

Fred Edwards Trust Action Learning Programme
ACTION LEARNING FOR ACTIVE CITIZENSHIP
Application Form and Agreement
for Facilitator Training starting May 2011

PLEASE NOTE: Undertaking the Facilitator Training entails a commitment to running at least two Action Learning Groups over two years on behalf of and on approval of the Fred Edwards Trust. The Training is free, subsequent service as a Facilitator is unpaid, but reasonable expenses can be met by the Trust.

- *Please complete pages 1 and 2, and indicate your acceptance of the agreement on page 3.*
- *Return completed form by email to actionlearning@frededwardstrust.org.uk Or by post to Fred Edwards Trust, 2 Grosvenor House, Shore Road, Perth, PH2 8BD.*
- *Closing date for applications for FET Action Learning Programme is 24th March.*
- *Enquiries to: Action Learning Coordinator, Ruth Anderson on 07880 763948 or at email address above.*

Personal Information

Name:

Employer (if applicable):

Position (if applicable):

Preferred contact address (Home or Work):

Email:

Telephone No/s (Daytime, Evening):

Please describe any special needs of which we should be aware (dietary requirements, disability, etc):

Other

Where did you hear about the Fred Edwards Trust Action Learning Programme?

If you are offered a place on the FET Facilitator Training, may we use your contact details to send you further information about the Fred Edwards Trust and our activities in future?

YES / NO

Supporting information

Please keep your answers as concise as possible, and restrict this section to a single page.

Outline briefly why you would like to train as a Fred Edwards Trust Action Learning Facilitator.

Please provide us with a brief biography including your current role and any voluntary activities.

It would help us if you could say a bit about your own interests and strengths, especially in relation to the 4 principles of social justice, ecological integrity, economic literacy and a global view.

Is there any further information that you think we should have?

Agreement

I am applying for a place on the Fred Edwards Trust Facilitator Training for Action Learning, starting May 2011.

I understand that:

- A place on the FET Facilitator Training course is allocated by the FET Action Learning Programme Steering Group, subject to review of application forms and availability of places.
- A place is not transferable to another individual.
- A role as Facilitator on the FET Action Learning Programme is subject to satisfactory completion of the training course, which involves 5 sessions, each lasting about 3½ hours.
- By undertaking the training, I am committing to running at least two Action Learning Groups over two years on behalf of and on approval of the Fred Edwards Trust. (Action Learning Groups each meet every 4-6 weeks over a 6 month period).
- The role of Facilitator is key to setting up and running an Action Learning Group, and to the learning experiences of all its participants, including development of commitment to the four principles.
- FET will cover facilitators' travel expenses (at public transport rates) for leading Action Learning Groups, and the costs of venue hire and catering.

I agree to:

- Make every reasonable effort to attend all sessions of the Facilitator Training course.
- Prepare in advance of the course by reading the Guidance Notes for Facilitators, the briefing on the four principles, and any other information provided.
- Liaise timeously with the FET Action Learning Coordinator to make the necessary arrangements for my Action Learning Groups, including selection of participants, and arranging venues and dates for meetings.
- Make every reasonable effort to commit to these arrangements once made, and to give advance notice if plans have to be changed.
- Treat with respect the participants in my Groups, the Action Learning process and the four principles of the Fred Edwards Trust.
- Respect the confidentiality of matters discussed during Group meetings.
- Liaise with other Facilitators as necessary.
- Provide feedback to the Fred Edwards Trust on each Group meeting, and the outcomes of each Action Learning Group overall.

I accept / do not accept this agreement. (Delete the inappropriate).

Name:.....

Date:.....

References

Please provide the name, telephone number/email address and relationship to you of someone who knows you, either in a work or voluntary capacity, and whom we may contact: