

BRIEF FOR TRAINERS WITH REGARD TO ICOS SKILLNET TRAINING DAYS REQUIREMENTS:

1. Please use ICOS Skillnet **PowerPoint Slides** and add your own logo onto the logo panel.
2. The first slide for all programmes must be the introductory slide which covers health & safety, security, classroom agreements, breaks and an introduction to the trainer.
3. The second slide must outline that the training programme is part funded through ICOS Skillnet
4. Please put a sign on the entrance to the training room – **Door Poster sample** provided in your pack.
5. Give the **ICOS Skillnet Handout** to trainees at the beginning of the course or have on their desks before their arrive.
6. Please do a brief introduction explaining that the training course is part-funded by ICOS Skillnet and co-operative member companies.
7. Ask trainees to complete all the forms in full.
8. One of the forms is the **Sign-In -Sheet** which is to be completed on arrival – where co-op name is asked for, it is the co-op name not the branch that is required e.g. Dairygold Co-op not Raheen Branch.
9. **Trainee Profile Sheets** to be completed before the course commences – there is an option for these to be completed online – if so please ensure that the trainees complete the online version.
10. It is necessary to have a signature on the Sign-In-Sheet and Trainee Profile Sheet as this shows proof to our funding providers that the trainees attended the course.
11. Framework or qualifications – explain to attendees if asked.
12. Final form to be completed is the **Evaluation Form** – please ensure that you have all of them before the trainees leave for the day - there is an option for these to be completed online – if so please ensure that the trainees complete the online version.
13. **Resources Check List** – for your own use to remind you to bring necessary items on the day and to check the venue. We only require the venue information sheet to be returned to us if there is a problem with the venue - **optional**
14. **Trainer Report** to be completed and returned with other documentation to ICOS Skillnet.

NB: All paperwork must be returned to ICOS Skillnet completed in full before payment will be made against invoices for the training courses completed.

ICOS Skillnet is co-funded by Skillnet Ireland and network companies. Skillnet Ireland is funded from the National Training Fund and the European Union through the Department of Further and Higher Education, Research, Innovation and Science.