

Introduction to Course Hosting



The following gives you an idea of the commitment and work required to successfully host a course and will hopefully answers any initial questions you might have.

Having read the material below, if you would like to proceed with hosting a course please click on the 'Hosting' link on the PhysioUK website - www.physiouk.co.uk.

Common questions relating to course hosting

1. Which courses do PhysioUK currently have available?
2. What is the maximum number of people on any given course?
3. Is our department suitable?
4. How many free spaces do we get for hosting?
5. How much work is involved?
6. What does PhysioUK do?
7. How do we go about hosting a course?

Please read the following for the answer to these questions:

To facilitate the process of people hosting courses, we have developed an online survey which contains the courses we have on offer and gathers details of the venue. Having reviewed the results of this we can then decide if the venue is appropriate to host a particular chosen course. When deciding suitability, we review if they have enough plinths, enough space and if the locality itself is appropriate, i.e. not too remote, is accessible for tutor and participants alike and there is a likelihood the course will gain enough participants. For plinths, a general guide is we need 1 plinth per pair of participants, in addition we need enough space for participants to be seated and the lecturer to present any audiovisual material. To have these in separate rooms is frequently undesirable and most lecturers would not be happy with this. Refreshments need to be set up so participants can access these easily. This is a general guide and specifics can be discussed on application.

Our normal arrangement is to offer 2 free spaces to the host for courses of 20 participants or greater participants (1 space for courses of less than 20). This does vary a little with courses, full details of maximum numbers for a course and the amount of free spaces can be found within our online survey. When you access the survey it is a good idea to have a good idea of the maximum number of people you could easily accommodate.

We would strongly urge you to think at each stage, would you be happy attending a course as a paying customer in the facilities you are offering. We aim to offer good quality locations and your help and honesty in this is imperative.

With regards to the work that is involved, in the initial stage we would need you to submit further information to us and this can all be done via email. We estimate this would take approximately 2-3 hours in total. Each tutor has an equipment list, the items on which, you would need to source and confirm there will be available at the course. This takes varying amounts of time but 2-3 hours in total is a fair estimate. In the week leading up to the course, the person from the hospital acting as facilitator i.e. those with the free place/s, will need to arrange refreshments and set the department up as detailed in the information we supply (approx 2 - 3 hours in total). Finally, on the day/s of the course we estimate the facilitator will put in an extra 2 hours per day. We hope that gives you some idea of the commitment necessary.

We will take care of all the tutors needs, recruitment, course administration and advertising (although any help with this would be appreciated). For some courses we may supply a facilitator, in addition to those attending from the hospital, but this is not the case for most courses. It should be assumed that you will take responsibility for running the actual course, unless otherwise advised. Full instructions on all tasks that need to be completed at each stage will be supplied.

If you would like to host a course we now suggest you visit the website and complete the online survey which will start the ball rolling. We look forward to working with you in the future.

The PhysioUK Team