



HIGH FIVE® Trainer

Candidate Information

Package



Saskatchewan
Parks and Recreation
Association

The Saskatchewan Parks and Recreation Association (SPRA) is the proud Authorized Provider of HIGH FIVE® in Saskatchewan



HIGH FIVE® Trainer Candidate Information Package

Table of Contents

Overview.....2

Vision and Mission.....3

HIGH FIVE Quality Framework.....4

HIGH FIVE Trainings.....5

HIGH FIVE Trainer Development: An Overview.....6

Application Process.....7

Common Questions.....8





HIGH FIVE[®] Trainer Candidate Information Package

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 participants 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 people through the life course.

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 your chosen streams
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 participants – every day

Currently more than 1,000,000 individuals 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.

Parks and Recreation Ontario applauds your commitment and desire to provide participants with the best possible experience!

Please contact your Authorized Provider with any questions or inquiries.





HIGH FIVE[®] Trainer Candidate Information Package

HIGH FIVE Vision and Mission

What is HIGH FIVE?

- Canada's quality standard for children's recreation and sport
- Launched as HIGH FIVE in 2001
- Available across Canada in English and French

Vision

Through sustained involvement in quality programs, all persons are experiencing healthy development through the life course.

Mission

HIGH FIVE is committed to helping individuals along the path of healthy development through the life course by:

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



HIGH FIVE® Trainer Candidate Information Package

HIGH FIVE Quality Framework

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

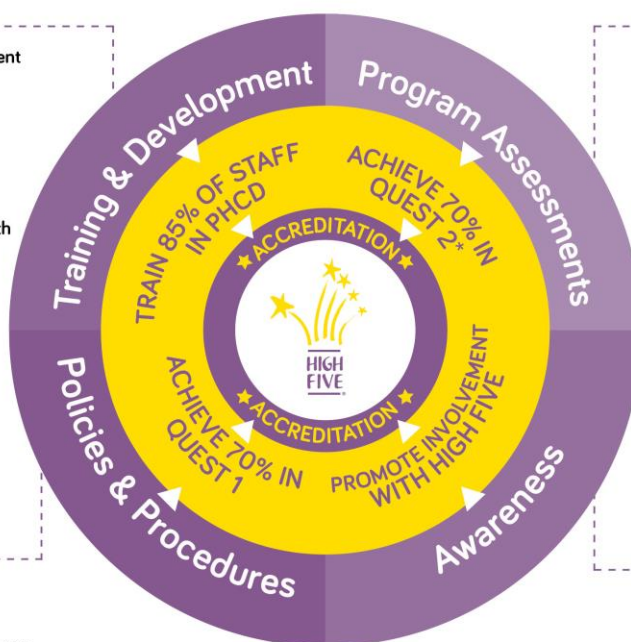
HIGH FIVE® Quality Framework

Providing training to build expertise and capacity of staff concerning Healthy Development through the life course

- ★ Principles of Healthy Child Development
- ★ HIGH FIVE® Sport
- ★ Healthy Minds for Healthy Children
- ★ Principles in Practice
- ★ QUEST 1
- ★ QUEST 2
- ★ Strengthening Children's Mental Health
- ★ Principles of Healthy Aging
- ★ HIGH FIVE® Trainer

Assessing policies & procedures using QUEST 1

- ★ Optimizing policies & procedures to encourage quality programming
- ★ Communicating the policies & procedures internally to all staff
- ★ Measuring adherence to policies & procedures



Assessing programs using QUEST 2

- ★ Celebrating program success
- ★ Charting of program success
- ★ Identifying priority areas

*25% of general interest or camp programs, and 10% of aquatic programs

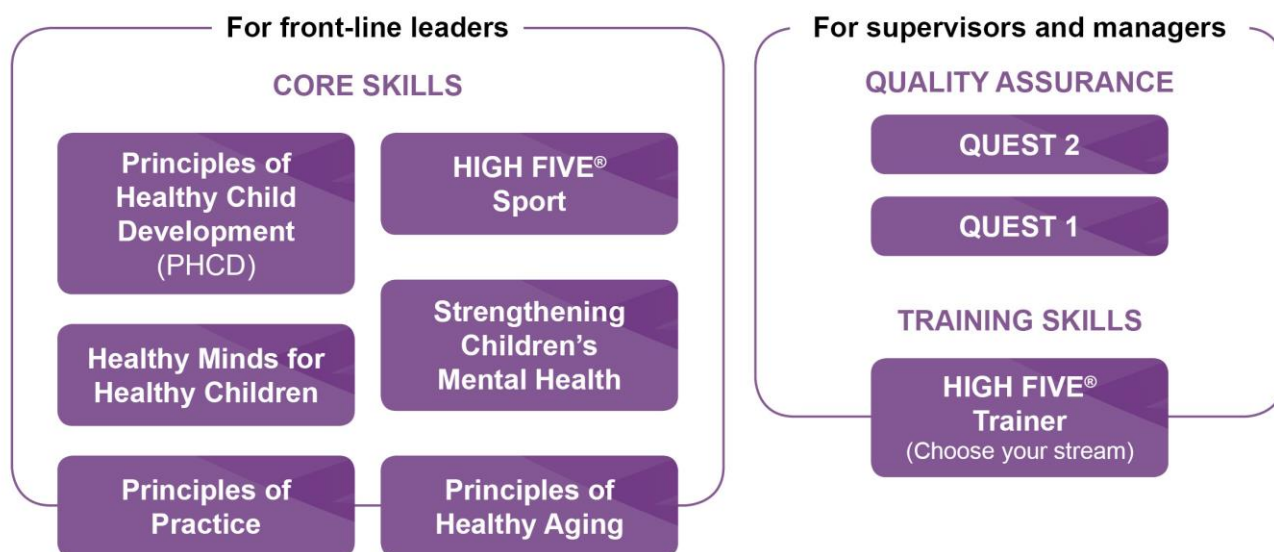
Promoting a commitment to Healthy Development through the life course as a quality service provider

- ★ Creating staff incentives
- ★ Gaining parent feedback
- ★ Establishing a culture of quality that can be shared through marketing materials

HIGH FIVE® Trainer Candidate Information Package

HIGH FIVE Training

All HIGH FIVE trainings aim to support quality in recreation programs and services. The trainings are designed for two key audiences: those working directly with participants and those with supervisory and management responsibility.



