

# TRAINER COMMISSIONING PROCESS

1. Trainer interested in providing training for us or we have sourced new possible trainers

2. Trainer completes application to become an approved trainer and submits to SSCC training section – with all areas of expertise/training skills expressed and necessary criteria displayed in application/ copies of certificates DBS and insurance etc sent

3. Application criteria assessed- trainer is approved or further information requested or trainer not approved following application being assessed against criteria

4. Trainer informed of decision

5. If decision is that trainer has met all requirements then they will then be put on to the Approved trainer directory list, other relevant information will be recorded in directory ( DBS dates and date renewal due, areas of expertise/skills approved at time of application, insurance and date renewal due etc etc to be agreed

6. Directory of trainers approved to be informed of SSCC requirements and asked to submit tender of interest form by closing date each term.

Trainers to be informed of their successful tender/s as soon as possible by training administrator and followed by successful tender letter

7. Adjustments to directory ie add areas of skill/expertise can only be added following the submission of a further application if the remit of the course they wish to tender from differs significantly from original application ie (application included expertise in baby massage/ baby yoga and suddenly they wish to tender for First Aid)