



Youth Community Education through Recreation

HIGH FIVE® Trainer Application Package for the Education Sector

HIGH FIVE is Canada's quality standard for children's program. Before HIGH FIVE, no standard existed and there was a clear need for an innovative approach to help organizations enhance program quality and provide positive experience for children, which would remain with them for a lifetime.

Saskatchewan Parks and Recreation Association
#100 - 1445 Park Street
Regina, Saskatchewan
S4N 4C5

September 2017

Supported by:



Training Education Staff as HIGH FIVE Trainers

1. Introduction

The Saskatchewan Parks and Recreation Association (SPRA) is dedicated to improving the foundation of the recreation sector through youth leadership skill development involving an integrated approach with the education sector. In partnership with the Saskatchewan Association for Community Education (SACE), SPRA is committed to increasing capacity in Saskatchewan's youth. Optimally, youth will become better equipped with the tools, resources and knowledge to increase positive and decrease negative behaviour, improve student success, increase their employability as adults and overall well-being. The Youth Community Education through Recreation (YCER) project incorporates recreational programs such as HIGH FIVE®, Play Leadership, Youth Fitness Leadership and Take the Lead!®. For more information visit www.spra.sk.ca/ycer.

2. Purpose

SPRA is striving to provide HIGH FIVE training to youth ages 16+ by providing the opportunity for five (5) individuals able to work with the education sector to become HIGH FIVE Trainers at no cost.

HIGH FIVE was developed to create a quality standard for children's programming. Children's programs that incorporate the HIGH FIVE Principles (A Caring Adult, Friends, Play, Mastery and Participation) can be the difference between a child having a positive experience in sport, culture and/or recreation programs and a negative one. Visit www.highfive.org for more information.

Principles of Healthy Child Development (PHCD) training teaches front-line leaders how to incorporate the HIGH FIVE Principles into any children's program. Youth who are trained PHCD leaders have strong leadership skills and, thus, increased opportunity to become employed. Visit www.highfive.org/phcd for more information.

This application is for those able to work with the education sector and are interested in attaining their HIGH FIVE Trainer designation so that they can facilitate PHCD to youth ages 16+ in the education sector.

4. Available Assistance

Successful applicants will receive the following:

- Registration fee of \$40.00 for HIGH FIVE Principles of Healthy Child Development (PHCD) workshop provided by SPRA.
- Registration fee of \$85.00 for HIGH FIVE QUEST 2 workshop provided by SPRA.
- Registration fee of \$629.00 for HIGH FIVE Trainer course provided by SPRA.
- Mileage to attend all of the required trainings.
- Manuals for youth ages 16+ to become certified in HIGH FIVE PHCD in April-June 2018 provided at no cost. Manuals are \$40.00 each for Registered Organizations and \$50.00 each for Non-Registered organizations.
- Connection with a certified HIGH FIVE Trainer to co-facilitate the applicants' first PHCD workshop at no cost. The certified HIGH FIVE Trainer typically invoices the host site a \$300.00 facilitation fee and any mileage incurred. SPRA will provide this.



- The option to facilitate HIGH FIVE PHCD and QUEST 2 workshops provincially on a contract basis of \$300.00 per workshop.
- The ability to provide students with a National Certification that will increase their chances of becoming employed. Further, the ability to provide youth ages 16+ with the knowledge and skills to be better equipped for interaction with children during sports and recreation programming.
- Recognition as involved with the national standard as a HIGH FIVE Trainer.

4. Requirements

To receive the items listed in the above point (3) Available Assistance, the following commitment must be achieved:

- November 2017 – March 2018: Completion of the pre-requisites, which include HIGH FIVE PHCD and QUEST 2 workshops.
- March 2018: Successful completion of the HIGH FIVE Trainer workshop.
- April – June 2018: Provision of HIGH FIVE PHCD training to a minimum of 15 students ages 16+ with co-facilitation.
- Connect with partner Community Organizations in the area that hire youth as front-line leaders in children's programs to make a brief presentation at the PHCD training provided to youth in April-June 2018.
- Complete the survey on this project issued by SPRA in June 2018.

It is expected that successful applicants adhere to these timelines and complete the required activities prior to June 30, 2018. **If an approved individual is unable to fulfill these requirements, they are required to reimburse SPRA for all activities.**

5. Application Process

Applicants are encouraged to consult with SPRA prior to making the application.

Applications to become a HIGH FIVE Trainer through the YCER project are accepted until **November 6, 2017**. Applicants will be notified of their successful applications on November 13, 2017.

The success of this project hinges on collaboration. Providing PHCD to students helps to increase their leadership capacity and employability. However, without successful partnerships with community organizations that hire youth, the chances for employability is less. Therefore, it is required that applicants indicate three (3) partners they will engage for a brief presentation on the employment opportunities available in their organization. This presentation is to take place in the 2017-2018 school year. The indicated partners will be contacted to verify the presentation took place.

If you require support in connecting with community partners in your area, please contact:

Desirea Weninger

Consultant-Youth Engagement

Saskatchewan Parks and Recreation Association

Email: dweninger@spra.sk.ca

Phone: 306-789-9219



7. Follow-up Requirements

Successful applicants are **required** to complete a survey that will be made available on June 1, 2018. The survey will be sent directly to successful applicants.

8. Submitting Your Application

Contact SPRA at 1-800-563-2555 for more information or with any questions pertaining to this application. We welcome your feedback on this and other SPRA programs and services.

Submit your completed Application Form to:

Desirea Weninger

Consultant-Youth Engagement

Saskatchewan Parks and Recreation Association

#100 - 1445 Park Street

Regina, SK S4N 4C5

Phone: (306) 780-9219

Toll Free: 1-800-563-2555

Fax: (306) 780-9257

Email: dweninger@spra.sk.ca



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Application Form

Applicant Information			
Applicant Full Name:			
Employer:			
School/Schools Affiliated With:			
Job Title:			
Email:			
Phone Number:			
Please indicate if you have completed either of these pre-requisites			<input type="checkbox"/> PHCD <input type="checkbox"/> QUEST 2
Mailing Address:			
City:		Postal Code:	

Timelines

1 Complete pre-requisites

In order to be eligible to become a HIGH FIVE Trainer you must complete the pre-requisites, which include HIGH FIVE Principles of Healthy Child Development (PHCD) AND Quest 2 workshops.

Do you already have the pre-requisites?

☐ PHCD – month/year completed: _____

☐ QUEST 2 – month/year completed: _____

Please select which workshops you plan to attend. If your application is approved, you will automatically be registered for these workshops.

✓	City/Town	Date	Workshop	Time
	Regina	November 23	PHCD	8:30 a.m. – 4:00 p.m.
	Regina	November 24	QUEST 2	8:30 a.m. – 4:00 p.m.
	La Ronge	December 12	PHCD	TBD
	La Ronge	December 13	QUEST 2	TBD



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	North Battleford	January 13	PHCD	9:00 a.m. – 5:00 p.m.
	North Battleford	January 14	QUEST 2	9:00 a.m. – 5:00 p.m.
	Humboldt	January 23	PHCD	9:00 a.m. – 5:00 p.m.
	Humboldt	January 24	QUEST 2	9:00 a.m. – 5:00 p.m.
	Prince Albert	January 27	PHCD	9:00 a.m. – 5:00 p.m.
	Prince Albert	January 28	QUEST 2	9:00 a.m. – 5:00 p.m.
	Swift Current	February 7	PHCD	9:00 a.m. – 5:00 p.m.

2 Complete HIGH FIVE Trainer course

There is only one (1) HIGH FIVE Trainer workshop held in Saskatchewan every two (2) years. You are required to successfully complete the full HIGH FIVE Trainer course.

HIGH FIVE Trainer Course Details

Location: TBD (either Regina or Saskatoon)

3:00 p.m. – 8:00 p.m. Friday, March 23, 2018

8:30 a.m. – 6:00 p.m. Saturday, March 24, 2018

8:30 a.m. – 4:00 p.m. Sunday, March 25, 2018

☐ I have reviewed the 2017 HIGH FIVE Trainer Candidate Information Package (attached).

☐ I have completed the 2017 HIGH FIVE Trainer Application form (attached).

3 Train youth ages 16+ in HIGH FIVE PHCD

Once you have completed the HIGH FIVE Trainer course, you will need to train students in HIGH FIVE PHCD. Because you are a new trainer, you will have to co-facilitate the workshop with a certified HIGH FIVE Trainer. SPRA will connect you with a HIGH FIVE Trainer for co-facilitation.

Please indicate the details of the workshop you will host:

Date:	
Location:	
Estimated number of students in attendance (minimum 15):	
The students will be from which communities:	



4 Provide presentation for trained youth

Collaboration is key to the success of this project. You will need to connect with partner Community Organizations in the area that hire youth as front-line leaders in children's programs to make a brief presentation at the PHCD training provided to youth in April-June 2018.

Please indicate the details of the presentation(s):

Date:		Date:		Date:	
Time:		Time:		Time:	
Partner:		Partner:		Partner:	

5 Complete the survey

*You are required to complete a survey issued by SPRA on the advancement of this project prior to June 30, 2018. The survey will be made available on **June 1, 2018**.*

Partner Community Organizations Contact Information

If your application to become a HIGH FIVE Trainer at no cost is accepted, then you are required to enlist partner community organizations to deliver a short presentation to the students you will train in PHCD on the employment opportunities available in the local area.

Please list the contact information of three (3) partner community organizations. These can be municipalities that hire summer students for children and youth programs, community organizations that hire students to work in after-school programs, recreation, cultural and/or sport organizations that hire students to facilitate programming to children and youth, etc.

Please contact Desirea Weninger (email: dweninger@spra.sk.ca, 1-800-563-2555) if you need further clarification or support on this aspect.

Community Organization Name:	
Contact Person Name:	
Phone Number:	
Email:	



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Community Organization Name:	
Contact Person Name:	
Phone Number:	
Email:	

Community Organization Name:	
Contact Person Name:	
Phone Number:	
Email:	

Understanding the Agreement:

The above-mentioned school, partner organizations and applicant support this project by:

- Committing to the components of the project.
- Supporting the students in their employment goals.
- Working with the Saskatchewan Parks and Recreation Association.
- Completing the all of the requirements by June 30, 2018.

I agree to commit to the training components of the project and understand that a failure to do so will require full reimbursement of all costs incurred by SPRA in relation to the applicant's advancement of the project.

Signature of **Applicant**

Date

Application Deadline: November 6, 2017.



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School Division Support Subsidy

In recognition of their support for this project, School Divisions are eligible to receive **up to \$750** per approved applicant (\$250 per out-of-school day). This subsidy is made available through the Saskatchewan Alliance for Youth and Community Wellbeing Healthy Schools and Communities Grant and administered by the Saskatchewan Parks and Recreation Association (SPRA). Funding is capped and SPRA reserves the right to administer the funds to best suit the needs of the project.

The subsidy amount is determined per applicant based on the number of out-of-school days required for them to complete their pre-requisites and the HIGH FIVE Trainer course (up to a maximum of three days).

Applicants Name: _____

Please select which workshops and indicate dates you are requesting subsidy for:

☐ PHCD - Date: _____ ☐ QUEST 2 - Date: _____ ☐ HIGH FIVE Trainer - March 23, 2018

Funds will be sent directly to the School Division. Please provide the following information to ensure successful receipt of funds:

Contact Person:	
Position/Title:	
School Division:	
Mailing Address:	
City/Town:	
Postal Code:	
Phone Number:	

Statement of Understanding:

I, _____ (printed name), on behalf of _____ (School Division) agree to support the following:

- Staff attending HIGH FIVE Principles of Healthy Child Development (PHCD) training
- Staff attending the HIGH FIVE QUEST 2 training
- Staff attending the HIGH FIVE Trainer training
- Staff facilitating PHCD to students/youth ages 16+ in the Spring of 2018

Signature of **School Division Representative**

Date

Application Deadline: November 6, 2017.



