

## Training Programme Operational Policy

### 1 Vision, Mission and Values

- 1.1 The AET has a vision that all autistic children and young people will have equal opportunity to experience a positive education that empowers them to achieve their ambitions.
- 1.2 To achieve the vision the AET has set out a mission that aims to provide professional development, resources, and opportunities that support services and staff in securing positive experiences and outcomes for autistic children and young people.
- 1.3 The AET is a Social Franchise (see section 2.1 in the QA policy) with core values of:  
*Autism is a difference not a deficit*  
*Person centred Good Autism Practice*  
*Creating inclusive and accessible environments*  
*Working and learning together in partnership*  
*Environmental Sustainability*
- 1.4 All AET partners commit to supporting and promoting these guiding frameworks.

### 2 AET Training Programme

- 2.1 A major AET activity in support of its mission is its training programme for all those working within the education system.
- 2.2 The training programme is delivered by local licenced partners – *AET Hubs* – supported by regional *AET Strategic Partners* through a Social Franchise approach.
- 2.3 The detail of the AET Hub and Strategic Partner relationship is set out in the relevant licence agreement and this document describes the principles that underpin these for ease of understanding of current and prospective partners.

### 3 Training Programme Structure

- 3.1 AET describes modular training programmes for each of three education ‘phases’ – *Early Years, Schools* and *Post 16*. Hubs may hold a licence to deliver training in one or more programme phases.
- 3.2 Programme support is structured through the nine English government regions where *Strategic Partners* are identified for each education phase. Strategic Partners will hold an AET Hub licence for one or more phases (refer to 5.2).

### 4 AET Hubs

- 4.1 Delivery of the training programme for each phase is undertaken by AET ‘Hubs’.

- 4.2 AET Hubs purchase a *licence* for the exclusive right to deliver the training in a described *territory*.
- 4.2.1 For the Early Years, School phases and Post 16, a territory will typically be a Local Authority area.
- 4.2.2 Other territories may be described subject to not undermining the licence of another AET Hub/s and at the absolute discretion of the AET Core Team.
- 4.3 Licence charges reflect the relative *market opportunity* in the territory. These are described at appendix 1.
- 4.4 An AET Hub can be any form of legally constituted organisation which meets the requirements set out in the AET Quality Assurance Policy.
- 4.5 An AET Hub may be a consortium of two or more organisations. Under such circumstances, one consortium partner will ‘host’ the consortium and enter into the licence agreement on behalf of the consortium.
- 4.6 Subject to meeting quality requirements, an AET Hub may purchase a licence for more than one *phase* in a territory.
- 4.7 An AET Hub must identify a ‘Hub Lead’ who assumes responsibility for ensuring the programme is delivered consistent with the licence requirements – to include all AET policies. The Hub Lead is AET’s principal point of contact with the Hub. Hubs must also identify a ‘Lead Trainer’ who meets the described requirements (see Quality Assurance Policy) and who assumes responsibility for providing training and support to other trainers within the Hub. The ‘Hub Lead’ and ‘Lead Trainer’ can be the same person.
- 4.8 All other trainers operating within the AET Hub must meet the described requirements and comply with the licence and associated policy requirements.
- 4.9 A new AET hub must undergo an induction process as described in the Quality Assurance Policy.
- 4.10 AET Hubs are encouraged to engage in and support their local ‘regional network’. This is to promote mutual support, maintenance of programme quality and coordination of regional training and promotional events.
- 4.11 AET Hubs are required to
- provide training materials (e.g. purchase delegate packs or provide a PDF version)
  - provide certain data (e.g. trainer details, training activity, delegate details); minimum expectations for training delivery are set annually as part of the contract and are detailed in appendix 5
  - comply with AET policy and guidance – e.g. quality assurance, brand guidance
  - engage in quality assurance processes as set out in the Quality Assurance Policy
  - participate in contract management meetings.
- 4.12 Through the AET website, AET Hubs also access training presentations and are provided with a bespoke area to plan and promote their training activities. They are also provided with marketing materials. The AET website forms an important platform for the efficient delivery of the programme and AET Hubs are asked to make full use of its functionalities.

