

Training Factsheet

BUYING IN A MENTOR FOR A TRAINEE TRAINER

This document outlines the costs to a registered service when requesting a Mentor for a Trainee Trainer (TT)

Where there is no Accredited Trainer (AT) in a registered service, the Service can apply to the NPA for a Mentor (**please complete form TTM**).

This will be an experienced AT who will work with the Trainee to achieve full accredited status, including co-delivery of two Portage Workshops.

Note: The Service will also be responsible for all additional costs and arrangements of hosting the Workshops. Each workshop can accommodate up to 24 participants and can be marketed by the employing organisation to recoup some of their costs.

The table below sets out the full costs for a Service to train (and maintain) a TT to AT status, with the 'bought in' Services of a Mentor.

Cost	Amount	When payable
Trainee Trainer registration fee	£30.00 (one off)	On approval of initial application
Renewal of TT status	£30.00 (every 3 years)	On 31 st March, every 3 years
Mentor Services*	£5,500 (one off)	On allocation of a Mentor
Travel & accommodation costs for Mentor**	Variable	On receipt of invoice
Final accreditation fee	£150.00 (one off)	On achieving accredited status
Professional membership of the NPA***	£40.00 (annually)	On 1 st October annually
Renewal of AT status	£150.00 (every 3 years)	On 31 st March, every 3 years

*Mentoring Services include an AT to support the TT through the training process & co-deliver 2 Portage Workshops.

** Travel and/or accommodation for the Mentor would be an additional cost to be met by the Trainees employer (it would be expected that the Mentor would support the Mentee virtually where possible).

*** TT's & AT's must always maintain membership.

**** AT's are required to renew their accreditation every 3 years, on condition that AT criteria continues to be met.

Further information and application form TTM can be requested from the NPA Office
administrator@portage.org.uk or 0121 244 1807