

Associate Trainer Scheme Background Information: 2021-22

Background

sparqs is inviting applications from students in Scottish colleges and universities to join our Associate Trainer (AT) team for the academic year 2021-22. ATs are students who are employed to train student representatives, such as class reps and course reps. These reps are instrumental in ensuring that voice of students is heard within their institutions of study, on matters relating to the learning experience of students.

Successful candidates will be asked to attend a three-day training course on Tuesday 24th to Thursday 26th August 2021, to equip them with the necessary skills for the delivery of Course Rep Training (CRT). During 2020-21, all CRT was delivered online as a result of COVID-19 and, at the time of writing, it is envisaged that training will continue online during 2021-22. However, it is possible that some sessions may be delivered in-person if permitted under COVID regulations.

The role of ATs is fundamental in achieving the key priorities set out in our Strategic Plan 2019-22. In particular, they will play a role in ensuring that the student voice is heard and has a positive impact on the way students learn, whatever their background. ATs usually deliver our general introductory CRT but, in some cases, ATs may also be asked to deliver an adapted training course to specific groups of students such as apprentice reps and school pupils that study at college. This helps ensure that the student voice is heard throughout diverse settings and helps to address challenges such as widening access, facilitating transitions across the learner journey, and improving rates of retention and success.

sparqs (**s**tudent **p**artnerships in **q**uality **S**cotland) is a non-profit organisation based in Edinburgh, which works throughout Scotland with colleges, universities, their students' associations and other sector agencies, with the aim of developing student engagement. sparqs has been training students to work as ATs for 16 years. We are funded by the Scottish Funding Council, which also funds colleges and universities in Scotland. Further information is available at www.sparqs.ac.uk

Associate Trainer role

sparqs ATs usually deliver a minimum of 8 training sessions each semester in institutions throughout Scotland, with a maximum of two sessions per day. ATs must also complete mandatory administrative duties relating to each of their training sessions. This can include tasks related to attendance sheets, evaluation surveys, AT time sheets and claiming expenses incurred. There are slightly different administrative tasks relating to online training and to in-person training, and you will receive appropriate guidance in each case.

The role may appeal to students with existing training experience but previous experience of delivering training is not essential.

Pay and Expenses

- Online training: £11.00 per hour (temporary during COVID restrictions).
- In-person training: £9.00 per hour + travel and overnight supplements.

sparqs usually pays ATs £9.00 per hour for all activities relating to in-person training delivery, which includes reasonable preparation time, delivery and follow-up/administration. Where travel is required, a travel supplement is also paid. All travel is booked and paid for by sparqs in advance and any reasonable expenses above this will be paid. If an overnight stay is required, sparqs will arrange and pay for board and lodgings in advance and an overnight allowance is paid.



Since the start of the COVID-19 health emergency, all our training has been delivered online. As a temporary measure during the period of restrictions, the pay rate for online delivery was temporarily increased from £9.00 to £11.00 per hour, as there are no travel/overnight supplements payable. At the time of recruitment, it is envisaged that training during 2021-22 will continue to be delivered online, and therefore the 2020-21 temporary pay rate will continue accordingly. However, this may be subject to change when the restrictions are lifted. Should we decide to return to in-person training delivery, payments will then revert back to the original rate of £9.00 per hour plus travel and/or overnight supplements as applicable, and the temporary online delivery rate will no longer apply. ATs will be kept informed if this is likely to occur.

Training and Development

ATs are required to attend the following **mandatory training and development events**, to enable them to develop their skills and knowledge as trainers. The induction day and 3-day training event will be held online. The later training dates in 2022 may be held in-person if circumstances allow.

- An induction day on **Tuesday 15th June 2021, 10am-1pm.**
- A 3-day training event. **Tuesday 24th to Thursday 26th August 2021.**
- Another development day in **January/February 2022.**
- A trainer handover event in **June 2022.**

ATs will be paid for attending these events and sparqs will book and pay for all travel and accommodation in advance if events are in-person.

The work of ATs is overseen by a sparqs Development Consultant (DC), supported by the rest of the sparqs team. The DCs provide the training listed above, in addition to offering ATs support in their role. They will also observe some of the training delivered by each AT, and offer developmental feedback. sparqs' Central Support Team will provide administrative and HR support.

An opportunity for professional and individual development

Students who work as sparqs Associate Trainers can develop an appreciation of the university and college sectors and their decision-making structures as well as the quality frameworks in both sectors. In addition, this experience can also contribute to developing professional skills at a high level, including communication, presentation, team working and problem solving.

Applications close at 9am on Monday 17th May 2021. Interviews will take place via video-conference (e.g. Zoom) during 1st-4th June 2021. Successful candidates will be subject to a Disclosure Scotland check under the Protection of Vulnerable Groups (PVG) scheme.

Application documents are available on our website: www.sparqs.ac.uk. Please contact us at admin@sparqs.ac.uk or on 0131 622 6599 if you require assistance.

