

Playwork Partnerships Associate Trainer Scheme



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Introduction

'Become a Playwork Partnerships Associate Trainer (PPAT) and make a real impact to Play and Playwork training'.

Playwork Partnerships Associate Trainer Membership Scheme provides qualified trainers with a premier opportunity to deliver any of Playwork Partnerships' extensive range of endorsed Playwork training courses. Playwork Partnerships a Licensed SkillsActive Training Provider and this Associate Trainer Membership offers qualified trainers the chance to operate through Playwork Partnerships' License. In doing so, the Playwork Partnerships Associate Trainer benefits by:

More flexible, more effective delivery

The scheme allows trainers to deliver nationally endorsed playwork training. The delivery of training courses by a local trainer provides even better support and delivery to learners by:

- customising courses to make them specific to the setting (largely this is facilitated by building on existing local relationships and 'knowing your patch');
- tailoring courses geographically;
- running courses at venues and times to suit;
- providing a more responsive service for learners.

Work with the experts

Trainers benefit from working with Playwork Partnerships staff gaining:

- processes and procedures to support, monitor and evaluate their own delivery;
- regularly revised and updated content of learning resources;
- building your local work opportunities on the reputation gained by an established National Organisation that has 22 years' of experience working in this sector;
- annual training days and other continuing professional development opportunities.

Value for money

Trainers can take advantage of:

- cost savings through the long-term development of your own work locally as a trainer, without having to diversify to becoming a training provider yourself;
- increased motivation from investing in yourself and any staff who may work with you through gaining support from a National Organisation and in particular your own Continuing Professional Development needs.

Which courses can I deliver?

You can deliver any of the below endorsed courses as long as you have attended a training day and received guidance on the delivery of the course from Playwork Partnerships.

- Take 5 for Play
- Playing on the Range
- Playing with the Elements
- Everyone Can Play
- Playing Up!
- Playing Creatively
- Volunteers in Play
- Young Volunteers in Playwork
- Playing Outside with the Elements

What next?

Section 2 explains what to do if you want to apply to deliver any of these courses. The partner application process is detailed on page 5.

Enquiries

Should you have any enquiries regarding this scheme or any other enquiries regarding Playwork Partnerships and its courses, publications, information and resources please contact us at:

Playwork Partnerships
University of Gloucestershire
Oxstalls Campus
Oxstalls Lane
Gloucester
GL2 9HW

Playwork
Partnerships

Tel: 01242 714601

Email: team@playwork.co.uk

Web: www.playwork.co.uk

You can also follow us on:



/PlayworkPartnerhsips



/PlayworkTeam



How Do I Become a Playwork Partnerships Associate Trainer?

PPAT Application Process

To become a PPAT, you need to complete the application process detailed here.

Application Process

- Complete the PPAT Application Form.
- Email the PPAT Application Form and any accompanying extra sheets to our Training Officer (team@playwork.co.uk) or post them to:

Playwork Partnerships
University of Gloucestershire
Oxstalls Campus
Oxstalls Lane
Gloucester
GL2 9HW

