



Information for Practice Agencies

for September 2019 forward

Revised February 2019

Note: a Practice Agency is the term used to refer to a church, a group of churches or a Christian Agency which provides a student with opportunities to learn through practical work with adults, children and/or young people

**For PRACTICE AGENCIES commencing in
September 2019 linked to the:**

BA Honours in Professional Practice, Contextual Ministry and Practical Theology

BA Honours in Youth Work, Communities and Practical Theology
(JNC endorsed)

Validated by Staffordshire University



delivered by

Midlands CYM at St John's College, Nottingham

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Thank you for requesting information about the Practice Agency system for students who will be studying on MCYM Undergraduate courses validated by Staffordshire University. If you have any questions or need further information, please do not hesitate to contact Gill Benson on 0115 9683222 or mcym@stjohns-nottm.ac.uk

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Introduction to the Institute for Children, Youth and Mission

The INSTITUTE FOR CHILDREN, YOUTH AND MISSION (CYM) is a consortium of major Christian youth work training organisations, namely:

Bristol Baptist College
Frontier Youth Trust
Scripture Union
St John's College, Nottingham
Youth for Christ
Youth Link, NI

The vision of CYM is to serve the church in its mission to children, young people and families, through training professionally qualified, theologically formed and spiritually mature workers, educated and trained to the highest standards and able to work in any setting.

Our undergraduate pathways have been developed to provide theological, professional and vocation education for people who wish to work as Christians with children, young people, families and communities in a range of contexts. The taught modules, plus our professional and ministerial formation process provide a holistic, work-based learning approach to training.

A major part of the learning on the course takes place in the Main Practice Agency. It is in the practice agency that students relate theory and theology to their life and practice. Practice agencies are crucial to the learning process and have been designed to enable the students to develop the skills, knowledge and ability to be professional workers within Christian settings. This is achieved through the student acting as the equivalent of a part-time worker in the agency for the three years of the course.

The phrase which sums up the nature and work of such a worker is 'incarnational education'. This expresses the desire that workers will be living in relationship with God in such a way that they seek to bring God's nature into reality in this world through their own life and lifestyle.

Midlands CYM Contact Information

Midlands CYM

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Lucie Hutson	Tutor and Practice Lead, Children and Family Work
Gill Benson	Administrator

Structure of the Course

Professional and Ministry Practice

Students have a main practice agency for the three years of the course. They normally live in or near the agency and are involved in work related to their ministry specialism. Students need to undertake at least 14 hours per week during term-time, half of which need to be face-to-face with adults, children, young people or families. Most students continue to work during college vacations and are allocated a certain number of weeks holiday per year by their agency. We strongly recommend that students do not work more than 20 hours each week during term time.

Students studying on the Contextual Ministry course negotiate their responsibilities and work with the agency and have flexibility in terms of their specialism.

Students on the Youth and Community course should spend at least 80% of the face-to-face hours with the 11-25 age range with a focus on 11-19, and the face-to-face work must be 'informal education' – that is, where young people choose to associate freely. This would include the following kinds of work:

- Church-based work such as Sunday school, prayer, worship, Alpha, small groups, discipleship etc.
- Work outside the church, including detached work, after school clubs, street work etc.
- Community work, including church-based community activities or projects, work within local community settings or community development work with individuals or groups.
- Evangelism, including reaching out to young people, special events, youth congregations etc.
- Work with schools, including informal lunch-time relational work, pastoral care, counselling or chaplaincy and the development of Christian groups or extra-curricular activities. School lessons or assemblies do not normally count as face-to-face practice hours, as attendance is compulsory. However, some of these may count towards the non-face-to-face hours.

Course Commitments

The course begins in September with a Centre Residential Community Week for all students, held at St John's College. This enables key issues to be addressed and students and staff to build working relationships. In 2019 the MCYM Community Week will run mid-September.

There are three terms, broadly reflecting the pattern of school terms. Students have a regular fortnightly pattern of attendance at St John's. Teaching days will normally be on Tuesdays and Wednesdays for the duration of their course. We strongly suggest that students use the alternate Tuesdays and Wednesdays as study days. The agency needs to also allow time for the student to engage in:

- Seven meetings a year with their practice tutor. Students usually travel to the tutor for one hour each time.
- Preparation for tutorials and teaching days.
- Assessment preparation towards assignments, portfolio work etc. The amount of time needed for this will vary from student to student.
- Further private study.

