

Alliance Training and Education Policy Paper



» For it is not enough to have a good mind, rather the main thing is to apply it well. The greatest souls are capable of the greatest vices as well as of the greatest virtues, and those who go forward only very slowly can progress much further if they always keep to the right path, than those who run and wander off it. «

René Descartes

Our thanks goes to all visionary volunteers, facilitators, trainers and experts participating in Alliance Educational Activities, the Alliance Executive Committees and the Training Needs Working Groups over the last years for their sustained commitment and support!

The *Alliance Training and Education Policy Paper* is an amenable document that should be adopted whenever it is needed. Learning is a process – so also this policy paper is open for any input at any time. Future TNWG should work on it on regular basis.

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Alliance of European Voluntary Service Organization

- who we are -

The **Alliance of European Voluntary Service Organizations** is an European based International Non-Governmental Youth Organization of like-minded organizations not aligned to other international structures. It is a cooperative network of independent and active national organizations, working together on the quality and development of International Voluntary Service.

The **aims of the Alliance** are promoting better cooperation between its members and developing common standards and best practice activities for the benefit of volunteers and local partners. **The Alliance has 48 members in 29 countries.**

Member organizations act to **encourage and support voluntary service programs**, international workcamps and other long-term activities, enabling young people to meet & understand different cultures, whilst carrying out community projects of public benefit: EVS, short term projects, medium term voluntary service, youth leaders exchanges & trainings, inclusion, environmental, cultural & local development projects.

The Alliance provides capacity building for its members from IVS technical placement procedures to training and social skills development, external relations, social inclusion/participation, environmental and general sustainability in IVS projects and networking events, quality management, volunteering trends research and policy development on various issues representing the network.

For us, **becoming an active citizen starts with participating in International Voluntary Service (IVS) short term projects (workcamps)**, which involve local communities in work with volunteers from different national/cultural/social backgrounds.

Another important aspect **is cooperation with institutions/networks/other European organizations in the youth field.** We are actively involved in YFJ, CoE's co-management system (Advisory Council and Programming Committee), with like-minded organizations also, to shape European youth policy, strategies on inclusion, environmental awareness and general sustainability and youth participation so to improve the situation of youth in Europe.

Alliance has a clearly set **social inclusion strategy**, supported by its Accessing Campaign. It facilitates and encourages the involvement of young people with fewer opportunities (YPWFO) by ensuring places for them in most of activities hosted by member organizations as well as in Alliance events.

Alliance also supports the **International Campaign for a Sustainable Voluntary Service.** Thus the 4 principles of the campaign which can be followed to put IVS projects on a path towards sustainability: reduction of pollution/consumption, change in our consumption, actions to improve our environment and actions to educate and to facilitate awareness about sustainability. *Environmental Sustainability Working Group* (ESWG) had been established in 2012 to support that way.

In order to align the diverse and various activities the **Alliance Training and Education Policy Paper** aims to provide a guideline supporting the network itself as well as its member organisations in terms of running a project and training multipliers and facilitators for basic and specific topics and actions.

To realize an *Alliance educational activity* it is important to ensure effective and efficient cooperation and communication between several stakeholders involved in the organizational process. The Alliance Pool of Trainers (A-PoT) and the Alliance Long-term Training Course (LTTC) provide a sustainable source for an *Alliance educational activity* by developing and development of well qualified trainers. And thus sustainability and coherence of *Alliance educational activity* is enabled on a high level of improved quality.

Working Principles of Alliance

When talking of principles of Alliance' educational approach every Alliance educational activity should:

1. Have a clearly defined structure – aims, objectives, methodology, target group(s);
2. Use a diversity of methods by taking in consideration diversity of learning styles;
3. Incorporate principles of experiential learning and non-formal education;
4. Be well balanced between theoretical and practical approach;
5. Create equal opportunities for participation of all participants;
6. Encourage interaction and exchange [trainers-participants, trainers-trainers, participants-participants];
7. Be flexible and oriented towards participants' needs;
8. Support both professional and personal development;
9. Be supportive and sensitive towards people with fewer opportunities;
10. Use best practices and know-how from the rich experience of Alliance and its achievements, outcomes and results of former commitments;
11. Promote sustainable development during work as well as sustainability of work done.

