



## **Quaker Life Children and young people's work training. Record form for volunteer reflection, review and agreement.**

One week in advance of the reflection, review and agreement meeting this form is sent to the volunteer to think about and complete. The following documents will also be sent:

- Copies of participant and facilitator feedback forms from any events facilitated.
- A copy of the record form from the previous agreement meeting.
- CYP volunteer trainer role description.

This form should be looked at in conjunction with the children and young people's work volunteer trainer role outline. Following the meeting, a copy of this form with notes of what was said and agreed, will be sent to the volunteer. This form is used at the end of induction and then again every two to three years for the ongoing reflection, review and agreement meetings.

These face to face meetings will normally last 1- 1½ hours.

**Name:**

**Staff member:**

Date induction finished or date of previous volunteer agreement:

Date of volunteer agreement:

*Any comments on things agreed in the previous volunteer agreement:*

### **Review of work**

- *Events facilitated:*
  
- *Are there any issues to discuss from facilitator or participant feedback forms?*
  
  
- *What have you done well?*
  
  
- *Is there anything that you might do differently in future?*
  
  
- *Is there anything else that has arisen for you from your practice as a children and young people's work trainer that you would like to discuss?*

## **Agreement of future involvement**

- *Do you want to continue with children and young people's work training?*
- *What types of events or involvement do you prefer?*
- *How many events could you do per year? (remembering the time taken to plan).*
- *What distance are you willing to travel?*
- *Are you able to commit to come to the team events held at least once a year?*

## **Training and Development**

- *What have you gained from your involvement in this work and what do you hope to gain in future?*
- *Is there any training / development would you like in future in relation to your involvement in this work?*
- *Thoughts about past / upcoming event(s) for CYP trainers:*

## **Support**

- *What support do you need in relation to CYP training work?*

## **Objectives and aspirations**

- *What objectives would you like to set yourself in relation to your CYP training work in future?*
- *Where do you see yourself in the next period in relation to your role as a CYP trainer? What do you aspire to in your role as a CYP trainer? Are there any targets that you want to set?*