- 4.13 It is recommended that all AET Hubs identify a 'Hub administrator' to support the administrative aspects of training programme delivery. Tasks include confident use of the AET website to publicise AET training events in the territory, order delegate packs, return monthly training delivery reports etc.
- 4.14 AET Hubs may set their own charges for the provision of training but these must not exceed those determined from time to time by the Programme Board and as described at appendix 2.
- 4.15 AET Hubs may not deliver training in another territory without the expressed written consent of the licence holder or, where no AET Hub exists, the consent of the AET core team or strategic partner in line with their role (appendix 3).
- 4.16 Support to, and contract management of AET Hubs is a partnership between AET core team and the relevant Strategic Partner. In the event of contract non-compliance or other conduct considered likely to bring AET into disrepute, an improvement plan will be agreed. Should this not lead to necessary improvement, the licence may be terminated. In such matters the decision of the AET Core Team will be final.

## **5 Strategic Partners**

- 5.1 Where there are sufficient AET Hubs for this to be justified, Strategic Partners are identified for each phase in each of the nine English regions. An organisation may perform the role of Strategic Partner for more than one phase.
- 5.2 Strategic Partners enter into an agreement to provide 'regional services' as described in appendix 3. Where there is no strategic partner, AET will make alternative arrangements for these services to be provided.
- 5.3 For the provision of these services, Strategic Partners will receive 25% of the licence fee income from the relevant 'phase' AET Hubs in the region.
- 5.4 Strategic Partners commit to actively supporting the strategic aims of AET to include the intent of having an AET Hub in every relevant territory.
- 5.5 In parallel with supporting this growth agenda, Strategic Partners play an important role in coordinating regional activity. In particular:
- Responding to requests for training/support from education providers in territories where there is not, yet, an AET Hub
  - Promoting regular 'open' training sessions within the region
  - Promotion of the AET programme.
- 5.6 Strategic Partners provide an important bridge between AET 'centre' and current and prospective AET Hubs. They are therefore encouraged to actively engage in AET governance and participation processes.
- 5.7 Strategic Partners will be supported and contract managed by AET core team. In the event of non-compliance or other conduct considered likely to bring AET into disrepute, an improvement plan will be agreed. Should this not lead to necessary improvement, the licence may be terminated. In such matters the decision of the AET Core Team will be final.

- 5.8 Notwithstanding contract compliance, Strategic Partner licences will be 're-tendered' every five years.

## **6 Financial Arrangements**

- 6.1 AET Hub licence charges are described at appendix 1.
- 6.2 If appropriate, AET Hubs will provide a purchase order for the AET Hub licence.
- 6.3 AET will invoice AET Hubs for their licence fee.
- 6.4 New AET Hubs can commence at the beginning of any month across the year, it is their choice. Their licence term will run for either one or three years from this start date .
- 6.5 On receipt of the licence fee, the AET will raise a Purchase Order for the Strategic Partners with 25% of the licence fee payment to provide agreed services. Strategic Partners will then email an invoice to the AET for payment for the provision of these services.
- 6.6 Where AET commissions a partner to undertake induction or any other activity, this will be paid at a rate agreed from time to time by AET Core Team and currently as described at appendix 4.

**Appendix 1**

**AET Licence Fees (2020/21)**

**1 All licence fees shown below are subject to VAT @ 20%.**

Band	Number of Schools per band	Post 16 (P16) license	Schools (Sch) license	Early Years (EYs) license	EYs & Sch Combined (15% discount)	EYs & P16 Combined (10% discount)	Sch & P16 Combined (15% discount)	All Phases Combined (20% discount)
Band 1	1>50	2030	3091	1082	3547	2801	4353	4962
Band 2	51>100	2030	5151	1803	5911	3449	6104	7187
Band 3	101>200	2030	6697	2344	7685	3936	7418	8856
Band 4	201>300	2030	7212	2524	8275	4099	7855	9413
Band 5	301>400	2030	7727	2704	8866	4261	8294	9969
Band 6	401>500	2030	8242	2885	9457	4423	8731	10525
Band 7	501>600	2030	8757	3065	10049	4586	9169	11082
Band 8	601>	2030	9272	3245	10639	4747	9607	11638

