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**Bespoke training checklist for tutors.**

If you’re planning a bespoke training session, you need to complete a ‘train the trainer’ session before you arrange any delivery. Please contact education@prospect.org.uk to organise this, then use the following steps.

1. Sign into the tutor resource page

For Prospect reps training.

https://prospect.org.uk/tutor-pr1-pr2/

Password: PR1-PR2-tutor

For Bectu reps training.

https://bectu.org.uk/tutor-br1-br2/

Password; BR1-BR2-tutor

1. Click on the bespoke training requests form. <https://forms.office.com/e/TjEeFGDuFv>
2. Complete the form, adding all details necessary.
3. The \*request will be submitted to Education and will be approved if all details are straightforward but maybe denied if we require additional information. You’ll receive notification to advise.

\*If you’ve requested funding, you may be required to complete the funding form. Rachel Bennett will be in touch to discuss.

1. Once you’ve completed the training, send over the tutor feedback within 5 days, with final attendees and advise if needs to be shared wider. Ensure you have inputted all details and colour coded the reps as having attended/complete training in green on the spreadsheet.
2. Education will then ensure all bespoke reps records are updated and on the central system.
3. Please note, bespoke training should only be for sole branches (funding is available via branch/finance), if you are running training that includes reps from a mix of workplaces, this should be earmarked as mixed/regional training and may be funded as such from education.