

Shelter training

Shelter Training is primarily a rights-based law-training provider. We provide courses on relevant areas of the law. We also provide a wide range of professional development courses and our customers for these may not be housing professionals.

Our trainers come from a wide range of backgrounds, including barristers, solicitors, outreach workers, housing benefit practitioners, and management consultants. They are all experienced trainers and experts in their respective fields.

Any profits made by Shelter Training are used to fund the work of Shelter. However, Shelter Training is independent from Shelter the charity and so our training courses do not necessarily reflect Shelter's views.

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Freelance Trainer Job Description

1. To deliver training courses as contracted by Shelter Training

Deliver training courses as contracted to a high standard

Ensure course methods and presentation reflect Shelter's equal opportunities policy and that they are in line with the Aims, Vision and Values of Shelter

Ensure course content and materials are accurate and up to date with all current legislation.

Where appropriate attend planning meetings with a member of Shelter Training staff and/or the client, before the course to discuss course content, presentation and materials

2. Evaluation

Ensure evaluation forms are given out and collect completed forms from each participant. We ask that trainers are prepared to discuss training evaluation with a member of the Shelter Training staff

Complete trainer evaluation at the end of each course

Be able to self evaluate after each event and to make changes and develop as appropriate

3. To monitor/update notes and other materials

Ensure all notes are accurate, up to date with relevant legislation, current practice etc, prior to deliver

4. To design and develop new courses if required as separately contracted

Provide a course programme, lesson plan, all notes and handout material for the course(s) including, where appropriate case studies and exercises

5. To comply with all deadlines and other provisions as outlined in freelance trainer contract

6. To Support the marketing of Shelter Courses as appropriate

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Freelance Trainer Person Specification

Trainers must meet **all 5** criteria to be short listed for interview

1. Experience of designing and /or delivering training courses
2. Experience of delivering training courses to a variety of audiences
3. **Information Training Courses:**

Expert Knowledge of Housing Law and Legislation and its practical application

OR

Skills Training Courses

Expert knowledge of delivering skills courses

4. A commitment to and understanding of equal opportunities issues, particularly in relation to training
5. A commitment to and understanding of Shelters Aim and Vision and Values Statement

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Freelance Trainer Fees

Course duration	Fee per course	Daily rate
Single half-day course	£210 per course	£210 per am/pm
One-day course	£370 per course	£370 per day
Two-day course	£730 per course	£365 per day
Three-day course	£1065 per course	£355 per day
Four-day course	£1380 per course	£345 per day

Multiple In-House Training Programme

If Shelter Training secures a multiple In-house training contract which involves running the same one or two courses multiple times, the daily rate for each course run by the same trainer will be subject to a small reduction as below:-

5 days and less	£370 per day
Between 6 and 10 days	£360 per day
Between 11 and 15 days	£350 per day
Between 15 and 19 days	£340 per day
20 days and over	£330 per day

Additional Fees

Tailored courses	Up to £150 (depending on level of input)
New course development	£200
Pre- and post-course client meetings	£50 per hour (not including travel time) plus travel expenses

VAT is payable to VAT registered individuals and organisations. All fees include general course updates and preparation sufficient to run the course and exclude pre-agreed travel and expenses, which will be reimbursed to the maximum amount allowed as identified by Shelter Training and reviewed periodically. Joint-trainer run course fees will be paid a rate of ½ the fee for the course duration.

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Freelance Trainer Expenses

The following costs are the maximum contribution that will be made towards travel and subsistence while undertaking work for Shelter Training.

Meals

Breakfast	£4.50	if leaving home before 7.00am
Lunch	£0	this is to be met from the daily trainer fee
Dinner	£9.00	if arriving home after 8.30pm

Alcohol taken with meals is not refundable.

Refreshments taken outside of the above are not refundable.

Accommodation

Hotel – outside M25 corridor	£65	per night with prior agreement
Hotel – inside M25 corridor	£75	per night with prior agreement
Family or friends	£25	per night (this will include all breakfast/meals)

'Extras' including newspapers, room service charges and telephone calls are not refundable. Where breakfast and/or an evening meal is not included during the hotel stay, then the standard meals costs will be reimbursed.

Travel

Train		standard class rail fare (on advanced early bookings)
Underground		single or return journeys (not day travel cards)
Bus/coach		standard class travel
*Car parking	£5	per day maximum at the training location only
*Car tolls		as priced
*Private car	35p	per mile up to the maximum value of a 2 nd class rail fare
Taxi		with prior agreement
Flights		with prior agreement

All claims will only be reimbursed on submission of valid receipts (or tickets with values paid). Receipts will be reimbursed at face gross value. VAT must not be added onto receipted items or mileage claims. *Mileage costs and car parking fees are only reimbursed when this is the main travel to and from the training venue. Shelter Training will not reimburse any travel or mileage claims to and from your place of residence to mainline train and coach stations. Likewise car-parking fees at mainline stations will not be reimbursed.

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Equal Opportunities Guide

Intention

Shelter's campaign to end homelessness confronts and challenges discrimination in housing and aims to ensure that it promotes equal opportunities in all aspects of its own policies, practices and services. The aim of Shelter Training is to improve the services to those in housing need and maximise the effectiveness of Shelter staff and others working in the housing field.

Responsibility of all involved in Training

To strive towards equality; to actively oppose direct and indirect forms of discrimination due to age, country of origin, creed, disability, gender, marital status, race, religion, sexuality or any other unjustified reason. We should work towards avoiding behaviour, words or statements, which could be regarded as discriminatory.

Trainers' Responsibility

- To try to treat every delegate with respect as an individual. Each delegate should have an equal opportunity to contribute. Trainers should use delegate's preferred names and titles. Language can be subject to rapid change in terms of what is acceptable; therefore no delegate will be put on the spot for using a term currently considered inappropriate, trainers will simply suggest in a non-punitive, non-threatening way, that another term may be preferable.
- To present information in an open minded and non-judgmental way. Course delivery and materials should be non-discriminatory and reflect the multi-cultural society.
- To ensure that the environment is sensitive to different learning styles.
- To ensure the group collectively sets ground rules, which will form a point of reference should anyone's behaviour need to be questioned.
- To facilitate the group so that everyone feels included.

Delegate's Responsibility

- To suggest and agree ground rules within the group, so that all delegates feel comfortable and can maximise their learning potential.
- To treat everyone's views with respect, to listen to other delegates, and to question others where appropriate.
- To complete evaluation sheets.

Shelter Staff Responsibility

- To ensure that there is equal awareness of training available
- To ensure that there is equality of opportunity to access training courses
- To plan training which is accessible to all, in terms of the course location, timing, accessibility, and additional features such as physical accessibility for the wheelchair users.
- To recruit and evaluate Trainers in a fair and accountable manner
- To monitor evaluations and take appropriate action where necessary
- To encourage the active implementation of this guide.

Please consider this guide as a point of reference, which can be discussed, challenged and changed. Please call Shelter Training if you wish to refer to further reference material.