Ethical Principles

Every educational event/training should be based on following ethical principles:

1. ensure fundamental rights and freedoms to participants and colleagues that all people are entitled to take part in an Alliance educational activity regardless of nationality, national or ethnic origin, sex/gender, age, race, religion, language or other status;
2. promote the vision and mission of Alliance;
3. promote professional and methodological development in the field;
4. ensure/assure a good reputation of Alliance;
5. promote positive values in society;
6. promote the 4 principles of Sustainability Campaign during realization of activity.

Code of Professional Conduct

Code of professional conduct for all stakeholders of Alliance educational activities is based on a few essential principles: *responsibility, independence, integrity and public interest*.

Everybody should respect and act according to the following:

1. To implement activity on high professional level;
2. To follow Alliance educational approach as defined by this document;
3. To actively participate in design, implementation and evaluation of activities;
4. To actively support follow-ups of activities within the bounds of possibility;
5. To be responsible for self-development and own improvement in the field;
6. To protect participant's and colleague's personal data;
7. To ensure safety of participants and colleagues during implementation of the activities;
8. To lead by example.

Alliance Educational Activities

Pursuant to its vision, mission and program Alliance implements educational activities such as international trainings, study sessions, seminars, conferences, etc. according to its educational policy.

Alliance educational activities are submitted and coordinated by the *Executive Committee* (EC) of Alliance and/or one of its member organizations. Each activity was proposed and agreed on during the *General Assembly* (GA), which takes place at the end of each year. Project proposals are submitted by either EC, by working groups of Alliance or by any representative of member and/or partner organization. Role of Alliance in an educational activity labelled Alliance event is to provide expert services through *Alliance Pool of Trainers* (A-PoT) in order to ensure its high quality standards.

Alliance educational activities are coherent to actual priorities of Alliance and they are based on vision and mission of the network, its annual priorities set during the *General Assembly* (GA) as well as the current needs of Alliance members. Depending on funding opportunities as well as collaboration between Alliance and its cooperating institutions, several educational activities are provided by Alliance and its members.

Study Session (StS) is organized in cooperation with the *Council of Europe* (CoE) and therefore it usually takes place in one of the two European Youth Centres of CoE. This event represents an occasion for Alliance members to exchange experiences and develop new ideas together on themes relevant for their work. Furthermore, the purpose of the Study Session is to make participants aware of the resources and policies available at European level promoting active participation of young people in International Voluntary Service experiences (IVS).

Training of Trainers (ToT) aims to provide basic skills to use non-formal education methods and methodologies. Its main aim is to empower young volunteers to run training courses on local level as well as support other educational activities in the field of NFE initiated by Alliance members.

Post-Season Event (PSE) is an annual event, which aims to address active volunteers to evaluate their experience during the season. Thus PSE is supposed to be an opportunity for volunteers to become active on international level. It furthermore stresses possibilities and opportunities of active participation in the Alliance.

Advanced Training Course (ATC) addresses specific needs of Alliance working groups or Alliance members as well as educational needs of Alliance Pool of Trainers and its development. Those International training courses take place on situational basis such as recently organized Volunteer Messenger Project or ERC Advocacy Training. The Advanced Training Courses target participants who are already involved in Alliance activities and thus are already committed to develop their skills as well as the performance of the network itself.

Training of Camp Leaders (TCL) is an international training for future camp leaders, which is supposed to meet the minimum standards for the youth leaders who are going to multiply key values by leading an Alliance workcamp.

General Conference (GC) is a biannual event, which aims to create a space for different actors from different voluntary service organisations to work on specific topic(s). Within this wider context, the purpose is to make participants aware of possibilities and opportunities of active participation in International Voluntary Service experiences (IVS).

