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

**Training 15th, 16th & 21st October 2020.**

Participation in the Parents Plus Special Needs Programme, funded by Sunbeam Trust, allows successful applicants to receive

* Full programme materials free of charge.
* Training in the Special Needs Programme, online and via Zoom, on the 15th, 16th and 21st October 2020.
* Post training supervision.
* Support towards becoming an accredited facilitator.

The opportunity to participate in this programme is being supported by Sunbeam Trust 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 agreed facilitator training for the Special Needs Programme online and via Zoom, on the 15th, 16th and 21st October 2020.
* Co-facilitate the programme at least **twice** in their service within 18 months of training, with the first programme beginning in January 21. 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 and post questionnaires from parents at an individual introductory meeting prior to the group beginning and again in the final group session. These forms must be anonymised and returned to Parents Plus.
* 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](http://www.parentsplus.ie/wp/wp-content/uploads/2015/03/PP-Facilitator-Accreditation-Process-Final-Version-2016.pdf) in the delivery of the groups and attend supervision as necessary.
* Must comply with Parents Plus Licensing Guidelines [here.](http://www.parentsplus.ie/wp/wp-content/uploads/2015/03/PPP-Licensing-Guidelines-Sept-161.pdf)

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