HIGH FIVE® Trainer

Application Form



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the proud Authorized Provider of HIGH FIVE® in Saskatchewan

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Founded by Parks and Recreation Ontario

HIGH FIVE® Trainer Application Form



Training Information

HIGH FIVE® Trainer

Training Date: March 23-25, 2018

Training Location: TBD (Saskatoon or Regina)

Application Deadline: February 23, 2018

Schedule: March 23, 2018 – 3:00 p.m. – 8:00 p.m.
March 24, 2018 – 8:30 a.m. – 6:00 p.m.
March 25, 2018 – 8:30 a.m. – 4:00 p.m.

Fee: \$629.00 (plus GST)

*Invoice will be issued once application is approved

The following **Cancellation Fees** will be applied upon cancellation in accordance with notice as per the following schedule:

- Cancellation received prior to February 23, 2018 → 100% refund
- Cancellations received between February 24, 2018 – March 9, 2018 → 50% refund
- Cancellations received between March 10 – March 23, 2018 → 0% refund

Personal Information

Name : _____

Address: _____

City

Province

Postal Code

Telephone: () _____ Fax: () _____

Email: _____ Employer: _____

I am of Aboriginal descent: ☐ yes ☐ no

If yes; are you? ☐ Status ☐ Non Status ☐ Métis

Special Dietary Needs or other relevant information: _____

Background Information, Prerequisites and Required Documentation

1. List the completed dates for the HIGH FIVE® Principles of Healthy Child Development (PHCD) and QUEST 2 Trainings.

Course	Date	Location
PHCD		
QUEST 2		
SCMH*		
Sport*		

*SCMH and Sport are not required pre-requisites to become a HIGH FIVE Trainer

2. List at least 3 References whom may be contacted by HIGH FIVE®:

Name	Position	Organization	Telephone
A.			
B.			
C.			

3. Formal Education

- ☐ Secondary Subject: _____
- ☐ College (diploma) Subject: _____
- ☐ University Degree Subject: _____
- ☐ Post Graduate Degree Subject: _____
- ☐ Other (please describe): _____



HIGH FIVE® Trainer Application Form



4. Related Experience

Experience	Time Involved	Description

5. Please attach answers to the following questions to your application.

- Have you ever been disciplined or investigated for child related incidents? If so, please describe the details and outcomes.
- Why do you wish to become a HIGH FIVE® Trainer?
- What type of opportunities and/or supports do you have within your organization, community, etc. to offer HIGH FIVE® Training?
- Why do you believe you are an ideal candidate to become a HIGH FIVE® Trainer? Please consider:
 - Facilitation experience
 - Education
 - Experience in the recreation and sport sector
 - Child-centered philosophy
 - Personal attributes that will enable you to be an exceptional Trainer

Consent for use of Personal Information

By completing this form, you are consenting to the use of your personal information for the purpose of providing you with a login and password to access the HIGH FIVE® database and to receive communications from HIGH FIVE® and/or the Authorized Provider.

You may withdraw such consent at any time by contacting the HIGH FIVE® Privacy Officer who will advise the implications of such withdrawal.

HIGH FIVE® does not sell or distribute your personal information to any third party.

Application Requirements

To receive copies of the HIGH Five Trainer Candidate Information Package, please contact Karen House at khouse@spra.sk.ca. It is required that all applicants review this information prior to submission.

To register please complete and forward the following by February 23, 2018 to the address below:

- This Application
- Responses to questions 5. a, b, c and d.
- Copy of your resume

Saskatchewan Parks and Recreation Association
Attention: Karen House, Consultant – Leadership and Evaluation
#100-1445 Park Street
Regina, SK S4N 4C5

Tel: (306) 780-9219 Fax: (306) 780-9257
E-Mail: khouse@spra.sk.ca Websites: www.spra.sk.ca www.highfive.org

HIGH FIVE® will review the completed Trainer Application form and requested attachments. Please refer to the HIGH FIVE® Trainer Candidate Information Package for details regarding the selection process and criteria.



HIGH FIVE® Trainer Application Form



Terms and Conditions

In consideration of acceptance of my candidacy as a Trainer, I agree as follows:

1. That I have read the HIGH FIVE® Trainer Candidate Information Package. _____ (please initial)
2. To endorse the HIGH FIVE® quality assurance framework and [Commitment to Children Policy](#).
3. That all information provided to HIGH FIVE® and SPRA is accurate and correct.
4. SPRA reserves the right to revoke my status as a HIGH FIVE® Trainer.
5. That I have sought or obtained, or have had the opportunity to seek and obtain, independent legal advice concerning the matters in the HIGH FIVE® Trainer Candidate Information Package to execute this agreement knowingly and voluntarily.
6. My acceptance as a HIGH FIVE® Trainer Candidate is upon signature of the HIGH FIVE® Saskatchewan Provincial Coordinator below.

Trainer

Trainer Candidate Name

Trainer Candidate Signature

Date

Trainer Candidacy Application Accepted by the Saskatchewan Parks and Recreation Association

HIGH FIVE® Provincial Coordinator Name

HIGH FIVE® Provincial Coordinator Signature

Date





HIGH FIVE® Trainer

Candidate Information Package



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HIGH FIVE® Trainer Candidate Information Package

HIGH FIVE® A quality standard for children's sport and recreation
Founded by Parks and Recreation Ontario



Introduction

Welcome

Dear Potential HIGH FIVE® Trainer,

The Saskatchewan Parks and Recreation Association (SPRA) is pleased that you have an interest in becoming a HIGH FIVE® Trainer.

HIGH FIVE® is Canada's only quality standard for organizations providing recreation and sport programs for children aged 6 to 12. The success of each training is essential to meeting the objective of enhancing quality in recreation and sport programs for children.