Agencies starting in September 2019 should contact Midlands CYM for the current diary. We strongly recommend that students are not required to work on the evenings of teaching days and would emphasise to agencies that **students are required to fulfil all course commitments and that attendance is compulsory.**

Alternative Practice Agencies

In addition to their main practice, students are required to complete two alternative practices over the duration of the course. The length of these differs between different ministry specialisms. These can either be completed concurrently or as a block and can be started after Term 1 in the student's first year. These agencies enable students to learn other skills and abilities and provide a fuller experience of ministry, professional playwork or youth work practice. For contextual ministry students alternative practice agencies will provide a contrasting ministry experience in a very different context to the main agency. Youth work students will normally undertake two secular placements. The alternative agency must be completely separate from the student's main practice agency.

Alternative practice hours are in addition to the hours spent in the main agency, and we would ask that you need to recognize this and, where necessary release the student for their alternative agency experiences during the course. Students discuss and agree the arrangements with you and their practice tutor and should have their proposal approved by their Year Tutor before starting work in the alternative agency. The alternative agency hours need to be completed and the alternative agency line manager's reports returned by the practice portfolio deadline dates in Years 2 and 3.

When the different commitments are added together, a student will be expected to put in around 40 hours a week for each of the 35 weeks of the academic year.

What Does CYM Provide?

CYM will provide:

- A well-resourced learning base for the student.
- The student, although you may have someone already in place or in mind, whom you would like us to interview for a place on the course.
- A practice tutor who will meet the student regularly to assist in their formation, development of their practical skills and the assessment of their learning.
- Regular small group meetings of CYM students to enable them to discuss, support and encourage each other in their work and learning.
- A Year Tutor who will liaise with you to ensure the smooth running of the placement and discuss any problem which may arise.
- An annual residential community week for all students.
- Training and induction for line managers. For students beginning their studies in 2019 the MCYM Line Manager's induction day will take place at St John's on Monday 9th September (tbc).
- Ongoing learning and development opportunities for Line Managers and others in the agency. This includes a short course in supporting work-based learning, which we encourage Line Managers to do. This can be accessed as a validated course or a set of three training days.
- A subscription to the Grove Youth Series of booklets.

Term Dates for 2019/2020

CYM retains the termly structure and a full list of dates for the year will be sent to practice agencies when they have been approved. The dates are normally available from the beginning of the summer term beforehand.

What Does Being a Practice Agency Involve?

A main practice agency is normally for the three years duration of the course. It may be a church, in which case it should be able to subscribe to the Apostles' Creed, or an organization which has the promotion of the Christian religion as one of its charitable aims. Some students choose to work in a secular organization, in which case both their alternative agencies will be expected to be in a Christian context. It is important that you are clear, when applying for a student, what your requirements are in terms of hours worked, holidays, roles and responsibilities and any personal and/or spiritual expectations.

Main practice agencies are required to provide students with opportunities to develop their skills and experience across different areas of competence. There should be a sense of development in their role within the church or agency, including opportunity to manage work and other workers in the student's second and third years.

Status of Students

Students should either work within the agency as a volunteer or as a part-time employee and agencies are asked to consider the implications of these roles carefully.

Part-time Employment

In a part-time employment arrangement, agencies may choose to either employ students for the total weekly hours of their work in the agency (usually around 14 hours) or alternatively as sessional workers for the face-to-face work undertaken (usually around 7 hours).

Payment for this employment should be set at least at the appropriate minimum wage (see <https://www.gov.uk/national-minimum-wage-rates>), although CYM would recommend that agencies consider a living wage (www.livingwage.org.uk). Employing a CYM student does not affect the student funding they can access, but may affect the benefits they are entitled to. Since the required hours for the placement are around 14 hours a week it is unlikely that students would have to pay tax and NI on this income. This level of payment would also incur minimal cost to the placement as an employer.

CYM does not issue a standard contract for this arrangement, but a normal part-time employment contract would be usual. In addition, the following should be considered:

- The role description should be agreed with MCYM to ensure that the duties and responsibilities can provide the required areas of experience and work for the student to be able to work towards their professional practice tasks and competences.
- The contract should be fixed term for the length of the student's course.
- The hours worked should meet practice recommendations of no more than 20 hours a week.
- The contract should make reference to the involvement of MCYM in any discipline and grievance procedures

You may wish to stipulate that employment will be terminated should the student leave or be required to leave their course.

CYM has received guidance on the employment status of students and additional guidance is provided for employers where a student is a full-time employee. This guidance is outlined in Appendix 1 and we recommend that you use it to help determine the employment status of your student and contact one of the organisations named for specific advice.

