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**Contract of Agreement for Parents Plus Special Needs Programme**

**Training 23rd, 28th and 29th of Sept 2021.**

Participation in the Parents Plus Special Needs Programme, funded by JP McManus Benevolent Fund, allows successful applicants to receive

* Full programme materials free of charge.
* Training in the Special Needs Programme, online and via Zoom, on the 23rd, 28th and 29th of September 2021.
* Post training supervision.
* Support towards becoming an accredited facilitator.

The opportunity to participate in this programme is being supported by JP McManus Benevolent Fund to improve services to families.

**Conditions of Participation in the sponsored training**

Once the **two successful applicants from each service** have been confirmed, they will both attend the training where two sets of programme materials will be given to them, along with the forms they will need to monitor outcomes.

**Each facilitator must agree to:**

* Attend the online project launch/practice seminar **with their line manager** on 18th of June
* Attend the agreed facilitator training for the Special Needs Programme online and via Zoom, on the 23rd, 28th and 29th Sept 2021.
* Co-facilitate the programme at least **twice** in their service within 18 months of training, with the first programme beginning week of Mon. 1st Nov., with final session on week beginning Dec. 13th, either online or face-to-face.
* Note the time commitment to deliver the group can be one day a week for the duration of the programme (1.5 - 2.5 hour group, one hour meeting with co-facilitator, one hour preparation and one hour follow up with parents/young people) and the programme itself has seven group sessions which run over seven consecutive weeks.
* Participate fully in the monitoring and evaluation of programme outcomes by collecting pre, post and follow up questionnaires from parents at an individual introductory meeting prior to the group beginning, again in the final group session and then at follow up. These forms must be anonymised and returned to Parents Plus for an evaluation supervised by Trinity College Dublin
* Maintain contact with a Parents Plus Trainer/Supervisor over a period of 18 months post training when running the groups.
* Follow the Parents Plus Manual and evidence-based [Quality Protocol](https://www.parentsplus.ie/resources/) in the delivery of the groups and attend supervision as necessary.
* Must comply with [Parents Plus Licensing Guidelines](https://www.parentsplus.ie/parents-plus-licensing-guidelines-for-facilitators/)

\*All relevant people to sign below to confirm that they have read and agree to the conditions of this sponsored training.

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| **Name of First Facilitator**  | **Job Title** | **Organisation/Location** | **Email** | **Phone** |
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| **Name of Second Facilitator** | **Job Title** | **Organisation/Location** | **Email** | **Phone** |
|  |  |  |  |  |
| **Name of First Line Manager** | **Job Title** | **Organisation/Location** | **Email** | **Phone** |
|  |  |  |  |  |
| **Name of Second Line Manager** | **Job Title** | **Organisation/Location** | **Email** | **Phone** |
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**First facilitator’s signature:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Second facilitator’s signature:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**First line Manager’s signature:**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Second line Manager’s signature:**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**