

**UNIVERSITY OF BATH STUDENTS' UNION
Student Trainers DEVELOPMENT PLAN**

**18 MONTHS OPERATING PLAN
2007-2008**

Specific Objectives

STUDENT TRAINERS

AIM	OBJECTIVE	ACTION	SUCCESS MEASURES	BUDGET	RESPONSIBILITY
Student Involvement Student Engagement Diversity H&S	<p>To establish a team of Student Trainers to run training sessions within the SORTED scheme</p> <p>To establish a team of student trainers from a range of differing backgrounds</p> <p>To involve other departments in TTT to ensure quality programme</p>	<p>Recruitment of trainers done all year round for a September start.</p> <p>Use existing trainers' contacts for past years to gain interest.</p> <p>Train the Trainers to provide necessary skills needed.</p>	<p>10x trainers recruited All trained in TTT in Sept.</p> <p>TTT scheduled and included in preceding Semester 2 SORTED booklet.</p>	<p>£1500– (to cover training, breakfast, lunch, drinks, travel, t-shirt, badge)</p>	<p>Student Enterprise Co-ordinator VP Activities and Development SORTED Training Administrator</p>
Student Involvement Student Engagement	<p>To run the in-house Train the Trainer programme to support the student trainers</p>	<p>Develop a calendar of training/activities for year to support trainers</p> <p>Support mechanisms</p>	<p>10x trainers all trained and skilled-up to deliver training</p> <p>Photos of the event on the web – raise profile</p>	<p>Included in the £1500</p>	<p>Student Enterprise Co-ordinator VP Activities and Development</p>

Diversity H&S	Involve external sponsors and training providers – eg NUS	in place; buddy system, PDP External trainers to take an active part in training programme	Invite external providers to participate in the TTT programme.		SORTED Training Administrator
Student Involvement Student Engagement Diversity H&S PR and reputation	To continue the schedule of networking days run in conjunction with the University of Bristol. Consider expanding to other SUs	Use existing contacts with Unions around the South-West Calendar of network events – plan in June/July Plan content of network days	3x network days held (Nov, Feb, May) Evaluation forms	Nov - £176 Bristol Feb – Bath - £176 May – £176 Bristol	Student Enterprise Co-ordinator SORTED Training Administrator
Student Involvement Student Engagement Diversity H&S PR and reputation	To build on relationship with Bristol SU to further develop and enhance student trainer programme	Regular contact (meetings, emails, calls) with Bristol SU to review programme and spot further opportunities for development.	Invite Bristol SU to run slot on Train the Trainer programme. Invite to SORTED evenings and other networking events as appropriate.		Student Enterprise Co-ordinator
Resource Generation PR and Reputation Diversity	To attract sponsorship for the student training scheme from national/local employers To encourage involvement from professional trainers	Approach marketing department. Write a rate card Visit employers and plan training session. Monitor and evaluate sessions.	£1000 minimal sponsorship gained Employers visited and training planned and evaluated. Feedback mechanism in place.		Student Enterprise Co-ordinator SORTED Training Administrator

Student Involvement Student Engagement Diversity H&S PR and reputation	To build up training materials to further the development of student trainers	Research and develop the training resources library Continue to add all student trainer sessions to the training section of the student trainers website and make this section available to all trainers	Minimal number of resources and training books gained An improvement in the standard of training professionalism amongst student trainers	£500	Student Enterprise Co-ordinator SORTED Training Administrator
Student Engagement Diversity	To Utilise PDP as a means for student trainers to reflect on their learning and assist with their development Build use of PDP into TTT	Work alongside PDP co-ordinator Establish reflection exercises for student trainers	10x trainers all use PDP as a reflection and evaluation tool after each training session PDP established as part of the mechanism for training student trainers		Student Enterprise Co-ordinator SORTED Training Administrator
Student Involvement Student Engagement Diversity H&S PR and reputation	Continue to organise reps training so that STARS and SRC training compliment each other	Work alongside STARS department – June/July Annually update training materials Work alongside student trainers	150x STAR reps trained Evaluation forms returned	Possible further resources – academic training materials etc	Student Enterprise Co-ordinator SORTED Training Administrator
Student Involvement	Continue to use student trainers to train Sports	Work alongside student activities areas	Significant increase in training participation levels		Student Enterprise Co-ordinator

