



The Assessment Process for Accredited Trainers



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1.0 Introduction

Firstly, it is great that you are interested in becoming an SVI Accredited Trainer. This document outlines the key requirements to achieving this status and how we can support you on this important journey.

Social Value International (SVI) has a mission to change the way society accounts for value. This means we want to change the way decisions are made so they take account of the effects on people and the planet – and we know that by doing so we can create a better world, one that increases levels of equality and wellbeing and reduces the environmental destruction our choices create.

To achieve our mission SVI creates communities of practice centered on:

- **Principles** – the Principles of Social Value provide the framework for accounting for social value and decision-making that optimizes impact on wellbeing
- **People** – working together with members, networks, and partners globally to create a movement of movements
- **Practice** – developing best practice standards on how to account for social value and manage the impacts of our activities
- **Power** – increase accountability by addressing the power imbalances that exist between those that make decisions and those affected by them

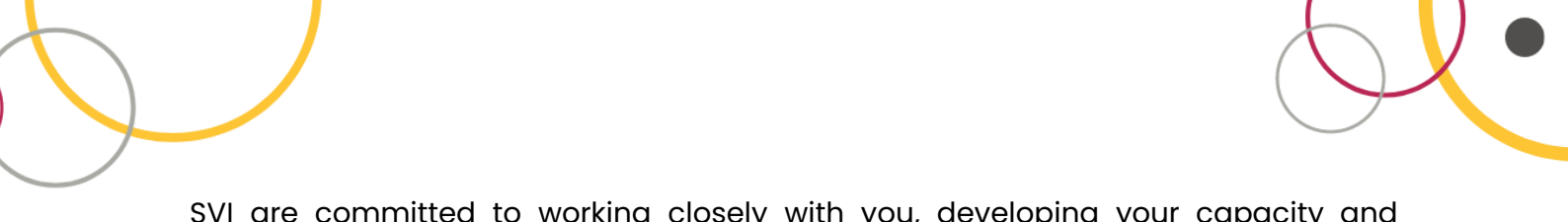
2.0 The Role of SVI in Supporting Accredited Trainers

SVI oversee a professional pathway designed to build a community of practitioners who understand and apply the SVI Standards for accounting for value and managing impact. You can find out more about the professional pathway on the SVI website¹.

In order to build this global community of practitioners, SVI need a group of individuals who can deliver high quality training programs about the Principles of Social Value, Social Return on Investment (SROI) to support people to apply the SVI Standards. These individuals are called 'SVI Accredited Trainers: Social Value and SROI'.

The SVI Accredited Trainers are the people who will help ensure that the Principles of Social Value and the SVI Standards are put into practice.

¹ <https://www.socialvalueint.org/professional-pathway>



SVI are committed to working closely with you, developing your capacity and providing you with the support you need to deliver training. In addition to providing support, there is a need for consistency in how training is delivered. To improve consistency and control quality, SVI have an accreditation process and requirements for individuals to meet in order for their status to be renewed.

3.0 The Requirements and Process to become an SVI Accredited Trainer

It is important that all SVI Accredited Trainers have a deep technical competence in the Principles of Social Value and the SVI Standards. As well as technical understanding, it is important that we come together as a group to align on the key messages and learning points that are fundamental to the SVI framework and to achieving our shared mission. Alignment has never been more important considering the pace of change within the field of impact measurement and management.

In order to achieve this alignment and shared approach, SVI have developed a set of requirements and a process for all individuals to follow as part of their role as SVI Accredited Trainer. This process is designed for quality control purposes and also to facilitate peer learning and develop consistency.

