

Annex 5: Trainer or Manager Localisation

Check list prior to localisation of the Training Manuals.

| Your practitioners are working | ✓ if relevant | Notes |
|--------------------------------|---------------|-------|
| Mostly Educational | | |
| Mostly Support into Employment | | |

| Main Language | Notes |
|---|-------|
| Are most materials available in this language | |
| Secondary Main Language | |
| Are most materials available in this language | |
| Third Main Language | |
| Are most materials available in this language | |

| Current Materials | ✓ if relevant | Need to develop |
|--|---------------|-----------------|
| Mostly digital/online | | |
| Mostly paper based | | |
| Easy to use by anyone | | |
| Need 'expert' input to support the client access the information | | |

| Staff | Give a % of staff in each of the following groups * |
|---|---|
| Staff are competent users of IT | |
| Staff will need some support to access the information | |
| Staff have limited experience | |
| Recommendation: implement a staff survey prior to the training – Survey Monkey or similar which will collate responses. | |
| Legislation/local instructions. | What 'MUST' a client receive from an adviser |
| Education requirements | |
| Support into Employment requirements | |
| Ethical Considerations | |
| Non directive | |
| How target driven is the interaction | |
| What outcomes are expected | |

| How much support will an adviser need to give to some client groups to access/understand the information? | Only complete the section relevant to the client group your advisers work with. Lots, Some, not much |
|---|---|
| Young people in education | |
| NEET Young People | |
| Unemployed Adults | |
| SEN & Disabilities | |
| HE & Graduates | |
| Marginalised | |
| Adults – job changers | |

| Advisers | |
|--|---|
| IT Hardware, Software & Internet | % of Advisers who will have good access |
| Hardware – is the hardware sufficiently up to date to allow easy access by the ADVISER | |
| Software - is the software sufficiently up to date to allow easy | |

access by the ADVISER

Will the hardware run the latest software

Internet – is the internet fast enough for the adviser to use in a live interview situation

Public

IT Hardware, Software & Internet

% of public who will have good access

Hardware – is the hardware sufficiently up to date to allow easy access by the general public

Software - is the software sufficiently up to date to allow easy access by the general public

Will the hardware run the latest software

Internet – is the internet fast enough for the enquirer to find the information they want before they give up looking?

Practitioner Training

How much time will you recommend?

Trainer delivered sessions