**Helping Yourself to Wellbeing**

**Terms and Conditions**

The Helping Yourself to Wellbeing (HY2W) is a seven week course that has been designed to provide participants with the knowledge, skills and tools to improve their health and wellbeing. It helps participants to find the confidence and motivation needed to set realistic goals for making changes to their lifestyle.

**1** **Bury Council – Social Development Team Obligations**

**1.1 Lead Trainers** will provide**:**

* + 1. Training for Helping Yourself to Wellbeing (HY2W) facilitators
* A non-residential HY2W course as a participant (option to attend a two-day programme or a seven week course for two hours per week). This is not optional and is a pre-requisite for attending the two-day facilitator training programme.
* A two day non-residential HY2W Train the Facilitator Training programme.
* If experienced trainer/facilitator an informal interview and /delivery assessment will be undertaken
* Optional Health topic training
* Support to facilitators as and when required.
	+ 1. Provision and update of materials once a course is scheduled

- Training materials.

* + 1. Quality assurance of the programme
* Social Development Team has responsibility for the quality assurance of the programme which will be updated as and when required.
	+ 1. Quality assurance assessments of facilitators
* Facilitators’ assessments will be held during the training programme/informal interview and a member of SDT will come out on an adhoc basis thereafter. .
	+ 1. Twice yearly forums
* Two HY2W forums per year for updates of the course and new materials. Further training if required will be held at the forum.

**2. User’s Obligations**

* 1. **Services/Organisations** will:

2.1.1 Identify members of staff to be trained as HY2W facilitators.

* + 1. Allow potential facilitators to attend:
1. a non-residential course as a participant (option to attend a two-day programme or a 7 week course at 2 hours per week);
2. a two-day non-residential facilitator training course;
3. an informational interview/delivery assessment
4. Optional training e.g. health topics etc. .
5. Release Facilitators to attend forums (**at least one per year)**
6. Ensure that all training materials are returned to the Lead Trainers if for any reason facilitators are no longer able to deliver the course. **Failure to return all training materials will incur a £50 charge.**
	1. **Once trained Facilitators should:**
		1. Commit to the delivery of at least two HY2W courses per annum with the first course being held within six months of the completing the facilitator training programme, unless discussions have been held with SDT.
		2. Inform SDT of all scheduled courses with details of dates, times and venue
		3. Deliver the programme from a venue within the Borough of Bury, unless discussed with SDT.
		4. Ensure Personal Development Packs are completed along with the course evaluation form and all originals sent SDT **at the end of WEEK 7**. Photocopies of originals can be completed if facilitators require them for their service.
		5. Shall only deliver HY2W courses on behalf of the organisations for which he/she is trained except with prior written consent of the Social Development Team.

**Signatures:**

For and on behalf of Social Development Team:

**Lead Trainer:**

Designation:

Signature:

Date:

For and on behalf of Service/Organisation:

**Facilitator**:

Designation:

Signature:

Date:

**Manager**:

Designation:

Signature:

Date: