

# Guide to the trainer selection procedure

## Introduction

Thank you for applying to become a teacher-trainer for Cambridge.

The process to become an accredited Cambridge teacher-trainer comprises four stages:

- Stage 1 - completion of the application form
- Stage 2 - completion of a pre-selection event interview
- Stage 3 - attendance at a two-day selection event (plus pre-event evening reception)
- Stage 4 - completion of the accreditation pathway.

As this is a selection process, we cannot guarantee that you will reach Stages 2, 3 or 4.

This is a guide to explain the trainer selection process. You will also find guidance on how to complete the application form on our website. We do not require any additional information to be sent to us beyond what you are asked to provide on the form.

## Selection criteria

We will evaluate applicants at Stage 1 of the process according to the following broad criteria:

1. experience of teaching/facilitation
2. experience of training and professional development (both as a participant and a facilitator)
3. standard of answers to the 'key questions' given at the end of the application form.

**Please note: The decision of the application review committee for initial selection is final and we are not able to enter into correspondence about individual applications once a decision has been taken.**

## Pre-selection event interview

If you are successful at Stage 1 of the process, you will progress to Stage 2 and will be invited to complete an online pre-selection event interview. This interview will be carried out on VidCruiter, an automated video interviewing system.

## Selection event

If you are successful at Stage 2, you will be invited to proceed to Stage 3 which is to attend a two-day selection event.

During the selection event, we will tell you more about Cambridge Assessment International Education and Cambridge University Press, our approach to teaching and learning, and the professional development support we give to schools.

We will give you advice on how to plan sessions, train adults effectively, and reflect on the success of your eventual workshops. On Day 2, you will be asked to present a 15-minute showcase of your potential to be a Cambridge trainer. Details of this will be sent to you in advance of the two-day selection event so that you can prepare.

We will outline what our selection criteria will be, how we will observe your interactions throughout the two-day event, and how we will evaluate your showcase. Please note that the selection event is not a competition between those attending – we are looking for as many good trainers as we can find.

All candidates will be given developmental feedback after the event.

## Accreditation pathway

Those who are successful at Stage 3 will be invited to start working towards becoming a fully-accredited Cambridge trainer.

Our accreditation pathway is designed to support you in your role as a Cambridge trainer and offer further opportunities for professional development. It comprises three stages:

1. completion of an online tutor-led induction course
2. the opportunity to co-facilitate a training event with an experienced Cambridge trainer
3. regular observations of your workshops, providing further developmental feedback.

We will provide further details about the accreditation process at the selection event.

**Please note that the role of a Cambridge trainer is not a full-time, permanent role within Cambridge University Press & Assessment. If selected, you may be asked to deliver one or two training events throughout the year.**