Alliance Long-Term Training Course

Long-Term Training Course (LTTC) takes place during a longer period of time and consists of several educational activities. It aims to link several Alliance (training) events in order to foster the development of Alliance trainers who are able to facilitate preassigned priorities of the network and to address current needs of its members. LTTC targets capable active members of Alliance' member organizations in order to ensure quality and sustainability of Alliance (training) events.

Therefore biannual LTTC consists of several progressive stages such as *Study Session (StS)*, *Training of Trainers (ToT)* and *Post Season Event (PSE)*. Each of them focusing on different segments of LTTC main theme and using different educational approaches.

Study Session (StS) marks the beginning of biannual LTTC. Thus participants already commit themselves to participate actively in Alliance, its LTTC and the upcoming season. Therefore participants will be informed about Alliance, its values and the upcoming LTTC events. They will work on concrete transaction of the main theme to feed the *Training of Trainers (ToT)* and enable a successful praxis phase during season. Afterwards *Post Season Event (PSE)* aims to evaluate the implementation of preassigned aims and objectives from StS, ToT as well as workcamp season. The participants of the event are supposed to form follow-ups as well as to report findings and results to Alliance bodies. Due to its two aims and target groups PSE should provide enough space to enable the final step of LTTC on the one side and evaluation of the workcamp season on the other.

The *Advanced Training Courses (ATCs)* as well as the *General Conference (GC)* are not supposed to be inherent part of LTTC. But as it is meant to be part of a continuous improvement process, perceptions from every evaluation meeting of an Alliance educational activity are used to feed the next LTTC.

Generally **Long-Term Training Course (LTTC)** aims to develop facilitators' competences in design, implementation and evaluation of NFE activities in order to improve the quality of Alliance events on every level of the network by establishing high quality standards. By that LTTC affects the *Alliance Pool of Trainers (A-PoT)* twice: being a recruitment instrument for the A-PoT itself as well as an instrument for personal and professional development for the members of A-PoT.



Stakeholders of Alliance Educational Activities

To realize an *Alliance educational activity* it is important to ensure effective and efficient cooperation and communication between several stakeholders involved in the organizational process. All of them have responsibilities in sense to deliver/receive quality education and cooperation.

1. Course Director;
2. Coordinator of Training Needs Working Group;
3. Trainers of Alliance and Alliance Pool of Trainers;
4. Hosting organization, project partners and support staff;
5. Participants.

Course Director

Course Director (CD) is a senior trainer who has been appointed by *General Assembly* (GA) for a period of two years time for this position. S/He is supposed to provide reports on development of the training activities hosted and/or labelled by Alliance and present them during the meetings *Management Committee* (MC) throughout the year as well as present a final report to the Alliance members at annual GA. There is an intense cooperation of CD and coordinator of TNWG.

General Responsibilities:

- To coordinate implementation of *Long-Term Training Course* (LTTC) and its educational activities;
- To develop the program of LTTC in cooperation with *Alliance Pool of trainers* (A-PoT) and TNWG;
- To encourage space for evaluation during every step of implementation of the LTTC for all stakeholders involved in educational activity before, during and after the implementation time;
- To prepare summary of evaluation and reports for each LTTC event;
- To make sure Alliance ethical principles and code of professional conduct are fully respected during LTTC.

Coordinator of TNWG

Coordinator of *Training Needs Working Group* (TNWG) is appointed by *General Assembly* (GA) for a period of one year time for this position. S/He is supposed to provide reports on elaboration of the training activities hosted and/or labelled by Alliance and present them during the meetings of *Executive Committee* (EC) and *Management Committee* (MC) throughout the year as well as present a final report to the Alliance members at annual GA. There is an intense cooperation of coordinator of TNWG and *Course Director* (CD).

General Responsibilities:

- To coordinate TNWG and implementation of its *Plan of Action* (PoA);
- To coordinate *Alliance Pool of trainers* (A-PoT);
- To launch call for *Alliance Pool of Trainers* (A-Pot);
- To preselect trainers of A-Pot for final approval by the EC;
- To make sure Alliance ethical principles and code of professional conduct are fully respected during every Alliance educational event;
- To execute restrictive measures towards trainers previously decided by EC;
- To caution or exclude participants from Alliance educational event who do not comply with certain items of the general responsibilities or ethical principles in communication with the EC.

