

National External Diploma Program® (NEDP) Implementation Training Outline

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| Overall NEDP Implementation Training Goals  |
| * Communicate the unique characteristics of NEDP
* Demonstrate roles of NEDP Advisor, Assessor, and Portfolio Reviewer
* Develop ability to administer the performance-based NEDP in strict compliance with NEDP criteria
* Use T Trainer to demonstrate the NEDP software to track and assess client work, and submit evaluation results of completed tasks and competencies
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| Module 1 – Overview and Client Intake |
| Length: 2 hour webinar or face-to-face |
| Pre-meeting activities: * Read *Pre-Training Introductory Unit*
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| Training Objectives:* Review the history and philosophy of NEDP
* Appropriately use NEDP terminology
* Become familiar with the NEDP program model
* Distinguish roles of NEDP staff (Advisor, Assessor, Reviewer) and certification requirements
* Log in to the NEDP online assessment system and set up sites and staff and enroll clients
* Conduct client intake activities, including the NEDP Information Session
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**Best Practice recommends that Modules 2, 3, and 4 be delivered face-to-face.**

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| Module 2 – Diagnostic Phase |
| Length: 3 hour webinar 3-4 hours face-to-face |
| Pre-meeting activities:* Review Test Administration Manual (TAM) Section 1
* Review NEDP User Guide, available on NEDP Professionals Page
* Completion of CASAS Implementation Training (IT)
* Preview instruments in Open Diagnostics
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| Training Objectives:* Locate and use NEDP implementation materials used in diagnostic phase
* Articulate the intent of the NEDP College and Career Competency framework to assist with client choice
* Use NEDP software to document completion of diagnostic scores
* Administer the Closed Diagnostics
* Administer Open Diagnostics
* Develop diagnostic recommendations
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| Module 3 – Generalized Assessment |
| Length: 3 hour webinar 6 hours face-to-face (with Module 4) |
| Pre-session activity: * Read Generalized Assessment Manual (GAM) Overview
* Establish log-on for T Trainer
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| Training Objectives:* Define Performance Assessment
* Use NEDP software to administer Generalized Assessment
* Document verification of College and Career Competency
* Build skills in consensus moderation
* Practice T Trainer Competency evaluation
* Prepare for In-Office Check appointment
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| Module 4 – T Trainer  |
| Length: 3 hour webinar 6 hours face-to-face (with Module 3) |
| Pre-session activity: * Complete T Trainer Competencies (if Modules 3 & 4 are webinars)
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| Training Objectives:* Use NEDP software to administer Generalized Assessment
* Continue practice of T Trainer Competency evaluation
* Continue to build skills in consensus moderation
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| Module 5 – Post-Task Assessment and Portfolio Review |
| Length: 2 hour webinar or face-to-face |
| Pre-Session Activity:* Review College and Career Competency and Generalized Assessment Manuals
* Identify any remaining NEDP questions
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| Training Objectives:* Continue to build skills in consensus moderation
* Conduct Post-Task Assessment (PTA)
* Prepare for Portfolio Review
* Complete Advisor/Assessor certification requirements
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