A logo with blue and orange letters

Description automatically generatedA logo for a company

Description automatically generated

**Tutors / Trainers/ Facilitators**

**SICAP (Social Inclusion Community Activation Programmes) Panel 2024-2028 Application Form**

North Tipperary Development Company (NTDC) delivers the Social Inclusion and Community Activation Programme 2024-2028 (SICAP) across North Tipperary. We are seeking applications from suitably qualified, skilled, and experienced tutors / facilitators to be included in our 2024-2028 panel. Please complete this form to be considered for the panel.

Please return this form fully completed and marked “SICAP Tutor Panel Application” along with a copy of your CV to:

North Tipperary Development Company,

2nd Floor, Friars Court, Nenagh, Co. Tipperary

or email

[**receptionHO@ntdc.ie**](mailto:receptionHO@ntdc.ie)

GDPR (General Data Protection Regulation) Statement:

NTDC will retain your contact information securely. Our data retention policy is to remove tutor and facilitator contact information in compliance with the rules operated under the SICAP programme.

Section 1 - Details

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Telephone Number |  |
| Email |  |
| PPSN |  |
| Tax Clearance Access Number (if applicable) |  |

Section 2 – Relevant Qualifications

|  |  |  |  |
| --- | --- | --- | --- |
| Qualification | Award Body | QQI Level Achieved | Year Achieved |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Section 3 – Accredited Training Experience

|  |  |  |  |
| --- | --- | --- | --- |
| Accredited Training Delivered | Accredited Training Programme Outline | QQI Delivery Level | Date Delivered |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Section 4 – Unaccredited Training Experience

|  |  |
| --- | --- |
|  | Outline your experience of delivering unaccredited training including list of programmes delivered |
| 1. |  |
| 2. |  |
| 3. |  |

Section 5 – Group Facilitation Experience

|  |  |
| --- | --- |
|  | Outline your experience of facilitating community and voluntary groups and include examples of this work |
| 1. |  |
| 2. |  |
| 3. |  |

Section 6

Portfolio attached for external assessment if applicable Yes No

Section 7

Do you have current membership of a professional body?

Yes No

Section 8 – Brief Training Background Details:

Identify the sectors/topics in which you have experience, please tick box (one or more if relevant) –

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Genealogy / Heritage |  | Mental Health, Wellbeing, Resilience and Recovery |  | Community Based Training for Community Groups |  |
| Wood crafting  Woodwork  Carpentry  Furniture Restoration |  | Arts and Crafts, Pottery, Knitting, Sewing, Crochet, Ceramics, Mosaic, Community Quilting, Willow work, Reed work, etc. |  | Holistic Therapies / Yoga / Drumming / Sound Therapy / Fitness / Living Well / Retirement Transition |  |
| Bookkeeping for sole traders |  | Healthy Eating / Cooking on a budget / Nutrition / Life Skills / Budgeting |  | Human Rights / Social Rights / Anti Racism / Discrimination / Cultural Awareness & Integration |  |
| Business Development / Entrepreneurship / Web design / Digital and Social Media Marketing |  | Interpretation / English Language Supports |  | Career Guidance and Career Coaching |  |
| Community Choir, Music Creativity, and Singing |  | Personal Development & Youth based Development Supports |  | Environmental Development / Global Development/  Climate Sustainability /  Circular Economy |  |
| Zero Waste Repair Skills, Glueing, DIY, Plastic Welding, Darning, etc. |  |  |  | Additional topics welcomed with a course design / candidate portfolio |  |

What do you believe are the core skills for a tutor / trainer / facilitator in Adult and Community Education?

Please outline any further information, achievements, interests, Volunteer Activities, etc that you feel relevant to your applications.

Outline below availability.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Mon** | **Tues** | **Wed** | **Thurs** | **Fri** | **Sat** |
| Morning |  |  |  |  |  |  |
| Afternoon |  |  |  |  |  |  |
| Evening |  |  |  |  |  |  |

Please provide the contact information of two responsible persons as referees to whom you are well known but not related:

|  |  |
| --- | --- |
| **Referee 1** | **Referee 2** |
| Name: | Name: |
| Contact Number: | Contact Number: |
| Email: | Email: |
| Address: | Address: |
|  |  |

Before signing this form, please ensure that you have a fully answered all the questions.

**I, the undersigned, hereby declare, all the foregoing details to be true.**

**Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Important notes to interested parties:**

* Suitable candidates will be employed on a specific contract basis.
* Candidates will be based on the panel on the information provided on this application and on the training requirements of the needs of the organisation.
* Positions will be awarded on the basis that the applicant provided evidence of their qualifications and a copy of their CV.
* Contractors will be subject to Garda Vetting