



DDCP-YD TRAYCE (2015) 1

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TRAYCE - Training of Trainers for Youth in the Council of Europe

Call for participants

Deadline to apply: 10 March 2015

Background information

The work on recognition of non-formal education and youth work is an ongoing priority for the youth sector of the Council of Europe and its governmental and non-governmental partners. This relates with the process of recognition of non-formal education and all its forms, promotion of the value and role of youth work and the development and application of quality standards in the practice of non-formal education activities with young people, a pre-requisite to further the recognition processes. The acknowledged expertise and experience of the Council of Europe on non-formal education and training, namely through the educational programme of the European Youth Centres in Budapest and Strasbourg and the training of multipliers, contributes to the recognition agenda at European level.

The work of the Youth Department in the area of education and training is based on the values of the Council of Europe, notably human rights and human rights education, youth participation, intercultural dialogue. Furthermore, the approaches it applies and promotes are those of non-formal education combined with intercultural learning. With its two European Youth Centres in Strasbourg and Budapest, the youth sector of the Council of Europe has run a consistent programme of training courses, study sessions and seminars to develop youth work and youth policy responses all over Europe, through the capacity-building of youth organisations and the training of multipliers.

In order to run this programme of activities, the Youth Department has developed specific quality standards for non-formal education activities taking place in the European Youth Centres and has established a Trainers Pool¹. The pool is composed by more than 100 trainers in non-formal education, experienced and committed to the values of the Council of Europe. It supports the implementation of the educational programme of activities of the Youth Department and ensures and contributes to the quality of the activities.

Quality in the educational activities of the Department is a constant concern and quality standards² for the activities that take in the two European Youth Centres have been developed and they inform the activities implemented. They cover all the aspects to be taken into consideration in the process from preparation and needs analysis, to composition of the team and recruitment of participants, to processes during the activity, evaluation and environmental conditions to be ensured. The work of trainers, facilitators and multipliers in non-formal education activities with young people is one of the most important elements in determining the quality – and the recognition - of non-formal education interventions.

In order to ensure consistency and quality in its programme of activities, the Youth Department has organised over the years several training of trainers in non-formal education, with the aim

¹ Trainers' Pool Role and functioning <http://youthapplications.coe.int>

² Quality standards in training and education activities of the Youth Department of the Council of Europe
http://www.coe.int/t/dg4/youth/Source/Training/Study_sessions/2007_Quality_standards_educ_training_en.pdf

of improving the competences of those who are training multipliers, youth organisations or young people. Some of these courses have been run within the partnership with the European Commission (e.g. ATTE, TALE), others have involved other partners resources (TATEM, ACT-HRE). Over the last years, significant developments have been made in relation to main competences, self-assessment, mentoring, e-learning and other forms of supporting individual and group learning.

Currently, with the adoption of the plan of action for recognition of non-formal education, the Youth Department has decided to carry out a training of trainers in non-formal education with young people, in order to increase the quality of Council of Europe's youth activities and, by doing so, also supporting the recognition of youth work and non-formal education. The training course is expected also to result in a renewal and reviewing of the Youth Department's work in training trainers, and, in the medium term, to support the diversification of expertise of the membership of the Youth Department's Trainers Pool. Moreover, the training of trainers in non-formal education will provide an opportunity for participants-trainers to develop the level of quality of their work, and to improve their competences to design, run and evaluation non-formal education and training activities with young people within the value framework of the Council of Europe. The training course is also expected to make links with the other priorities of the Youth Department, since quality of non-formal education is also about quality in the activities that fall under all the priorities of the Youth Department.

A consultative meeting was organised in May 2014, involving trainers from the Trainers Pool, youth organisations and strategic partners of the Council of Europe, in order to review the function and organisation of this training of trainers in non-formal education with young people. Based on the inputs received and the political framework of the Council of Europe's youth sector's priority on recognition of non-formal education, the training course has been defined as follows.

TRAYCE: aim and objectives

The training course aims to support the quality development of non-formal education activities in the Council of Europe through the development of competence of trainers active in the youth field.

