

The Social and Health Education Project

Policy Area: Training and Development Services

Policy Title: **Policy on the Selection of SHEP Trainers**

Social Awareness and Community Empowerment (SACE)

The Social and Health Education Project works through training and other supports to help people develop the capacities necessary to bring about constructive change in their own lives, in their relationships with others, in their communities, and in the wider world. The delivery of training is central to SHEP's mission and work. In order to deliver this training, SHEP works in partnership with a large number of training service providers who play a key role in SHEP. A number of Trainer Panels are maintained reflecting the variety of training courses offered by SHEP. The material outlined herein relates to the SHEP Certificate in Social Awareness & Community Empowerment (SACE) Trainer Panel. SHEP trainer may be a member of a number of SHEP training panels. A list of all persons who are SHEP Trainers is published on SHEP's website.

Values

This policy on the admission of individuals to SHEP Training Panels is informed by SHEP's core values statement – 'Recognising the challenge, process and opportunity of our work, we value respect, equality, empowerment, honesty, acceptance, initiative, creativity and compassion'.

Purpose of this policy

The policy outlines the pathway for individuals who have trained with, or currently provide services to SHEP, to become more involved as trainers. Such service providers are not employees of SHEP. This policy also allows for the inclusion of other suitably qualified and experienced individuals who share SHEP's values and who can strengthen SHEP's capacity to respond to a wide variety of training needs.

Admission to SHEP Training Panels

Admission to the Trainer Panels is approved by the SHEP Management Committee, on the recommendation of the Director. New entrants to the trainer group will be provisionally placed on the panel. When the new trainer has completed the co-facilitation of his/her first training group a review will take place (with the relevant Training and Development Officer). This review will determine whether or not the trainer is admitted fully to the Training Panel. (It is also possible for a new trainer's provisional membership of the panel to be extended).

Apprenticeship route

- Apprenticeship is the only route in SHEP to becoming a SACE trainer (unless the trainer has trained as a trainer with Partners). SHEP has the option of using an apprenticeship route in each of the following areas: Personal Development, Facilitation Skills and Specialised Tutor Training.
- All apprenticeships involve an assessment process.
- It is important to avail of the co-facilitation practice opportunities offered during the apprenticeship to enable the trainers, and the apprentice trainer himself/herself, to assess fully the apprenticeship outcomes

Essential requirements for all prospective trainers

- Commitment to the ethos and the values of SHEP
- Commitment to the principles outlined in the Code of Ethical Practice for Trainers
- Commitment to work in accordance with SHEP's policies

Requirements for SHEP Certificate in Social Awareness and Community Empowerment Trainers

SHEP will periodically invite applications to join the SACE Trainers Panel. Applicants who are currently Partners Training for Transformation trainers will not be required to complete an apprenticeship, however they will need to participate in the standard six-step process for recruitment (see p.2). All other applicants apply to become an apprentice SACE Trainer.

Essential capacities and experience to become an apprentice SACE Trainer

1. Satisfactorily completed a training in counselling/psychotherapy that is recognised by a professional accrediting body. Exceptionally, applications will be considered from people who feel they have a valuable contribution to make who have undertaken an equivalent level of personal exploration and skills training through routes other than counselling/psychotherapy training
2. Substantial knowledge and practice expertise in particular subjects relevant to social awareness training, community development, governance, environmental integrity, development education or the delivery of training similar to Training for Transformation
3. Completed training in experiential group work in SHEP or elsewhere
4. A minimum of 140 hours of relevant group work facilitation experience
5. A commitment to ongoing personal and professional development

The apprenticeship will take place over a minimum of two SACE courses and will involve shadowing two experienced SACE trainers as they facilitate, with appropriate practice opportunities throughout. The apprentice will not be paid for this. The apprentice will also keep a learning journal from which they will draw in preparation for review meetings. A minimum of three review meetings will take place over the duration of each SACE course, involving the two trainers, the apprentice and the relevant Senior Training and Development Officer. At these meetings the apprenticeship will be reviewed under the criteria:

- Understanding of the content of the SACE programme
- Ability to facilitate experiential learning experiences
- Understanding of group process
- Development of facilitation skills
- Development of co-facilitation skills

After the final review meeting the relevant Senior Training and Development Officer will make an assessment on the readiness of the apprentice to work as an SACE trainer. The final decision on the readiness of the apprentice to work as a SACE trainer will be made in consultation with the Director.

Appeals Procedure

Where a decision has been reached not to invite an applicant or apprentice onto a trainer panel, he/she has the right to appeal the decision in writing to the Director within 14 days.

Equal Opportunities

The admission of individuals to SHEP Training Panels will be informed by SHEP's Equality Statement. Individuals will be included in a panel of SHEP trainers on the basis of being the most suitable candidate. Applicants will not be treated less favourably on the grounds of sex (gender), marital status, disability, sexual orientation, race, colour, ethnic or national origin, antibody status, age, political or religious beliefs or responsibility for dependants, or put at a disadvantage by unjustifiable conditions or requirements.

Confidentiality - All applications for selection as a SHEP Trainer will be treated confidentially.