Whilst employing a student may incur some cost it provides a robust basis for establishing the expectations of the role. By employing a student the main agency has a clear contractual relationship with the student for the duties and tasks they undertake – underscored by a strong line management framework. This arrangement is one that CYM believes is of benefit to the student as they develop their professional understanding of employed work and seek to develop their capabilities as an employee.

Main agencies may choose to provide accommodation for students who are employed part-time. If this is a requirement of the role (that is within the parish/agency catchment area or hosted by a church family), it is not considered a taxable benefit.

Voluntary Work

If a student is working with an agency as a volunteer it is important to make clear that the student is not employed by the agency, but is fulfilling tasks and duties associated with the practice context on a voluntary basis. The primary agreement is the agency agreement between MCYM and the practice agency. Under these arrangements these agencies can **only** offer reimbursement of expenses. Providing accommodation remains possible, but this cannot be linked to the performance of duties as a volunteer. A sample agreement can be found in Appendix 6.

Full-time Employment

In some circumstances agencies may employ students as full-time workers. This situation will usually arise if the student is already employed by the agency prior to the course. The management of a situation where a student has considerably more duties, or higher levels of responsibility, than those usually required of a CYM student requires careful consideration. The employee will need to be granted time within their duties to undertake the required placement activities and attend course commitments. This flexibility would need to be reflected in a revised job description. It is also usual in these circumstances for the employer to take responsibility for paying associated course fees. However, it would also be appropriate in this instance for the employee to take some measure of salary sacrifice in recognition of these changes. This also recognises that the worker themselves will also be released for significant portion of time, and on successful completion of the course gain the benefit of a professionally recognised Higher Education qualification. Any such arrangements should be by negotiation and should also not contravene recommendations and regulations on working time directives and minimum wage payment.

Expectations of Practice Agencies

Agency Fee

Practice Agencies are required to pay an annual agency fee to MCYM, per student. For the year 2019-20 this will be £1500. The fee for subsequent years will normally rise in line with inflation.

The agency fee covers the things that have to be in place in order to enable agencies to have a student with them for the majority of the academic year. This includes the costs of setting up and coordinating agencies, the annual Community Week, local tutorial support and contextual formation groups. It also covers the cost of students having one meal in College each time they are at St John's, which we believe is important for the building of community. The agency fee is completely separate to University tuition fees.

Financial Support

Practice agencies, as we have already said are encouraged to support students through part-time employment. In addition to this, agencies are expected to:

- pay travelling expenses for the student to attend MCYM for teaching, to meet with their practice tutor and to attend contextual formation groups and the September residential. We also ask agencies to cover students' travel costs for occasional trips and in the third year where some students opt to undertake specialised modules at another other CYM centre.
- pay the general running expenses for the work. This should include travel expenses, telephone costs, equipment and any out of pocket expenses which the student may incur.

Practice agencies outside the UK and Ireland will be required to pay any additional costs for the approval of the practice agency, three-way meetings etc.

Depending on other financial arrangements, agencies are also encouraged to consider supporting students through a book allowance or contribution towards living expenses and/or tuition fees.

Accommodation

- Agencies are required to provide appropriate work-space for the student e.g. office and/or residential base, space for their practical work in the church or organisation etc.
- Students will need access to a PC/laptop, email and the Internet
- Ideally the student will live near the agency. If the student already lives locally, agencies may wish to provide financial support towards their accommodation. Where a student moves into an area, agencies are encouraged to provide appropriate accommodation or assist students in finding something suitable and affordable.

Supervision and Support

The practice agency is responsible for the work undertaken by the student and CYM is responsible for the student's learning experience. They are required to provide management and direction to the student in the following ways:

Appropriate management structures and procedures

Practice agencies are required to have in place a clear management structure appropriate to the church or agency and to evidence:

- An appropriate Safeguarding or Child Protection Policy
- Health and Safety Policy
- Disciplinary and Grievance Procedures (CYM can provide a sample if needed)
- Adequate insurance for the workers and the work

Practice agencies are also required to work in accordance with the CYM Equal Opportunities Policy (see Appendix 7).

Appropriate placements for students

As a result of the experience of running the courses and working with a wide variety of placements we recommend that students who are young (19 -21) are not encouraged to work in isolated placements, such as villages, and limit their work to young people under the age of 18. Developmental placements may also be inappropriate for students who do not yet have a sufficient range of skills, normally associated with more life experience.

