

SOUL BUDDYZ CLUB TRAINING

The Soul Buddyz Club training is accredited and aims to ensure that the Soul Buddyz Club in schools are facilitated by people who are able to achieve the long term objective of creating 'agency' among children and youth. The skilled Facilitators will then promote growth of Soul Buddyz Clubs and Club's project. The programme is aligned with two Unit standard:

- Facilitate learning in development practice (Unit standard 110055)
- Understand and apply theories and principles of transformative development practice (Unit standard 110052)

The training is made up of two different trainings:

Initial Training (New Clubs)

Who should attend- This training is for new facilitators who want to start clubs.

Where -This training should take place in one district or a circuit within the district to avoid educators traveling long distances to the venue. This also allows the facilitators in that circuit and district to support each other when starting clubs.

When -This should take place in the first and second quarter of the schools calendar i.e. Between February and June

What- This is five day training conducted in three sessions.

1. Two day initial session
2. Two day follow-up (two months after the initial session).
3. One day follow up (a month after the second session and include (PoE submission).

Follow-Up Training (Existing clubs)

Who- This training is for existing Soul Buddyz Club facilitators

Where- Educators form the same district or circuit within the district

When- This training should take place in the first, second and third quarter of the school calendar i.e. Between February – September

What - This is a three day training spread over two sessions

This is a three day training spread over two sessions

1. Two day follow up
2. One day follow (a month after the follow up and include submission of PoEs

PROCEDURES FOR THE TRAINING

Step One

- Soul city: Institute will discuss plans for the year with DoE Coordinator and agree on targets and identify districts for training. This will also include events that will take place throughout the year.
- The team that will meet with DoE will include Cluster Manager, Provincial Team Leader.

- DoE Provincial Coordinator will be responsible for sharing this information with all the District Coordinators in the province or will organize a meeting where Soul City Team will present broadly the plans for the province

Step Two

- The Team leader will contact the District coordinators through either by phoning them or through a meeting to arrange different dates for training, open days, principal's meeting, information session etc
- Department of Education will identify schools for training and will endorse the invitation to the training to schools via relevant circuit within the districts
- The District Coordinator will also assist with identifying possible venue for the different activities
- The District coordinator will also identify possible service providers for catering during the different activities. **Three quotations** have to be submitted to the Cluster administrator before the training date. The administrator will then choose the relevant person from the three quotations and may need guidance from the trainer to make this decision. This decision will also be influenced by the budget available

Step Three

Logistics during training

- At the training ensure that there are enough participants (15-25) to ensure that the training is experiential
- Participants fill in the attendance register (see attached attendance register)
- Participants fill in the school enrolment form. The trainer must ensure that this is filled correctly especially the physical address that will be used for distribution of the Club material. (See attached school enrolment form or school registration form)
- The trainer will then collect the attendance and school enrolment forms to courier this to the Cluster manager two days after the training.
- On the last day of the training the Trainer will handout evaluation forms to be completed by the participants. This is critical for the trainer to get feedback and identify areas of improvement. These forms will be submitted to the Cluster manager who will go through the responses and summarize feedback.

Materials used during the training

When conducting training the trainer will use the '***Growing the Buddyz "Learning programme Facilitator manual***

The participants will receive the '***Growing Buddyz Learning Programme Workbook for participants and the assessment Folder*** to be used to complete the PoE

Submission and assessment of Portfolio of Evidence

On the last session of the programme the trainer will collect the PoEs and submit to the cluster manager who will be responsible for the assessment of PoEs and follow the

moderation process for accreditation. Trainer to remind the participants to attach the following documents in their PoE file:

- Index page
- Curriculum Vitae
- Copy of the Identity document (certified)
- Qualification (certified copies of certificates and qualifications)

The accreditation process can be very lengthy and could take 6-12 months for them to get their certificates and credits.

Catering during training

- Three quotations will required and then choose one caterer as per budget
- The trainer will inform the caterer that if training is cancelled within 24 hours there will not be paid
- But if on the day of the training there is less those ten participants the training will have to be cancelled and rescheduled for another date. The Trainer will explain to the participants why the training has been cancelled and take their contact details so that they an be invited again in the next training
- The caterers will be paid 50% of the agreed amount to cover the costs of the groceries they might have bought for the day. The trainer will explain to them that Soul City is non- profit organization depending on funding from donors and therefore will need to account for the money spent.
- If the training is commencing at 12h00 or in the afternoon provide tea, juice and sandwiches (**R35.00 per person**) and when training is full day provide tea and biscuits and light lunch (**R75.00 per person for both tea and lunch**) with no afternoon tea.
- The Caterer will submit the invoice to the trainer and it is the trainer's responsibility to ensure that the invoice is correctly completed (See the attached invoice template).

Fieldwork click through

The Fieldwork Template:

The field work template consists of a front page which needs to be filled in by the fieldworker. These are details like:

- The date of the interview
- Name of the field worker, province, district, school, physical address, etc.
- Name of principal, facilitator, club, club grade , no of club members
- Details of training status of facilitator, e.g. initial training or follow up
- Whether the school is a SNOC school or not.

Interview with the facilitator

- The purpose of this interview is to get information about how the club is running
- To ascertain if the club receives material

- Identify gaps or areas where the facilitator needs help and support the facilitator
- To support the facilitator so that they can improve their grade or status
- To identify challenges the facilitator might have and problem solve around those challenges
- To give and share information about the relevant issues

Interview with the Club Members / Buddyz

- The purpose of this interview is to get information about how the club is running from the buddy perspective
- To ascertain the impact of being a club member
- Identify challenges the buddy might have and problem solve
- To give them information on relevant issues related to club

Interview with the principal

- The interview with the principal ascertains that the principal is supporting the facilitator and the Soul Buddyz
- To give information about club and how the programme is linked to the DoE objective

After the Interview the fieldworker is expected to:

- Summarise issues or themes that came out from the interview
- Here the field worker tables the action taken if there are challenges experienced by the club, what are the needs of the facilitator and the club. He / she will also give recommendations where necessary.

The Summary Fieldwork template:

- The Summary field work template will have space for the field worker to write the list of all schools visited that particular month.
- The field worker will also need to give details of kilometre readings from the car used for the visit whether it is their own personal car or a hired car.
- The field worker will need to state whether accommodation was required.
- All this information will go into the database against the fieldworker's name

How many visits are done in a month?

- Field workers who do not train, are to do 25 field visits per month.
- Field workers who do training will do 20 visits per month.
- A team leader who has a full team i.e.2 field workers that does both field work and training will also do 20 visits per month.
- A team leader that has only 1 field worker doing training for will do 10 visits per month.
- These numbers are used as guidelines or as targets, but teams are expected to look at the needs of the province as well as the goals they have set for themselves as the provincial team.