

## **Annexe F**

### **GUIDELINES FOR TUTORIAL ORGANISERS**

**MAY 2019**

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#### **1. Introduction**

1.1 The CAAV strongly supports the organisation of tutorials, usually at local association or group level, to prepare candidates for its examinations, strengthening their skills and knowledge and remedying areas of weakness. They are a manifestation of the voluntary and self-help ethos of the Association.

1.2 The CAAV examination tests the abilities of candidates in practical appraisal with written and oral reporting. The syllabus allows consideration of all matters relevant to the valuation of and related professional work with agricultural and rural property and business. Candidates are tested with a two day, three part examination including regionally set practical and oral papers drawing on actual properties and national written papers and oral questions.

1.3 The syllabus is published each year in the Guidelines to the Examinations which sets out for candidates and examiners the overall arrangements for the coming examinations.

1.4 Candidates are expected to prepare themselves for the examination, drawing on their own practical experience of professional work and on the support they gain from their proposer, their firm and other members of the Association. However, increasing specialisation means that few employers now offer experience across all areas of practice so such additional help becomes more valuable. Candidates making their way in the profession should not be shy about seeking additional experience to assist their professional development – they will often be rewarded by considerable goodwill. It is easiest to remedy weaknesses as to breadth or depth of training early in a career.

1.5 CAAV tutorials are to support this preparation (including familiarisation with what is expected in the examinations) alongside other measures, including locally organised self help groups. These should help by:

- informing candidates as to the nature of the examinations and what is expected
- giving tuition in areas of the syllabus that they may not have met in ordinary working practice
- improving and strengthening understanding of topics
- providing mock style examinations
- providing training for the oral examination.

1.6 Candidates are expected to have attended the equivalent of four full day tutorials in the three years preceding the closing date for applications for the examinations (including up to four half day tutorials). This may also include the National Tutorial held at the beginning of September in the year of sitting the examination. Applications to sit the 2019 examinations should be supported by certificates from tutorials attended in the period 1st September 2016 to 6th September 2019.

Note – With the pandemic, this is being applied as a requirement for 24 hours of recognised tutorials physical or remote, each of at least an hour.

1.7 As candidates are willing to travel long distances, the wide range of formats and topics found around the country is a strength. This diversity is supported and encouraged.

## **2. What Qualifies as a Tutorial?**

2.1 A full tutorial should consist of not less than 6 hours tutoring time. Half day tutorials, offering at least three hours tuition, can be offered; up to four of these may be submitted to support a valid application to sit the examinations which must be accompanied by certificates for at least two full day tutorials.

2.2 Only tutorials organised by the CAAV (currently the National Tutorial and National Written Board Workshops), Local Associations and regional Groups and meeting these requirements are recognised for the purpose of applying for examinations. Candidates are nonetheless encouraged to improve their skills by taking advantage of all opportunities that present themselves.

## **3. General Organisation**

3.1 A single day tutorial cannot cover all aspects of the syllabus. It is better to focus on providing adequate coverage of specific areas. Over time, the planning of tutorials should ensure that all areas of the syllabus are covered to the benefit of candidates in a region.

3.2 The responsibility for this varies around the country. In some areas, Local Associations are directly responsible. In others, it is handled through Groups, whether rotating the organisation of tutorials between their member associations or directly.

3.3 While the typical tutorial is for a day, some offer half day, one and half day and two day tutorials. These patterns have evolved over time and this diversity is a strength, broadening the range available to candidates, with each format best covering different aspects of the examinations.

#### **4. The Tutorial Organiser**

4.1 There should be one person responsible for tutorial organisation in each local association. Often this is best done by someone who has recently qualified and so has the greatest awareness of candidates' needs and what is currently required in the examinations.

4.2 In making arrangements, the Tutorial Organiser may find it useful either:

- to have a formal committee (perhaps including a probationer, a recently qualified member and senior member), or
- to take soundings among these groups.

4.3 Either way, this is with a view to:

- arranging at least one full day practical tutorial a year on a farm
- corresponding with probationers in the area over tutorials and their progress towards taking the CAAV examinations. Many local associations have a Probationer or Training Officer (or an equivalent post responsible for this function).
- Tutorial Organisers may also liaise with those from other Associations as well as the Secretariat to avoid duplication or omission of significant aspects of the syllabus and to minimise conflicts over dates (see below). The annual national Examinations Conference may also offer an opportunity to do this.

4.4 Tutorials also offer an opportunity for feedback from probationers as to subjects where they need most assistance.

4.5 It will often be useful for the Tutorial Organiser to be invited to attend the examinations, giving direct experience of:

- their operation
- the current range and style of topics and questions, and
- the performance of candidates with their strengths and weaknesses.

#### **5. Tutorial Dates**

5.1 It is useful for tutorials to be held around the year to give the widest opportunity for candidates to attend tutorials. With more candidates coming from non-agricultural backgrounds, it also provides more occasions on which to improve knowledge of crops, cultivations and other relevant matters.

5.2 However, it may be wise for both those attending and tutors to avoid concentrating tutorials at the busier times of year for professional work – such as when Basic Payment forms have to be completed.

5.3 While tutorials held after the National Tutorial in any year will not support applications for that year's examinations (but will serve for the three following years), they should be useful preparation for the examinations themselves.

- 5.4 When setting a date:
- it is often useful to follow what has worked historically
  - check that the date does not clash with other tutorials or key dates reported on the CAAV website or organised in the Group
  - check it does not clash with likely dates for APC assessments.

5.5 Once the date is set, send it to the Secretariat so that it can be shown on the CAAV website and other organisers can then be aware of it for their planning.

## **6. Tutorial Venues**

6.1 A wide variety of farms and educational establishments are used around the country. These offer the chance for practical experience, observation and appraisal. Where a tutorial is focussed on the written examinations, a wider range of venues from offices to village halls may be suitable. It is often best if the venue is changed each year for variety and to minimise the imposition on hosts.

- 6.2 Choose a venue:
- where the chosen topics can be considered
  - requiring the least travel within the day
  - with facilities such as parking, lavatories and a dry building to meet and shelter if wet
  - where refreshments can be organised
  - with a suitable facility there or nearby for indoor discussion and any written work

6.3 Some tutorials may be held on the site of the previous year's practical examination, picking points or questions out from the paper set and taking up areas where candidates were weak or lessons can be learnt.

## **7. Pricing and Costs of Tutorials**

It is not expected that tutorials are run at a loss and so the price charged for a tutorial should usually cover its costs while allowing for risks over numbers attending. Premises and food costs are likely to be the largest component of the cost of the tutorial. While external speakers may often not make a charge, it is best to be clear whether this is the case – a letter of thanks should be sent afterwards and perhaps a gift in recognition might be in order. If a client's farm is used, it is courteous to recognise the hospitality with a gift. Where CAAV notebooks are used, they are available to the organising local association at cost from the Secretariat. The charge for a two day tutorial may include a cost for overnight accommodation.

## **8. Organising Tutors and Programme**

### **8.1 Tutors**

8.1.1 It is important that tutors understand the current content and format of the examinations which are reviewed each year and have steadily changed in response to evolving patterns of professional work. These are set out in the annually produced Guidelines for the Examinations. This can suggest a useful mix of:

- tutors who have recent experience of the examination and, knowing what they had to do, can communicate it to potential candidates
- for specific areas of expertise, senior members who have been briefed on the current examination system.

8.1.2 Appropriate tutors should be identified at an early stage, especially where senior valuers in specialist fields (such as livestock valuation) or other professionals are to be involved.

8.1.3 The ideal overall ratio of candidates to tutors, perhaps especially for a practical tutorial, is not more than five or six candidates to a tutor.

## **8.2 Programme**

8.2.1 Try to ensure that, in conjunction with other tutorials being run, potential candidates are given a good coverage of key areas of the syllabus. The design of the Practical part of the examination requires questions to be set across a range of seven or eight key topics rather than a single large valuation.

8.2.2 The content will vary with the available premises but it can often be useful to:

- design part of the tutorial to emphasise the required skills of observation, appraisal, note taking, and answering questions in ways relevant to professional practice and the needs of the client.
- alongside or as part of specific topics, set mock examination questions to encourage discussion and for prospective candidates to gain a sense of what is expected. The person doing this may wish to conclude with a suggested answer.
- get candidates used to applying the knowledge they have gained to specific situations. Examiners report that, while many candidates have a general knowledge of the issues as individual topics, some appear unused to developing and applying that to real circumstances in such a way that they can advise clients constructively. It may be that in some practices, such work is held by principals and some of those qualifying may get little chance of experience.

8.2.3 Tutorial Organisers and tutors should exercise care not to give candidates a steer as to what topics might or might not be the actual topics covered in the examinations. Candidates, who may well be looking for such hints, even if they are not intended, may misconstrue something and so could feel misled if the examination questions then prove a surprise.

## **9. Role of Examiners as Tutors**

9.1 Aside from any other tutorial role, it can often be useful for an examiner to give candidates a sense of:

- the format and requirements of the examination
- the kind and level of answers that are expected in each part.
- time management and other sound approaches to answering examination questions
- how marking is approached.

9.2 However, the CAAV is anxious that examiners are not involved in tutorials once they have been involved in setting the questions for the coming examinations. That usually means that:

- current members of the national Written Board are unavailable from the mid-summer
- local examiners may typically be unavailable from the beginning of September.

9.3 Past examiners (including any who may be recalled to assist the Written Board in its marking) and current examiners outside the periods when they are considering questions can be used.

## **10. Advertising Tutorials**

10.1 Once a tutorial is organised, it needs to be advertised effectively to probationers. Giving good notice improves the prospect of a good attendance.

10.2 The details of what is offered, the booking arrangements, the charge and point of contact should be e-mailed to:

- the Secretariat as soon as possible to be placed on the CAAV website.
- all probationers in the local association
- secretaries of adjoining associations asking them to forward it to their probationers.

10.3 This will ensure that the widest number of probationers can see it and also assist other organisers to avoid the date.

10.4 The notice should state whether tutorial is for a day, half day or other period and so the number of certificates for which it will qualify.

10.5 Candidates should be advised whether the tutorial is intended to cover the practical, the oral and/or written papers and given a brief description of the subject matter and the format of the tutorial. This is important not only to candidates wanting to cover particular topics but also for those only re-sitting part of the examination.

10.6 It is also recommended that the Secretariat be told in late Spring of all forthcoming tutorials. The Secretariat usually circulates all probationers in early June of each year with a note of the general arrangements for the coming examinations, including the application form and a list of all the tutorials of which the Secretariat is aware that are to be held between June and the examinations. This assists those probationers preparing for the examinations and also those anxious to ensure they have the necessary certificates.

## **11. The Booking Form**

This should ask:

- for the applicant's name, address, and other relevant details
- for the payment with clear instructions as to who is to be paid
- whether the applicant has attended a tutorial before and when they intend to take the examinations
- if relevant, if they are looking for a mock examination
- if relevant to the structure of the tutorial, the areas they wish to focus on
- for notification by the applicant of any medical, personal or other circumstances (such as dietary or allergy issues) that might reasonably affect arrangements.

## **12. Responding to Applications**

12.1 It is recommended that all applicants be sent the necessary details of the event including:

- clear directions as the venue, with its post code
- the date
- the time the tutorial starts
- a single main contact for enquires (with a mobile telephone number for emergencies and delays).

