**TRAINING IN SYSTEMATIC INSTRUCTION (TSI)**

**Welcome Pack, learning agreement and booking form**

We’d like to wish you a warm welcome and thank you for your interest in our next TSI online programme.

It is essential that you thoroughly read the information contained within this pack prior to signing the learning agreement and completing your booking form. If you have any questions once you have read through this information please do get in touch, we’d love to hear from you.

We require a senior manager from your organisation to complete the learning agreement in full and send it via email to Hello@tsi-online.co.uk to confirm they and you have read, understood and agree **by midday Friday 15th Jan 2021 at the latest**.

In this welcome pack you will find:

* TSI learning agreement & booking form (pg. 2)
* TSI Programme timetable (pg. 4)
* Aims and objectives of the programme (pg. 5)
* A brief introduction to TSI (pg. 6)
* Role of Consultant Learner (pg. 7)

The TSI programme is being delivered online with a mixture of E-learning and live training taking place via Zoom. Participants will access the training online from their usual place of work. The E-learning includes watching videos, completing practical exercises and quizzes and will take approx. 6 - 8 hours.

The e-learning will be accessed via a website and participants will receive an email at 8.00am Monday 25th January 2021 and have until 12.00 midday Thursday 28th January 2021 to successfully complete all of the e-learning.

The training on Zoom will take place 9.00 – 16.30 Tuesday 2nd and Wednesday 3rd Feb, with a follow up day on Tuesday 2nd March 2021.

# TSI Learning Agreement

We need your help to ensure the training goes smoothly and there are **a number of essential requirements that must be in place** to achieve this. Please confirm that all essential requirements will be in place:

|  |  |
| --- | --- |
| Essential requirements | Delete as appropriate |
| Participants must have access to a designated room for their sole use so they are not disturbed when undertaking the e-learning and training their consultant learner(s). Only one room is needed for everyone from your organisation on the programme.  | *Y / N* |
| There must be good Wi-Fi connectivity in the room so they can complete the e-learning and be on the Zoom video call when training and observing their consultant learners  | *Y / N* |
| This room will need to have at least one table that is a meter deep and wide enough to comfortably seat two people sitting next to one another.  | *Y / N* |
| Each member of staff on the training must have access to a laptop to access the E-learning and video calls | *Y / N* |
| Each member of staff on the training must have access to a smartphone and earphones | *Y / N* |

Please provide the following information for each member of staff attending the training (there must be a minimum of two people)

|  |  |  |
| --- | --- | --- |
| Name: | Email address  | telephone contact details |
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|  Please indicate any individual needs of the participants that will be helpful for the training team to be aware of |
|  |

Please provide the names of the consultant learners your staff will be working with on Tuesday 2nd Feb 2021 (First name and initial of surname is fine) There **must** be one consultant learner per member of staff. Please see information on the role consultant learners pg. 7

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| --- | --- |
| Name of consultant learner | Name of staff on training |
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Please provide the name of the consultant learner your staff will work with on Wednesday 3rd Feb 2021 and details of the independence skill they would like to learn. Staff **must** have access to the equipment needed to teach the skill the consultant learner has chosen. E.g. a vacuum cleaner, access to an iron and iron board, access to ingredients and a kitchen etc. (please see information on the role consultant learners pg. 7)

|  |  |
| --- | --- |
|  Name of consultant learner | I Independence skill they would like to learn |
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|  |  |

A training package will be sent to your staff via a courier on Wednesday 20th of Jan 2021. It will be collected by courier to be returned to us on the Thursday 4th Feb 2021. Please confirm the name of the person who will take responsibility for this and the delivery address below.

