

Associate Trainer Information Pack

Key Dates:

- **Associate Training 1:** 10.30-16.00 Tuesday 20th May 2025 – Venue: Shelter, 88 Old Street, EC1V 9HU (**tbc**)
- **Associate Training 2:** 10.30-13.00 Friday 13th June 2025 – Online via Zoom
- **Associate Training 3:** 10.30-16.00 Tues 1st July 2025 – Venue: Shelter, 88 Old Street, EC1V 9HU (**tbc**)
- **Initial Learner Conversations:** Late Aug/Sep 2025 via booking system at time convenient to the trainer
- **Cohort 5 course dates** – a full course schedule will be provided for session dates, assignment deadlines, tutorial periods between Oct 2025 – July 2026

Job Description:

Key responsibilities:

- To deliver a high-quality accredited learning programme using existing training materials in collaboration with staff from Become to Personal Advisers and Leaving Care Professionals working with care leavers in-person and online based on the given course schedule
- To work alongside care-experienced Young Trainers using trauma-informed principles to prepare and co-deliver sessions
- To take responsibility for the assessment of work submitted by learners, providing feedback using the Laser Learning System
- To attend PA Programme team standardisation meetings for internal quality assurance purposes
- To carry out initial learner conversations as part of the enrolment and induction process for learners
- To carry out tutorials for all learners within specified periods throughout the course
- To provide additional learner support through tutorials and respond to learner queries on an ad hoc basis when required
- To uphold all aspects of policies and procedures governing the delivery of course
- To support Become to provide updates to learner managers within local authorities
- To support Become with the evaluation activities which assess the effectiveness of the programme and contribute to any necessary redesign of materials if required

- To embed equity, diversity and inclusion principles into work practices and uphold Become's organisational values

Person Specification:

Personal Qualities

Become would like its Associate trainers to:

- have a passion for Become's mission, vision, and values
- understand the importance of Equity, Diversity and Inclusion and commit to helping create a culture with EDI at its heart
- have a commitment to social justice and to the rights of children and young people
- be compassionate and young person centred

Knowledge, experience and skills

Become would like its Associate trainers to:

- have a teaching, lecturing or training qualification
- have demonstrable experience of successful training work with professionals
- have demonstrable experience of working within social care or the children and young people's sector and/or the voluntary sector
- have a strong understanding of the key issues relating to the effective provision of services and potential issues facing children in care and care leavers
- have experience of working in collaboration with young adults
- be available to commit to delivery for the full duration of the course over the academic year 2025-2026
- have experience of marking and assessing assignments (desirable)
- have excellent training facilitation skills online and in-person
- have excellent IT skills and ability to use a range of online platforms and software

Payment:

Associates will be paid a set total project fee of £7,650 (exclusive of VAT, if applicable). The Associate will submit invoices at pre-agreed rates and intervals (e.g. monthly) throughout the duration of the project. Travel and subsistence expenses for any in-person meetings or training will be paid in addition as per the contract.

Supervision process:

The Associate will have regular 1:1 meetings with Become's Training & Development Manager every 6 weeks to discuss:

- Wellbeing
- Work review and reflections
- Challenges or issues arising
- Any support required
- Professional development

They will also join PA Programme Team meetings throughout the project to discuss learner progress, assignment standardisation, course materials etc. (See provision dates document)

Initial Training:

Associate trainers will need to attend 3 training events prior to the commencement of course enrolment activities which will cover the following:

- induction to the Associate role
- overview of the PA Learning Programme to date and the customised NCFE/CACHE qualification
- unit content
- training materials
- using the Laser Learning System
- assignments and marking
- working alongside Young Trainers

The assigned dates of the training are currently

1. Tuesday 20th May 2025 – Venue: Shelter, 88 Old Street, EC1V 9HU **tbc**
2. Thursday 12th June 2025 - Online
3. Tues 1st July 2025 – Venue: Shelter, 88 Old Street, EC1V 9HU **tbc**

Time Commitment:

Programme activity	Estimated time required from Associate Trainer
3-day Programme Induction for Associate Trainers – unit content, training materials, Laser Learning System, assignments and marking, induction to their TtT role	15
Initial learner interviews (based on 30 mins for 20 learners)	10
Prep sessions with Young Trainer (YT) before each unit (1.5 hours x 10 units)	15
General pre-session prep - Trainer	20
Launch event (set up, content delivery & pack down, may include overnight stay)	10
Online delivery of training units (3.5-hour delivery x 7 sessions, 5.5-hour delivery x 1 session, intro and debrief x 8 sessions + misc.)	40
Finale event (set up, content delivery & pack down, may include overnight stay)	10
Respond to queries re assignments, updating PA Managers*	20
Mark assignments -	50
Tutorials & learner support (dependent on need - estimate 3 hours per learner)*	45
Standardisation & Programme Team meetings	15
External Quality Assurance preparation visit	2
Evaluation activities e.g. focus group, evaluation meetings etc	3
	TOTAL 255 hours

Associate Development Programme:

Become will offer opportunities for Associates to join sessions to improve their skill/knowledge base bi-annually in December and April. There may also be ad hoc opportunities throughout the year.

Become Trainer Community:

(Optional) Associates will have the opportunity to join an online community network group to connect with other trainers.

Annual Become Associate Trainer Day:

There will be an annual Become & Associate Trainers held in mid-July to create network opportunities, reflect on practice and celebrate success.