



Guide to the trainer selection process

Introduction

Thank you for applying to become a trainer for Cambridge.

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

1. completion of the application form
2. completion of a pre-recorded video interview
3. attendance at a two-day selection event
4. completion of the accreditation pathway.

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

This is a guide to explain the process. Additional guidance about how to complete the application form can be found online. We do not require any additional information to be sent to us beyond what you are asked to provide on the form.

Criteria

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

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

Please note: The decision of the application review committee for initial selection is final, and we cannot enter into correspondence about individual applications once the decision has been taken.

Pre-recorded video interview

If you are successful at Stage 1 of the process, you will be invited to complete an online pre-recorded video interview. This interview will be carried out on VidCruiter, an automated video interviewing system. You will be able to complete this at a time convenient to you before the stated deadline.

Selection event

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

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

Experienced trainers will share their experiences with you and give you advice on how to plan sessions, train adults, and reflect on the success of your eventual workshops. You will also be asked to give a short showcase of your potential to be a Cambridge trainer.

We will outline what our selection criteria will be, how we will be observing your interactions throughout, and how we will evaluate your showcase. Please note that the selection event is not a competition between those attending.

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.

It is designed to support you in your role as a Cambridge trainer and offer further opportunities for professional development. It is comprised of four stages:

1. Completion of an online tutor-led induction course together with other newly recruited trainers.
2. Mentoring from an experienced Cambridge trainer/examiner.
3. The opportunity to co-facilitate a training event with an experienced Cambridge trainer.
4. Regular observations of your workshops, providing further developmental feedback.

We will give you more details about this at the selection event.

Please note that the role of a Cambridge trainer is not a full-time, permanent role within Cambridge. If selected, you may be asked to deliver a few training events throughout the year or be asked to deliver 1-2 events during our peak training season in the summer.