To achieve success with HIGH FIVE® there needs to be a commitment to the principles and spirit of the standard. Please review this package, discuss and share it with others, and feel free to contact HIGH FIVE® with any questions that arise.

SECTION 1

What is HIGH FIVE®?

Do my values align with what HIGH FIVE® is trying to accomplish?

SECTION 2

What will I be teaching as a Trainer with HIGH FIVE®?

SECTION 3

What is the certification process with HIGH FIVE®?

SECTION 4

I would like to be a Trainer; what do I do now?

APPENDICES

Training Descriptions



HIGH FIVE® Trainer Candidate Information Package

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SECTION 1

What is HIGH FIVE®?

**Do my values align with what HIGH FIVE®
is trying to accomplish?**

HIGH FIVE® Trainer Candidate Information Package



1.1 Overview

Welcome to HIGH FIVE®!

You have taken the first step to exploring how you can get involved as a HIGH FIVE® Trainer and help to ensure that children are enjoying the highest quality standard within sport and recreation programs. Individuals who get involved with HIGH FIVE® are proud to be making a difference and to be creating positive experiences for children – which will remain with them for a lifetime!

Why HIGH FIVE®?

1. Builds your facilitation skills to be the best Trainer possible
2. Provides you with recognition as having certification and expertise in healthy child development
3. Demonstrates your dedication to building strong communities
4. Opens opportunities to network and learn from like-minded individuals
5. Provides a forum for you to make a difference in the lives of leaders and children – every day

Currently more than 425,000 children are being positively affected by their experiences with HIGH FIVE® Organizations across the country. It is thanks to our incredible and talented HIGH FIVE® Trainers that we are able to make this happen!

If you choose to embark along the journey to become a HIGH FIVE® Trainer, allow this Package to be your guide. Become familiar with it to help you feel confident in your decision to become a Trainer and the time and dedication that it takes.

The Saskatchewan Parks and Recreation Association applauds your commitment to children and desire to provide children with the best way to play!



HIGH FIVE® Trainer Candidate Information Package



HIGH FIVE® Trainer Candidate Information Package

1.2 Vision and Mission

What is HIGH FIVE®?

- Canada's quality standard for children's recreation and sport
- Developed by Parks and Recreation Ontario (PRO)
- Research began in 1994
- Launched as HIGH FIVE® in 2001
- Available across Canada in English and French

Vision

Through sustained involvement in quality recreation and sport activities, all children aged 6 to 12 are experiencing healthy child development.

Mission

HIGH FIVE® is committed to helping children along the path of healthy child development by:

- Ensuring that sport and recreation practitioners develop a high level of knowledge and expertise in child development
- Helping parents to make informed choices
- Providing practitioners with tools for enhancing and maintaining a high level of program quality



HIGH FIVE® Trainer Candidate Information Package

1.3 Commitment to Children

HIGH FIVE® is a standard committed to enhancing healthy child development within sport and recreation. Stakeholders involved with HIGH FIVE® are aware there is an expectation and responsibility to uphold the Commitment to Children policy seen below.

The following conditions help children along the path of healthy development.

Environments for children must be:

- Secure, safe and stable
- Caring
- Stimulating
- Accessible
- Challenging
- Considerate of personal space needs and special needs
- Equipped with age, size and ability-appropriate equipment, furniture and materials
- Welcoming if diverse races, cultures and abilities

Activities for children must:

- Allow for a combination of self-directed and leader-directed activities
- Provide children with opportunities for input, involvement and choice
- Reflect both assessed and expressed needs
- Provide opportunities for active participation and reflection
- Encourage co-operation and friendship
- Incorporate varied learning styles and developmental stages
- Recognize uniqueness and encourage mastery
- Value and incorporate cultural, racial and linguistic diversity

Leaders must:

- Ensure all children are treated with respect, honesty and trust
- Recognize and accept children's individual needs and circumstances
- Employ positive behaviour management methods
- Help children value and celebrate diversity in the community
- Consistently model appropriate behaviour
- Continually evaluate the program and their leadership to ensure improvements and reflect changing needs

Organizations must:

- Encourage and support the ongoing development of staff and volunteers with regard to their knowledge and understanding of healthy child development
- Ensure clear and on-going communication with parents and families
- Encourage participation and input from children and families
- Provide the organizational supports necessary to ensure that children feel safe, welcome, competent, connected, empowered and special

1.4 Desired Outcomes for Children in Recreation and Sport

When children participate in recreational play, they develop physically, emotionally, socially and cognitively. What they learn at play provides a strong foundation that will help prepare them for future life experiences. All recreation and sport programs have a responsibility to provide activities and environments where children feel safe, welcome, competent, connected, empowered and special. To that end, children's recreation and sport programs must strive for excellence by taking into consideration the following broad objectives:

1. **To enable** children to develop as considerate, cooperative and caring individuals who show concern and respect for themselves, others and their communities.
2. **To help** children, when they are ready, to become competent in the areas that interest them most, by providing high quality leadership, hands-on and self directed learning and a healthy view of competition.
3. **To enable** children to be expressive and creative by encouraging them to use their imagination, to explore and to experiment.
4. **To provide** positive role models as well as opportunities for children to be leaders and role models for others.
5. **To provide** child-centered individual and group activities that are fun and enjoyable.
6. **To help** children achieve success in order to build their self-esteem and confidence, taking into account that they must be ready before they are challenged.
7. **To provide** children with the opportunity to develop relationships with non-parental adults and peers in a safe environment.
8. **To help** children learn and experience ideas and concepts such as responsibility, decision making, independence, problem solving, team building and self-management.
9. **To help** children learn how to use leisure time positively and develop a lifelong commitment to physical activity and healthy living.
10. **To provide** children with hands-on experience with nature so that they may understand and appreciate the natural world.
11. **To enrich** children's lives and help them develop new interests and skills by exposing them to a wide variety of diverse and stimulating experiences.
12. **To enable** children to feel a sense of emotional well-being, belonging and security.

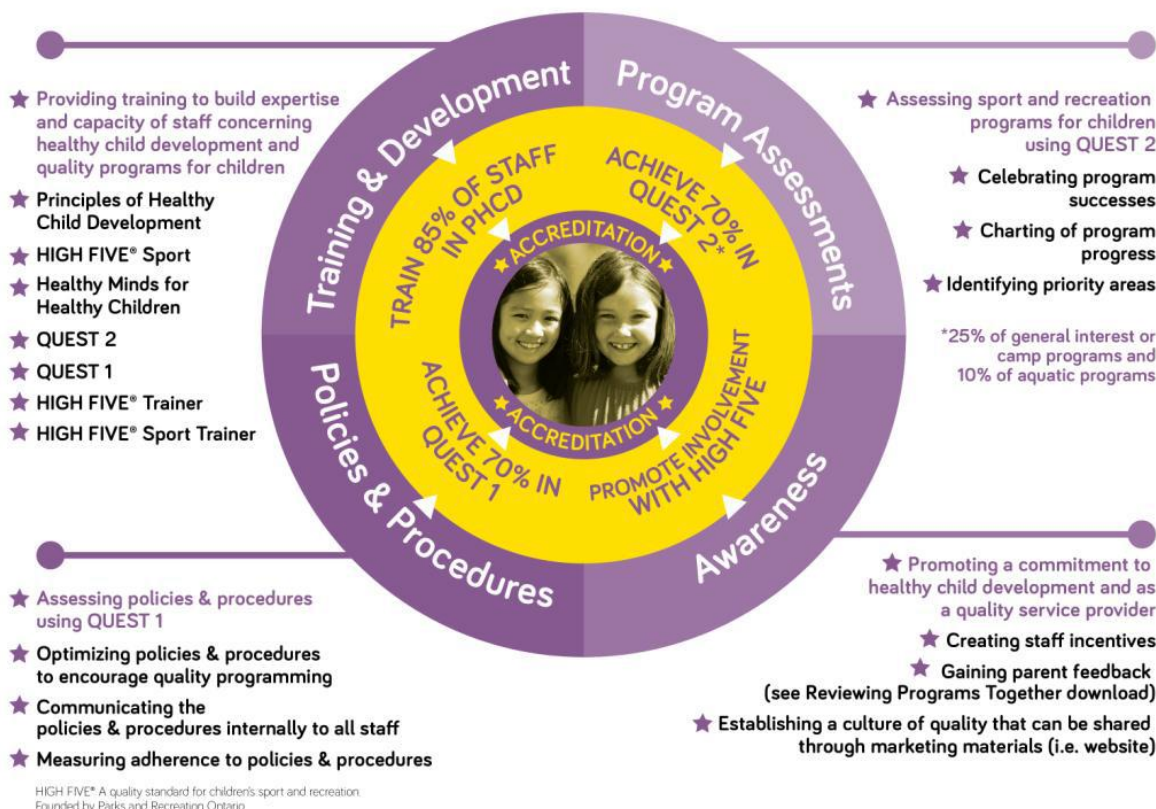
HIGH FIVE® Trainer Candidate Information Package

1.5 HIGH FIVE® Quality Framework and Accreditation Process

The HIGH FIVE® Quality Framework consists of 4 Modules: Training and Development, Program Assessment, Policies and Procedures and Awareness.

For in-depth descriptions of the trainings, please visit the appendices of this package and the website at www.HIGHFIVE.org.

Quality Framework for Healthy Child Development in sport and recreation



What is Accreditation?

- Serves as the benchmark for excellence in children's recreation and sport programming
- Acknowledges achievement of the highest recognized quality and safety standards in children's recreation and sport service delivery
- A designation that organizations embark on after being a Registered Organization

History of Accreditation:

- Developed in 2004
- Envisioned by Registered Organizations wanted to achieve a higher level of quality and goal to strive toward
- Created in partnership with major service providers, researchers, quality assurance professionals (ISO, NQI)
- Based upon the International Standard Organization (ISO) Model
- Launched in 2006 with its first 5 Accredited sites

HIGH FIVE® Trainer Candidate Information Package

1.5 HIGH FIVE® Quality Framework and Accreditation Process

As seen in the HIGH FIVE® Quality Framework above, the inner circle represents Accreditation and the overall statistics that need to be accomplished in each section. Accreditation is much more than achieving those statistics, it is creating a culture of quality within an organization which takes time and dedication. It is recommended that organizations, depending on their size, spend at least one calendar year preparing to embark on Accreditation and two years collecting and entering the data.

Please contact HIGH FIVE® National for further information about the Accreditation process. You may also direct any inquiries to your Authorized Provider. Accreditation is not a requirement of the HIGH FIVE® program, but an option for organizations wishing to heighten the principles and guidelines of HIGH FIVE® within their programs.

SECTION 2

What will I be teaching as a Trainer with HIGH FIVE®?

HIGH FIVE® Trainer Candidate Information Package



2.1 HIGH FIVE® Trainings

At the HIGH FIVE Trainer training, Trainer candidates learn to deliver PHCD, QUEST 2 and there is also an equivalency process is available to learn to deliver HIGH FIVE Sport.