Trainers of Alliance

Trainers of Alliance are mandated by Alliance member organizations and are familiar with Alliance vision, mission and educational approach. They are working under supervision of coordinator of *Training Needs Working Group* (TNWG).

Trainers of Alliance group up in the *Alliance Pool of Trainers* (A-PoT). To become part of A-PoT each trainer has to apply for a position and to pass the selection process. Criteria for selection and performance are specified for each individual call and coordinator of *Training Needs Working Group* (TNWG) and *Alliance Vice-President* (VP) are responsible for their creation and their alignment with present needs of Alliance as a network and its member organizations. In general, each trainer may apply for the position of junior or senior trainer regarding the criteria listed below.

JUNIOR TRAINER is a person who:

1. Is active in Alliance member organization for at least 2 years;
2. Has experience as a trainer/assistant in at least 3 trainings, out of which at least 1 has to be an international training;
3. Participated in at least 2 International NFE events, out of which at least 1 has been labelled Alliance educational events;
4. Is able to represent Alliance and facilitate basic information about Alliance history and its values;
5. Has experience as leader in intercultural activities such as workcamps, youth exchange or similar activities;
6. Has ability to prepare, run and reflect on parts of training sessions and selected workshops independently;
7. Has strong communication competences for good teamwork and proper presentation;
8. Has ability to work in intercultural environment and within international team;
9. Has sense of initiative & creativity;
10. Has good level of both spoken and written English language,

SENIOR TRAINER is a person who:

1. Has experience in developing of training program and education modules;
2. Has specific field of expertise that are connected with Alliance objectives;
3. Has knowledge of funding schemes;
4. Is able to recognize and implement the objectives of the applied project;
5. Has very strong communication competences for good teamwork and proper presentation;
6. Has a sense of initiative, creativity and innovation;
7. Has a sense of urgency and ability to quickly react to situation;
8. Has a sense of teamwork and willingness to share his/her experience with others;
9. Is able to coordinate, develop and implement educational program of the training, according the outlines specified in the application;
10. Is active in youth /volunteering/non-formal education field for at least 4 years;
11. Is a trainer who has been in responsible position of at least 6 international trainings, out of which at least 1 was a training of trainers (must be visible in CV);
12. Provides sufficient knowledge concerning health and safety issues;
13. Has very good level of both spoken and written English language.

JUNIOR and SENIOR trainers are formal members of the *Alliance Pool of Trainers* (A-PoT). On the other side, TRAINEEs are invited by recommendation of *Course Director* (CD) to some training activities, such as *Training of Camp Leaders* (TCL), as assistant trainers in order to get the opportunity to exercise and develop their trainers' skills together with junior and senior trainers of A-PoT. Trainees are a non-formal group of (future) Alliance trainers who need to get more experienced in the field of international educational activities before applying for A-PoT.

TRAINEE is a person who:

1. Has successfully passed LTTC and got basic trainers' skills;
2. Has shown motivation to further develop her/his trainers' skills within an international team;
3. Observes and supports all stages of application, preparation, performance and evaluation in order to learn and gain experience in running international NFE events
4. Has shown ability to work in a team and be constructive;
5. Has good level of both spoken and written English language;
6. Is ready to take responsibility to run one or more single workshops/sessions at given training in cooperation with a JUNIOR and/or SENIOR trainer present.

Alliance Pool of Trainers

Aim

Alliance Pool of Trainers is primary meant to be a trainer resource for Alliance Educational Activities. It aims to facilitate empowerment of individuals and to be an important resource of knowledge, skills, experience and expertise that will contribute to capacity building and development of Alliance as a network, its member and partner organizations as well as any institution cooperating with Alliance.