12.2 There should be a brief description of the proposed format for the tutorial, including:

- a summary of the topics to be covered
- refreshments and, where relevant, accommodation arrangements
- any items those attending should bring, such as:
  - equipment such as pens, pencils, clipboard, a calculator, a tape measure or a plastic bag to keep papers dry
  - relevant clothing
  - publications, such as the syllabus, Acts, SIs, CAAV publications or Costings.

### **13. Preparation Work by Tutorial Organiser**

**13.1 General** – The regulations and format for the examinations are set out in the Guidelines to the Examinations published each year. Changes are shown in italics. The Tutorial Organiser should be familiar with the Guidelines so that tutors and candidates can be advised correctly.

**13.2 The Venue** – The organisation of the tutorial will include:

- access
- car parking
- covered meeting place
- availability of livestock, if appropriate
- display of equipment.

### **13.3 Health and Safety**

13.3.1 An appraisal of any risks and appropriate remedial measures should be undertaken. The model format offered for the examinations is attached. In the event of an insurance issue arising, the insurer might ask to see this.

13.3.2 It has been suggested above that the application form above should ask applicants to notify the organiser of any dietary, medical or other issues that may be relevant.

13.3.3 Notify the host of the tutorial of the proposed activities.

13.3.4 A first aid kit should be available throughout and a first aider on site for any Practical part.

13.3.5 Where there are livestock, foot dips should be available.

**13.4 Insurance** – The CAAV holds a public liability policy. While covering events organised directly by the CAAV, the insurers have also been advised and have regularly accepted that this covers events organised for the CAAV by its affiliated local associations and groups, such as tutorials. If required by the host of a tutorial, a copy of the certificate for the year in question is available from the Secretariat.

**13.5 Past Papers** – These are generally available from the CAAV website together with the reports from the Written Board. Practical papers and reports may also be available from the relevant Examining Group Convenor.

**13.6 CAAV Notebooks** – Where appropriate, candidates should be provided with a CAAV notebook. While the guidance is simply that they be used and completed in a clear, orderly and logical format, candidates are often concerned about how to do this. Tutorials can offer a chance to practice this and give candidates confidence. The Notebooks are available from the Secretariat at cost.

**13.7 General Guidance for the Day** – Prepare any necessary guidance notes for those attending.

**13.8 Feedback** – Prepare a questionnaire for those attending to complete and return at the end of the tutorial to gather information about candidates' needs, their views on the helpfulness of the day and ideas for the future. This can be an opportunity to gain a view as to the actual breadth and depth of potential candidates' real experience.

**13.9 Certificates** – Check that sufficient tutorial certificates (see model) are available for distribution at the end of the day.

#### **14. Organisation of the Day**

14.1 Depending on the number of candidates attending and the number of tutors available, it may be possible to sort candidates into groups by ability or state of preparation. It may be particularly relevant to identify those intending to sit the next examinations so their needs can be addressed directly.

14.2 The tutorial organiser should give a briefing at the beginning of the day to include:

- Introducing the tutors
- The day's programme including timings
- Health and safety
- Catering arrangements
- The location of lavatories
- Parking arrangements
- Any special circumstances of the venue

#### **15. At the End of the Day**

**15.1 Feedback** – Use the end the day to seek feedback from those attending to establish what had been useful in the day and what would be helpful next time. This may be achieved with a questionnaire or in discussion. The results (if informative) may not only assist the structure of further tutorials but may also be the basis if liaison with proposers, probationer officers or self help groups over help to remedy candidates' specific deficiencies.

**15.2 Tutorial Certificates** – These, made out with name of the person and signed by the organiser, should be distributed to those attending the tutorial at the end of the day so that candidates can submit them when applying to take the examinations.

**15.3 Keep a List of Those who Attended** – As some may ask later for a replacement certificate when applying for the examinations, it is useful to keep of list of those came for future reference.

#### **16. The Annual Examinations Conference**

Tutorial organisers are invited to the annual examinations conference, supplying a written report on their tutorials with a summary of key points. That conference gives a chance to compare notes and discuss matters with other tutorial organisers and others there to review the recent examinations.