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| --- |
| Name & address for delivery and collection of the training package |
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**This booking is subject to the essential requirements detailed above and following terms:**

* Cancellations less than 28 days’ notice will be subject to a cancellation fee of 50% of the notified fee in this agreement. Cancellations with less than 14 days’ notice will be subject to a cancellation fee of 75% of the notified fee in this agreement.
* Participants that withdraw from the course prior to completing will not be entitled to a refund in course fees. Participants must successfully complete all of the programme to receive certification.
* The course is designed to be completed on fixed dates over a 7-week period.
* TSI Online reserves the right to cancel or amend the dates of scheduled events in the light of unforeseen circumstances.
* TSI Online, trading as Barry Jones Consulting LIMITED (11306842), collects personal information about participants at point of booking. All information is securely stored, and your data will never be shared with 3rd parties or sold. You can view our privacy notice by emailing Hello@tsi-online.co.uk
* The training equipment must be returned in good working order via the prearranged courier as detailed above. In the unlikely event training equipment is not returned or damaged, there will be a surcharge of £150 per brake and £30 per tripod. Please return the signed learning agreement via email to Hello@tsi-online.co.uk by midday Wednesday 20th January 2021 at the latest.
* The booking organisation will ensure all participants are freed up from their daily duties to participate fully in all of the training. Furthermore, they agree to pay participant fees in advance of the course staring.

|  |
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| **Payment:** You will be invoiced by our trading company, Barry Jones Consulting LIMITED which will include BACS payment details. Please provide a purchase order number to confirm the booking.  |
| **Purchase order no: ………………** |
| **Please provide an invoicing Address**: |
|  |

**I can confirm I have read, understood and agree to the welcome pack and learning agreement.**

|  |  |
| --- | --- |
| Name  | Job Role |
|  |  |
| Date | Contact email and telephone number |
|  |  |

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# TSI Programme Timetable

**By midday Friday 15th Jan 2021 at the latest** Senior managers sign and return learning agreements toHello@tsi-online.co.uk Please note the places will be allocated on a first come first served basis.

**Wednesday 20th of Jan 2021** Courier delivers the training packs (one pack per school / college / place of work etc) recorded delivery, signature required, tracked and insured etc.

**Monday 25th Jan 2021**. E-Learning commences.

Participants receive a welcome email at **8am** **25th Jan 2021**with links to the website to access videos, content, quizzes etc

**Thursday 28th Jan 2021 at 12.00 midday**. Participants must have completed the eLearning in full

**Friday 29th Jan 2021 13.00 -14.00** Zoom video call. Check in for the team and participants. Participants to confirm and demonstrate they are ready and prepared for training their consultant learners on 2nd and 3rd Feb. 2021. Q&A with the team.

**Tuesday 2nd & Wednesday 3rd Feb. 21 9.00am – 16:30pm.**  Online live training via Zoom video call takes place

**Thursday 4th Feb 21. C**ourier arrives to collect training package containing bike brakes, tripod and consultant learner payment receipt sheet to be returned to Barry and Jo.

**Wednesday 2nd December** +1 day - participants come back to share presentations of NDPI, training strategies and how they have used TSI since the training

# Aims and objectives of the programme

Introduction to Systematic Instruction: 3+1-day Workshop

Training team: Barry Jones, Jo Jones, Sue Henstock & Rob Henstock

Aims & Objectives:

* to introduce participants to the principles of Systematic Instruction and its application in supported employment and community-based activities for people who have learning disabilities
* to provide participants with an opportunity to practice using systematic instruction in a teaching environment and in community activities
* to provide a forum to discuss the philosophy behind helping people with disabilities to develop competencies
* to discuss different approaches to training and learning
* to outline roles and responsibilities of trainers

Target Audience:

The course is aimed at all staff who have the opportunity to support people with learning disabilities develop their skills through targeted training and support

Course Format:

* Online E-Learning, Video presentations and quizzes
* Practising Training Skills with Consultant Learners
* Practical Exercises
* Discussions

All participants will receive a training package that will include:

* A minimum of 3 Ventura bike brakes or one per participant
* A slip mat per participant
* Anti-bacteria hand gel and wipes to clean hands, training equipment and surface.
* One smartphone tripod
* A handout pack per participant
* A training manual per participant.
* Payment and letter for Consultant Learners
* Consultant Learner payment receipt sheet

*On completion of the TSI 3+1 programme participants will receive a certificate of attendance.*

# A brief introduction to TSI

During the 1960s Marc Gold formulated a teaching system, which he called Try Another Way, based on three fundamental beliefs:

* People who have severe learning disabilities have more potential than we realise
* All people with disabilities should have the opportunity to live their lives the same way as everyone else
* Everyone can learn if we can figure out how to do it

The system was introduced to the UK by Marc Gold & Associates in 1988. Now referred to as TSI, it has largely been responsible for the development of Supported Employment in the UK. Enhanced employment opportunities help to decrease the stigma associated with disabilities. People with severe learning disabilities are often seen as ‘helpless,’ and demonstrating their ability to be productive and independent members of the workforce can lead to an enhancement of social status.

TSI has also been used successfully to increase people’s independence in other settings, including supported living, participating in community activities, and using public transport.

There are many approaches and technologies available to assist in teaching. Systematic instruction differs as it offers more than just a technology. It is a philosophy and technology, which focuses on people who find it difficult to learn. It includes a **framework** for organising the information to be taught; **strategies** for informing and motivating learners; and a **values base** on which the system rests. All three components are intrinsically linked. Systematic instruction provides a technology, which compliments the value base. It provides a practical and effective tool to make aspirations and ideas a reality.

A three-day workshop takes participants from the theory of the teaching system to using it with people with learning disabilities during the course, and preparing them to use it to teach any new skill to people they usually support.

We also recommend having a follow up day approximately 8 weeks later to give participants an opportunity to share how they have used TSI with the trainers, colleagues, and their managers.

Examples of how TSI has been used by participants in the past:

* Obtaining paid employment for individuals who were originally seen as unemployable.
* Getting first jobs for young people still in full time education
* Increasing independence for people with profound and multiple learning disabilities in supported living settings.

# Role of Consultant Learners

Systematic Instruction was developed by Marc Gold to teach skills to people with learning disabilities. Throughout our Systematic Instruction workshop, participants are taught the system through the assembly of complex task (the Ventura bike brake). As part of their learning they are required to teach the assembly task to people with learning disabilities, who are asked to assist on Systematic Instruction workshops as ‘consultant learners’.

Systematic Instruction is, primarily, for people with significant learning disabilities, and seeking their informed consent can be difficult. Workshop presenters rely on the assistance of family and staff who know the individuals well to ascertain their agreement to participate in the workshop.

During the workshop consultant learners are required on Tuesday 2nd Feb and Wednesday 3rd Feb. On Tuesday 2nd Feb each staff member on the training will train one consultant learner for approx. 40 minutes in total. You will need to ensure there are the same numbers of consultant learners as staff on the workshop.

On Wednesday 3rd Feb each pair of staff will work with another consultant learner to take part in using the Non-Disabled Persons’ Inventory (NDPI) in independent living skills. The independent living skills could be based on outcomes in an Education, Health and Care Plan they are working towards or, by asking the consultant learner what independent living skill they would like to learn. Previous examples include, changing a bicycle tyre, making a sandwich, making a hot drink, ironing shirt and trousers and using a vacuum cleaner. Please bear in mind you will need access to the equipment needed for this task.

Wherever possible the consultant learners on 3rd Feb will be different to those who attended on 2nd Feb. Once all the learning agreements have been signed and returned a timetable detailing when consultant learners will be required will be made available. It is essential that consultant learners are available at the allocated times.

On 2nd Feb the consultant learners will be working with small groups of participants. Within each group one participant takes the role of teacher, whilst the other(s) makes observations and records data on how the teacher carries out the task.

Each teaching session is recorded so the participants can do their own critique following the teaching session. The recordings are used solely for training purposes, and are usually left with the person responsible for commissioning the workshop, or are destroyed. On some occasion’s consultant learners have asked to see the recordings and to show their teaching session to other people, e.g. family and support staff. Some workshop participants have asked for the recordings to show colleagues on their return to work. In these cases, the recordings are left with the local workshop facilitator / commissioner.

All consultant learners are paid for their contribution to the workshop and will receive their payment at the end of the session with a letter explaining the payment and thanking them for helping on the course.

Workshop presenters take responsibility for ensuring the wellbeing of consultant learners throughout their attendance at the workshop. If at any time the consultant learner wishes to withdraw, they can do so, although we would try to gently persuade them to continue. All workshop participants must treat all consultant learners with courtesy and respect throughout the workshop. If at any time this is not the case (although this rarely happens) the workshop presenter will intervene.

*NB: the bike brake is merely a tool used to teach a particular system. The objective of the workshop is not to teach people how to assemble a bike brake, rather to teach people how to use systematic instruction to teach a range of skills.*

***We look forward to meeting you,***

***Jo & Barry Jones.***