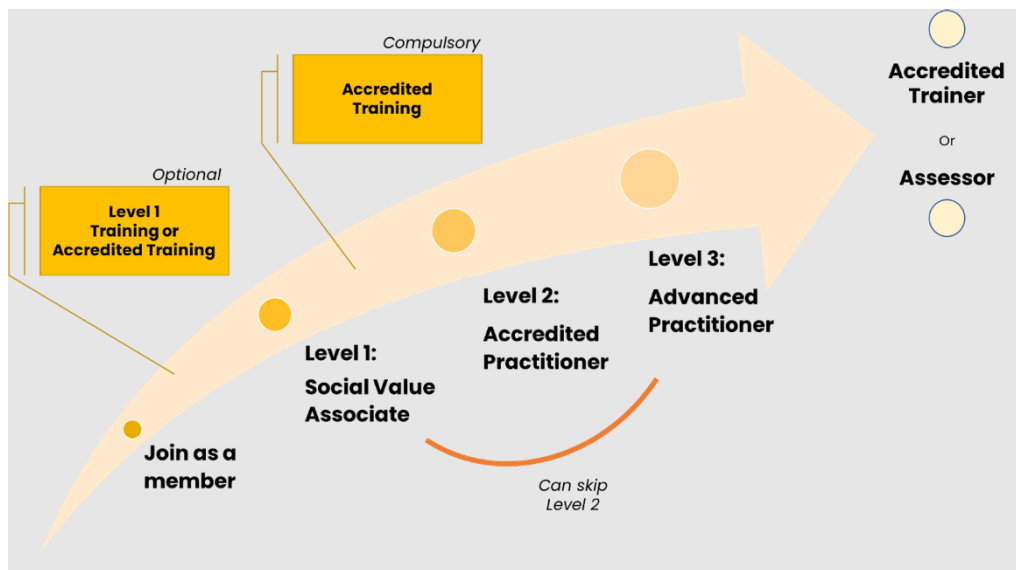
Requirements:

All SVI Accredited Trainers are required to achieve the following:

1. Be a member of SVI or a Joint Member Network²
2. Be recognized as an Advanced Practitioner³
3. Successfully complete the assessment process to become an SVI Accredited Trainer
4. Continue to engage with the community of practice by attending SVI events

² As a member of a Joint Member Network, you are automatically a member of SVI

³ Information available at: <https://www.socialvalueint.org/professional-pathway>



3.1 The Assessment Process for becoming an SVI Accredited Trainer

This section outlines the process for individuals to become an SVI Accredited Trainer.

Stage 1: Training and Formative Assessment

Part A. SVI Key Messages Training


A one-day training program (delivered over two half-days) is provided to a cohort of up to 5 candidates. The training is delivered by an experienced member of SVI's Accredited Trainer community.

The training focuses on the latest key messaging and learning points in relation to the Principles of Social Value and the SVI Standards. This will provide you with the chance to learn about any updates to the SVI Standards and other relevant developments, as well as the chance to ask any clarification questions.

Part B. Formative assessment – to be completed within 1 week of Part A

Accredited Trainer candidates will present content to their cohort that effectively communicates selected key messages. Candidates will be provided with information about which issues relating to the SVI key messages they are expected to discuss in advance. For example, it could be a requirement to discuss well-defined outcomes or the materiality principle.

The session will provide you with the chance to receive constructive feedback, address questions posed by those within your cohort, and ask any further clarification questions.



It is also an opportunity to demonstrate your delivery style and receive constructive feedback on this important element.

Stage 2: Technical examination – to be completed within 4 weeks of Stage 1 Part A

All candidates will need to successfully pass an online technical examination. There is a three-hour time-limit for the examination and all questions require written answers (i.e., there are no multiple-choice questions).

You must score a minimum of 60% in each section to successfully pass the exam. If you are not successful first-time, you are allowed one opportunity to re-take the exam (just re-taking the sections where you were unsuccessful). If not successful the second time, you will need to re-take the formative element of the assessment again when an opportunity is available.

Stage 3: Practical Assessment – to be completed within 6 weeks of Stage 1 Part A

Accredited Trainer candidates will present training materials from the training deck provided by SVI (suitable modifications are permitted to contextualize the content, but the slides cannot be removed). This element of assessment must be delivered as though paying learners were in attendance. This needs to be recorded and submitted to SVI.

Candidates must score at least 60% against each assessment criteria (see appendix for more details) to be successful. If you are not successful first-time, you are allowed one opportunity to present the same section(s) again. If not successful the second time, you will need to re-take the formative element of the assessment again when an opportunity is available.

4.0 Associated Costs and Ongoing License Fees

4.1 Fees for the Train the trainer course and assessment

The cost of the assessment is tiered based on country income levels as defined by World Bank:

- High income Country: £600 per person
- Medium income Country: £475 per person
- Low-income Country: £325 per person

These costs are based on a cohort of 4 or 5 people. This is an ideal number of people for an effective learning experience.

