

Training Provider Code of Practice

Introduction

This Code of Practice has been developed to support restorative trainers and training organisations to deliver high quality restorative practice training and to maintain and strengthen the quality of learning. Training, particularly for practitioners, is the bedrock of quality restorative practice. It is imperative that training for future trainers and practitioners is delivered to a consistently high standard and covers the core principles of restorative practice in sufficient detail.

Trainers who sign up to this Code do so because it is a recognised benchmark of quality and reassurance for the public, course participants, service providers and commissioners that trainers meet best practice guidance.

The RJC will not admit any trainer to its Trainers Register unless they confirm they adhere to this Code of Practice. The RJC may request further information from trainers to verify that an applicant meets the requirements of this Code before an application to join the Trainers Register is accepted and the trainer listed.

The requirements of this code are mandatory for RJC registered trainers and training organisations.

Code requirements

The following requirements apply to all RJC registered restorative trainers:

- A. To deliver training courses trainers must be experienced restorative practitioners operating at advanced or intermediate level and have a good working knowledge and understanding of the range of formal and informal restorative practices
- B. Trainers must not deliver training on any subject outside of their professional skillset, knowledge and understanding. Trainers should be trained and experienced in the area of expertise they wish to deliver
- C. Trainers must ensure that their knowledge and continual professional development is kept up to date and submitted annually to the RJC in line with the competency framework
- D. Trainers must ensure that they have Professional Indemnity Insurance (PII) in place for the period during which they are offering and delivering training services
- E. Trainers must ensure that they co-deliver training with at least one other trainer where the number of participants exceeds 12 or there is an identified need to have more than one trainer subject to the type of course being run
- F. In advertising training services to potential clients, trainers must make references and evaluations from previous courses available on request
- G. Trainers must set clear course outcomes and objectives for each training course they wish to deliver
- H. Trainers must complete the following steps before delivery of each restorative training course:

1. Conduct a prior training needs assessment in advance to establish the learning needs of the participants
 2. Ensure that learners are assessed during the course and that learners are advised that feedback on this assessment where applicable, may be provided to their employer
- I. Trainers must maintain a course file which includes a session plan summary detailing:
1. course length and timings
 2. associated training resources
 3. method of training delivery
 4. method of learner assessment
 5. any access requirements if needed (for example, interpreters or reasonable adjustments)
 6. Evaluation processes
 7. advice on setting up arrangements for ongoing organisational support following the training
 8. pre-reading materials for participants covering the RJC principles of restorative practice and (if necessary) relevant RJC standards and guidance
- J. Trainers must make themselves available to learners during training to answer questions, provide feedback, areas for development and advice
- K. Trainers must ensure that information disclosed by participants during a training session is kept private and confidential, subject to the requirements of the law, and that written records relating to a participant are provided on request by that participant
- L. Following delivery of a training course, trainers must provide written feedback to learners on the application of skills practice, communication and active listening skills and knowledge and understanding of restorative practice
- M. Feedback from training participants, covering training content and delivery, must be obtained by the trainer following delivery of a training session
- N. Trainers must ensure that courses are reviewed on a yearly basis to ensure content is kept up to date and is relevant to each learner group
- O. Trainers must ensure all learners are treated fairly and without discrimination
- P. Trainers must comply with reasonable requests for information from the RJC