Line Management

Practice agencies are required to identify a line manager, who will meet with the student for supervision a minimum of fortnightly. The line manager will be asked to provide a termly observation and complete appraisal reports on the student's progress. The line manager, or other appropriate representative from the agency, will be expected to attend an induction day.

Pastoral and Spiritual Support

Practice agencies are required to provide someone to give pastoral and spiritual support for the student. This person should be chosen in consultation with the student and is expected to meet with them on a regular basis. They should not normally be attached to the agency. Should an issue arise that requires more specialist support, then through consultation with the student, the agency and the regional centre,

arrangements should be made for the provision of professional help. MCYM has a small fund available to support this process.

We would also encourage practice agencies to consider building in a retreat or regular quiet-day as part of the student's programme and to allow students to worship outside their agency as well as within it, where this will help nourish their spiritual life.

We are committed to keeping in contact with practice agencies to regularly check that all is on track for the student's learning and will normally ask for informal feedback in the form of a simple 'traffic light' system where we ask you to indicate 'green' if everything is going fine, 'amber' if you have some concerns and 'red' if you have serious concerns. If you indicate amber or red the student's Year Tutor will contact you to discuss any concerns.

Developing Skills and Experience

During the course students develop and demonstrate their understanding and skills across six competences, and demonstrate them within their chosen vocational context. They focus on the first three of these in Year 1 and the last three in Year 2. Year 3 focuses on integration and consistency of practice across all the competences. These are:

Competence 1: Values, Principles and Practice

Students need to understand the principles and practice of professional work and ministry in their field. They need to be clear about their own beliefs, values, role and vocation and show accountability, good practice and good management of self.

Competence 2: Building Purposeful Relationships

Students need to understand issues around pastoral care, development, empowerment and current culture. They need to demonstrate effective communication and relationship skills and undertake a variety of roles in relation to their work.

Competence 3: Learning and Informal Education

Students need to understand how people learn and apply a variety of learning styles. They need to demonstrate their ability to effectively facilitate learning with individuals and groups. In the case of Children's work or ministry specialists, this is accompanied by an understanding of play and playwork, and the demonstration of related skills in practice.

Competence 4: Communities and Contexts

Students need to understand the dynamics and characteristics of communities and organisations and engage in community research and development as relevant to their professional and ministerial practice context. They need to demonstrate a commitment to participative and collaborative working.

Competence 5: Leadership and Management

Students need to understand different beliefs and approaches relating to leadership and management, and work within the policies and procedures appropriate to their context. They need to demonstrate their ability to manage projects, departments and/or areas of ministry and other people.

Competence 6: Professional/Missional and Ministerial Formation

Overall, students should understand a range of approaches to mission, ministry and their own holistic development and be able to articulate this. They need to evidence a commitment to ongoing learning and development aligned with their vocational field, personality, gifts, skills and interests

Students will be expected to gain experience throughout the course in all these areas of competence.

Next Steps

You are advised to complete the application form at the end of this document and return it to MCYM as early as possible.

Recruiting a Student

....if you have someone in mind...

It is worth considering whether an appropriate person in the church or connected with the agency would be interested in doing the course. If you have someone in mind, they would need to apply to the course naming the proposed agency in their application. If the student is accepted on the course and the agency approved then formal registration will take place.

....through MCYM

If you do not have a specific person in mind, we will pass on details about the agency to students accepted onto the course. It is then your responsibility to interview individuals to ascertain their suitability and negotiate specific terms and conditions. Unfortunately, we cannot guarantee to provide a student for all potential agencies, as some students who apply come with an agency already in mind.

Advertising for a student

We would encourage you to consider advertising locally, nationally and through your denominational networks for students. A number of agencies have been very successful as a result of this. Further information on this process can be found in Appendix 8. We are able to email particular part-time roles around our network of contacts. Please contact Gill Benson in the MCYM office if you would like us to do this.

Conflict of Interest

A **conflict of interest** is when someone has competing professional or personal interests, which could make it difficult for individuals to fulfil their role impartially, and potentially could negatively influence the performance of their duties and responsibilities. This may particularly be the case in an agency where a close personal relationship might affect issues around the supervision and/or assessment of a student.

We seek to ensure that all such conflicts are identified, disclosed and managed in a rigorous and transparent way that promotes confidence in the integrity, impartiality and fairness of CYM processes. We therefore require agencies to disclose any potential conflict of interest which may exist within the placement context in relation to the student's work with the agency, for example, if the line manager or other key person within the agency is closely related to the student.

