



Pre-Service Training

Information for trainee CYCT members

Introduction

Following your interview you have been recommended to commence training as a member of the Child Youth and Community Tribunal (CYCT). The interview panel felt that you have the necessary qualities for Tribunal membership. The pre-service training has been designed to help you to develop these qualities, to build your confidence and to enable you to become an effective Tribunal member. Most of the work is practical in nature and you will be encouraged to learn not only from the training team and other speakers, but also from your fellow trainees (and they will learn from you).

The Training Team

The pre-service training programme is co-ordinated by Jane Hunter. The training will be a combination of short presentations followed by relevant practical workshops, which will take place in small discussion groups led by facilitators who are current CYCT members.

Course material

Material for the course will be given to you at each session. There will be a ring binder file given to you, so that you can keep all the course material together. You should bring the ring binder to each subsequent session of training.

Personal study

The pre-service course has been designed to provide you with the information you will require to begin sitting on Tribunal hearings. However, to enable you to consolidate and reflect on that information, a scheme of guided reading has been incorporated into the course. At the end of each session you will be given homework involving tasks and reading. To enable you to obtain maximum benefit from the course, it is important that you work through this material prior to the next session of training.

Observation of Tribunal hearings

You will have opportunities to observe Tribunal hearings once you have successfully completed the pre-service training.

EVALUATION, ASSESSMENT AND GROUND RULES

Course evaluation

You will be asked to complete an evaluation form at the end of the training. Your views are important and the feedback gathered from the questionnaire will help us to make any changes to future programmes.

Assessment

Tribunal members make decisions that may have far reaching effects on the lives of children and their families. The development of competencies in each of the core elements of the Tribunal member's role is therefore the principal objective of the pre-service training. The competences you should be able to demonstrate as a result of the training course are as follows:

Competence 1 *Law and procedure*

- To ensure an appropriate level of knowledge of the legal framework.

Competence 2 *Equal treatment*

- To ensure and promote equal treatment for all involved in the hearing.

Competence 3 *Communication*

- To ensure effective and purposeful communication at a hearing.

Competence 4 *Conduct of a hearing*

- To ensure a fair and effective hearing.

Competence 5 *Management of information*

- To ensure that all the relevant issues are addressed by obtaining and managing information.

Competence 6 *Decision-making*

- To ensure a proper assessment of the child's needs, identification of relevant resources, effective deliberation and reasoned decision for the future care of the child.

Competence 7 *Protecting Rights*

- To ensure that the child welfare principles are applied and that the hearing is compliant with the European Convention on Human Rights and relevant legislation

PRE-SERVICE TRAINING

It is important that you are aware of how you are progressing during the period of pre-service training and it is easy to underestimate how much you are learning and understanding. The main way of measuring progress is by self-assessment and feedback. The learning outcomes of each training session are described in the course programme. Following each session of pre-service training you will be asked to complete a personal learning log so that you can record for yourself how well you feel you have achieved these learning outcomes. The learning log encourages you to make a note of your participation in the training. This process should help you to identify gaps in your learning and to consider how to fill them. The log is for your own use. The purposes of self-assessment can be summarised as follows:

- to give you an idea of how much you have learned from each course;
- to identify any gaps in the training that may be filled through further reading or personal study;
- to establish which topics need to be addressed at a later date;
- to help with the planning of future courses by enabling you to suggest amendments to the programme in light of your experience; and
- to help to ensure that you are ready to serve as a Tribunal member.

However, to perform effective self-assessment you must be honest with yourself. It is very common for people to under assess - perhaps they are anxious not to be too boastful! If you feel you have done well at a training session, you should reward yourself accordingly and not be too anxious about your performance in the early stages of training. Once you begin to sit on hearings you will be amazed at how much you have learnt in a very short time.

There will be an activity for you to work through as homework following session 1 that should help you to become effective at assessing your own performance and progress. It is important that you get into the habit of thinking critically about your progress in training and ultimately your performance in hearings.