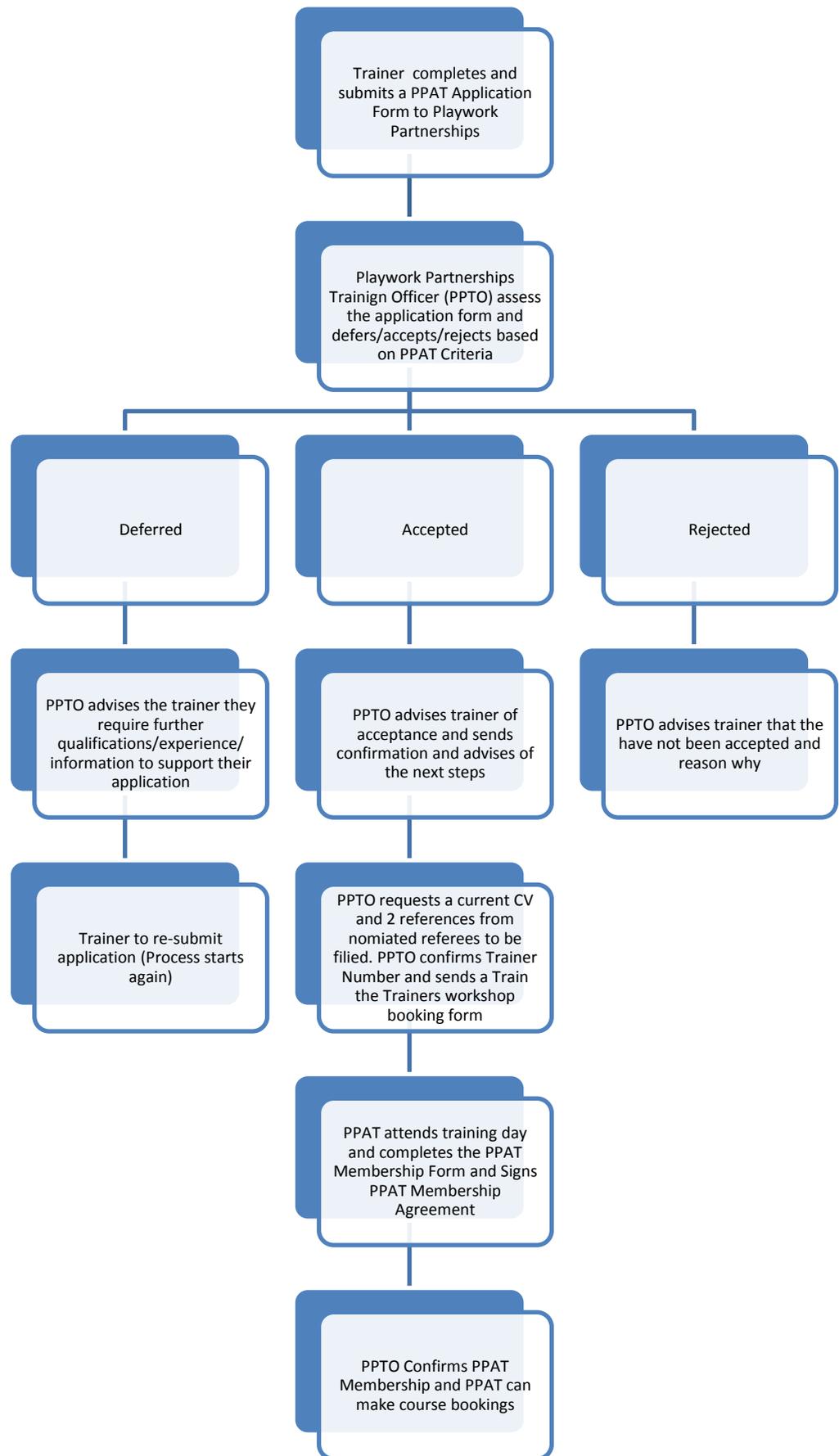
- We will consider your application against our trainer criteria¹ and confirm your acceptance within 14 days of receipt of the application.
- Once your application has been approved, we will request a current CV from yourself and 2 references (1 Playwork, 1 Tutoring) from the nominated referees.
- On receipt of 2 references we will send you a letter confirming your Trainer Number inviting you to attend our next Train the Trainers workshop.
- On completing the Train the Trainers workshop you will be required to complete a PPAT Membership Form and sign the Membership Agreement, your annual membership will start and you will be given your PPAT membership number.
- You can now register and run endorsed courses.

SkillsActive Code of Practice

As a licensed training provider Playwork Partnerships has signed up to the SkillsActive Code of Practice and therefore all staff and associates of Playwork Partnerships must follow this code.

¹ Trainers must hold an adult training qualification i.e. Postgraduate Certificate of Education, Preparing to Teach in the Lifelong Learning Sector, or Certificate of Education.

Application Process – flow chart



Frequently Asked Questions

Questions about the PPAT Membership Scheme answered here

Q: I am already a qualified playwork trainer, how is a Playwork Partnerships Associate Trainer (PPAT) different?

A: PPAT is a scheme that enables qualified trainers to become licensed trainers able to deliver Playwork Partnerships nationally endorsed playwork courses. The PPAT membership scheme gives you, the trainer; greater flexibility in how and what courses you are able to deliver locally.

Q: I am already an existing Playwork trainer able to deliver Playwork Partnerships courses. Does this mean I am still able to continue delivering the courses?

A: No – this is a separate and new scheme. Trainers must now go through this application process and become a PPAT and sign up to the membership scheme. However if you have already attended tutor training events for our courses you will not be required to attend another train the trainers course for each of these. You will just be required to pay an annual membership joining fee of £40 and attend one training day per year to ensure you are aware of any recent updates.

Q: Why are you asking me to sign an agreement?

A: Playwork Partnerships is constantly looking to improve its offer to trainers and maintain the quality of delivery of its courses to the Playwork sector. The membership scheme provides a formalised agreement between trainer and Playwork Partnerships.

Q: Which courses can I apply to deliver?

A: The courses which can be delivered as a PPAT include the ones below. You are limited to signing up to one course per Train the Trainer's day:

- Take 5 for Play
- Playing on the Range
- Playing with the Elements
- Everyone Can Play
- Playing Up!
- Playing Creatively
- Volunteers in Play
- Young Volunteers in Playwork
- Playing Outside with the Elements

Q: Why would I become a PPAT?

