**TRAINING MODULE DESCRIPTION  
National Pilot courses (WP06)**

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| Course title | Foundation Course – SPAR programme / Cultural Volunteers |
| Target group of the course (+possible prior requirements towards learners) | Culture Guide volunteers are to be recruited from rural catchment areas in East Lancashire and matched to local projects e.g. Civic Arts Centre Oswaldtwistle and Super Slow Way. No prior experience or skills will be required. Volunteers must demonstrate an interest in the arts and want to be part of a creative volunteer team supporting arts events or delivering new cultural initiatives in East Lancashire. Recruitment for the training programme will be carried out through a wide array of promotional techniques to extend the reach and scope of the programme (ads, flyers, radio features, newsletters, open days, word of mouth, brokerage) |
| Title of the course module | 2.5-day training course |
| Duration of the course module (1 training hour = 45 min) | *6 modules each 3 hours long.* |
| Number of course participants (trainees) | *15 beneficiaries* |
| Goal(s) of the module (learning objective(s) | *Increasing skills in promotion and planning of culture activities and events with an added value for civic participation and community bonding. The training will aim to build the soft skill base of beneficiaries, including confidence, self- esteem and inter personal skills and highlight networking opportunities as a way to build cultural partnerships/alliances.* |
| Merits content of the module (subjects/topics) | 1. Listening and feedback skills  2. How to network  3. Cultural awareness  4. Getting active in your community  5. Blogging and use of social media.  6. Media literacy skills including storytelling. |
| Working (teaching) methods proposed | *The teaching will be carried out by professional tutors, all employed by the Lancashire Adult Learning Team. They will employ a number of techniques, including role play, seminars, talks, break-out sessions and presentations. LALT have significant experience in delivering learning support and workshops for volunteers and follow-up support is offered. The topics chosen have been matched to the needs assessment carried out previously by Super Slow Way and Voluntary Arts. Voluntary Arts will provide direct training support through the running of a media workshop held at BBC Radio Lancashire.* |
| Learning outcomes | On completion of the modules, the culture volunteers will be able to:   * Recognise the key factors which contribute to being a good listener * Demonstrate how to structure feedback * How to use body language positively * Demonstrate how to express a point clearly * Benefits & boundaries of networking. * Barriers to networking & how to overcome them. * Identifying your network using Stakeholder Analysis/6 Degrees & other theories. * Networking correspondence * Nurturing & maintaining your network. * How to gather personal testimony and stories * How to create a blog and up load it online * How to identify a story and how to produce a press release * How to market your promotional materials so you connect more effectively with your audience. |
| Measure of the learning outcomes(s) (+ templates of the assessment form) | *Assessment will be through the gathering of a portfolio of evidence, including course materials and examples of best practice documentation e.g. newsletters, press releases, handbooks, guidelines, policy documents, tips and checklists. Individuals will also be asked to produce a self reflective log/diary.The two day course will be formally evaluated through a self assessment questionnaire which all attendees are asked to complete at the end of their 2.5 day programme.* |
| Evaluation methods proposed  (+ templates of the evaluation form) | Evaluation criteria:  - Attendance at all sessions  - Completion of course work.  - Production of a self-reflective log  - Participation in group activities or role play  - Examples of materials collated to be displayed in their portfolio, including handouts and evidence gathered.  - Production of bespoke presentation materials |
| Profile of the trainer(s) | *The trainer vocational profile*  *a) experienced trainer who has worked with volunteers previously*  *b) is able to adapt and adjust their modules according to the needs of the group*  *c) holds relevant professional qualifications*  *d) has had experience of volunteering themselves or volunteer management*  *e) understands the broad needs of working in a rural or sparsely populated area and the pulls and pressures this can bring when delivering services.* |
| Course materials for the trainer proposed | We would expect that the trainer would abide by the standards of the Investors in Volunteer Standards agreed by National Council for Voluntary Organisations (NCVO) – which is the national best practice quality assurance programme for volunteer managers. |
| Course materials for the course participants (trainees) proposed | Core module lesson plans, handouts and presentations.  Examples of best practice e.g. forms, checklists, mapping and scoping processes  Materials will all be handed out at events and will also be made available on the SPAR website for partner groups/organisations.  All attendees will receive a certificate of attendance at the end of the 2 day programme. |

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