Trainee assessment log

Each trainee will have their own assessment log. This is completed at the end of each session of training by the group facilitators. The log also has space for your own comments about your response to the training. The content of this log will be

shared with you throughout the course and the information it contains will be confidential and not shown to any other party.

Satisfactory completion of training

During the pre-service course you will explore the standards expected of you as a Tribunal member. You will be working in small groups during each of the training sessions. The experienced CYCT members who will be facilitating the group work will give you feedback on your participation. They will also be asked to report back to the training officer on your progress. This is so that the training team can be sure that all trainees are benefiting from the course and that support can be given when necessary. It is recognised that people learn at a different pace and it is important that trainees are able to contribute in ways that are comfortable and suitable for them. In fact, this mirrors the way people will participate in different ways in Tribunal hearings. Some are quieter and more reflective and others are more confident and talkative. All can make an equally valuable contribution.

Your appointment is subject to satisfactory completion of training. At the end of your pre-service training, the training officers will prepare a report on your progress for the Royal Court (a copy of which will be sent to you). This report will be based on the information in your trainee assessment log, therefore nothing in the report should come as a surprise to you.

Informal contact

If you have any concerns about the training or feel that the course is not meeting your needs, please speak to the training officer. We are all there to help you become a confident and competent CYCT member.

Ground rules for training sessions

In order to make any training as successful and productive as possible for all who attend, it is important that some ground rules are established. The training team will endeavour to ensure that you receive the best training possible to enable you to begin to serve as a Tribunal member with confidence. It is recognised that this is only the beginning of a process and that deeper understanding and further knowledge will be gained through sitting as a Tribunal member at hearings and attending in-service training.

Although the subject matter of the whole programme is both an important and serious one, we hope that you will find the training sessions relaxing and, at the appropriate times, fun. Below are some ground rules relating to sharing and confidentiality.

Sharing

There are no requirements for participants to share any personal information except that which they are comfortable to share with the group.

Confidentiality

There is an expectation that all confidences shared in training sessions will be respected and will not be discussed outside the group.

Finally

Enjoy your training and do not hesitate to speak to a member of the training team should you be unsure of anything or require further information at any time during the course.

Learning Outcomes for Pre-service Training Sessions

Pre-service meeting

Learning outcomes

By the end of the session, trainees should:

- have begun to get to know fellow trainees and the training team
- learnt how the training programme will prepare them for their role.

SESSION ONE

Learning outcomes

By the end of the session, trainees should:

- have begun to get to know the child welfare principles and checklist
- explored the needs of children
- have learnt about the role of the Children's Convenor and the duties of the Committee for Health and Social Care
- be familiar with the different conditions for referral to a Tribunal

SESSION TWO

Learning outcomes

By the end of the session, trainees should:

- know what may happen when a child is subject to a care requirement
- have learnt about the role of the Safeguarder and the safeguarder's report
- understand some of the factors which may contribute to offending behaviour and how the Child Youth and Community Tribunal may help children in trouble
- be able to take an active part in deliberations and decision making
- be aware of the impact of drug and alcohol abuse on the lives of children
- have explored some of the issues around diversity
- be comfortable with the concept that decisions are made in the best interests of children.

SESSION THREE

Learning outcomes

By the end of the session trainees should:

- have a better understanding of the dynamics of communication
- be aware of the effects of abuse and neglect on children
- understand the impact of domestic abuse on children and families
- understand the special procedures and orders which are in place to protect children in an emergency situation
- have practiced giving a decision of the Tribunal.

SESSION FOUR

Learning outcomes

By the end of the session trainees should:

- have a better understanding of the impact of loss
- have explored what is available through education for children with special educational needs
- have practiced effective questioning
- be able to manage behaviour and aggression more effectively
- examined critical thinking
- be familiar with the process of a hearing
- give good clear verbal reasons
- have an understanding of the purpose and content of written reasons for the decision of a hearing.



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