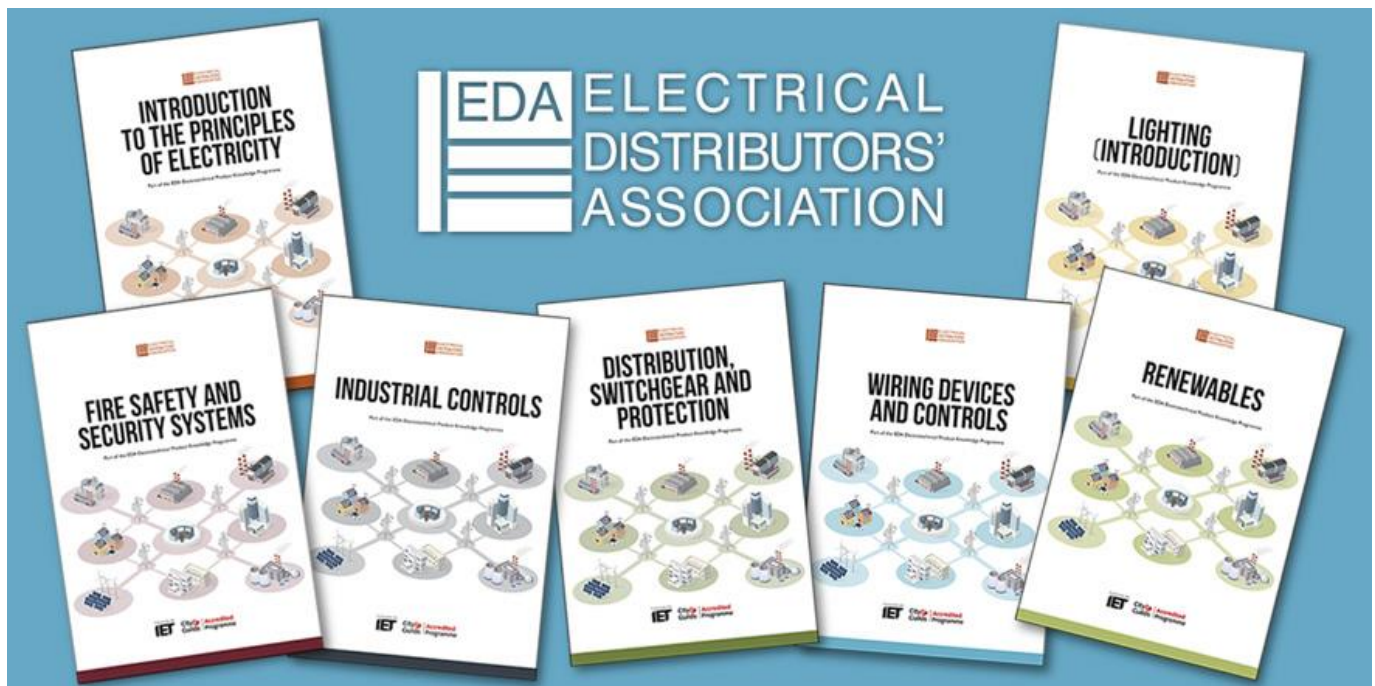


# Studying for success: a guide for managers

## EDA Product Knowledge Modules



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## Studying for success: a guide for managers

**EDA Product Knowledge Modules in partnership with the Institution of Engineering and Technology (IET) and accredited by City & Guilds (C&G).**

This short guide is designed to help you, as authorising manager, support your learners to aim high and achieve great results on the EDA Product Knowledge Modules.

Well trained team members are more motivated and engaged, and that will be reflected in their dealings with your customers. And don't forget, a 'Hall of Fame' wall of certificates in a public area is a great way to display the wealth of professional knowledge that your customers can tap into.

### Overview of the study schedule

Each module is a 10 week programme of study. Generally, the 10 weeks can be broken up as follows:

1. **Weeks 1-8:** Working through the A4 full colour module Textbook. The Textbook can be used for notes as it does not need to be returned for marking.
2. **Weeks 9-10:** Completing the **End of Module Assessment (EMA)**. The EMA is an **emailed electronic fillable PDF** which should be completed on a computer. The EMA must be requested by you at the 8 week point. Read on to find out how to order the EMA.

If the learner in your team has any barriers to learning, or requires specialist learning support, the IET can help. For a confidential discussion, please email [edaproductknowledge@theiet.org](mailto:edaproductknowledge@theiet.org) or call Steph Clark on **01438 211 464**.