HIGH FIVE[®] Trainer Candidate Information Package

Trainer Development: Overview

- ☐ Complete the pre-requisite trainings for the stream(s) that you wish to become certified in
- ☐ Submit an application
- ☐ Complete the requirements of the HIGH FIVE Trainer training
- ☐ Sign off on Policies, Procedures and Trainer Agreement

Certification Process (within one year of Trainer training completion):

- ☐ Co-facilitate with a certified HIGH FIVE Trainer who observes your training and completes the Trainer Observation Form
- ☐ Submit the Trainer Observation Form
- ☐ Complete a QUEST 2 observation and submit scores online
- ☐ Remit Trainer fees for upcoming recertification period

Recertification Process (every two years):

- ☐ Complete required number of trainings for each stream
- ☐ Submit Certification Summary Form
- ☐ Remit Trainer fees for upcoming recertification period

- Candidates have one year from the *HIGH FIVE Trainer* training to achieve certification as a HIGH FIVE Trainer. Certified HIGH FIVE Trainers have 2 years to complete the requirements of re-certification. Extra trainings cannot be carried over into the following re-certification period.
- It is the candidate's responsibility to complete/track requirements in the HIGH FIVE Database (go to Person/View My Profile/Trainer Status)
- Three months prior to a candidate's certification deadline, HIGH FIVE will provide notification by email.
- The deadline can be extended for extenuating circumstances if the candidate requests an extension in writing in advance of their deadline.
- HIGH FIVE will issue an invoice for the Trainer Certification Fee which covers administration of the certification for the upcoming recertification period.
- If a candidate decides not to complete certification or recertify, they must inform HIGH FIVE in writing to avoid generation of the invoice for the Trainer Certification Fee.
- If a candidate does not complete certification prior to the deadline and does not request an extension, the opportunity to certify or recertify will expire. Re-entry can be undertaken within five years of attending a *HIGH FIVE Trainer* training with permission from HIGH FIVE Authorized Provider. Once permission is granted, the candidate needs to indicate a stream selection, remit the Trainer Certification Fee and complete the requirements of certification within one year.



HIGH FIVE[®] Trainer Candidate Information Package

Application Process

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.

| | |
|---|---------------------------------|
| Application Preparation: | 2 hours |
| Preparation tasks for the HIGH FIVE Trainer training: | 5 hours |
| HIGH FIVE Trainer training and training homework: | Dependent on Training Stream |
| Preparing for your first training (PHCD/QUEST 2/HF Sport): | 6 hours |
| Preparing for training (PHCD/QUEST 2) each time you conduct them: | 3 hours |
| Delivery of trainings: | Dependent on Training/Frequency |
| Follow up and administration after trainings are complete: | 1 hour |
| Meeting Re certification requirements: | 1-2 days per year |

Complete pre-requisite trainings

Apply to become a Trainer

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 healthy development through the life course.
- 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 the audience your chosen stream(s) addresses.

Application deadlines are set six weeks before training dates to allow time for application review, selection and pre training preparation. Apply as early as possible through your Authorized Provider!





HIGH FIVE[®] Trainer Candidate Information Package

Common Questions

WHO DO I CONTACT?

Contact your HIGH FIVE Authorized Provider for a Trainer Application and other questions.

WHAT IS THE COST?

The cost of the Trainer Training depends on three factors:

- The status of the organization sponsoring the trainer candidate.
- The Stream you have applied for.
- The level of support in the community for the trainer candidate: in other words, trainer candidates have been successful in soliciting contribution toward fees by local funders, service clubs, and other associations.

WHAT ARE THE UPCOMING TRAINING DATES & LOCATIONS?

Visit the 'Training Calendar' at www.HIGHFIVE.org for upcoming training dates.

HOW LONG IS THE TRAINING?

| | |
|---|--------|
| Principles of Healthy Child Development/QUEST 2 | 3 days |
| Strengthening Children's Mental Health | 1 day |
| Principles of Healthy Aging | 2 days |
| HIGH FIVE Sport* | |

** If you take the PHCD Stream Trainer training then there are additional steps to certify as a Sport Trainer and be able to facilitate HF Sport training: complete HF Sport training, NCCP certification, fill out the Equivalency form, pay the Trainer equivalency fee, co-facilitate HF Sport and submit the Trainer Observation form.*

WHAT ARE THE TERMS AND CONDITIONS?

The Trainer is invoiced for the training upon acceptance into the course. The fee is due 30 days after invoicing and must be paid in full prior to the start of the training.

WHAT IF I CANCEL?

The following cancellation fees apply based on length of notice given as per the following schedule:

| | |
|---|------------|
| 20 business days prior to training date | 80% refund |
| 15 business days prior to training date | 40% refund |
| Less than 10 business days | no refund |

In most cases, the fees may be deferred to be used in a future Trainer Training.