Objectives

The *Alliance Pool of Trainers* (A-PoT) primarily pursues following objectives:

1. To assist members with tools to make their work more convenient, effective and efficient;
2. To implement Alliance' LTTC in cooperation with TNWG;
3. To provide services (trainings, facilitation, moderation and consultancy) to Alliance, its member organization and institution that aligns interests for cooperation;
4. To ensure quality of Alliance educational activities by having a proper range of training topics;
5. To foster a space for education, creativity and exchange of good practice and experience among trainers;
6. To ensure space and opportunity for trainers to become more experienced, to develop (training) methods and give them opportunity for self-development;
7. Enabling trainers and participants to deal with changes effectively and pro-actively;
8. To establish an important knowledge-based resource centre, whose expertise will be used in planning of the Alliance projects;
9. To establish a functional framework that will act as a recognized body consulting on youth/volunteer issues according to the present trainers' expertise;
10. To promote equity, social cohesion and active citizenship in Alliance educational activities;
11. To strengthen coherence between Alliance Educational Activities.

Partnership in Alliance Pool of Trainers

The call for *Alliance Pool of Trainers* (A-Pot) will be launched every two years by the coordinator of *Training Needs Working Group* (TNWG). All qualified trainers can apply to join A-Pot for duration of two years. Trainers are welcomed to reapply for any time of partnership in A-PoT.

The **formal parameters** should be reviewed biannually by TNWG as they are up to public demand coming out of the agreed topics and educational events of Alliance throughout an LTTC.

During **application process** each applicant for the position in A-PoT needs to take in consideration certain criteria:

☒ *Mandate of the organization*

As the Alliance is a cooperative network it's up to the organizations to support the activities of the network by mandating their trainers for the *Alliance Pool of Trainers* (A-PoT).

☒ *Commitment of the trainer*

Applying trainers commit for at least 2-years-period and should be ready to take part in all stages of a versatile training event. Trainers will take responsibilities from application to evaluation.

By that the applications for the A-PoT should contain:

- ✓ *Application form (online)*
- ✓ *Curriculum Vitae (CV)*
- ✓ *Letter of motivation by trainer*
- ✓ *Letter of support by organization*

During **selection process** the *Course Director* (CD) and the coordinator of *Training Needs Working Group* (TNWG) are responsible for matching between the available trainers and current activities. The matching will be made according to trainers' competences and experience in relation to the concrete projects. Both ensure transparency of the selection process and as much as possible equal treatment of all applicants for A-PoT. The decision on admission of trainers is generally based on following order:

1. timeliness and completeness of application
2. applicability of trainer
3. expertise, skills and experience
4. age, geographical and gender balance

The *Executive Committee of Alliance* (EC) is capable to check whether the proposed line-up of *Alliance Pool of Trainers* (A-PoT) is able to fit the training needs because they deal with ongoing and upcoming activities on regular basis. Therefore the proposal has to be approved by majority of EC.

The final line-up of *Alliance Pool of Trainers* (A-PoT) is presented during Alliance Day of next *Technical Meeting* (TM).

The **coordination** of *Alliance Pool of Trainers* (A-PoT) will be done by the coordinator of TNWG. That also includes reasonable rejections and possible execution of restrictive measures [see "Restrictions of Trainers" below].

Benefits for Trainers

Being part of the A-PoT provides a wide range of benefits for the trainers, such as:

- Access to training positions within the Alliance;
- Opportunity to work together with experienced colleagues and increase knowledge about facilitation and other specific topic;
- Opportunity for junior trainers to practice skills and knowledge and get the necessary experience to become senior trainers;
- International visibility and recognition through the network of Alliance member and partner organizations;
- Possible involvement in preparation of different Alliance publications, researches etc.;
- Opportunity to be part of different international working groups that deal with youth/volunteer issues and give his/her expertise;
- Being addressed to run training courses out of Alliance;
- Continue his/her personal-development in the same or different field;
- Have chance to develop new ideas and methods and thereby have a certain impact on the development of IVS in general and Alliance in particular.

