

Hertfordshire Work With Parents Level 3 Award Training

Learner Contract

Family Matters Institute and Hertfordshire County Council are working in partnership to deliver the new City & Guilds Work with Parents Level 3 Award (3599) from January 2010 to March 2011 for multi-agency parenting practitioners working in Hertfordshire. We will be offering Units 300 *Build and maintain relationship with parents*, 304 *Effective communication with parents* and 308 *Working with groups of parents* totalling 12 credits. Places are limited to a total of 75 practitioners. There will be 5 courses delivered, each will support 15 learners.

Learners accepting a place on one of these courses agree to:

- attend all 10 days of training (1 day per fortnight, except summer cohort 1 day per week)
- undertake a minimum of 5 hours of self-directed study between training sessions
- make full use of the candidate handbook and supporting materials
- complete a portfolio of evidence within one year of starting the course
- examine their working practices in order to develop self awareness and reflective practice
- print own course materials from 'moodle' website
- provide feedback and completed evaluation forms as requested
- seek supervision to discuss practices related to the course
- obtain work-based observations and assessment by supervisor/line manager
- maintain the confidentiality of children and their families at all times
- learner details being held on a database in accordance with HCC Data Protection Policy
- remain in a role delivering parenting support in Hertfordshire for 12 months following completion of the course.

Print Name: _____ Date: _____
(Learner)

Signed: _____
(Learner)

Signed: _____ Date: _____
(Supervisor / Line Manager)

Job Title: _____

Please sign and return original form to Family Matters Institute at Moggerhanger Park, Moggerhanger, Beds. MK44 3RW or fax to 01767 641515

This course is provided FREE to workers within Hertfordshire, but the following penalties will be levied:

- If you book a place, and subsequently cancel, your organisation will be charged a fee of £75 providing you give us more than 4 week's notice in writing or £150 if you give us less than 4 week's notice in writing.
- If you start the course and then drop out, your organisation will be charged a fee of £150
- You will have a time limit of 12 months following completion of the course in order to submit your portfolio for accreditation. If you have not completed the portfolio tasks by the end of this period, a fee of £150 will be charged to your organisation.
- In extenuating circumstances the penalties may be waived or modified at the discretion of the Work With Parents Project Board.

The course administrator will:

- ensure fair access to the courses for learners. Places are limited to 75 in total and will be allocated on the basis of agreed selection criteria. Priority will be given to frontline staff without a relevant qualification at QCF Level 3 or above who are currently running parenting groups. A waiting list will be compiled as necessary.
- send all correspondence by email
- provide access to resources via the 'moodle' virtual learning platform
- will monitor learner progress and have the right to share information with partner organisations for the purpose of evaluating the programme