A: Trainers who have specific playwork/geographical knowledge understand the implications of actions at a local level. It gives you greater flexibility to deliver the courses at times to suit you and/or your organisations. Being a current PPAT means you are able to react more quickly to local needs and also have the opportunity for more delivery.

Q: What does the PPAT membership fee include?

A: The membership fee includes:

- Support to deliver Playwork Partnerships endorsed courses;
- Being in a pool of trainers with the opportunity to be contracted by Playwork Partnerships to deliver our courses nationally;
- Discounted price on our other Train the Trainer courses and continuing professional development;
- An annual PPAT CPD training day & regular trainer updates;
- Access to online resources through our new membership area;
- Membership to our secure PPAT Facebook group.

Q: What does the course resource fee include?

A: This covers the administration, evaluation and certification per learner for each course.

Q: How can I become a PPAT if I don't currently meet the criteria?

A: Our Training Officer will provide details of why your application has not been accepted and will offer suggestions of training courses to attend or ways of gaining more experience.

Q: What does the Train the Trainer day cover?

A: The Train the Trainer day provides a one-day workshop per course title for a maximum of 16 trainers, including trainer notes and resources.

Q: How long would a licence to deliver be valid?

A: This will be specified in the agreement, but the programme is reviewed on a 12-monthly basis. It is the responsibility of the PPAT to inform us of any changes to their training circumstances or personal information via our team@playwork.co.uk and providing an updated CV.

Q: Will the trainer be paid by Playwork Partnerships?

A: No, since the trainer will be employed by the local organisation requesting the delivery of the course, it is the trainer's responsibility to ensure their work programme and payments are managed accordingly.

Q: How long will it take to complete the application process?

A: The application process can take 4 – 24 weeks depending on when a trainer can attend a Train the Trainer day.

Q: How will Playwork Partnerships assess PPATs when they have been signed off?

A: All learners attending a Playwork Partnerships course delivered by a PPAT are required to complete a Course Evaluation Form and this feedback will be monitored. The PPAT is required to complete a Trainers Evaluation Form after the completion of every course and this will be monitored by our Training Officer. In addition, we will undertake Quality Assurance visits on occasions to attend courses and provide feedback in respect of the course organisation and the trainer delivery. We use this information to identify training needs and provide support to trainers.

Organising a Successful Course

Procedures for running a Playwork Partnerships course

Below, you will find all the information you will need on how to organise a Playwork Partnerships course. If there are any questions that are not answered here, we'd be happy to help. Please refer to the FAQs section on page 6 or contact team@playwork.co.uk

The Organisation and You (the PPAT) are responsible for making all the necessary arrangements with the course venue (including payments) and supplying equipment. If you are unsure about what makes the right venue or what equipment is required, the Course Venue Checklist contains further details.

Complete a Course Registration Form and return to Playwork Partnerships. Please ensure you do this at least 6 weeks prior to the intended course date so we can ensure it is registered on our system.

You will need to take bookings and payments directly from your learners or arrange for the organisation running the course to do this. You or the organisation will also need to provide learners with pre-course information, booking confirmations, maps and any other relevant information when they book on a course. Please ask learners to arrive early so the course can begin on time.

For an effective learning environment, we recommend there should be no fewer than five and no more than 25 learners per course. The strongly recommended minimum age for attendees is 16 years. Attendees under 16 will not be certificated unless attending the Young Volunteers in Play course.

Complete a Resources Request Form and return to Playwork Partnerships requesting your learner resources at least 6 weeks prior to the course start date. If you or the organisation has not received your resources 7 days prior to the course, please get in touch with Playwork Partnerships.

You need to ensure learners complete the Course Completion Form with their Full Name (to appear on their certificate) and address for the certificate to be sent to. You must ensure all learners complete the Learner Evaluation Form (page 39) and you complete the Trainer Evaluation Form.

All course paperwork listed below should be returned to Playwork Partnerships for certification. Certificates will not be issued to a trainer for signing and distribution unless all paperwork has been returned to Playwork Partnerships.

- Course Completion Form
- Learner Assessments
- Learner Evaluation Forms
- Trainer Evaluation Form

What if not enough people book on the course and I need to cancel it after having registered it?

Please let us know as soon as possible by email. You will also need to inform the venue and anybody who has already made a booking. You will be required to arrange another suitable date for delivery of the course within 30 days of the cancellation date.

What if not as many people attend as I expected and I am left with one or two extra resources?

Unfortunately, we do not accept returns. The simplest and most cost-effective thing to do is to hold on to the resource(s) until the next time you run the course.

What if someone has lost a certificate?

Trainers can request a replacement certificate for a learner by contacting Playwork Partnerships. We will then return this to you for signing and sending on to the learner. A small administration charge will apply.

Playwork Partnerships

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