The strategic and institutional objectives for the course are:

- to contribute to the recognition and quality development of non-formal education in the youth field in Europe;
- to contribute to the development of a professional profile of youth trainers in Europe and the recognition of their competences;

- to support quality development in the work of youth organisations in Europe in non-formal education, notable those cooperating with the European Youth Centres of the Council of Europe;
- to contribute to the quality and sustainability of the youth programme of the Council of Europe and its partners including the enlargement and diversification of the Trainers Pool;
- to promote the Council of Europe's values and approaches underlying European youth work and to reflect on how they should apply in training activities.

The educational objectives of the course are:

- to support participants in gaining a good understanding of the Council of Europe's institutional framework, values, principles and practices underlying non-formal education with young people in the Council of Europe and in developing coherence and consistent non-formal education training activities;
- to develop participants' competence to design, run and evaluate non-formal education and training activities at European level, based on an adequate needs analysis and using appropriate methodologies;
- to explore the notion of quality in non-formal education and training activities and how to apply it;
- to advocate the role of training and non-formal education within the current priorities of European and national youth policies;
- to reflect on the ethical, professional and social implications of working as a trainer in non-formal education;
- to support participants to learn how to guide and facilitate intercultural processes in non-formal education settings;
- to support participants to learn how to manage a non-formal education and training project effectively;
- to reflect on the contribution of non-formal education and training to the development of a human rights culture.

These objectives are subject to revision during the preparation of the training course.

Methodology of the course

TRAYCE will be based on the principles of non-formal education. The TRAYCE methodological approach will be based on the following features:

- experiential learning;
- task-based learning;
- cooperative and peer learning;
- observation – evaluation – reflection, self-directed learning, learning to learn;
- learning within organisations, and in connection with participants' local work and their organisation;
- intercultural learning;
- focus on outcomes and practice improvement.

Profile of participants and requirements

The training course will involve 25 participants.

The participants should:

- come from and be supported by a youth organisation, network, pool of trainers, community etc.;
- have an educational function, doing non-formal education activities and be motivated to improve their work or identify the need to improve their training activities;
- be in a position to apply what they have learnt in the course in their education and training practice;
- subscribe to the values and approaches of the Council of Europe;
- have already some relevant experiences of European level youth work education and training activities;
- have the readiness and possibility to run a practice project during the course, on themes related to human rights issues, the situation of young people from disadvantaged neighbourhoods, discrimination, intercultural dialogue, vulnerable groups etc.;
- be able to work in English;
- have ICT competences and regular access to internet during the course;

- be available for the course;
- reside in one of the countries of the European Cultural Convention³ or in one of the countries of the neighbourhood policy.

Candidates from underrepresented countries in the Trainers Pool and candidates from underrepresented groups, such as ethnic minorities, Roma, migrants, asylum-seekers and refugees, people from disadvantaged neighbourhoods, people with disabilities, will be given priority in the selection.

Currently, the underrepresented countries in the Trainers Pool are: Albania, Azerbaijan, Bosnia Herzegovina, Bulgaria, Croatia, Czech Republic, Denmark, Estonia, Finland, Georgia, Iceland, Ireland, Latvia, Lithuania, Malta, Republic of Moldova, Montenegro, Norway, Slovenia, Spain, “the former Yugoslav Republic of Macedonia”, Sweden, Switzerland.

Membership in the Trainers Pool is not an exclusion criterion for this course.

Candidates must be supported by their organisation for the whole duration of the course. The candidate must join a support letter from their organisation to their application form. The support letter needs to state the role of the candidates in the organisation and the support that the organisation provides for the follow-up and the practice phase.

Course structure and main educational features

TRAYCE is a long-term training course that includes several phases and a combination of residential, practice-based and online learning, as follows:

1. Preparation for the first residential seminar (mid – April to June 2015)

- online activities to get to know each other, learn more about participants’ contexts and practice and learn more about the Council of Europe;
- collecting participants’ expectations, learning needs, learning offers.

2. First residential seminar (12 – 23 June 2015)

- introduction to the course, the course features and preparation of all course phases and features (online learning, mentoring), including evaluation;
- community building;

³ Check signatories here :

<http://conventions.coe.int/Treaty/Commun/ChercheSig.asp?NT=018&CM=&DF=&CL=ENG>

- training sessions related to the priorities of the Council of Europe and training and education matters (non-formal education, training skills);
- introduction to competences development process within the course (self-assessment, learning plans);
- preparation of the participants' practice project and product.

