

**Train the Catch Up Accredited Trainer (CUAT) Process**

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| 1 | Application form (job guidance provided) and ‘Training Reflection Proforma’ to be completed and submitted |
| 2 | Successful applicants to be interviewed |
| 3 | Successful interviewees to be invited to become trainee trainers, complete and return**;** Acceptance of offer to undertake CUAT Trainer training, a pro-forma for bank and emergency contact details (if appropriate) and Equal Opportunities form |
| 4 | Trainee trainer to attend Catch Up Training (Literacy or Numeracy) and work with 2 learners over 12 weeks. Submit for Gateway Qualifications Unit 1, 2, and 3.  (LA Trainee Trainers can meet this requirement if they have supported others in their delivery of Catch Up over a period of at least 2 years, and assisted them in gaining accreditation) |
| 5 | Trainee trainer to review relevant PowerPoint presentations and trainer notes in preparation for next stage |
| 6 | Trainee trainer to complete shadow of Training Development Consultant (TDC). Annotate trainer notes and participate in discussion and written reflection with TDC.  Catch Up will pay reasonable expenses (independent trainers only) |
| 7 | Participate in Team 1 with TDC – discuss sessions/observations and complete written reflections  Catch Up will pay £100 per session (including preparation time) plus reasonable expenses (independent trainers only) |
| 8 | Participate in Team 2 with TDC – discuss sessions/observations and complete written reflections  Catch Up will pay £100 per session (including preparation time) plus reasonable expenses (independent trainers only) |
| 9 | Complete Solo training, observed by a different TDC – discuss sessions/observations and complete written reflections. Complete ‘Training Reflection Proforma’ for second time.  Catch Up will pay £100 per session (including preparation time) plus reasonable expenses (independent trainers only) |
| 10 | Trainee trainer signed off as Catch Up Accredited Trainer (CUAT), complete relevant declarations regarding consultancy status (if appropriate) and certificate awarded. |
| 11 | On-going CPD through conferences, reflections and observations as decided by Catch Up. |