

JCI UK TRAINING POLICY

1. INTRODUCTION

- 1.1 The JCI Training Policy sets out general guidelines for the delivery of JCI Courses around the world. The Training Commission has indicated that National Organisations are encouraged to set their own policies to ensure Training in JCI works in their country.

2. AIM

- 2.1 JCI UK established a National Training Team (NTT) to encourage and support members in developing their skills as trainers and ensure JCI UK maintains a reputation for delivering high quality training courses.
- 2.2 The aim of this training policy is to support trainers as well as local chambers (LOMs) in respect to the organisation and execution of training within JCI UK.
- 2.3 The application of this policy must always be in the interest of JCIUK and its members as well as with respect to the mission of JCI, i.e. “to provide development opportunities that empower young people to create positive change”

3. NATIONAL TRAINING TEAM

3.1 Definition “Trainer” within JCI UK

- 3.1.1 The term “Trainer” describes an active member of JCIUK (18-40 years old), who has:
- been a member of JCI for at least two years
 - graduated from the official JCI training sessions required by the International Training Policy
 - been activated as a trainer for these training sessions on jci.cc
 - requested to be part of the NTT
 - been approved as a Trainer by the NTT

3.2 Trainer Categories

- 3.2.1 JCI UK trainers can be approved for the following categories
- JCI UK NTT Bronze Trainer
 - JCI UK NTT Silver Trainer
 - JCI UK NTT Gold Trainer
 - JCI UK NTT Platinum Trainer
- 3.2.2 Requirements to be admitted to the various trainer status categories are at Appendix A.
- 3.2.3 Applications to the NTT will be considered by the Head of the NTT and designated National Board member. In the event of disputes, the National Board team has ultimate discretion on whether a JCI UK member should be admitted to the NTT.
- 3.2.4 Whilst the NTT encourages trainers to follow the JCI training route via official/recommended JCI courses, JCI UK also recognises the skills of many JCI UK members who conduct training regularly professionally or within other organisations. The National Board team may award NTT

Trainer Status to those who have not complied with all JCI training requirements if the member demonstrates their training ability in other contexts and their commitment to the NTT.

- 3.2.5 It is the responsibility of the JCI UK member to apply to increase their trainer status and demonstrate they have met the requirements.

3.3 Head of the NTT

- 3.3.1 The Head of The NTT will be an experienced JCI UK Trainer of at least Gold Status. They will be appointed by the JCI UK National Board and will report to a designated National Board Director who, in turn, will report back to the JCI UK National Board and National Council on the status of the NTT at regular intervals as requested.
- 3.3.2 If no separate Head is appointed, a National Board Director will assume the role of the Head of the NTT.

3.4 Removal of the Trainer Status

- 3.4.1 It is exclusively the task of the UK National Board to decide over the cancellation of the trainer status of a JCI UK trainer based on violations of this training policy or the JCI international training regulations. The trainer subjected to this decision should be notified by a designated National Board Director or other appropriate person as agreed with the National Board.

4. ORGANISATION OF TRAINING SESSIONS

4.1 Official Courses

- 4.1.1 Official JCI courses are those developed by the international JCI organisation and designated as such. Trainers must follow the International Training Policy in respect of delivery of these courses.
- 4.1.2 LOMs should contact the Head of the NTT or designated National Board Director to organise Official JCI courses using appropriately qualified NTT Trainers. The NTT will facilitate all NTT Trainers having fair opportunities to train these courses and receive mentoring in doing so. It is recommended that official courses are trained in pairs wherever possible.
- 4.1.3 JCI Members should not be charged to attend (other than at price cost of refreshments etc). Courses must be set up on the jci.cc website as soon as they are advertised on LOM websites.
- 4.1.4 Official courses which are a full day in length or more must be approved by National Board.

4.2 Local Training Sessions

- 4.2.1 Those in charge of organising training sessions within a LOM are free to select qualified JCI UK trainers to deliver their own personal courses and invite members of other LOMs.
- 4.2.2 A directory of NTT Trainers and the courses they can deliver will be available to LOMs.
- 4.2.3 It is strongly advised that Bronze Trainers (i.e. those who have not yet completed any training on how to be a trainer), train with another NTT Trainer of a higher status.

4.3 National Events and Academies

4.3.1 The NTT, in consultation with National Board, determines who is appropriate to be part of the Training Team for National Events and Academies and appoints the Head Trainer.

4.3.2 It is strongly recommended that inexperienced trainers have graduated from the course previously and are paired with a more experienced trainer

5 DEVELOPMENT OF TRAINING SESSIONS FOR JCI UK

5.1 Training sessions developed by NTT Trainers must fulfil the following requirements prior to being included as JCI UK approved courses:

- a) the Adult Learning-Circle is being clearly implemented
- b) have been trained in front of a JCI audience
- c) have been trained by another trainer of the same or higher status (this could be at a Training Weekend)
- d) themes and content must be approved by a designated National Board Director.

6 UPDATE OF THE TRAINING POLICY

6.1 This policy will be reviewed and updated from time to time by the Head of the NTT / a designated National Board Director and must be approved by the National Board.

7 DISPUTES BASED ON VIOLATIONS OF THIS POLICY

7.1 This policy is to be applied with reason and respect. The National Board ultimately settles disputes based on violations of this policy.

APPENDIX A: TRAINER LEVELS

In these definitions, a training session:

- Must be a minimum of one hour in length.
- Can be a module within a larger academy, providing it is an interactive training session with specified learning objectives.
- May be delivered with another trainer, as long as the trainer has undertaken a reasonable proportion of the preparation and delivery (at least 50%).
- Includes JCI courses (Foundation / Leadership / Free) or workshops developed by the NTT Trainer or another NTT member.

Bronze Trainer

1. Graduated from JCI Discover (Prior to 2019 JCI Achieve and JCI Admin) and JCI Impact.
2. Graduated from at least one other JCI Advanced or Leadership Course.

Silver Trainer

1. Graduated from a JCI Train the Trainer Course (JCI Trainer, JCI Facilitator, JCI UK Training Academy).
2. Graduated from at least one other JCI Academy (UK or Worldwide, e.g. LEAP, Public Speaking Academy, European Academy, COC Academy).
3. Prepared for and delivered 10 training sessions.

Gold Trainer

1. Delivered at least 15 additional training sessions since obtaining JCI UK NTT Silver Trainer Status, of which at least 7 of these training sessions outside the trainer's local chamber. National events will be classed as being outside the local chamber (even if the event is held in that town).
2. Been part of the training team for at least 1 JCI UK National Event / Academy.
3. Mentored at least 1 trainer with a lower trainer status.
4. Developed at least 3 different training sessions of their own based on the adult learning circle.

Platinum Trainer

1. Delivered at least 25 additional training sessions since obtaining JCI UK NTT Gold Trainer Status, of which at least 5 of these are delivered outside of JCI UK. Training sessions at international conferences, academies, conventions or within local chambers from different national organisations will satisfy this requirement.
2. Mentored at least 2 new trainers with a lower trainer status.
3. Developed at least a further 5 training sessions based on the adult learning circle.
4. Head Trainer at a JCI UK Academy.