sector including schools' development offices. The qualification will give you professional recognition, help to quantify and formalise the experience you have already gathered in schools' development, and allow you to develop further skills.

Studying for the Certificate whilst you work will have a positive impact on your results. Your school will see the benefit and, at the same time, you will demonstrate your commitment to schools' development and enhance your opportunities for career progression.

This Certificate will consolidate your skills and allow you to grow as a schools' development professional. The IDPE/IoF Certificate in Fundraising

gives front-line fundraisers in schools a solid grounding in the theoretical concepts and principles behind fundraising, helping you to be the best you can be.

The IDPE and IoF Certificate in Fundraising will demonstrate to your employer (and future employers) that you have reached a set of standards within schools' development approved by IDPE and the IoF.

What are the benefits to my organisation and me?

You will become a more confident schools' development practitioner and understand how to achieve the best outcomes. You will learn practical, effective fundraising skills to apply in your current role. These skills will enable you to make a positive immediate impact on your own, and your organisation's fundraising results.

What do the course fees include?

- Four days of tuition (including refreshments and lunches)
- Tutor support and assignment assessment
- A4 hard copy folder with printed course materials
- Online access to teaching resources
- A year's individual membership to the IoF
- For non-members of IDPE, a year's institutional membership to IDPE
- Course fees **do not include** accommodation or the required course text book
- If you do not complete the course, fees are not refundable

Do I need to be a member of IoF to do this course?

Yes, but when you register, the Certificate fee includes a year's individual membership of the IoF.

Do I need to be a member of IDPE to do this course?

No, but IDPE members receive a discount on the fee. Non-members pay a fee to include one-year's institutional membership of IDPE. For more information about IDPE membership, please visit the IDPE website.

Are there exams?

There is no exam. All assignments are work-based projects and will be

assessed by tutors.

How many students will be on the course?

There will be a small group of schools' development professionals, between 8 and 18, providing you with opportunities to extend your own personal network of professional support and to share challenges and best practice.

Where will the classroom-based learning take place?

In [central London at the offices of Veale Wasbrough Vizards LLP](#)

I've been on IDPE training events and have been to the Annual Conference in the past. Will these count towards the certificate?

These will certainly support you in your study for the Certificate but these will not be credited towards the IDPE/IoF Certificate.

I'm just starting out in schools' development and would like to get an introductory qualification. Can I do this?

You can participate in [IDPE's Essential Development Toolkit](#) seminar which is designed for those new to schools' development. It includes one day's teaching about the nuts and bolts of how a professional schools' development office operates, as well as a visit to an established schools' development office. For those working in fundraising in the state sector, we also have our State School Toolkit. For further information, please contact IDPE on 01225 829030 or info@idpe.org.uk

I have extensive experience of schools' development. Do you have a qualification to support me?

IDPE's intention is to create an advanced qualification. If you would like to be involved or are interested in registering, please email the IDPE team at info@idpe.org.uk

How long do I have to complete my qualification?

Students are required to complete their chosen qualification within 12 months. Please review [the full terms and conditions](#) before booking.

Do I need to do anything before my course starts?

Yes, it is essential you have identified from the outset that this is the right

qualification for you by reviewing the individual booking links and the course handbook. It will give you a good overview of the work-based assessments and time commitment required.

Some pre-course work is required to ensure students are fully prepared for the first training session. You will receive an email with login details for our dedicated e-learning platform about a week before the course starts which you will be using to access the required materials and support for your course.

What is expected of me?

This course is designed to be a 'student-led' educational experience and thus you are expected to take responsibility for your own learning, investing a great deal of time and effort in preparing for the assignments.

You will need Internet access to enable you to access our online learning platform which provides essential online course materials.

IoF Academy English Language requirements.

To ensure you are not placed at a disadvantage when studying for your IoF qualification you should have a good command of written and spoken English to complete assignments to the required standard.

Clearer guidance for non-UK nationals. If you are in doubt about the standard of your spoken and written English please let us know before you begin your course. As a guide, you will need to have an International English Language Testing Service (IELTS) level 6.0 score or, Test of English as a Foreign Language (TOEFL) score of 550 or equivalent.

Disability

If you have any requests regarding disability requirements, please contact the Academy team on **0207 840 1020** or email academy@institute-of-fundraising.org.uk

Attendance

Our innovative qualifications are blended learning courses and include face to face training. It's compulsory for all students to attend these teaching

blocks.

How much time do I need to allow for my studies?

On average our students report spending around 6-8 hours each week (or 200 hours in total) on their studies. Quite a lot of that time will be spent reading, thinking, and otherwise preparing for assignments. Remember, you do not have to work seven days a week. The exact time you need for your studies will depend on your own background and experience, and your knowledge of the unit subject. Some assignments have heavier workloads than others, and the workload can vary from week to week.

