

Work Area Sparqs Co-ordinators' Network Meeting		Presentation Plan – 1 hour	
Aim: To visually represent the ATS journey within CitySA Four Stages Stage one- Advertising, Publicity and Promotion Stage two – Recruitment Interviews Stage three - Induction and Training Stage four - Monitoring and Support		Objectives: Develop an interactive presentation that will: <ul style="list-style-type: none"> • Illustrate a year in the life of the Associate Trainer Scheme • Highlight the processes and systems implemented within City SA to support ATS • Highlight the role of staff • Illustrate partnerships developed • Discuss impact and value 	
Stage One – Advertising, Publicity and Promotion			
ACTION	ACTION NOTES	What happened Next	Challenges / Solutions / Learning
ATs Scheme Initiative Development	Meet with Sparqs to discuss scheme and implementation with City of Glasgow College Discussion involved Students Association & Sparqs	HR were able to offer 0 hour contracts HR worked with Sparqs to set up scheme Sparqs employed the ATS	Year one - HR were unable to offer students 0 hour contracts. Sparqs offered to employ City SA AT's Year Two – CoGC agreed to offer students Fixed term contracts

<p>Recruitment Timeline</p>	<p>CoGC staff and Sparq's met to discuss</p> <ul style="list-style-type: none"> • Best way to advertise posts to class reps • Applications Opening Date • Applications Closing Date • Interview Process and Dates 		<p>Advertising needs to happen outwith elections but at the end of the year there is also Graded units and students are leaving college.</p> <p>Be aware of students priorities in order to ensure good return rates</p>
<p>Administration</p>	<p>Revise Job Description & Application Form</p> <ul style="list-style-type: none"> • Change dates • Check Salary • Include Sparqs and City SA logos 	<p>HR authorised use of the sparqs job descriptions</p> <p>HR added a few changes</p> <p>HR requested jobs were 'Job Evaluated'</p>	<p>Year one- used sparqs materials</p> <p>Year two- Job Description – Devise along with HR procedures</p> <p>Must be job evaluated – time consuming</p> <p>Application Form – Too long Changed size of boxes</p> <p>Job evaluation was time consuming</p> <p>Involve HR in process from the beginning / offer guidance in relation to college processes and it saves time</p>

<p>Design the AT look</p>	<p>Contact design to develop a 'look'</p>	<p>Question Three</p> <p>a. Design came up with a fantastic ATS poster</p> <p>b. Design was too busy and our administrator designed a poster</p> <p>c. Students designed the poster</p>	<p>Involve your design team as early as possible to ensure you have them on board.</p>
<p>Funding</p>	<ul style="list-style-type: none"> Request for funding to be put before the Students' Association Exec Committee Exec agree from the year before (old exec agree on the new exec behalf) 		<p>Year one- Funding came from Students Association core budget</p> <p>Year two- CoGC paid students from their core budget</p>
<p>Promotion</p>	<p>Recruitment Information sent to Class & Faculty Reps</p>	<p>Had an overwhelming response over 30 students applied</p> <p>Had a good enough response 6 students applied</p> <p>Had a bad response 0 applied</p>	<p>Use different communication methods.</p> <p>Social media</p> <p>Mail CHimp</p> <p>College plasma</p> <p>Class rep e-mail</p> <p>Poster</p>

Stage two – Recruitment Interviews			
Recruitment	Confirm Interview Dates Shortlist Candidates Set up interview schedule	We asked students to do a 10 minute presentation on the benefits of representation We interviewed students using a formal questions answer style We had a group interview in the shape of a group discussion	Challenge to get HR, Sparqs and SALO at the same time, a time that was convenient for the students
Induction and Training	AT's PVG		Time consuming Challenging to get students to provide relevant information
Stage three - Induction and Training			
Training	Training provided by Sparqs	Only two of the 4 students attended the full weekend of training None of the students attended the training All four students and Student Engagement Officers attended the full weekend of training	The training is a full weekend and students are not back at college so effective communication is key. Staff benefit from attending training and we find it helps develop support relationships between the AT's and staff.

<p>Class Rep Training Materials</p>	<p>SPARQ'S offer a skeleton training powerpoint and training manual that you are able to alter, add to or change.</p>	<p>Staff and students found it hard to agree on the training content</p> <p>Staff and students worked well together to tailor the training and made it specific to CoGC class reps</p> <p>We didn't need to change or add anything</p>	<p>SEO's and At's worked well together to develop the training pack.</p> <p>The experience ensured the AT'S had ownership of the session.</p> <p>As well as including core information the session the AT's were able to offer their valuable ideas.</p> <p>Tailor training to including EDI</p>
<p>Stage Four - Monitoring and Support</p>			
<p>Delivery</p>	<p>AT's practice training session with audience (staff)</p>		<p>SEO's and AT's practice delivery together; this helps to increase delivery confidence as well as being a critical friend to each other.</p> <p>Changes are made to session following feedback</p>
<p>Practice Sessions</p>		<p>Student Engagement Officers deliver the first training session</p>	<p>Student Engagement Officers deliver the first session and the AT's observe then feedback thoughts.</p>

		<p>Associate Trainers deliver the first training session</p> <p>The SEO's and AT's deliver the sessions together</p>	
Logistics	Devise the training schedule Book Rooms		<p>Offers session in the am/pm/evening to ensure inclusivity</p> <p>Use as many communication methods as possible</p> <p>Inform senior staff, guidance staff and students</p> <p>Encourage students to use easy book / student VLE</p>
Materials		<p>The ATS put together the training box</p> <p>The Administrator puts together the training box</p> <p>The SEO's put together the training box</p>	<p>Our fantastic administrator looks after all the administration. It is helpful to have one person oversee all the administration and make sure the ATS have everything they need.</p>

<p>Gather Evaluative data and input to spreadsheet</p>			<p>Again, the administrator collects the information and inputs it to the evaluative spreadsheet, this ensures consistency</p>
<p>Role of Staff</p>			
<p>Provide ongoing support</p>			<p>Staff within the team offer support by means of a group meeting once per block and one to one when the At's come into the office. We aim to: Deal with issues as they arise Manage any low self-esteem or Confidence issues Offer one-to-one encouragement</p>
<p>Delivery of Training</p>			<p>Our SEO's deliver training within their faculties, it help them to maintain a positive working relationship with class rep and faculty reps and it keeps us in touch with what going on out there.</p> <p>It also helps us to support the ATS</p>

Partnerships			
Class reps and the students' Association Team	Class Reps and the Student Engagement Officers	Students Association and Faculty Directors	Students Association, Student Engagement and HR
Impact			
Students	<ul style="list-style-type: none"> • Personal Development • Capacity Building • Work experience 		
Students Association	<ul style="list-style-type: none"> • Strong relationships with class reps 		
College	<ul style="list-style-type: none"> • Well trained class reps 		