In addition to the above mentioned benefits the A-PoT and Alliance educational activities are supported by a compensation system following the spirit of voluntary service. We strongly recommend to the Alliance and its hosting organizations to include regular compensation in their applications as well as to actually provide that amount for their professional engagement during the educational activity. The amount of compensation depends on funding opportunities and should be agreed between trainers and hosting organization during selection of trainer team. For Alliance educational activities the hosting organization should put effort to assure trainers' compensation. In any way all trainers' expenses directly related to the training course such as travel costs, accommodation, food and material should be fully reimbursed or covered. Trainers will justify their financial benefit by availability and good performances throughout every stage of educational activities.

Restrictions of Trainers

There is possibility for warnings or exclusion of a trainer/s from the A-PoT. The *Executive Committee* (EC) decides on basis of written reports for any critical situation given by the *Course Director* (CD), the coordinator of *Training Needs Working Group* (TNWG) or any other stakeholder of the Alliance educational event. Such report may consist of: determination of violated provision(s), consequences of situation, personal opinion and recommendation for restriction. Whether the trainer will be cautioned or excluded depends on the seriousness of the offense concerning items of general obligations, ethical code and code of professional conduct. Trainer will be permanently excluded if she/he commits following offenses:

- Has bad influence on reputation of the network;
- Endanger realization of the project;
- Discriminate participants or colleagues on any basis;
- Foster safety of the participants or colleagues;
- Exerts Sexual or any other type of violence to participants or colleague.

The coordinator of *Training Needs Working Group* (TNWG) is responsible for execution of restrictive measures previously decided by MC.

Hosting organization and project partners

The **hosting organization** of an *Alliance Educational Activity* decided to take over the responsibility of applying for and hosting an event of Alliance, upon which is voted during the General Assembly. That decision should be based on full reliability of the hosting organization.

In general the trainers' expectations towards the host of an Alliance Educational Activity include:

1. Respect of Alliance Training and Educational Policy;
2. Assistance of main theme of related Alliance Long-term Training Course;
3. Search for appropriate project partners regarding field of working;
4. Describe the expected trainer team prior sending the call and join the selection process;
5. Respect of agreed time frame;
6. Respect of agreed terms of participation;
7. Support of participants before, during and after *Alliance Educational Activity*;
8. Support of trainers before, during and after *Alliance Educational Activity*;
9. Provision of adequate facility/facilities and required equipment.

Project Partners apart from hosting organization also takes over certain responsibility of applying for an event of Alliance, upon which also might be voted during the General Assembly. That decision should also be based on full reliability of the project partner (organization).

Further details shall be found in the **Standing Orders of Alliance**.

Support Staff

Support staff of an Alliance Educational Activity is at least one person who is assigned by the hosting organization as a support member of the training team. Support staff is not necessarily a staff member of the hosting organisation but should be present to ensure quality of project implementation. Support staff is working under direct supervision and/or in cooperation with Course Director (applicable for LTTC) or Project Coordinator. It may happen that Project Coordinator is performing the local support activities.

SUPPORT staff is a person who:

1. Is familiar with Alliance and respects its ethical principles and code of professional conduct;
2. Has worked with the grant her/his organization used for the event it is hosting;
3. Is well organized and behaves responsibly;
4. Has good level of both spoken and written English language.

General responsibilities taken from trainers' team (to be adopted situationally):

- Assisting the preparation of the info-sheet (at least 3-4 weeks prior event)
- Supporting travel arrangements (especially visa issues)
- Administrative work like participation list
- Technical support concerning facilities, equipments, materials and accommodations
- Assistance concerning food and beverage
- Support Reporting activities
- (Technical) support for feasibility actions

It is mandatory that support staff is available for the entire duration of the educational event.

Participants

Participants of Alliance educational activities are volunteers, activists, youth workers or other staff of Alliance member organizations. Learning process of participants is under supervision and facilitation of trainers, but they are also responsible for their own learning.

