

Booking sparqs' Course Rep Training

This document outlines the booking process for sparqs' Introductory Course Rep Training. Please read it in full before booking any training.

- The earliest we can offer training is week beginning 29th September 2025.
- Ideally you will host the sparqs' online CRT part 1 module your learning platform (or have your own module available).
- Completed booking forms should be emailed to admin@sparqs.ac.uk at least 3 weeks in advance of the proposed date.

sparqs' CRT is in two parts, an overview of each is in our [sparqs Course Rep Training 2025-26](#) product document.

1. Before making a booking

Course Rep Training (part 1) – online module

Please ensure that students are aware of, and have access to, the module as it should be completed before attending the workshop/part 2 of the training. The module will take between 1-2 hours to complete.

If you haven't already done so, please provide us with the details of your VLE/Moodle/IT Team to arrange installation of the module. Please send details to admin@sparqs.ac.uk

Course Rep Training (part 2) – workshop

All our sessions will be delivered by two sparqs' Associate Trainers, and can be delivered online or in person, and last up to 1.5 hours.

Accessibility

Whilst we wish to be flexible and we completely understand the difficulties in predicting the attendance at any one session, we ask that you take some steps to ensure good attendance at the sessions.

- Please consider the date and time of your training and ensure it meets the availability of your students.
- Sessions can be booked between 9am and 6pm and last up to 1.5 hours.
- Make sure you have allowed enough time for promotion of the training and for students to complete the part 1 self-study module.
- Do you have an appropriate spread of times? Not everyone will be free on one day or at one time, so booking a number of different slots will mean more students can attend.
- Sessions are delivered on the understanding that there will be a **minimum of 10 and maximum number of 30 delegates (ideally between 15-25)**.

2. Confirmation of booking

Once we have allocated trainers to your booking request, we will email you to let you know who your trainers are.

Online workshop: we will send a **Zoom registration link**, which you should forward on to your reps to register for the training. If you have requested more than 1 session, there will be a separate registration link for each session.

In-person workshop: please advertise the workshop dates and times to your reps, collating the registrations; sparqs will contact you to confirm numbers. On the day of the training, our trainers will arrive half an hour before the session begins. To ensure the best learning experience you will need to ensure that:

- The room is fully accessible, is a suitable size and in a suitable location.
- The room is set up in either cabaret or horse-shoe format with enough tables and chairs for those attending.
- There is a laptop/computer and projector, as well as flipchart and pens.

A confirmation email will be sent, that will include a resource pack (which reps will have accessed via the part 1 module) this is to be forwarded to them along with the registration link if online, or room details if in person, as it will be handy for the part 2 session.

We will let you know if there are not enough registrations and ask you to remind your reps to register. Similarly, if a session is full, we will let you know, in order that you can book additional sessions.

If we are unable to allocate a trainer, we will inform you at least ten working days before the session is due to be delivered and work with you to find an alternative date.

3. Joining the on-line training session

Reps will register in Zoom and will receive their own unique link to join the training sessions, which will admit one person only and cannot be shared. When a rep has registered, they will receive an email confirmation. Registration will be open until the day of the training session and **only those who have registered will be able to join**.

4. Materials & Equipment

Part 1: Participants who have completed the online module will be able to download a resource pack, summarising the key information from the module.

Part 2: The slides used for part 2 of the training will be shared on screen during the training. There are no other training materials (e.g. workbook) used in Part 2, but it may be useful if attendees have the resource pack (accessed via the part 1 module) handy to view. As noted above, the resource pack will also be emailed institutions, to be sent to their reps when inviting them to register to attend a part-2 session.

The training is interactive and involves group work. We recommend that participants use a laptop or tablet to get the most out of it.

5. Delivery & Evaluation

All of our sessions are delivered by sparqs' Associate Trainers, who are students themselves. Each session will be delivered by two trainers, who will send electronic certificates direct to participants, confirming they have completed the training. A list of attendees will be sent to the contact at the institution.

Participants will complete their evaluation forms at the beginning and end of the training. This data will be collated and shared with institutions in December and June.

6. Queries

If you have any queries about the booking process, please contact us at admin@sparqs.ac.uk.

Any questions about the content of the training should go to Nicola Cameron, Business Manager, on 07785 626159 or email Nicola.cameron@sparqs.ac.uk