**2 Local Authority Area Banding**

Local Authority Area	Number of Schools	Band
Barking and Dagenham	62	2
Barnet	157	3
Barnsley	95	2
Bath and North East Somerset	89	2
Bedford	87	2
Bexley	84	2
Birmingham	473	6
Blackburn with Darwen	81	2
Blackpool	42	1
Bolton	135	3
Bournemouth, Christchurch and Poole	124	3
Bracknell Forest	48	1
Bradford	230	4
Brent	97	2
Brighton and Hove	88	2
Bristol, City of	159	3
Bromley	119	3
Buckinghamshire	265	4
Bury	88	2
Calderdale	113	3
Cambridgeshire	288	4
Camden	95	2

Central Bedfordshire	139	3
Cheshire East	166	3
Cheshire West and Chester	173	3
City of London	5	1
Cornwall & IOS	291	4
Coventry	126	3
Croydon	142	3
Cumbria	331	5
Darlington	45	1
Derby	103	3
Derbyshire	435	6
Devon	397	5
Doncaster	131	3
Dorset	196	3
Dudley	110	3
Durham	269	4
Ealing	112	3
East Riding of Yorkshire	152	3
East Sussex	224	4
Enfield	106	3
Essex	600	7
Gateshead	90	2
Gloucestershire	333	5
Greenwich	97	2
Hackney	109	3
Halton	67	2
Hammersmith and Fulham	78	2
Hampshire	587	7
Haringey	98	2
Harrow	71	2
Hartlepool	39	1
Havering	89	2
Herefordshire	108	3
Hertfordshire	572	7
Hillingdon	109	3
Hounslow	89	2
Isle of Wight	54	2
Islington	72	2
Kensington and Chelsea	79	2
Kent	674	8
Kingston Upon Hull, City of	99	2
Kingston upon Thames	62	2

Kirklees	194	3
Knowsley	64	2
Lambeth	96	2
Lancashire	659	8
Leeds	288	4
Leicester	127	3
Leicestershire	307	5
Lewisham	95	2
Lincolnshire	377	5
Liverpool	176	3
Luton	74	2
Manchester	201	4
Medway	112	3
Merton	73	2
Middlesbrough	57	2
Milton Keynes	113	3
Newcastle upon Tyne	103	3
Newham	101	3
Norfolk	453	6
North East Lincolnshire	63	2
North Lincolnshire	84	2
North Somerset	81	2
North Tyneside	79	2
North Yorkshire	392	5
Northamptonshire	336	5
Northumberland	179	3
Nottingham	111	3
Nottinghamshire	359	5
Oldham	112	3
Oxfordshire	344	5
Peterborough	80	2
Plymouth	101	3
Portsmouth	68	2
Reading	64	2
Redbridge	96	2
Redcar and Cleveland	58	2
Richmond upon Thames	79	2
Rochdale	92	2
Rotherham	119	3
Rutland	27	1
Salford	119	3
Sandwell	124	3

Sefton	109	3
Sheffield	186	3
Shropshire	180	3
Slough	51	2
Solihull	88	2
Somerset	297	4
South Gloucestershire	121	3
South Tyneside	59	2
Southampton	80	2
Southend-on-Sea	60	2
Southwark	114	3
St. Helens	71	2
Staffordshire	422	6
Stockport	125	3
Stockton-on-Tees	83	2
Stoke-on-Trent	102	3
Suffolk	356	5
Sunderland	112	3
Surrey	504	7
Sutton	68	2
Swindon	82	2
Tameside	102	3
Telford and Wrekin	78	2
Thurrock	52	2
Torbay	45	1
Tower Hamlets	115	3
Trafford	105	3
Wakefield	151	3
Walsall	120	3
Waltham Forest	84	2
Wandsworth	113	3
Warrington	89	2
Warwickshire	263	4
West Berkshire	95	2
West Sussex	331	5
Westminster	86	2
Wigan	132	3
Wiltshire	263	4
Windsor and Maidenhead	85	2
Wirral	130	3
Wokingham	77	2
Wolverhampton	110	3



Worcestershire	264	4
York	68	2

**Appendix 2**  
**Charges for the Provision of AET Training**

- 1 It is for AET Hubs to understand their local 'market' and to set their pricing policy accordingly.
- 2 However, in protecting the AET brand and values, AET policy is that charges for training shall not exceed those described below.

Whole setting 2 hour session	£507
Whole setting half day session	£812
Whole setting full day session	£1,522
Delegate 2 hour session	£81
Delegate half day session	£122
Delegate full day session	£213

**All plus reasonable expenses.**

### Appendix 3

#### Strategic Partner Role and Responsibilities

##### **1 Within the core funding arrangement (25% share of licence fee income)**

- 1.1 Actively promoting the availability of 'hub' licences within the region and supporting AET staff in the identification, engagement and recruitment of prospective hubs.
- 1.2 Coordinating regional response to requests for support/training from settings in territories that do not have a hub.
- 1.3 Coordinating regional activity to ensure that open training sessions are available to fulfil practitioner need and to maintain the reputation of AET.
- 1.4 Drawing to the attention of AET staff any activity in the region which is believed to present a risk to AET strategy or reputation.
- 1.5 Mentoring new hubs in their first year.
- 1.6 **Co-Facilitating** three *regional network meetings* per annum for hubs.

##### **2 For additional payment consistent with appendix 4.**

- 2.1 Deliver training at inductions
- 2.2 If requested by the AET core team, undertaking quality assurance 'observation' of hub training delivery **for underperforming hubs or lead trainers.**
- 2.3 Providing *refresher training* for hub trainers.
- 2.4 Providing additional mentoring sessions

##### **3 Voluntary**

- 3.1 To engage in governance and participation processes

**Appendix 4**

**Remuneration of AET Strategic and other Partners for the Provision of Services not included in the Licence Arrangements**

1	Full Day	£507
2	Half Day	£304
3	Hour	£66

All plus reasonable expenses.

**Appendix 5**

**Minimum training expectations for the number of delegates trained during the year for the Early Years, Schools & Post 16 training programmes.**

Band	Schools	Schools Programme: minimum training expectations (number of delegates)							Early Years and Post 16 Programme: minimum training expectations (number of delegates)				
		MSA	GAP	Ex.GAP	LGAP	Complex Needs	Progression Framework	Total Schools	MSA/ Awareness Raising	GAP/ For Prac.	Ex.GAP/ Trans Sch to College	LGAP/ For Man.	Total Early Years
1	1>50	50	5	5	5	0	0	65	10	3	3	3	19
2	51>100	100	10	10	10	5	5	140	20	5	5	5	35
3	101>200	200	20	20	20	10	10	280	40	10	10	10	70
4	201>300	300	30	30	30	15	15	420	60	15	15	15	105
5	301>400	400	40	40	40	20	20	560	80	20	20	20	140
6	401>500	500	50	50	50	25	25	700	100	25	25	25	175
7	501>600	600	60	60	60	30	30	840	120	30	30	30	210
8	601>	650	65	65	65	30	30	905	140	40	40	40	260

**KEY:**

MSA = Making Sense of Autism

GAP = Good Autism Practice

Ex. GAP = Extending & Enhancing Good Autism Practice

LGAP = Leading Good Autism Practice

For Prac. = Awareness Raising for Practitioners (Post 16 Programme)

For Man. = Awareness Raising for Managers (Post 16 Programme)

Trans Sch to College = Transition from School to College (Post 16 Programme)