STREAM 1		TARGET AUDIENCE: Front Line Staff
Training 100 <i>Principles of Healthy Child Development (PHCD)</i>	Learner Outcomes <ul style="list-style-type: none">• Design an activity plan that enhances the development and success of children• Build healthy relationships in all areas of programming for children• Create environments and spaces that foster healthy child development• Understand HIGH FIVE® and the Principles of Healthy Child Development• Recognize choices that can impact environments and spaces that foster healthy child development and self-esteem• Acknowledge the crucial role of front line leaders on the healthy development of children	
Learner Pre-requisite None		
Requirements 7.5 hours in-class		
Learner Materials PHCD Workbook		
STREAM 2		TARGET AUDIENCE: Supervisors
Training 200 <i>QUEST 2</i>	Learner Outcomes <ul style="list-style-type: none">• Define HIGH FIVE® and apply the Principles of Healthy Child Development to their role as a supervisor• Use QUEST 2 scientifically validated quality measurement tools for observing and evaluating children’s experiences in programs• Acknowledge the crucial role of supervisors in setting the tone for healthy child development in an organization	
Learner Pre-requisite PHCD		
Requirements 8 hours in-class		
Learner Materials QUEST 2 Workbook QUEST 2 Tool		
STREAM 3		TARGET AUDIENCE: Coaches
Training 300 <i>HIGH FIVE® Sport</i>	Learner Outcomes <ul style="list-style-type: none">• Identify social, emotional and cognitive development traits of children ages 6 to 12• Determine a coaches impact on a child’s experience• Communicate effectively with children and their parents• Identify strategies to reduce competition pressure	
Learner Pre-requisite None		
Requirements 5 hours in-class		
Learner Materials Sport Workbook		



HIGH FIVE® Trainer Candidate Information Package

2.2 HIGH FIVE® Sport Trainer Equivalency

HIGH FIVE PHCD and QUEST 2 Trainers can upgrade their certification to HIGH FIVE® Sport Trainer by completing the following steps:

- Pre-Requisite Trainings include participation in:
 - HIGH FIVE® Sport
 - A NCCP course
- Submission of the HIGH FIVE® Sport Trainer Equivalency Application Form to SPRA.
- Providing the registration fee of \$50, plus GST to SPRA.
- Co-Facilitating a HIGH FIVE® Sport course with a Certificated HIGH FIVE® Sport Trainer.

SECTION 3

How do I become a Certified Trainer, and what will I need to do to maintain my certification?

HIGH FIVE® Trainer Candidate Information Package

3.1 HIGH FIVE® Trainer Development: An Overview

To become a Certified HIGH FIVE Trainer

1. To become a Certified Trainer, individuals must achieve the following:
 - a) Completion of the Principles of Healthy Child Development (PHCD) training.
 - b) Completion of the QUEST 2 training.
 - c) Submission of the HIGH FIVE® Trainer Application Form.
 - d) Completion of all requirements of the HIGH FIVE® Trainer training.
 - e) Skills:
 - i. Facilitation: exemplary teaching, communication, class management and evaluation skills. Excellent communicator, presents information clearly and directs structured participant-centered learning experiences
 - ii. Mentorship: exemplary leadership, evaluation and communication skills, able to identify Trainers with high potential and acts as mentor
 - iii. Development: exceptional technical skills and knowledge of the training. Expertise enables meaningful participation in training development and revisions, when required
 - iv. Administration: exemplary training management and administration skills, ensures effective coordination of all aspects of learning such as course time management, equipment, materials, completion of paperwork: evaluations and reports
 - f) Completion of successful co-facilitation of PHCD and QUEST 2 with an experienced and Certified HIGH FIVE Trainer. Note: New Trainers are not eligible to receive a facilitation fee for the workshops they co-facilitate prior to becoming certified.
 - g) Submit an online QUEST 2 assessment into the HIGH FIVE Database.
 - h) Submit the Trainer Certification Fee (\$100 every two years).

Once you are a certified HIGH FIVE Trainer:

2. Trainers are eligible to receive facilitation remuneration for the provision of PHCD and QUEST 2 courses. It is the responsibility of the Trainer to invoice the Hosting Organization for this fee. The maximum fee structure is as follows:
 - \$300 for each PHCD course facilitated (facilitation fee is split if two or more certified HIGH FIVE Trainers are providing the workshop) – require a minimum of 10 and a maximum of 25 participants.
 - \$300 for each QUEST 2 course facilitated (facilitation fee is split if two or more certified HIGH FIVE Trainers are providing the workshop) – require a minimum of 10 and a maximum of 25 participants.

If travelling more than 50 km (one way) from their home, a Trainer is eligible to charge mileage, and accommodation (if necessary). Please contact the Saskatchewan Parks and Recreation Association for the current, and recommended, mileage rate

HIGH FIVE® Trainer Candidate Information Package



PRE-REQUISITES Continued

Complete the **Principles of Healthy Child Development** and the **QUEST 2** trainings.
Complete the **HIGH FIVE Sport** and a **NCCP training** (if to become a **HIGH FIVE Sport Trainer**)

Submit an application to demonstrate mandatory pre-requisites

Complete all requirements of the **HIGH FIVE® Trainer training**

CERTIFICATION Within one year...

Communicate your stream to **HIGH FIVE®**

Stream 1

Stream 2

Stream 3

Co-facilitate with a certified **HIGH FIVE® Trainer** who observes your **Principles of Healthy Child Development** training

Co-facilitate with a certified **HIGH FIVE® Trainer** who observes your **QUEST 2** training

Co-facilitate with a certified **HIGH FIVE® Sport Trainer** who observes your **HIGH FIVE® Sport** training

Have your co-facilitator submit the **Trainer Observation Form**

Complete a **QUEST 2** observation and submit scores online

Remit your **Trainer Certification Fee** for upcoming two year period

RE-CERTIFICATION Every two years...

Stream 1

Stream 2

Stream 3

Deliver two **PHCD** trainings
OR co-observe one new **HIGH FIVE® Trainer** delivering their first **PHCD** training

Deliver one **QUEST 2** Training
OR observe one new **HIGH FIVE® Trainer** delivering their first **QUEST 2** training

Deliver two **Sport** trainings OR
observe one new **HIGH FIVE® Trainer** delivering their first **Sport** training

Ensure prompt and complete administration of training trainings

Complete a **QUEST 2** observation and submit scores online

Remit your **Trainer Certification Fee** with a **Certification Summary Form**

JOIN

LEARN

MEASURE

IMPROVE

ACHIEVE



SECTION 4

I would like to be a Trainer; what do I do now?