Process from this Point

Once you have completed and returned the Agency Application Form, we will contact you if we have any immediate concerns. A member of MCYM staff will visit you to discuss the course requirements further and to explore or resolve any relevant, specific issues arising from the application. Please note that we will only do this once a student has been recruited for the agency and accepted onto the course. The agency will then be approved and registered.

Please do not hesitate to contact us if you would like a digital version of the form, or support in completing it.

Appendix 1 – Amaze Advice on Clarifying Employment Status

Note: Amaze stopped operating in 2016, but to the best of our knowledge this advice is still generally up to date. It is the placement's responsibility to ensure they meet current employment legislation.

It is important to clarify the arrangement between a church, a course provider and a worker to avoid falling foul of employment regulations including employment status, National Minimum Wage, tax and pension implications. Whether or not an employment relationship exists, the organisation overseeing any workers (regardless of employment status) has responsibility for the health and safety of those workers and should take reasonable measures to ensure healthy and safe working practices. Therefore you should choose one of the following employment statuses given below:

Self-employed worker

Just because you call an arrangement self-employed does not necessarily mean that it is in law. As a general guide as to whether a worker is an employee or self-employed; if the answer is 'Yes' to most of the following questions, then the worker is probably an employee:

- Do they have to do the work themselves?
- Can someone tell them at any time what to do, where to carry out the work and how to do it?
- Can they work a set amount of hours?
- Can someone move them from task to task?
- Are they paid by the hour, week, or month?
- Can they get overtime pay or bonus payment?

If the answer is 'Yes' to all of the following questions, it will usually mean that the worker is self-employed:

- Can they hire someone to do the work or engage helpers at their own expense?
- Do they risk their own money?
- Do they provide the main items of equipment they need to do their job, not just the small tools that many employees provide for themselves?
- Do they agree to do a job for a fixed price regardless of how long the job may take?
- Can they decide what work to do, how, where and when to do the work?
- Do they regularly work for a number of different people?
- Do they have to correct unsatisfactory work in their own time and at their own expense?

Employee

The worker is engaged in a contract of employment. Even if there is no written contract (and there must be!) an employment relationship may exist if there is financial reward given and obligation placed on the worker (to turn up and do work activity for example).

- Must be paid at least National Minimum Wage (NMW)
- All hours of work are to be included in calculating NMW including preparation time, training and travel between places of work (but not to the usual place of work)
- Income Tax and employees National Insurance Contributions must be paid to HMRC on behalf of the employee in addition to employers National Insurance Contributions
- There are other explicit and implicit requirements of the employer. We recommend seeking professional advice which is often available from your Diocese or regional church network.

Apprentice

An apprenticeship is a job with training for a particular skill, trade or occupation under the Apprenticeship Framework. Therefore you cannot simply call a job an apprenticeship in order to pay the apprenticeship level of NMW – you need to ensure it is part of the formal apprenticeship programme, which includes authorised learning providers. For more information on this visit

<http://www.apprenticeships.org.uk/Employers.aspx>

Interns and Placement Students

This is a worker who is also on a course of Further or Higher Education related to the role. There is little difference between an Intern and a Placement Student although for the sake of clarity we are using the term Intern where the relationship with the organisation providing the work is the main focus and the relationship to the educational institution providing the course is secondary. Conversely we use the term Placement Student when the educational institution providing the course is the primary relationship and the relationship with the organisation providing the work placement is secondary.

- One placement can last no longer than a year in order to be exempt from NMW
- Any payments received by the worker are not subject to income tax except:
 - Earnings in respect of periods at work for the placement (rather than at the place of study)
 - Tuition fees payable by the employee to the course provider
 - If such payments are above £15,480 per year it is likely to be taxable.

If a placement is to be longer than a year then the Placement Student must be paid at least National Minimum Wage.

Volunteer

A volunteer is not employed. This covers many forms from the person serving tea and coffee at church on a Sunday to a full time unpaid volunteer youth worker – perhaps a student taking a year out for example.

- Receives no payment other than reimbursement of actual incurred expenses. This includes the provision of benefits in kind such as training that is above and beyond that required to do the job. However, it is acceptable to provide reasonable accommodation or meals. You can also reimburse the cost of meals during the work but not pay accommodation costs. The key as to what is reasonable is that this subsistence enables the worker to do the job, it should not be seen as extravagant or indulgent.
- Gifts may be provided, however if there becomes an expectation of such it may infer a contract of employment. For example a one off gift of £5,000 could be considered a salary and would infer a contract of employment and the rights that come with it (including National Minimum Wage). Any gifts from third parties should have nothing to do with the employer.
- This category includes work experience

If the Volunteer is paid anything at all other than in the circumstances mentioned above then they may be able to claim employed status, and all the rights that come with it (including NMW).

