

## Accredited Educator Training Programme for Learners

<b>Pre-Training</b>	<p>Prior to attending the directed learning session, discuss with your manager, the scope and role of becoming an interRAI Accredited Educator (AE).</p> <p>Following a discussion with your preceptor to confirm a suitable training date, interRAI administration team sets up your training date with your interRAI preceptor and upgrades your interRAI Learning &amp; Development (iL&amp;D) access.</p> <p>Login to iL&amp;D and familiarise yourself with the Accredited Educator Handbook.</p> <p>Your preceptor will email you a welcome letter (please check your spam).</p> <p>If your training is via Zoom, ensure you know how to open Zoom to join the directed learning session with your preceptor. There is a module on your iL&amp;D dashboard called 'How to use Zoom' that we recommend you complete prior to training. Login to Zoom at least 15 minutes before training in case you have technical issues that your preceptor can help with.</p>
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	Content	Time and Duration
<b>Directed Learning</b>	<p><b>Join your interRAI Preceptor for the directed learning session</b></p> <p>Welcome and Introduction.</p> <p><b>Learning activities:</b></p> <ul style="list-style-type: none"> <li>• How to start training using the hui process.</li> <li>• How you will explain the Meihana model to learners.</li> <li>• Role of the AE.</li> <li>• General interRAI methodology guidelines to teach learners.</li> <li>• How to achieve and maintain AE competency.</li> <li>• How to book learners for training. (Training Administration Manager).</li> <li>• How to set up learners for training.</li> <li>• How to review assessments.</li> <li>• The training extension process and how to add an extension in iL&amp;D.</li> <li>• How to award learners competency on completion of their course.</li> <li>• Methodology and software queries.</li> <li>• Ongoing training process for AE to become competent and maintain competency.</li> </ul>	<b>2 hours</b>
<b>Post-Directed Learning session</b>	<ul style="list-style-type: none"> <li>• Preceptor will email you all learning materials required for your assessment type and organises interRAI manuals to be couriered to you if required.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Review all training materials. (AE handbook and PowerPoint presentations are available in iL&amp;D).</li> <li>• Join mutually arranged weekly catch up sessions with your preceptor for the duration of AE training.</li> <li>• Sit in on one (or more) training sessions conducted by other educators if available.</li> <li>• Arrange a date to deliver the first training session. Fill in training request form (allowing at least 15 days' notice).</li> <li>• Contact learners by emailing them the templated welcome letter and follow up with a phone call. Ensure learners have all the resources they need.</li> <li>• Deliver your first training session with preceptor present for support. Preceptor moderates this session and uploads the moderation to your iL&amp;D profile.</li> <li>• You will need to email the first four/five assessments you review to your preceptor (depending on the type of training). Your preceptor will moderate them and provide feedback and upload them to your iL&amp;D profile. After you have reviewed your preceptor's feedback and considered the recommended amendments, you will then upload the reviews to your learners' iL&amp;D profiles.</li> <li>• Once confident to complete the interRAI training independently, your preceptor completes the AE competency document and uploads the PDF to iL&amp;D.</li> <li>• You will then receive invitations to the methodology and in-service meetings.</li> </ul>	
<p><b>Post-Competency</b></p>	<ul style="list-style-type: none"> <li>• An assessment review that you complete will be moderated by your preceptor at three (3) and six (6) months.</li> <li>• A training session and assessment review that you complete will be moderated by your preceptor at 12 months, then ongoing annually.</li> <li>• You will join in a group moderation exercise if organised by the education and competency managers.</li> <li>• Regular catch-up meetings will be organised with your preceptor.</li> <li>• Your preceptor will contact you every time learning materials are updated for your assessment type (also look at iL&amp;D Forum messages that are emailed to you).</li> </ul>	