

CYL Welcome Letter

This pack has been put together to assist facilitators and assistants to complete all the administrative responsibilities required of our programmes by our funders. You will find in this pack a range of forms and information that will need to be completed by participants of the programme or by yourself as the facilitator/tutor. Please note that failure to get any part of the above completed may result in a delay in the payment of your fees. For this reason we have detailed below the requirements and deadlines.

Equipment

You would have been sent a packing list or spoken to about the equipment and resources that will be required for the programme you will be running. Should you sign out any equipment that belongs to the company you shall become responsible for its return or loss of damage may be deducted from the payment of your fees if it is found that you have been negligent.

Health and Safety/ Risk Assessment

You will need to carry out a Risk Assessment for the activities you will be carrying out in the first week. The Risk assessment should include an assessment of all activities that will be carried out in the programme. In addition to this key is to note are that CYL has a policy that no member of staff is to be left alone with a group of participants under the age of 19. In addition to this, is our policy not to leave any participants alone with equipment or any equipment unattended. To protect you as well as the people on our programmes please ensure that you abide by this. A risk assessment needs to be completed and handed to the programme assistant by the end of the week (of the programme) at the latest.

Daily Registration Forms

The daily registration form records the details of all participants that take part in our activities. It holds essential data that is required by funders and will assist you in showing you who is on your programme, please complete for every session a daily registration form and return to us at the end of every week.

Session Plans

We request that tutors and facilitators prepare for and evaluate the sessions they deliver for us. This helps us to monitor the progress and quality of the programme, identify any potential problem areas and assist you in the preparation for the end of the course evaluation. The session plans and evaluations need to be completed and handed in at the end of each week.

Release and Consent Forms

Much of our work includes the development and recording of work that will be used for the production of music CD's, DVD's, publications, and exhibitions and may be used in our event and tour programmes. For this reason we need to ensure that we obtain the consent of the individuals (or their parents) that takes part in the activity, if they are under the age of 19, an appropriate adult will need to confirm their consent and that we are able to use the completed material returned to us.

Programme Evaluation

At the end of each programme our funders and sponsors may require a final evaluation of the programme from participants, facilitators/tutor and the organiser's point of view. We enclose evaluation forms for completion by yourself and the participants on the programme you will deliver for us. Programmes that are longer than three weeks long will also include a mid-programme evaluation. Please ensure that these forms are completed and returned at the end of the programme.

WE HOPE YOU ENJOY YOUR PROGRAMME WITH CYL.

SHOULD YOU HAVE ANY PROBLEMS PLEASE DO NOT HESITATE TO CONTACT US.