

Hannah More Intercultural Ambassador (HMI Ambassadors) Learning Contract

Purpose of the contract:

To clearly state the responsibilities of all those involved in the learning process before it takes place. It clarifies expectations on all sides and helps to ensure commitment from the signatories towards achieving the learning objectives.

The agreement is made between the HMI Ambassadors, Facilitators and Programme Coordinator

The objectives of the Agreements are to:

- Identify and clarify the roles of the HMI Ambassadors, Facilitators, Programme Coordinator
- Specify the commitment required by all parties.
- Identify any special requirements.

The HMIA role

- The HMI Ambassador must attend and be punctual to all scheduled training sessions. If the HMI Ambassador is unwell on a training day they must inform the Programme Coordinator who will liaise with the Facilitator.
- It is expected that the HMI Ambassador completes all eight workshops facilitated, included the final practice session with school staff.
- Actively participate during the training sessions.
- The HMI Ambassador will be respectful, trustworthy, non-judgmental and abide by agreed confidentiality requirements.
- Each HMI Ambassador is expected to share their cultural knowledge and experience in order to gather diverse information for the development of the Intercultural Awareness Training Programme they will be delivering subsequently.
- Each HMI Ambassador is responsible for their own learning.
- Success as an HMI Ambassador is dependent on completing the training and contribution to the development of the Intercultural Awareness Programme.

The Facilitator Role

- Deliver training and support to HMI Ambassador while on the programme.
- Provide the HMI Ambassador with capacity to ensure appropriate competences and skills can be gained to fulfil requirements for the training delivery.
- Monitor HMI Ambassadors progress/achievement.
- Support HMI Ambassadors with planning and formulation of an Intercultural Awareness Training pack.

- Liaise with the Programme Coordinator regarding the progress of the HMI Ambassadors and any concerns.
- Inform the Programme Coordinator if there are any difficulties you are experiencing in your role.
- Support and Assess evidence to HMI Ambassadors competencies and relevant standards, ensuring you are correctly completing expected tasks whilst performing the required activity.
- Be professional at all time.

The Programme Coordinator Role

- Be responsible for the HMI Ambassadors recruitment.
- Ensure HMI Ambassadors have all relevant information required prior to starting the training.
- Provide appropriate space and environment to carry out training.
- Provide appropriate equipment and resources for the delivery of the training.
- To ensure that HMI Ambassadors have sufficient opportunities to meet and practice prior to full rolling out of programme
- Provide opportunity and support cultural change for implementation on newly acquired skills.
- To liaise with Facilitators regarding the HMI Ambassadors progress and assist in resolving any problems that may arise.
- Work closely with all parties to evaluate the training programme.

The Learning Agreement

All parties should sign to say that they are committed to the fulfilment of the contract before the study commences.

HMI Ambassador

Name: _____ **Signature:** _____
Date: _____

Facilitator

Name: _____ **Signature:** _____
Date: _____

Programme Coordinator

Name: _____ **Signature:** _____
Date: _____