HIGH FIVE® Trainer Candidate Information Package

4.1 Application Steps

Review all aspects of this package carefully

You need to feel comfortable with all steps and stages of being a HIGH FIVE® Trainer. If you work with a Manager, that person will also need to be aware of the time commitment involved. Times listed below are approximate.

Becoming a HIGH FIVE® Trainer

Application Preparation	2 hours
Preparation tasks for the Becoming a HIGH FIVE® Trainer training:	5 hours
Becoming a HIGH FIVE® Trainer training and training homework:	25 hours
Preparing for your first training (PHCD/QUEST 2):	6 hours for each new training
Preparing for trainings (PHCD/QUEST 2) each time you conduct them:	3 hours
Delivery of trainings	Dependent on training, frequency
Follow up and administration after trainings (PHCD/QUEST 2) are complete:	1 hour
Meeting Re-certification requirements	1-2 days per year

Complete HIGH FIVE® foundation trainings

If you have not already done so, you will need to complete the following trainings:

- *The Principles of Healthy Child Development (Training 100)*
- *Using the HIGH FIVE® QUEST (Training 200)*
- *HIGH FIVE® Sport (Training 300) – Only if you intend to take the additional steps to become a HIGH FIVE® Sport Trainer*
- *NCCP Training - Only if you intend to take the additional steps to become a HIGH FIVE® Sport Trainer*

HIGH FIVE® Trainer Candidate Information Package

4.1 Application Steps

Apply to become a Trainer Candidate

1. Complete the application package (keep in mind the criteria for Trainer selection – see below).
2. Submit the completed application package and the two letters of reference to HIGH FIVE®.

Your application will be reviewed on the basis of regional training needs and on how well you meet the following criteria:

- Philosophical belief in the overall standard, mission and principles, as well as a demonstrated commitment to children.
- Demonstrated experience in delivering training to one of HIGH FIVE®'s target audiences.
- A post-secondary diploma or degree.
- Knowledge of, and experience in, children's recreation and sport.
- Experience in supervision of children's programs.
- Excellent communication skills, creativity and interpersonal skills.
- Knowledge of child development.

HIGH FIVE® Trainer Candidate Information Package

4.2 Common Questions

WHO DO I CONTACT?

HIGH FIVE® Saskatchewan

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Additional information about HIGH FIVE® can be accessed online at www.highfive.org or at www.spra.sk.ca/highfive.

WHAT IS THE COST?

HIGH FIVE® Trainer

- Full costs is \$629 (plus GST) to participate in the 2 ½ day course
- Previous Trainer candidates have been successful in soliciting contribution toward fees by local funders, service clubs, and other associations.
- Contracted, and fully certified, HIGH FIVE® Facilitators receive facilitator fees, of \$300 per PHCD or QUEST 2 workshop they provide (\$300 per course, and if one or more facilitator is present, the fee is split). HIGH FIVE® Sport workshops provide a \$200 facilitator fee.

HOW LONG IS THE TRAINING?

HIGH FIVE® *Trainer* 20 hours

APPENDIX A

Training Descriptions

Principles of Healthy Child Development

This training provides a foundation of information about healthy child development, and helps participants to begin to consider how to implement the healthy child development information into their front line skills.

Profile – Primary Target

- Young people, average age between 15 – 24 years old.
- In a direct leadership role with children (camps, aquatics, skating, playgrounds, etc).
- Tend to be high school/university students.
- Possess limited formal knowledge about children.
- Tend to favour more interactive trainings, opportunities to do “hands-on” learning.
- Mix of male and female (tends to be more female).
- Possess some experience working with children.

Profile – Secondary Target

- May be older, with more experience working with children and more need for advanced learning on the topic.
- In a direct leadership role with children (instructional, after school).
- Possibly coaches.

Desired Outcomes

- Identify physical, cognitive and social development traits of children ages 6 to 12
- Determine leader’s impact on child’s experience
- Interact with children as A Caring Adult
- Foster positive relationships in your recreation setting
- Use strategies to help children make Friends
- Plan activities that build on Diversity and Uniqueness
- Identify strategies for keeping Play in recreation and sport activities
- Identify role of recreation in developing physical literacy
- Find the Challenge Zone to maximize feelings of accomplishment and Mastery
- Create program environments that maximize Participation and Physical Activity
- Create an activity plan based on HIGH FIVE® Healthy Child Development Principles and Design Guidelines
- Resolve conflict through a child-centred approach
- Address bullying with appropriate interventions

Appendix A – Training Descriptions

QUEST 2

The *QUEST 2 training* will provide training on the use of *QUEST 2*. It will qualify participants to conduct QUEST 2 assessments within their organization and, in the future, to be peer reviewers.

Intended Audience

- Middle and/or senior managers, or any staff who supervises children's programs. Includes individuals who have responsibility for quality in children's programs, and/or who have influence on policy development pertaining to children's programs.
- Possess in-depth knowledge of policies and procedures.
- Some (limited) understanding of healthy child development
- May be part time or seasonal (e.g. Pool Managers – may be seasonal, but have similar responsibilities to full time staff; small organizations may not have full time staff)

Desired Outcomes

- Identify the power of using QUEST 2 to measure quality assurance
- Identify the sections of the QUEST 2 Tool and the rules for scoring
- Use the QUEST 2 Tool
- Interpret the scores in each section and identify required actions
- Identify the functions/reports of the Database
- Identify the role an appreciative approach plays in an effective debrief
- Identify a holistic approach to quality assurance

HIGH FIVE® Sport

This training introduces coaches to the HIGH FIVE® Principles and Guidelines that help to ensure children are experiencing healthy child development within their sport programs. The training helps coaches to begin to consider how to implement ‘a child-first approach’ into their front line skills to ensure the mental, social, emotional wellbeing of children.

Potential Audience – #1

- Community Coaches
- In a direct leadership role with children (camps, leagues, clubs)
- Possess some experience working with children.
- Mix of male and female (tends to be more male).
- May have no previous training in the sport or programming for children.

