



# Certificate in Training

The ICTI Certificate in Training is a formal qualification and recognition of a trainer's competence. It provides the trainer with recognition from the Institute as a trainer. Holders of the certificate may describe themselves as an ICTI Recognised Trainer.

In order to qualify for the ICTI Certificate in Training, you will need to have:

1. attended a Training of Trainers course or undertaken equivalent training and experience as a trainer
2. completed and returned (and had accepted) a suitable portfolio of evidence of competence.

An examination fee of £25 sterling is payable for candidates who have not completed an ICTI Training of Trainers course.

## The portfolio

In order to award a Certificate, ICTI must have evidence that you not only attended a course or have experience, but that you used and developed the required skills in a real-world environment.

The most efficient way to gather such evidence without further travel and expense is for you to send a portfolio by post.

## Evidence

Evidence can take several forms:

- **DIRECT** – if the topic concerned results in you producing documents, such as session plans or a training plan, copies can be included in the portfolio. Two or three examples of each will be sufficient.
- **MANAGER WITNESS** – if the topic relates to your organisational performance, such as accurately identifying organisational needs, or meeting cost and time targets, a statement about this performance from your line manager would be most valuable. Ask him/her to read the relevant course hand out and make as detailed a statement as they feel able. If you have an annual Review or Appraisal this could be useful too. One detailed example on a topic would be fine.
- **PEER WITNESS** – if others around you have the opportunity to see you work, and especially if they also see the work done by the people you train, they may make good witnesses. This would be especially suitable for areas such as communications, and overall training effectiveness.
- **LEARNER WITNESS** – it may be less than helpful for your credibility to ask your own course delegates to write witness statements for you! However, through appropriate feedback and questionnaires used as a normal part of the training, you can gather good evidence of your effectiveness as a trainer. A handful of examples should be easy to provide, on any one topic.
- **PERSONAL STATEMENT** – if one or two areas prove difficult to gain experience in (such as organisational training needs analysis) it will be acceptable for you to write a short essay or explanation of the topic, in your own words. This is a last resort, and more than two or three sub-topics with **ONLY** such statements as evidence will not be acceptable.

Get witnesses to sign and date their statements, and include their job title and relationship to you.

The best evidence will be Direct and Learner Witness. A portfolio bulging with a good variety of these will be well received! Try to use the others to support these. In other words, two or three different types of evidence, including at least one direct or learner witness, on every topic would make a wonderful portfolio. You should also include a current curriculum vitae or resume and written reflections on your work.

### Bibliography:

- Daines, J., Daines, C., & Graham, B. (1993). *Adult learning, adult teaching* (3<sup>rd</sup> ed). Nottingham: University of Nottingham.
- Reece, I., Walker, S. (2003). *Teaching, training and learning* (5<sup>th</sup> ed). Sunderland: Business Education.
- Atherton, J. (2002). *Learning and Teaching: Reflective Practice*. In <http://www.dmu.ac.uk/~jamesa/learning/reflecti.htm>. Accessed 18 April 2005.
- Fyfe (2002). Building reflective practice into student learning. In *Focusing on the Student. Proceedings of the 11th Annual Teaching Learning Forum*, <http://cea.curtin.edu.au/tlf/tlf2002/fyfe.html>. Perth, Australia: Edith Cowan University. Accessed 23 June 2003.

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Registered Office:  
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Bradford, UK

## Topics

You should divide your evidence into the following topics and sub-topics:

1. A current Curriculum Vitae/Resume
2. Identifying Training Needs (SVUK A & B)
  - a. Organisational (Or the part of it you are mandated to look at!)
  - b. Individual
  - c. Course objectives
3. Planning and Designing Training (SVUK B, C & D)
  - a. Planning programmes
  - b. Choosing methods
  - c. Designing materials
4. Delivery of Training (SVUK C, D & E)
  - a. Organising programmes
  - b. Organising sessions
5. Evaluating Training against objectives (SVUK E, F & G)
  - a. During training
  - b. At the end of training
  - c. Sometime later
6. Continuous Improvement (SVUK F, G & H)
  - a. Using the results of evaluation to improve strategy
  - b. Using the results of evaluation to improve delivery
  - c. Written reflections on your own work
- c. Delivery to groups
- d. Individual learning support
- e. Teaching Log - *to achieve SVUK standards this should cover 120 hours of student contact time*

Reference to SVUK indicates the corresponding standards set by Standards Verification UK - part of Lifelong Learning UK (formerly the Further Education National Training Organisation - [www.lifelonglearninguk.org](http://www.lifelonglearninguk.org)). Standards Verification UK set standards for training teachers and trainers working in post-compulsory education in Britain. Relating to these standards allows students to more easily associate the portfolio outcomes with other training. ICTI has no formal relationship with SVUK and this does not imply that the Certificate in Training is in anyway approved or endorsed by SVUK. SVUK standards have been superseded but provide a useful framework for comparison.

The Institute places great store in the application of Biblically based principles as a foundation for training and the work of trainers. Evidence may well include illustration of the application of Biblical principles.

## Presentation of the portfolio

This will not be a test of your "portfolio presentation skills", so, for example, some handwritten content would not go against it. However, as a trainer responsible for clear and professional presentation, how the portfolio is put together will inevitably tell us something about your skills. We will, of course, take account of the resources you may or may not have available for printing, binding etc. It is *you* we are interested in, not your organisation's reprographic facilities!

Using the headings outlined above will help us to see how you have covered the topics, and where to find the information. Remember, you need to COMMUNICATE with us. You should submit an explanation of your supporting materials in English if the language used in your training evidence is not in English.

When you think you have covered everything, get out the session plans for your ToT, and review our course objectives. Then go through your portfolio critically, to see if you feel you have adequately demonstrated your competence against the objectives. Please provide a summary in English of documents in languages which examiners may not be able to read.

***If you have not undertaken an ICTI approved Training of Trainers course*** you should provide full details of the course or courses you have taken, details of the subjects studied and any assessments you received.

## What then?

We would expect a fairly busy trainer to take three to six months to gather a good portfolio. If you only train from time to time, it may take a little longer. If you are serious about completing this, we would expect you to complete it within 12 months, and will only consider later submissions exceptionally.

Once you are satisfied, send it, together with the completed Application Form for the Certificate and examination fee\*, to:

Andrew Steele, ICTI, The Media Centre, 131 Grattan Road, Bradford BD1 2HS, UK

We recommend the use of Dropbox to submit portfolios electronically.

Final award of the ICTI Certificate in Training will be made by ICTI upon the recommendation of the examiners whose decision is final.

\*Fees are currently £25 per application. These are included in the costs of ICTI ToT events and applicants who submit their portfolio within 12 months of the event need not make further payment. Applicants who have completed an ICTI ToT and take longer than 12 months to complete their portfolio should submit a late examination fee of £15.

International Communication Training Institute, The Media Centre, 131 Grattan Road, Bradford, UK BD1 2HS · +44 870 321 8446  
If you are unsure and want advice on assembling your portfolio, either write, or email ICTI at: [icti@icmc.org](mailto:icti@icmc.org)