

Tutor (Self Employed) Panel Application Form

Please complete all parts of this questionnaire;

Personal Details

Name	
Address	
Contact no.	
Email address.	

Education History

Highest Educational Achievement

Level	Award Title	Subjects & Grade	Awarding Body	Name & Address of Educational Establishment

Do you hold a nationally recognised training qualification? *(This question is particularly relevant in the delivery of accredited training).*

Yes No If yes, give details. _____

*Please refer to list of qualifications attached to this document.

Tick the top 5 subject areas (only) that you have qualifications or have experience in:

Please note – for accredited training 12 months experience is required

Subject Area	To what level have you delivered this training (accredited / unaccredited)	Subject Area	To what level have you delivered this training (accredited / unaccredited)
• Administration Skills		• Health & Fitness	
• Art & Craft		• Hard Landscaping	
• Catering/Food Production		• Health & Safety	
• Childcare		• Health and Beauty	
• Communications		• Horticulture	
• Community Care/Elderly Care		• Information Technology	
• Community Development		• Machine Maintenance	
• Cookery / Baking		• Mathematics	
• Customer Service		• Motor Technology	
• Dance/Music		• Nutrition/health eating	
• Employment Skills		• Personal & Self Development	
• Engineering		• Personal & Business/ Budgeting	
• English as a foreign language		• Social Media (including for Business & Marketing)	
• Enterprise & Business Set-up		• Sports coaching	
• Facilitation skills/ Conflict resolution		• Study Skills	
• Green/Renewable Energy		• Tourism/Eco Tourism	
• Green Technology		• Well-being/mindfulness	
• Group development		• Yoga	
Other			

Training/Employment History

Employer Details	Start/End Dates	Job Title
Responsibilities		Reason for Leaving
Employer Details	Start/End Dates	Job Title
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Responsibilities		Reason for Leaving

Approaches to Adult Learning: Describe how you apply the principles of adult education in the delivery of programmes for adult learners? (Max 500 words)

For the delivery of Accredited Training Programmes: Outline your approach to the stages of programme development, delivery and review? In your answer, include your approach to the preparation of students for external assessment. (Max 500 words)

SICAP have specific target groups. What is your experience of working with these target groups? (max 500 words)

Please note:

- This is a COUNTY WIDE PANEL. Please indicate if there are locations you are unavailable to work.

- Please indicate if there are times you are unavailable to work?

REQUIRED supplementary materials:

All applicants must submit the following with their application form.

- A. Copy of training qualification.
- B. Letter of Recommendation. Submit a letter of recommendation from a former employer or from an instructor in the area you are interested in tutoring.

Signature: _____

Date: _____

FOR STAFF USE ONLY

CV Cover Letter Recommendation

Shortlisting criteria:

Score: _____

Interview (date/time) _____

Interviewer/s: _____

Interview score: _____

Hire? YES/ NO Notified (date/by): _____

TRAINER CRITERIA FOR THE DELIVERY OF ACCREDITED TRAINING

- A Trainer is a person delivering any element of the course greater than 10% of the course content. 85% of the course content must be delivered by trainers.
- Trainers must have an appropriate technical and pedagogical qualification prior to delivering any element of a Training Course.

Pedagogical Qualification Requirements:

The Trainer must have successfully completed one of the following:

- Bachelor of Arts: Training & Education – NUI Galway
- Bachelor of Education – Our Lady of Mercy College Dublin
- Certificate in Training & Education (HETAC Level 9) – Griffith College Dublin
- Certificate in Training Practice – Chartered Institute of Personnel and Development (CIPD)
- Certificate in Training and Continuing Education – FÁS/NUI Maynooth
- Certificate in Training and Development – IITD; (75 hours duration)
- Certified Training Professional (CTP) Tutor – ICS Skills
- CompTIA Certified Trainer (CTT+) – Computer Technology Industry Association
- CPD Certificate in Training & Development – IBEC / DIT
- Degree in Training and Education - NUI Galway
- Diploma in Adult Education – NUI
- Diploma in Higher Education – Open University
- Diploma in Higher Education – University of Stafford
- Diploma in Education Practice: ICT Skills – Joint Examining Board (JEB) (formerly JEB, Joint Examining Board – now EDI, Education Development International plc.)
- Diploma in Training & Development – Institute of Commercial Management
- Diploma in Training and Education – NUI Galway
- ECDL Certified Training Professional – ICS Skills
- Foundation Course in Essential Trainer Skills – FÁS/NUI Galway
- Foundation Diploma in Training & Education – NUI Galway
- Graduate Certificate in Education – Queen’s University of Belfast
- Higher Certificate in Arts (Adult Education) – WIT
- Higher Certificate in Arts (Literacy Development) – WIT
- Higher Diploma in Adult & Community Education – NUI Maynooth
- Higher Diploma in Adult Education – Mary Immaculate College
- Masters in Adult Education – Mary Immaculate College
- Masters in Adult & Community Education – NUI Maynooth
- Master of Arts: Adult Learning & Development – NUI Galway
- Master of Arts: Education – UCD
- Masters in Education & Training Management – DCU
- FETAC Level 6 Train the Trainer
- Master Training Programme – IMI
- Microsoft Certified Trainer (MCT) – Microsoft
- MOS Master Instructor (MMI) – Prodigy / Microsoft
- International Teaching Diploma – NABTET
- National Diploma in Humanities: Training and Development (Adult Basic Education – Management) – WIT
- Registered Nurse Tutor
- Teacher Training Diploma in Information Technology Skills – JEB (formerly JEB, Joint Examining Board – now EDI, Education Development International plc.)
- Training and Education – FÁS/NUI Galway
- Train the Trainer – Dublin Institute of Technology (Restricted to DIT in-house Trainers)
- The Competent Trainer (Ireland) Programme (CTI) ILM - PKA Training and Development Ltd (Designed and delivered by PKA Training and Development Ltd)

A trainer qualification other than one of those listed under pedagogical qualifications above will be acceptable as an equivalent qualification. The equivalent course must have a minimum of 110 hours of learning, of which a minimum of 36 hours will be tutored and the remainder will be student centred learning.

The content must include:

- The context of training and education
- Planning for training
- Training analysis
- The trainer in action
- Motivation
- Communication
- Training methods
- Evaluation and assessment
- Quality assurance in training and education
- Equality issues in training

The syllabus for the course must be available for inspection with the instructor's certificate.

Professional and Technical Qualification Requirements:

- Trainers must hold a recognised qualification in their particular training discipline at least 1 level above (equivalent to the QQI National Framework of Qualifications) the module or overall course assessment that is being delivered and have at least 2 years related experience in the discipline

Or

- Trainers must hold a recognised qualification in their particular training discipline at the same level (equivalent to the QQI National Framework of Qualifications), have a minimum of 3 years related experience in the discipline, and have a minimum of 3 years training delivery experience.

Or

- Trainers must hold a recognised qualification in their particular training discipline at the same level (equivalent to the QQI National Framework of Qualifications), have a minimum of 3 years related experience in the discipline, and have a development plan that must include monthly monitoring and mentoring by a person that has at least 5 years post qualification training experience¹ for the duration of the course.