Potential Audience – #2

- Competitive Coaches
- Have received some formal training in their sport (i.e. NCCP)
- May be older, with more experience working with children and more need for advanced learning on the topic.
- In a direct leadership role with children (club, league).

Desired Outcomes

- Identify physical, cognitive and social development traits of children ages 6 to 12
- Interact with children as A Caring Adult
- Determine coach’s impact on child’s experience
- Communicate effectively with children and their parents
- Use strategies to help children make Friends
- Identify strategies for keeping Play in sport activities
- Find the Challenge Zone to maximize feelings of accomplishment and Mastery
- Identify program environments that maximize Participation

HIGH FIVE® Trainer Candidate Information Package

Appendix A – Training Descriptions

HIGH FIVE® Trainer

Using proven research, tips and techniques, HIGH FIVE® Trainers ensure front-line leaders will understand what they need to do to ensure each child's social, emotional and cognitive needs are met. Trainers will use activities and resources to enhance the learning of participants, their relationships with children and other staff members. Once someone within an organization is certified as a HIGH FIVE® Trainer, they are able to deliver PHCD, Principles in Practice, and QUEST 2 trainings.

Overall Trainer candidates should be committed to the program, its philosophy and the integrity of delivering training which meets the HIGH FIVE® standard of excellence and should possess in-depth knowledge and understanding of the sector and the target audiences. Becoming a Trainer not only adds to their skillset but also enables them to teach the HIGH FIVE® trainings to their own or other organizations. The Trainer's facilitation skills will be supported and enhanced through mentoring and peer feedback. Having a HIGH FIVE® Trainer within an organization can cut down training costs and make scheduling more convenient. Individuals who become trainers can also earn an income by delivering trainings.

Intended Audience

- Senior Managers of organizations, or individuals with extensive experience with training, children's programming and/or recreation and sport.
- Possess in-depth knowledge and understanding of the sector.
- Possess in-depth knowledge and understanding of the target audiences.
- Experienced in the field of training delivery.
- Highly committed to the program, its philosophy and the integrity of delivering training which meets the HIGH FIVE® standard of excellence.

Desired Outcomes

- Learn about HIGH FIVE® and recent changes
- Identify learning styles
- Identify the Trainer's role and recognize the impact
- Practice training skills
- Create a plan to deliver PHCD and QUEST 2 trainings

HIGH FIVE® Trainer Candidate Information Package

Appendix A – Training Descriptions

HIGH FIVE® Sport Trainer

Intended Audience

- Current HIGH FIVE® Trainers.
- Trainers who have an understanding and knowledge of the National Coaching Certification Program (NCCP) courses and teachings.
- Trainers who have successfully completed a NCCP course.

Desired Outcomes

- Become familiar with the materials and activities for the foundation credit of Stream 3: HIGH FIVE® Sport.
- Understand the role of the Trainer in the delivery of the HIGH FIVE® Sport standard.
- Have a plan of action to become ready to deliver HIGH FIVE® Sport training trainings.

Healthy Minds for Healthy Children

Intended Audience

- Participants of PHCD or HIGH FIVE Sport
- Coaches, Counsellors, Instructors, Teachers

Desired Outcomes

- This is an online training, accessible through the HIGH FIVE® Database. It is free for participants of PHCD and HIGH FIVE® Sport courses.
- At the completion of this training, learners will be able to:
 - Use engagement strategies with children who may be suffering from mental health conditions
 - Use a Strength Based Decision Making Model to engage children
 - Communicate with children and parents about sensitive topics

Principles in Practice

Intended Audience

- Staff who have previously taken PHCD and are looking to enhance their knowledge.

Desired Outcomes

- HIGH FIVE Trainers have access to the trainer materials for this workshop through the HIGH FIVE® Database, no additional Trainer upgrading is necessary to facilitate this workshop.
- Principles In Practice includes new modules and further development of the Five Principles, as well as exploration on integral topics such as Physical Activity, Healthy Eating, Communicating with Parents and how to incorporate these essentials into activity and program planning.
- Participants receive 3 resources including the Physical Activity Toolkit, Healthy Eating Toolkit, Healthy Minds for Healthy Children Resource as well as a Certificate of completion.

Appendix A – Training Descriptions

Strengthening Children's Mental Health

This one-day in-person training, developed in collaboration with Canadian Mental Health Association, Ontario, will help anyone running children's programs be more informed and prepared to support their staff in promoting positive mental health in children. Participants will learn key concepts and factors that affect children's mental health including the impact of stress and environment on a child's ability to cope. This training will provide tools and suggested activities to use with staff to help improve their understanding and interactions with children who face challenges in their programs.

Intended Audience

- Coaches, Counsellors, Instructors, Managers, Supervisors, Teachers

Desired Outcomes

- Identify key concepts related to children's mental health
- Strategies to help staff promote positive mental health and respond appropriately to children with challenges and/or mental health conditions

*To be able to facilitate this workshop, individuals must have participated in the Strengthening Children's Mental Health Trainer workshop.

Strengthening Children's Mental Health Trainer

This one-day training is designed for the person responsible for training staff in an organization or community setting. Using the latest evidence based research, knowledge and resources this experienced facilitator will be able to deliver Strengthening Children's Mental Health training, a new training developed with the Canadian Mental Health Association, Ontario being offered by HIGH FIVE. It builds on an organization's commitment to continuous improvement in the area of healthy child development and training delivery. Topics include key concepts related to children's mental health, strategies to help staff promote positive mental health, understanding the effects of stress and environment, and responding appropriately to mental health conditions in children.

Intended Audience

- Individuals interested in facilitating, and have previously participated in a PHCD and a SCMH workshop

Desired Outcomes

- Identify evidence-based content on children's mental health
- Use creative techniques and effective communication skills to deliver training content with confidence

*To be able to facilitate this workshop, individuals must have participated in the Strengthening Children's Mental Health Trainer workshop.