



## **Contract between CRAOL and CRAOL Registered Trainers (Station Based-Trainers) with regard to QQI Registered Training**

*(V1.0 Final 17<sup>th</sup> February 2015 – Station Based Trainers)*

### **Key Principles**

1. All training materials remain copyright to CRAOL and cannot be used outside of the CRAOL QQI Programme.
2. Trainers operate on Craol's behalf and are associated with Members stations.
3. Trainers must meet assessment, documentation and quality assurance obligations.
4. Trainer fees are set locally with accreditation fees paid to CRAOL annually.

#### **(1) Restrictions on use of training materials**

All CRAOLs training materials\* remain the property of CRAOL, and that the copyright remains vested in CRAOL.

CRAOL training materials may not be used to deliver training QQI Accredited Training which is not being accredited through CRAOL. ++

All training materials must be returned to CRAOL/destroyed on the trainer ceasing to be a CRAOL registered trainer.

Training materials may not be shared with 3<sup>rd</sup> parties without the prior documented consent of CRAOL. The exception to this is Assessment Briefs, handouts, and policies which may be distributed to learners solely for the purposes of completing the course on which they are registered.

#### **(2) Continuous professional development**

It is important to continually improve and reinforce training skills. The Trainer agrees to participate in the QQI Trainers Continuous Professional Development (CPD) programme offered by CRAOL. The Trainer accepts that repeated non-participation may result in a trainer being de-registered by CRAOL.

### **(3) Obligations with regards to assessment.**

The timely assessment of learners work is vital, and registered trainers agree to meet assessment schedule for each course delivered. The assessment schedule will be pre-agreed.

The Trainer acknowledges that the assessment briefs must be pre-approved by the CRAOL QQI co-ordinator before use with learners.

### **(4) Insurance**

The Trainers are responsible for ensuring that public liability insurance is in place for all training activities carried out on behalf of CRAOL as a station-based trainer.

### **(5) Course Fees and Financial Gain.**

The setting of learner fees is a matter for member stations. All learner fees (including those paid on the learners behalf by 3<sup>rd</sup> parties) must be paid directly to the member station.

CRAOL Training materials may not be used for direct personal financial gain by a registered trainer nor may others be facilitated to do so.

### **(6) Accreditation Fees**

The accreditation fees are set by CRAOL. The Trainer accepts responsibility for the collection of these fees, which are to be paid directly to the member station (and the member station will be invoiced for these on an annual basis).

### **(7) Member stations role & Trainers Ceasing Association**

All courses delivered using CRAOL Training Materials by station-based trainers must be delivered under the auspices of a member station and with the knowledge of the management of the member station.

### **(8) Addressing issues**

The Trainer shall address issues raised by Internal Verification, External Authentication and Appeals in a timely manner

In the event of there being a problem with the delivery of the course, the trainer shall document it appropriately, and where necessary contact the CRAOL QQI co-ordinator to address it. The trainer accepts that in the event of there being a problem with a course which cannot be addressed by the Trainer with the CRAOL QQI Coordinator, the member station will seek to resolve the situation in tandem with the CRAOL QQI Co-ordinator.

**(9) Maintaining Registered Trainer Status**

Trainers acknowledge that their registered trainer status will be revoked in the event of

- (a) not offering formal training on behalf of a station over a continuous period of 12 months ,
- (b) not registering and commencing a course through qqi@craol.ie over a continuous period of 12 months
- (c) Ceasing association\*\* with their CRAOL Member station

In the event, of a trainer ceasing their association\*\* with their CRAOL member station as their station based trainer, the trainer agrees to notify CRAOL within 2 weeks (the member station is asked to do likewise).

**(10) Documentation of courses & Quality Assurance**

I agree to liaise with the Craol QQI Coordinator for the administration of all formal courses which utilise CRAOLs training materials, whether QQI Accredited or not

Trainers and member stations agree to comply fully with the requirements detailed by CRAOL to ensure the maintenance of CRAOLs Quality Assurance status.

Trainers and member stations acknowledge that access to the CRAOL QQI Coordinator by phone and email, training materials and their licence to deliver QQI Accredited training on behalf of CRAOL may be revoked for non-compliance with the above.

Signed

_____	_____	_____	
Signature of Trainer	PRINT NAME	Date	
_____	_____		
Trainer specific - Contact Number	Trainer Specific Contact Email		
_____	_____	_____	_____
Signature on behalf of CRAOL	PRINT NAME	Date	Role

**Station Confirmation of formal relationship with Trainer**

On behalf of our station, I confirm that there is a formal contract currently in place with the above trainer who will offer CRAOL Accredited training on behalf of CRAOL under the auspices of our station.

_____	_____	_____	_____
Signature of Station Manager/Chair (Delete as applicable)	PRINT NAME	Station Name	Date

*\*Training Material is defined for the purposes of this contract as Assessment Briefs, Training Plans, Handouts, Trainer Manual, Student Manual, Contracts, Support & Resource Material*

*++ An exemption may be granted in the sole case where a ongoing binding (legally or financially) agreement between a member station and another QQI provider is currently in place for the awarding of the QQI Level 4 – Community Radio Minor Award and where the agreement was demonstrably in situ prior to the establishment of CRAOL as a QQI Registered Provider, has remained continually in place, and that the agreement governs future training activity as well as courses delivered prior to CRAOL becoming a registered QQI provider.*

*Application for an exemption must be made in writing to the QQI Steering group which should include an outlining the member stations circumstances and plans. Exemptions will be granted on a year by year basis. Where an exemption is granted, only the QQI level 4 – Community Radio CRAOL Course may be accredited through the other provider, and that accreditation at the minimum numbers level necessary to fulfil the agreement. . Students on such courses must be registered and processed as CRAOL students through the Craol QQI Coordinator with the final results (on explicit request) being submitted to QQI through the other provider. All students beyond the minimum number must be accredited through CRAOL. The exemption does not apply to any other CRAOL developed courses. All other aspects of this contract shall apply*

*\*\*Ceasing association is defined for the purposes of this contract as any of*

*(a) ceasing employment with the member station*

*(b) the member station formally revoking the trainers contract to offer training on their behalf or in their name, where all required formal procedures have been followed.*