**Application Form – Training Associate Recruitment Questions**

**This word document is intended to support you to consider responses to our recruitment questionnaire in an offline environment, so that you can prepare to more easily complete the online form. The questions below mirror the questions in the online form, allowing you to draft your responses and copy them across.**

1. **About you**

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| --- | --- |
| **Name:** |  |
| **Job role:** |  |
| **Company/Organisation Name:**  |  |
| **Address:** |  |
| **Telephone:** |  |
| **Email:** |  |

**You will be asked to upload a one-page CV here.**

Files must be less than **2 MB**.
Allowed file types: **gif jpg jpeg png txt rtf html pdf doc docx odt ppt pptx odp xls xlsx ods xml**.

1. **Experience in public engagement and higher education**

**Please outline your experience working as a trainer within Higher Education or related sectors e.g., charities, research institutes [max word count: 300].**

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**Please describe your experience of training people in public and community engagement [max word count: 300].**

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1. **Experience of delivering training**

**Have you delivered training online? YES/NO**

**If you tick YES, you will be asked to describe a piece of online training you have delivered. Please include learning outcomes, participants, approach, facilitation tools or techniques used, and what went well and less well [max word count: 500].**

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**You will also be asked to upload an evaluation of this training if available**

Files must be less than **2 MB**.
Allowed file types: **gif jpg jpeg png txt rtf html pdf doc docx odt ppt pptx odp xls xlsx ods xml**.

**Have you delivered in-person or face to face training? YES/NO**

**If you tick YES, you will be asked to describe a piece of in-person or face-to- face training you have delivered. Please include learning outcomes, participants, approach, facilitation tools or techniques used, and what went well and less well** **[max word count: 500].**

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**You will also be asked to upload an evaluation of this training if available**

Files must be less than **2 MB**.
Allowed file types: **gif jpg jpeg png txt rtf html pdf doc docx odt ppt pptx odp xls xlsx ods xml**.

**Which groups have you delivered training to? Please mark all that apply**

|  |  |
| --- | --- |
|  |  |
| Academic research staff |  |
| Professional Services Staff |  |
| Members of Community organisations  |  |
| Other  |  |

**If you tick Other, you will be asked to please specify which groups you have experience with**

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**Please describe a situation that has arisen from a training programme you have run, where you have had to adapt your approach to the needs of the participants.**

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**Please tell us which software packages you are most confident in using for online training. (Microsoft Teams, Zoom etc.)**

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1. **Experience of designing Training**

**Have you designed online training? YES/NO**

**Have you designed training in-person or face to face training? YES/NO**

**Please tell us the top three things you take into consideration when designing online training.**

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| **Online Training**  |
| **1** |  |
| **2** |  |
| **3** |  |

**How would these differ for in-person or face-to-face training?**

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**Please describe a training course you have designed, specify whether it was for in-person/face-to-face delivery or online, and outline your approach to the design? [max word count: 300].**

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**Please upload an evaluation of this training course if available.**

Files must be less than **2 MB**.
Allowed file types: **gif jpg jpeg png txt rtf html pdf doc docx odt ppt pptx odp xls xlsx ods xml**.

**Please indicate whether you have experience of the topic listed below, have delivered training in the topic and/or have designed training for the topic. Please mark all that apply.**

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| --- | --- | --- | --- |
|  | **Experience of** | **Delivered training in** | **Designed training for** |
| **Introduction to public engagement** |  |  |  |
| **High quality public engagement** |  |  |  |
| **Evaluation of public engagement** |  |  |  |
| **Community engagement with research**  |  |  |  |
| **Inclusive engagement** |  |  |  |
| **Working in partnership** |  |  |  |
| **Engaging the public with controversial areas of research** |  |  |  |
| **Ethics of Public Engagement** |  |  |  |
| **Training for the Research Excellence Framework** |  |  |  |
| **Training for the Knowledge Exchange Framework** |  |  |  |
| **Leading Public Engagement**  |  |  |  |

Conditional question if OTHER indicated

**If you have delivered or designed training for a topic which not listed please add it below:**

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1. **Costing training**

**You will be invited you to provide a costing for the following pieces of work, breaking it down into specific parts.**

**Costing required: To design and deliver a 2-hour online training course for early career researchers (post doc or equivalent) from a range of disciplines on the ethics of public engagement. Please include time required and costs for designing this initial course, trialling it with a group of 20 researchers, and preparing it for roll-out as a training course for others.**

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**Do you have standard rates your routinely charge for your work? YES/NO**

**If you tick YES, you will be asked:**

**Please specify what you routinely charge for a standard day and/or a standard hour (ex VAT)**

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**Do you vary your rates for any reason? If so, please explain how and why you vary your rates?**

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**Are your standard rates negotiable?**

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 **Please explain the factors you take into consideration when setting your rates?**

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You will be asked to specify whether you are:

* Freelance – VAT registered
* Freelance – not VAT registered
* Employed

If you tick **Freelance – either VAT registered or not VAT registered** you will be asked to confirm whether:

* You have, or are willing to take out, professional indemnity insurance of £5m
* You have, or are willing to take out, public liability insurance of £1m

If you tick Employed you will be asked to confirm

whether:

* You have organisational approval to undertake the work
* You are covered by your employer’s professional indemnity insurance for staff and public liability insurance

And for:

* The name of your employer
1. **Your references**

Please provide two references and a brief explanation of how you know them

|  |  |
| --- | --- |
| **REFERENCE 1** |  |
| **Name:** |  |
| **Job role:** |  |
| **Company/Organisation Name:**  |  |
| **Address:** |  |
| **Telephone:** |  |
| **Email:** |  |
| **Nature of relationship:** |  |
| **REFERENCE 2**  |  |
| **Name:** |  |
| **Job role:** |  |
| **Company/Organisation Name:**  |  |
| **Address:** |  |
| **Telephone:** |  |
| **Email:** |  |
| **Nature of relationship:** |  |

1. **Submit your application**

**You will be asked to confirm the following:**

* You have read Annex A of the NCCPE Strategic Consultancy Assessors Brief
* You have a right to work in the UK

**In order to process your application, NCCPE must collect some of your personal data. We will process and store your data in accordance with our Privacy Notice (**[NCCPE Privacy Notice | NCCPE (publicengagement.ac.uk)](https://www.publicengagement.ac.uk/nccpe-privacy-notice)**.**

**You will be asked to confirm that you have read NCCPE’s privacy notice and agree to this use of your personal data**

**You will then be able to**

**SUBMIT**