** Starting IDEAL-groups - checklist**

**Starting groups for adult learning?**

**Mapping**

* Map for which groups IDEAL is suitable
* Discuss expectations and make them SMART

Vantrood Educational Services can support this phase with an inspiration session for policy makers and staff

**Finance**

When providing IDEAL for multiple groups, the following issues should be considered:

* Coordination of acquisition, organization, training and excursions
* Oral and written recruitment of participants
* Administrative support (registration and materials)
* 350 contact hours and preparation by a social worker (per group / per year)
* Materials (copying, laminating, magnetic strips)
* Location, catering
* If necessary, childcare during contact hours
* If necessary, adaptation of the materials (pictograms) to your target group

Vantrood Educational Services provides on the job training, including online supervision, collegial consultation and materials.

**Features of a learning group**

One of the key design principles of IDEAL is working with homogeneous groups of participants. Basically, the only key characteristic for which IDEAL was developed is a low level of education/formal learning experience. IDEAL is not restricted to migrants or specific cultures. However, in a learning group, identification and role modelling are key to a safe learning environment. Therefore, participants with similar (culture, language and educational level) backgrounds join in learning groups. Also, the groups are gender-specific. Working with heterogeneous groups has proved to be disadvantageous.

**Characteristics of facilitators**

o A safe role model. This means that a course group of women should be accompanied by a female facilitator, and a Berber group by an facilitator with a Berber background (possibly second or third generation).

o Bilingual. The supervisor has a high level of language command in the mother tongue of the learners (L1) and in the target language (L2), even when it comes to feelings and reflection.

o Sensitive. The facilitator is aware of nuances and sensitivities in communications. He / she is able to effortlessly switch between parts of the programme dealing with reflection (L1) and components that have to do with integration and participation (L2). He / she is also able to acknowledge the knowledge and expertise within the group, adding perspectives. It is part of the training, supervision and collegial consultation to strengthen these skills even more.

o Inquisitive and flexible. The supervisor is willing and able to use a variety of creative techniques, such as mapping, role-play, creativity, guided imagery, excursions. Various methods are taught / trained in the training.

o Exploring. To provide a safe learning environment, it is of the utmost importance that the facilitator is reflective, non-judgmental, observant, and can challenge without imposing. To further reinforce this attitude, training is provided.

o Positive. The facilitator reinforces the confidence and the learning capacity of the participants. For that purpose he/ she shall have an eye for what the participants have already achieved in their lives and how they are empowered, rather than emphasizing what their assigned position is (often referred to as sensitive or difficult to handle).

Details on the characteristics of facilitators can be found in the Handbook for implementation.

**Conditions**

Starting 1 group

* Determine to which target group the programme is offered
* Training of 1 or 2 social workers with similar background features
* Recruitment
* Practical organisation

Starting multiple groups

* Appoint a coordinator
* Mapping target groups and specific recruitment
* Finding suitable facilitators
* Forming groups with a minimum of traveling distance (max. 45 minutes)

**Recruitment**

Focus on the course – work with homogeneous groups of participants.

This implies:

* Be clear about the profile of the target group
* Recruit up to 15 participants
* Identify which target groups are most interested

Oral recruitment:

* Directly through the social worker
* In the network of the social worker and other professionals in social work or education
* In the network of civic integration courses and language courses: which participants suffer from course blocking?
* In all activities explain the win-win situation

Written recruitment:

* With the texts on [www.ideal-participation.eu](http://www.ideal-participation.eu) texts for flyers or websites can be developed
* The organization is responsible for recruitment and for announcing the provision of IDEAL-groups on their website

**Training**

De training for social workers is provided by Vantrood Educational Services. Contact us for a proposition, fitting your needs.

**Materials**

Materials are being provided during the training and can be used under licence.

Materials need to be prepared per module/lesson (for instance printing, laminating, magnetic strips for the use on whiteboards).