What happens if I miss a training day?

You are expected to attend every session, every day; failure to attend any of the face to face training will seriously disrupt your learning experience and the shared learning experience of your group. If, for unforeseen circumstances, you are unable to attend a session please contact the team by emailing academy@institute-of-fundraising.org.uk as soon as possible.

Failure to attend is likely to have a negative impact on your ability to complete the course successfully; you will be expected to take responsibility to find out what you have missed. Students will not be allowed to attend missed sessions on a different course.

What are the timings for the face to face training days?

Approximately 09:00 – 17:00, please arrive promptly to ensure the course can begin on time.

What support can I expect?

As you will be working towards a professional qualification there is a strong emphasis on independent learning. All our course tutors have expert knowledge of their field and relevant teaching experience, so you are sure to get professional advice and support throughout your course.

You will be guided to topics and encouraged to explore them further. We encourage students to reflect on course materials, critique them and form their own ideas. Rather than learning about fundraising concepts/ ideas for their own sake, you should aim to reflect on their relevance to your

own professional practice and think through how you might develop them further to increase their utility. You should use this opportunity to develop your critical reasoning and analytical skills. In other words, be prepared to challenge and be challenged!

A key part of learning independently is being able to seek additional help or guidance. You are encouraged to research information and answer questions yourself. Your tutor will not complete your assignments for you or review your draft assignment prior to submission.

When your assignments are marked you will be provided with a marking grid which will breakdown your allocation of marks towards your grade and provide written, relevant and constructive feedback to allow you to improve and succeed in your studies. If you do need advice, please get in touch with your tutor.

If you do need further advice, please email academy@institute-of-fundraising.org.uk and we will endeavour to assist you.

Who are my tutors?

Students have access to their tutors for support throughout the year. Tutors' details are available on the online learning platform and in your joining instructions.

How long will the qualification take to complete?

Approximately 9-12 months.

I understand there are strict deadlines for the assignments, what happens if I can't meet these?

Please adhere to assignment deadlines – these are critically important! You will be expected to manage your own time in order to meet these deadlines. If, due to unforeseen circumstances, you are unable to do this, you must notify the IoF academy team by emailing academy@institute-of-fundraising.org.uk

All formal extension requests should be directed to the IoF Academy rather than to your tutors; further detail regarding the assignments and

extension requirements can be found in the Course Handbook. You need to complete and pass all the assessments to be awarded the qualification. If you are encountering problems in managing your workload make use of the IoF's 'Study Skills' guides in the resources area to improve your time management skills.

How long are the assignments I have to write, is there a word count?

Details of the assignment requirements can be found in the Course Handbook and online; there are word counts for each assignment and these must be adhered to. If you need any clarification please ask your tutors for advice before you begin your assignment. Students are permitted to submit assignments with a word count 10% above the word limit, without penalty. While guidelines for word counts should be followed wherever possible, there is no minimum word limit for the assignments.

The following is not included in your word count:

- title/contents page
- references/bibliography
- appendices (as long as the assignment does not rely heavily on the inclusion of lengthy appendices)

NB Footnotes and tables are included in the word count and must not be in image format.

Excessive word counts

Assignments that are judged by the tutor to be excessively lengthy in relation to the complexity of your chosen subject matter will be returned for resubmission. Resubmissions of this type must be received within 5 working days of notification by the Institute. Please note in the case of a resubmission the score would be capped at 50%.

You need to complete and pass all the assessments to be awarded the qualification. If you are encountering problems in managing your workload make use of the IoF's 'Study Skills' guides in the resources area to improve your time management skills.

I have not written an academic assignment before. What advice can you offer?

The style of writing you will be expected to use for academic work is likely to be different to other styles you use every day. It is part of your academic training to learn how to write in this more formal style - it demonstrates discipline and thoughtfulness. It's important to communicate your ideas clearly and be concise.

The resources in your online 'Study Skills' folder provide guidance to help you develop your academic writing, information on how to reference correctly and help with your time management.

When can I expect my results?

Generally, grades are available online approximately 3 weeks after the submission deadline, but tutors can't always guarantee a 3 week turnaround. In some circumstances this marking period may be a little longer, and where extensions have been granted, or an assignment needs to be resubmitted, marking times will be considerably longer. Please do not delay working on your remaining assignments.

Who do I contact if I need help?

If you require academic help, please contact your tutor.

In terms of hardware and software requirements, you need a PC with an Internet connection and a browser. To find out more about system requirements you can click onto 'Help' in the menu on the left. If you require further technical help or if you would like to speak to a member of the Academy team (available between the hours of 9.00 – 17.00) please email academy@institute-of-fundraising.org.uk