Student Engagement Diversity H&S PR and reputation	Association, Arts, media & Societies Executives to allow these executives to deliver clubs and societies training sessions	to find out needs and requirements Carry out mini train the officers training sessions	Diversity of training sessions offered suiting all areas of the Students' Union		SORTED Training Administrator Student Trainers
Student Involvement Student Engagement Diversity	Develop a committee structure for student trainers	Advertise during TTT – roles available Advertise during the holidays the roles available	Core positions taken up – Chair, Secretary, Treasurer Additional positions will be made available 5x trainers involved in the committee		SORTED Training Administrator
Student Involvement Student Engagement Diversity	Continue to have regular team update meetings	Advertise dates of meetings Ensure best practice is used and good communication strategies. Socials, including dinners etc	A minimal of six meetings spread throughout the year High level of continual involvement from the trainers	Recognition for our trainers – will be part of the large scheme of accreditation	SORTED Training Administrator Trainers VP Activities and Development
Student Involvement Student Engagement PR and Reputation	Continue to provide trainers with sponsored polo shirts	Use old contacts within the t-shirt industry. Organise sizes over summer to wear for TTT and Freshers week	All trainers wearing t-shirts All trainers wearing t-shirts in every training session	Part of sponsorship	SORTED Training Administrator
Student Involvement	Continue to provide personal trainer	Have evaluation forms for each session	Archive folders with trainers notes and comments on	£10 per trainer - £100	SORTED Training Administrator

Student Engagement PR and Reputation	evaluation packs to student trainers at the SORTED evening.	Investigate and research into other ways for reflection and evaluation of doing training sessions	each session completed. Seek feedback from departments involved and provide students with feedback.		Trainers Vice President Student Activities and Development
Student Involvement Student Engagement PR and Reputation	Investigate appropriate accreditation schemes for student trainers Seek advice on accreditation from T&L enhancement office Promote Accreditation schemes such as Millennium Volunteers, NVQs, etc	Research other accreditation process – working alongside University (and partner universities in Enterprise collaboration) Evaluate/introduce appropriate accreditation	Accreditation scheme established and trainers accredited T&L Enhancement office involved in accreditation for student trainers. Feedback from National Training Awards acted on.	£250 for research into accreditation schemes, travel, etc	Student Enterprise Co-ordinator SORTED Training Administrator VP A&D
Student Involvement Student Engagement PR and Reputation Diversity	Actively promote avenues for student representation to the committee and group of trainers	A student trainer representative to sit on the Training and Enterprise Executive committee Encourage the student trainer rep to stand as the training and enterprise executive representative on	Training and Enterprise Executive successfully running and a student trainer rep sitting on the exec.		Vice President Activities and Development SORTED Training Administrator

		Union Council.			
Student Involvement Student Engagement PR and Reputation	Encourage BANTER members to train as student trainers and deliver enterprise sessions to peers	Promote student trainer scheme to BANTER members.	2 x BANTER members to be trained as student trainers and deliver enterprise training sessions as part of SORTED programme.		Student Enterprise Co-ordinator, SORTED Training Administrator
Student Involvement Student Engagement PR and Reputation	Structured programme of development for student trainers with continuous assessment, observation and feedback.	Plan observation and evaluation programme for year and inform students at TTT training in September	Observation and evaluation programme scheduled and in Oracle calendar. Student trainers aware of personal observation dates		Student Enterprise Co-ordinator
Diversity Student Involvement Student Engagement PR and Reputation	Student trainers trained and skilled in dealing appropriately with diversity issues.	Diversity training provided for student trainers. Likely issues identified and planned for in advance	Diversity training for student trainers run as part of TTT programme.		Student Enterprise Co-ordinator
PR and Reputation	Continue to enter the student trainers and their work into the National Training awards	To work on and develop an entry for the National Training Awards. Attend NTA workshop and prepare entry.	Entry submitted and feedback obtained		Student Enterprise Co-ordinator SORTED Training Administrator
Student Involvement	Make links with the University of Alicante	Plan an exchange visit with the University of	Exchange programme planned and implemented,	Funding from University/	Student Enterprise Co-ordinator

Student Engagement PR and Reputation Diversity	and organise an exchange visit for our Student Trainers to run workshops in Spain	Alicante – work with exchange programme staff to set up workshops	workshops run and evaluated.	Alicante scheme for hotel – sponsorship £ for flights	
Student Involvement Student Engagement PR and Reputation H&S Diversity	Establish a buddy-system between student trainers and SU staff	Develop a pool of SU staff with training skills Assign buddies for student trainers	SU staff trained and acting as mentors for student trainers.		Student Enterprise Co-ordinator
Student Involvement Student Engagement PR and Reputation Diversity	Involve Student Trainers in enterprise activity (eg by running sessions at the enterprise conference) to maximise their development	Identify opportunities for involvement and plan appropriate projects	Opportunities identified and Student Trainers involved		Student Enterprise Co-ordinator Enterprise Team