### False start? Make use of your free transfer window

If you've placed an order but now find that there are changes in your team you can transfer the module to a different member of your team **free of charge**. This transfer window remains open as long as the EMA has not been issued, and you can only transfer a module once. To make a transfer request, email the IET on [edaproductknowledge@theiet.org](mailto:edaproductknowledge@theiet.org)

### Week-by-week support: hints and tips

#### Week 1: Getting started

The Textbook has arrived in the post and everyone is keen to get started. Please make time to sit down and look through it together. Here are some useful prompts:

- Is the learner clear on the progress you expect them to make, as well as the 10 week study and assessment window?
- Please put all the key dates in both your diaries;
- Schedule weekly catch up meetings to check on progress;
- Help them develop a study plan. Can they be given time during the working day to devote to study?
- Is their environment conducive to study? Is there a quiet area in your business that they could use?

## Weeks 2 – 3: How's it going?

It's early days but please check in with your learner so that you can support them if they have questions. Don't forget to encourage them to use the **Test Your Knowledge** sections at the end of each chapter in the Textbook.



**Look out for our week 4 email to your candidate, which you'll be copied in to.**

## Weeks 4 - 6: Half way wobbles

This is a critical point in the study journey. Some learners may worry that they haven't made as much progress and may be feeling the pressure. Your role is to keep them calm and reassure them that there is still time to get a great result.

- Can you find time to run through a chapter or two with them?
- Can you help them develop a day-by-day study plan?
- Is there an expert in your business who could mentor them?
- Has something come up in their work or home life which means you need to request an extension? Under certain circumstances an extension can be given. Please contact the IET at the earliest opportunity on [edaproductknowledge@theiet.org](mailto:edaproductknowledge@theiet.org)

## Week 7 – 8: The finish line is in sight

One final push and they're over the finish line and ready to tackle the End of Module Assessment (EMA) – which you must order. Please think about the arrangements for the EMA: they will need access to a computer and a quiet space.



**From us: Look out for our 8 week email to the learner.**



**From you: Email your EMA order stating the learner name and their module title to [edaproductknowledge@theiet.org](mailto:edaproductknowledge@theiet.org)**

## Weeks 9 – 10: Assessment time

There are **4 important points** that you need to know about the EMA:

1. It does not have to be completed in one go but can be completed in manageable blocks.
2. It is an open-book assessment. Learners can refer to their Textbook during the EMA.
3. It should be completed electronically. Unlike the hard copy module Textbook, the EMA is emailed to you for you to forward to your learner. **Please be aware that if they choose not to complete the EMA electronically it may delay the marking process.**
4. If the EMA is not returned within the 10 weeks, and no extension has been requested or granted, it will be graded 'Fail due to non-return'.

There are 3 parts to the EMA and candidates must achieve marks in each to achieve a pass or higher grade:

- 10 multiple choice questions
- 5 short answer questions
- 2 detailed research questions

Before you return the completed EMA you, as the manager, must use **your unique code to authenticate the work**. The code is emailed to you when you request the EMA and it is unique to you, not to the learner. Please use this unique code for all learners that you enrol and do not share it with anyone.

Email the completed EMA, plus scans of any additional work, to: [edaproductknowledge@theiet.org](mailto:edaproductknowledge@theiet.org)

For those candidates studying multiple modules, the Textbooks are sent out one at a time and in the order you have requested. The next module Textbook in the series is sent out once the EMA from the previous module has been received by the IET.

## Getting the results

The EMA is assessed and marked by the IET and this process takes four to six weeks depending on whether the EMA has to go through moderation. Moderation is an extra process that ensures the marking and assessment process is fair for all. The results are emailed to the learner but copied to you:

- 60% - 69% = Pass
- 70% - 79% = Credit
- 80% - 100% = Distinction

For those who do not achieve a pass (called a 'Referral' result) there are two options:

1. Re-sit the EMA;
2. Request a copy of the marked manuscript with a view to appealing the grade decision. Although we uphold the highest standards of assessment and moderation, marking errors can happen.

You have two weeks from receipt of the results to email your decision to [edaproductknowledge@theiet.org](mailto:edaproductknowledge@theiet.org)

## Share your success

All successful candidates receive a certificate confirming their City & Guilds accreditation. In addition, an EDA Certificate is issued to those successfully completing 5 modules, and an EDA Diploma for achieving 10 modules.

The highest performing candidates will be considered for our EDA Learner Achievement Awards, presented in March each year.

Don't forget to send the EDA photos of your certificate presentation ceremonies. It's a great way to motivate your team and to recognise hard work and commitment. Send your photos to [training@eda.org.uk](mailto:training@eda.org.uk) and we'll share on our website and on social media.

**Good luck and thank you again for choosing the EDA Product Knowledge Modules.**

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