In general participants of an Alliance educational activity should:

- Respect Alliance values and ethical principles;
- Actively attend the entire duration of the course;
- Respect its time frame and attend minimum 80% of the scheduled activities;
- Accept all consequences that are results of their inappropriate behaving;
- Support sustainable lifestyles promoted through the sustainability campaign;
- Respect others and ensure basic rights and freedoms to participants and trainers that all people are entitled to regardless of nationality, sex/gender, age, national or ethnic origin, race, religion, language or other status;
- Be willing to transfer knowledge to the members of his/her organization;
- Take care of working space, materials, and accommodation;
- Be responsible for the health and safety of self and others.

⇒ *Target Group has to be specified for each project separately.*

Restrictions of Participants

There is possibility for warnings or exclusion of a participant/s from an Alliance educational event. If *Course Director (CD)*, the coordinator of *Training Needs Working Group (TNWG)*, the project coordinator of hosting organization or any other stakeholder of the Alliance educational event deem that some of the participants do not comply with certain items of the general responsibilities or ethical principles, the participant/s can be cautioned or excluded depending on the seriousness of the offense.

A participant will be permanently excluded if s/he commits following offenses:

- Missed all or most of the session without acceptable reasons;
- Endanger realization of the project;
- Does not respect agreed terms of participation;
- Foster safety of other participants and trainers;
- Discriminate participants or colleagues on any basis;
- Exerts sexual or other type of violence towards participants or colleague;
- Has a considerate bad influence on Alliance reputation.

For all other offenses s/he will be cautioned by the *Course Director (CD)*, the coordinator of *Training Needs Working Group (TNWG)* or the project coordinator of hosting organization present at the Alliance educational event. For each critical situation, the acting representative of Alliance is obliged to inform *Executive Committee (EC)* and sending organization about the circumstances.

Benefits for Participants

At the end of all Alliance educational activities, participants will receive a certificate that proves their successful completion of that event. Also, they will get needed support from their Trainers for personal and professional development during the educational activity and regarding its topic. Specifically, participants in the Long Term Training Course will be introduced to a mentoring system that ensures communication and support after the ended training and during the season of voluntary service.

- Be supported for future professional and personal development
- Be introduced to a mentoring system that ensures communication and support also after the training courses and during the season of voluntary services
- Be involved in future Alliance activities as trainees
- Develop competences as trainers/facilitator in various Alliance educational events
- Advance to the level of JUNIOR trainer and apply for A-PoT
- Develop a social network over the world
- Enjoy Intercultural exchange by meeting other cultures and lifestyles
- Meet similar minds
- Gain knowledge and know-how by experiencing different techniques, methods and tools
- Broaden your horizon
- Get certified for future applications and commitments

If participants need personal recommendation, members of Management Committee (MC) will provide it.

Benefits for Alliance

The *Alliance Training and Education Policy Paper* describes a best possible way to align the diverse and various *Alliance educational activities* and aims to support the network itself as well as its member organisations in terms of running a project and training multipliers for basic and specific topics.

The outlined structure of *Alliance Training and Education Policy Paper* (including the LTTC, A-PoT and the profiles and criteria of trainers) ensures effective and efficient cooperation and communication between several stakeholders involved in the organizational process and provides the following benefits:

- Availability of a sufficient number of well qualified trainers (freelancer, employees of member organizations as well as volunteers);
- Availability of a platform to develop well qualified trainers and support development of trainers
- Recognition of the work, skill and time of Alliance trainers;
- Sustainability and coherence coming from long-term involvement of trainers;
- Improved quality of educational activities coming from long-term dedication of trainers
- An additional incentive for well qualified trainers to prepare and perform on a high level;
- Reliable and transparent fee system ready to be adopted in any kind of educational event
- Big impact on the development of the network by aim-oriented long-term effort
- Multiplying effect on international and national level (on purpose)
- Clear vision of future steps to be presented to interested volunteers (promotional tool)

Glossary

EC - Executive Committee
MC - Management Committee
TNWG - Training Needs Working Group
CD - Course Director
A-PoT - Alliance Pool of Trainers
LTTC - Long-Term Training Course
TM - Technical Meeting
GC - General Conference
GA - General Assembly
StS - Study Session
ToT - Training of Trainers
PSE - Post Season Event
ATC - Advanced Training Course
TCL - Training of Camp Leaders