1. Requirements - Qualifications and Experience

**These requirements have all been included to ensure the quality of Peep training.**

Trainers will have (or be willing to work towards, self-funded):

1. a qualification relevant to early years/ family support work
2. a relevant qualification for teaching/ training adults
3. attended Peep Learning Together Programme (PLTP) Training [since the January 2015 update];
4. experience of working with families, preferably including delivery of the PLTP with families (at least one trainer on any Peep course should have delivered Peep sessions with families);
5. completed and submitted to Peeple:
   * PLTP *Training Workbook*
   * reflective accounts from attending or delivering 3 Peep sessions (if no experience of Peep delivery)
6. Peep Training Delivery - Practicalities

Trainers should:

1. become familiar with the Powerpoint slide notes and Supplementary info so that slides can be used as a prompt;
2. be confident to deliver *all* elements of the course;
3. be familiar with the content of the Peep Learning Together Programme (LTP), session plans and website (including log-in Member Area);
4. set up at the start of the day - unload the training kit, arrange the room appropriately, set up the presentation, put delegate packs on tables;
5. deliver training in line with the Peeple Principles and the ORIM framework;
6. only use PowerPoints, handouts and other written or electronic resources supplied by Peeple;
7. supplement the training kit provided by Peeple with extra items if you wish - significant additions should be approved by Peeple before inclusion;
8. be flexible in your delivery to meet the needs of your delegates, e.g. give practitioners choice where possible in their learning (small group work, individual task, short break and earlier finish, and so on);
9. ensure that delegates and trainers complete all necessary paperwork/ forms during the course and return them to Peeple **within three days** of completing the course.
10. General conduct and standards expected of trainers by Peeple

As a Peep Trainer you should:

1. sign and uphold the *Peep Trainer Declaration*;
2. always behave in a professional manner that will not damage the reputation of Peeple;
3. observe health and safety requirements at all times, including using appropriate moving and handling procedures in accordance with your employer’s policies and procedures;
4. be sensitive to individual differences and respect these;
5. be mindful about your use of language and remarks that may unintentionally be upsetting or cause offence;
6. challenge inappropriate language, behaviour or attitudes in a supportive way, emphasising that it is the behaviour and not the person being challenged.
7. Contribute to the on-going quality and monitoring of Peep training

As a Peep Trainer you should:

1. deliver at least two days of Peep training (e.g. one x 2-day course) a year (to maintain familiarity with the training and programme);
2. attend at least one Trainers Quality Assurance Meeting (TQAM) per year - these contribute to both trainers’ continuing professional development and peer support, and to the standardisation and quality monitoring of the training;
3. reflect on the training delivery (with your co-trainer) to complete the *Trainer Review*, and return it (by post or to training@peeple.org.uk) within three days;
4. submit/ update a *Peep Trainer Professional Record* to Peeple annually, showing a record of Continuous Professional Development (CPD).
5. Support and guidance available fromPeeple

Email: training@peeple.org.uk

Tel: 01865 397970 (Oxford office)

Tel: 0131 446 3715 (Edinburgh office)

Website: access to log-in Trainers Area on www.peeple.org.uk

Further info in *Peep Trainer Induction and Support Process* document.