All prices are in GBP and reflects the price that needs to be paid to SVI after any local taxes or other deductions are paid.

Assessments will be scheduled throughout the year to provide you with plenty of time to plan your approach and to help us ensure effective cohort sizes.

4.2 SVI Accredited Trainer License Fees

In addition, for Accredited Trainers there is an annual license fee that is also tiered based on World Bank income levels as below:

- High income Country: £1,000 per person
- Medium income Country: £750 per person
- Low-income Country: £500 per person

This license fee provides you with:

- Continued access to updated SVI training materials.
- Profiled on SVI website
- Opportunity to be part of the SVI Training and Professional Committee⁴
- Invitations to quarterly online continued professional development (CPD) sessions to receive updates and share best practice with others.
- Invited to deliver Accredited Training where SVI receives enquiries

⁴ To be launched in 2022

5.0 Appendix Assessment Form & Criteria for SVI Trainers

Thank you for applying to become an Accredited Trainer: Social Value and SROI Practitioner. This document is the assessment form for trainer observations.

Trainers are observed at two stages as part of their assessment;

- Firstly, as a follow on from the 'train-the-trainer' course where the trainer will be asked to deliver sections of the course to a representative from SVI. The session will provide you with formative feedback and will be conducted with a cohort of trainer candidates. The purpose of this session is to share your approach with peers and the SVI representative for constructive feedback.
- Secondly, the summative assessment where candidates will be asked to record 2 sections of content for review by an SVI representative. This assessment will provide candidates with a score

During both parts of the assessment, trainers need to demonstrate to SVI their capabilities in each of the following areas:

1. Presentation style
2. Time management skills
3. Technical skills: knowledge of content (slides and notes)

The form below identifies detailed criteria within each area of assessment. Candidates must score at least level 3 in each area to pass when being assessed as the final summative assessment.

Trainer Assessment Form Details

Name of trainer	
Name of observers	
Date of assessment	
Name of course	
Number of participants	
How much of the course was observed	
Assessment Result	
Overall Comments	

1. Presentation style

Specific points:

- Good presentation of course materials; clear delivery that is engaging and confident of the content rather than just reading slide content aloud.
- Trainer demonstrates passion and excitement for the subject
- Ability to engage the room and encourage participants to contribute
- Facilitates discussion and learning by asking questions to the group

Ratings:

Style is not appropriate for the training	Average presentation skills – a significant number of issues that need to be improved before delivering for the first time that requires further support and assessment.	Good presentation skills – moderate issues that still need to be improved before delivering for the first time.	Very good presentation skills – some small issues that can be improved with practice.	Excellent presentation skills - clear & engaging style that can be used to present materials.
1.	2.	3.	4.	5.

Comments:

2. Time Management skills.

Specific points:

- Time management ensures that all materials are suitably covered with a style that promotes effective learning.
- Trainer is able to keep to a schedule and move the conversation on when needed, not to be distracted and be led too much by participants.

Ratings:

Time management is not appropriate for the training	Average time management – a significant number of issues that need to be improved before delivering for the first time that requires further support and assessment.	Good time management – moderate issues that still need to be improved before delivering for the first time.	Very good time management – some small issues that can be improved with practice.	Excellent time management – all content and tasks delivered with appropriate timings.
1.	2.	3.	4.	5.

Comments:

3 Technical skills: knowledge of content (slides and notes)

Specific points:

- Demonstrates knowledge and understanding of slide content and learning outcomes
- Key messages are provided and reinforced at appropriate opportunities throughout the delivery.
- Clear and consistent use of terminology is employed – aligned with SVI Glossary.

Ratings:

Technical skills are not appropriate for the training	Average technical skills – a significant number of issues that need to be improved before delivering for the first time that requires further support and assessment.	Good technical skills – moderate issues that still need to be improved before delivering for the first time.	Very good technical skills – some small issues that can be improved with practice.	Excellent technical skills – all elements of content delivered with clarity and consistent messaging.
1.	2.	3.	4.	5.

Comments: