

Train the Catch Up Accredited Trainer Process for Online Delivery

For induction of new trainers

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| 1 | Trainee trainer to attend Online Catch Up Training (L2 or N2) **live** and work with 2 learners over 12 weeks. Submit for Gateway Qualification Unit 1, 2, and 3. (So experiencing course as a trainee) |
| 2 | Trainee trainer to review relevant PowerPoint presentations and trainer notes in preparation for next stage (not yet sent a recording) |
| 3 | Trainee trainer to complete shadow of Training Development Consultant (TDC). Annotate trainer notes and participate in discussion and written reflection with TDC. This to be completed using **recorded** sessions of TDC (TDC to identify appropriate course and request links via the office), watching session 1 then discussing online, before watching session 2 etc. TDC to send recording of each session as appropriate. |
| 4 | Participate in Team 1 with TDC – discuss sessions/observations and complete written reflections. This to be completed by sharing sessions via joint hosting. Both TDC and trainee trainer need **live** access, and trainee trainer will need to attend induction with Inset Online beforehand.  Catch Up will pay £100 per session (including preparation time) plus one-off payment of £100 for induction with Inset Online |
| 5 | Participate in Team 2 with TDC – discuss sessions/observations and complete written reflections. This to be completed by sharing sessions via joint hosting. Both TDC and trainee trainer need **live** access, and trainee trainer will need to attend pre-session with Inset Online.  Catch Up will pay £100 per session (including preparation time) |
| 6 | Complete Solo training, observed by a different TDC – discuss sessions/observations and complete written reflections. Trainee trainer delivers whole course with TDC watching **live.**  Catch Up will pay £100 per session (including preparation time) |
| 7 | Trainee trainer signed off as Catch Up Accredited Trainer (CUAT) and certificate awarded.  For CUATs **who are new to Catch Up**, the first 4 courses would have a maximum of 12 trainees.  During the first 12 months in role, CUATs are expected to deliver a minimum of three courses or will need to repay the ‘train the trainer’ costs to Catch Up. |
| 8 | On-going CPD through conferences, reflections and observations as decided by Catch Up. |