

Training Factsheet

BECOMING AN NPA ACCREDITED TRAINER - OVERVIEW & COSTS

This document outlines the process and costs to a Service, for training a Trainer to NPA Accredited status.

STEP 1: APPLY TO BECOME AN NPA TRAINEE TRAINER (TT)

There are some basic requirements which need to be met, before an application is made, the applicant will need to have:

- NPA Professional Membership
- Experience and evidence of a strong understanding of Portage Home Visiting and Portage in Early Years settings
- 3 years' experience of delivering Portage within a Portage Service.
- Experience of using Portage Principles.
- Some experience of delivering training and have started to develop presentation skills.
- A reference from a Line Manager that supports the application.
- A Mentor, who will need to be an experienced Accredited Trainer (AT)

It is also desirable to have completed the NPA Core Competencies and/or Open Awards Level 3.

Please request, complete, and return **application form TT01**

If the application is accepted, **an annual payment of £30 is required to be** registered as a TT, the Service will be invoiced accordingly.

STEP 2 – LINK TO A MENTOR & WORK TOWARDS ACCREDITATION

- Each TT needs to be linked to an experienced AT who will act as a Mentor to support them through the training process.
- For Portage Services with an AT, it is usual for the AT to undertake the role of Mentor.
- If a Service does not have an AT, they may want to request Mentor support from a AT in a neighbouring service.

If a Mentor cannot be identified a request can be made to the NPA to provide one (**this will incur additional costs**). Please request **Training Factsheet – Buying in a Mentor for a Trainee Trainer** and **application form TTM request**.

STEP 3 – THE TRAINING PROCESS

During this phase of the pathway, the Trainee will be working with their Mentor. There are two main elements to the training, these will involve: -

- **DELIVERING PORTAGE WORKSHOPS UNDER SUPERVISION**
- **COMPLETING THE COMPREHENSIVE 'EVIDENCE OF SKILLS CHECKLIST'**

More details will be made available to the Trainee and their Mentor, in the form of a Handbook and additional downloadable resources.

TT's are expected to complete the process within a maximum of 5 years.

STEP 4: - APPLYING FOR ACCREDITED TRAINER STATUS

- Once the Trainee and their Mentor are satisfied that the required skills have been gained, they should complete the application to register as an AT (Form AT01 available from the NPA office).
- The Chair of Training will then consider the application and decide if AT status should be given, or if there is any further training or experience required.
- If AT status is granted, there is a **one-off payment required of £150** to be registered as an 'Accredited Trainer', the Service will be invoiced accordingly.
- The new AT will be given a unique AT registration number and an AT Agreement to sign and return to the NPA office, this confirms their agreement with the NPA's conditions of being a NPA AT.
- They can deliver the Portage Workshop and will also have the opportunity to deliver other NPA Accredited CPD courses. Courses can be delivered both internally and externally, so there are opportunities to generate income for their Service.

MAINTAINING YOUR AT STATUS: -

AT status lasts for a period of 3 years, after which a re-accreditation needs to be applied for (at a current cost of **£150 for a further 3 years**). To meet the requirements for re-accreditation, the AT will normally be required to demonstrate that they have: -

- delivered at least 2 Portage Workshops within the preceding 3 years
- received acceptable feedback from delegates
- kept up to date with developments within Portage and the NPA) including attendance (where possible) at a Trainers Forum/Development Day/ Regional Study Days/ AT online Meeting.
- Maintained their NPA Membership

SUMMARY OF COSTS: -

Cost	Amount	When payable
Trainee Trainer registration fee	£30.00 (one off)	On approval of initial application
Trainee Trainer registration renewal	£30.00 (annually)	On 31 st March, every 3 years
Professional membership of the NPA*	£40.00 (annually)	On 1st October annually
Final accreditation fee	£150.00 (one off)	On achieving accredited status
Renewal of AT status**	£150.00 (every 3 years)	On 31 st March, every 3 years

* TT's & AT's must always maintain membership.

**AT's are required to renew their accreditation every 3 years, on condition that AT criteria continues to be met.

Further information and application forms can be requested from the NPA office at administrator@portage.org.uk or 0121 244 1807