3. Practice and online learning (June 2015 – autumn 2016)

- participants' practice phase and participants' products;
- online learning and specialised thematic modules (human rights, human rights education, social inclusion and social rights, intercultural learning, peace-building and conflict transformation, citizenship, democracy...);
- job shadowing opportunities for participants in order to consolidate their competences;
- mentoring;
- development of participants' portfolios;
- open days (possibilities for joint activities with the wider training community);

4. Second residential seminar (autumn 2016)

- peer workshops by participants;
- analysis of the practice phase and participants' product;
- building competences regarding advocacy and the role of trainers;
- self-assessment and portfolios.

5. Evaluation of the course (during autumn / winter 2016)

- evaluation of the learning in the course;
- participants' follow-up.

The practice activity

During the practice phase of TRAYCE, all participants are expected to plan, run and evaluation a training activity. The practice activity should:

- be a training activity of minimum 4 working days
- be in an educational role in the activity, involved in all stages of the practice activity
- be documented and evaluated
- be based on non-formal education approaches
- be related to human rights issues and with young people
- be open to feedback from peers and trainers in the framework of TRAYCE
- preferably involve an international team of trainers and international groups of participants to the extent of the possibilities
- make reference to the quality standards of education and training activities in the youth sector of the Council of Europe.

In the application form for applying for the course, candidates will be asked to provide an indication of what their practice activity may look like.

Participants' products

Each participant in TRAYCE will be expected to create a product, as a contribution to developing their competences and to the consolidation of participants' learning. The product should:

- Be related to recognition and advocating the role of training and learning,
- Be linked with the practice activity and/or with the participant's personal learning and development plan
- Could be a paper, article, research, game, training module etc.

In the following application form for applying for the course, candidates are asked to provide an indication of what their product may look like.

Online units

Within TRAYCE, participants will be involved in online learning units running on the E-learning platform of the Youth Department of the Council of Europe. This platform will offer participants a space for learning and group communication.

The online learning units will concern the main themes of the course. They will be organised with a pace of 2 units every 3 months.

Participants will be required to be available for an average of 10 hours/month for online learning.

Job shadowing

As an opportunity to consolidate their training competences, participants will be offered support in order to engage in job shadowing, either in study sessions teams, or in local

organisations, etc. This opportunity will be further developed when assessing participants' learning needs.

Mentoring

Mentoring is a support measure for the professional development of participants, support for their self-assessment and learning plan, and also for participants' full involvement in the course. Each participant will be mentored by one of the trainers in the course.

Working with competences: self-assessment and learning plans

The course curriculum is articulated around a competences framework for trainers in the youth field. During the course, each participant will undergo a process of assessing their competences and identifying their learning needs. At several moments in the course, this process will allow participants to assess their learning progress and match participants' needs and the course learning opportunities.

Application procedure

All candidates must apply online, completing the application form through this link:

<http://youthapplications.coe.int/Application-forms/TRAYCE-Training-of-Trainers-for-Youth-in-the-Council-of-Europe>

All candidates must apply online and send their recommendation letters by **10 March 2015, at midnight Central European Time**. Support letters have to be uploaded on the platform or sent separately by e-mail to eyc.programme@coe.int by the same deadline.

The selection will be done according to the compliance with the profile of participants outlined in this call, but also ensuring a balance between sexes, geographical regions, and different types of experiences, backgrounds and organisations. A waiting list may be drawn up. Shortlisted candidates may be contacted for a short online interview.

The selection of participants will be finalised by 30 March 2015.

Financial conditions

Meals and accommodation for the residential seminars will be provided and paid for by the Council of Europe. Travel costs for the seminars will be fully reimbursed according to the Council of Europe rules.

An enrolment fee to the course of 60 Euros is payable by each participant. This amount will be deducted from the amount to be reimbursed for travel expenses or paid during the residential seminar. The Council of Europe will not reimburse any fees related to the usage of Internet during the course.

Further information

For questions and further information, please contact Mara Georgescu, mara.georgescu@coe.int.