



Training Pilot guidelines within the Restart 2 TOI project

Introduction

One of the core elements of the Restart 2 TOI project is that each partner should pilot the training with a group of lone parents within their own country. This is an important testing phase for all aspects of Restart 2 - the recruitment methods used, the training and coaching methods, the work placement with an employer, the evaluation techniques used and all of the materials which we have translated.

Our objectives:

Our main objectives in piloting Restart in each partner country are:

1. To test the adapted and translated materials in a diverse situations.
2. To get feedback from lone parents, trainers and employers on the Restart model and materials . both positive and negative.
3. To use this feedback to help us to decide whether the Restart model and materials are suitable or if they need further adaptation.
4. To arrive at a final version of Restart in each partner country which is then suitable for future use and commercialization.

Delivery time frames:

All partners have agreed to deliver Restart 2 between 1st September 2013 . 9th December 2013.

During the adaptation phase, each partner will have identified more specifically how long the course will be, the hours and days for delivery and these proposals must now be implemented.

As this is a pilot, partners can experiment . for instance, if a delivery schedule is not working, it can be changed, but it is essential that partners keep track of any changes from their original proposals.



Evaluation:

Evaluation is a very important aspect of the pilot training delivery.

Partners should also include the following people in the evaluation of the training pilot:

- . Employers
- . Trainer
- . Management in your organisation.
- . Any other organisation you worked with to recruit participants or to you should also include them in your evaluation.

In each case, you will be trying to find out what they thought of Restart :

- . Was it of good quality
- . Will it help lone parents to get work
- . Does it help lone parents to be more employable from an employers perspective?
- . What was it like to deliver

All of this information will be used to help us to decide how effective Restart has been in each country and to decide what changes we need to make to ensure that it is as effective as possible for future use.

Administration and Finance:

All partners need to give some consideration in advance to the administration of the Restart 2 pilot. It may be useful to have a conversation with the person who deals with this in your organisation in order to agree on some of the following:

- É Administration/expenses payments . do you have forms that have to be used or do these need to be created . if so, by whom? When will payments need to be made? To whom? - Who will do this? How often?
- É Records of all payments. You need to consider what proof will you require if audited? How will you prove that you made the payments that you said you did? You will need to keep all receipts (for example for room hire, childcare, travel), order forms, invoices, bank records, agreements with childcare providers, venues, freelance trainers etc
- É What rates will you set for child care, travel costs etc? Please keep in mind the budget t has " 6800 per partner for recruitment, trainee travel, childcare, refreshments and accreditation
- É If you want to make any variations, you will need to let Rachel know in advance and not go over the total budget allocation

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Data Protection:

- É You need to consider any data protection/ confidentiality issues with due reference to the law in your own country and your own organisation's regulations and practice.
- É What information will you be storing about participants . how will you make it secure and confidential
- É Consider assigning a reference number to each trainee and a list of trainee names and reference numbers is kept separately from other data.

Involving lone parent beneficiaries in the design, delivery and evaluation of Restart:

A very important principle of Restart is to ensure the central involvement of lone parents in every aspect of the project. The following should help to achieve this:

- É Set up a focus group of lone parent participants - get them to meet at the start, middle and end of the training and ask them to tell you how it is going and any suggestions for improvement
- É Beneficiary evaluation questionnaires - these will be supplied by the coordinator
- É Lone parents involved in Stakeholder Forums
- É Lone parents representing your group to attend the final event in Belfast in September 2014 . lone parents taking part should be made aware of this event from the start of the training
- É Feature lone parent stories in newsletters and local press . please be sure to get their permission for publicity at the start of the course.
- É Organise a training launch event . invite people from the local community, lone parent organisations etc
- É Organise a beneficiary awards ceremony at the end of the training . give out certificates and take photos. Consider a small awards for employers . a certificate for all the employers who provided placements, mention them on your website or have a special award for an employer who has provided a very high level of support to the programme or who has given a job to a lone parent on placement.
- É Filming case study - you should decide early on who will do this and who the lone parents will be.
- É Exit plans for all lone parents taking part should be created. These should be completed at individual interviews and should find out . what the



participant has gained, what they want to do next (further study, look for a job etc) and what practical steps they need to take to ensure that they reach their goals (for example, take a course of study, volunteer with a local organisation to get experience, research a career area further).