

## **Associate Trainer (AT) Scheme Background Information: 2024-25**

### **Background**

sparqs (student partnerships in quality Scotland) is a non-profit organisation based in Edinburgh, which works throughout Scotland with colleges, universities, their students' associations and other sector agencies, with the aim of developing student engagement. sparqs has been training students to work as ATs for 19 years.

### **Diverse Voices and Settings**

sparqs focuses on supporting all student voices to be heard, and for those voices to have a positive impact on learning, helping ensure all students, whatever their background, can access education, progress and achieve their potential. We identify settings where capturing the student voice will enhance decision-making, particularly where this voice is not currently heard well and where it will help address challenges such as transitions across the learner journey, widening access, and retention and success.

We recognise the positive value of diversity, promoting equality and challenging discrimination. We welcome and encourage job applications from people of all backgrounds and with all different kinds of life experiences.

### **Associate Trainer Role**

ATs are students who are employed to train student representatives, such as class reps and course reps. These reps are instrumental in ensuring that the voice of students is heard within their institutions of study, on matters relating to the learning experience of students.

The role of ATs is fundamental in achieving our key strategic priorities. In particular, they will play a role in ensuring that the student voice is heard and has a positive impact on the way students learn, whatever their background. ATs usually deliver our introductory Course Rep Training but, in some cases, ATs may also be asked to deliver an adapted training course to specific groups of students, such as apprentice reps and school pupils that study at college.

sparqs ATs are expected to deliver a minimum of 8 training sessions each semester in institutions throughout Scotland, with a maximum of two sessions per day. ATs must also complete mandatory administrative duties relating to each of their training sessions. This can include tasks related to attendance sheets, evaluation surveys and submitting your time sheets.

A majority of our training is held online via Zoom. As such you will need to have your own laptop and internet access.

### **Eligibility**

To be eligible, an applicant needs to be a student or apprentice in the coming academic year, 2024-25, and have had experience as an Apprentice/Course Representative or other representative activity. This might be through having experience as a course rep or by being involved in projects or groups that lead to enhancements of the learning experience, such as groups seeking to decolonise the curriculum or secure adaptations for particular groups of students, e.g. disabled students.

The role may appeal to students with existing training experience but previous experience of delivering training is not essential.

Please read the job description for full details.



## Training and Development

Successful candidates will be asked to attend a residential training course from **Tuesday 27<sup>th</sup> August to Friday 30<sup>th</sup> August 2024**, to equip them with the necessary skills for the delivery of Course Rep Training (CRT). During 2023-24, a majority of our CRT was delivered online and, at the time of writing, it is envisaged that training will continue to be mainly online during 2024-25, depending on needs of institutions.

The following **mandatory training and development events** will take place during the year. In addition, there will be online team meetings and regular support and feedback provided by our Development Consultants, making sure ATs have the skills and knowledge required to be a trainer.

- Induction day: **Wednesday 26<sup>th</sup> June 2024, 1pm to 3pm via Zoom.**
- Residential training event: **Tuesday 27<sup>th</sup> to Friday 30<sup>th</sup> August 2024 at Queen Margaret University, Edinburgh.**
- Development day: **January/February 2025.**

Students who work as sparqs Associate Trainers can develop an appreciation of the university and college sectors and their decision-making structures, as well as the quality frameworks in both sectors. In addition, this experience can also contribute to developing professional skills at a high level, including communication, presentation, team working and problem solving.

## Pay and Expenses

sparqs pays ATs £12.00 per hour for all activities relating to training delivery, which includes reasonable preparation time, delivery and follow-up/administration. Travel can be booked and paid for by sparqs in advance and any reasonable expenses above this will be paid.

ATs will be paid for attending all training and development events and sparqs will book and pay for all travel and accommodation in advance.

**Applications close at 9am on Monday 20<sup>th</sup> May 2024.**

**Interviews will take place via Zoom during the week of 3<sup>rd</sup> June 2024 via Zoom.**

Successful candidates will be subject to a Disclosure Scotland check under the Protection of Vulnerable Groups (PVG) scheme.

Application documents are available on our website: [www.sparqs.ac.uk](http://www.sparqs.ac.uk). Please contact us at [admin@sparqs.ac.uk](mailto:admin@sparqs.ac.uk) or on 0131 622 6599 if you require assistance.



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