Appendix 2: Sample Job Description 1

Title of the post	Youth Work Student
Professional and Ministerial Practice Agency name	St Oswald's
Line-Manager	Rev. J Carter
Office base	Parish Office
Hours during term	14 hours per week
Hours during vacations	14 hours per week
Financial Arrangements	Salary of £xxx hourly All college travel expenses All youth-work related expenses Book allowance of £200 per year
Holiday entitlement	25 days per year, to be taken in school holidays
Length of Professional and Ministerial Practice Agency	Three academic years

Overall Aim of this post:

To assist in the co-ordination of the youth work and the development of strategic outreach into the community

Specific Duties and Responsibilities

- To be part of St Oswalds youth work team
- To be responsible for the 12-14s weekly Bible Study group
- To work as part of the team for joint churches monthly outreach event
- To develop a strategy to disciple older young people in the church through a group or one-to-one work
- To work one session a week in local youth club to establish links
- To be involved in church summer holiday club
- To undertake administration, communication, networking and publicity as required for the youth work

The student will also be expected to attend St Oswald's church during the length of the Professional and Ministerial Practice Agency

Appendix 3: Sample Job Description 2

Title of the post	School and Community Chaplain
Professional and Ministerial Practice Agency name	St John's Church
Line-Manager	Rev. J Sutcliffe
Office base	Parish Office
Hours during term	7 hours per week
Hours during vacations	20 hours per week
Financial Arrangements	Salary of £xxx per hour All college travel expenses All work related expenses Free accommodation
Holiday entitlement	25 days per year, to be taken in school holidays
Length of Professional and Ministerial Practice Agency	Three academic years

Overall Aim of this post:

To assist in the development of links with local schools and develop work within the schools.

Specific Duties and Responsibilities

- To be part of the St John's youth and children's team
- To develop existing links with the two local secondary schools
- To work with the staff of Highgate School to develop a mentoring programme
- To develop a strategy to assist local children transitioning to secondary school
- To develop a weekly lunchtime club at the local secondary schools
- To take regular assemblies and lessons in the local secondary schools
- To undertake administration, communication, networking and publicity as required for the work

The student will also be expected to attend St John's church during the length of the Practice Agency

Appendix 4: Sample Job Description 3

Title of the post	Assistant Children and Family Worker
Professional and Ministerial Practice Agency name	St Oswald's Family Centre
Line-Manager	Rev. J Carter
Office base	Project Office
Status	Employed Part-time (sessional)
Hours during term	7 hours (face-to-face)
Hours during vacations	none
Financial Arrangements	Salary of £xxx hourly for face-to-face work undertaken (7 hours per week) College travel expenses Work related expenses Book allowance of £200 per year
Holiday Entitlement	College vacations apart from annual summer holiday club
Length of Professional and Ministerial Practice Agency	Three academic years

Overall Aim of this post:

To assist in the running and development of the project's community-based after-school club, Family Fun Days and messy church.

Specific Duties and Responsibilities

- To work as part of after-school club team, undertaking two two-hour sessions a week
- To work as leader in charge in some of those sessions
- To work as part of the messy church team to deliver one service a month.
- To be part of the Family Fun Days Team to run one event every two months.
- To gradually take on leadership of one of these projects.
- To occasionally represent the project on the local community forum
- To undertake administration, communication, networking and publicity as required for the project

It is noted that the student will also undertake other activities on a voluntary basis to fulfil their University course requirements. A separate volunteer agreement is in place for these.

Appendix 5: Sample Person Specification

Essential

- Christian commitment
- Experience in church-based youth or children's work
- Good communication and presentation skills
- An understanding of and commitment to the needs of children and/or young people
- Experience in discipling children and/or young people
- Ability to work as part of a team and under their own initiative
- Good sense of humour

Desirable

- Full driving licence
- Experience in community-based work with children and/or young people and their families
- Experience in organising events
- Musical ability

Appendix 6: Sample Volunteer Agreement

THIS AGREEMENT is made on the

2019

BETWEEN:

(1) *[Agency name]*

(2) *[Student Name]*

[Agency name] agrees to your placement as a part time student volunteer during this agreement. There is no obligation for you to attend **[primary location for undertaking duties]** during the proposed agreement and you will receive no pay or benefits during this period. The purpose of this agreement is to clarify arrangements for the effective management of this placement. Your role as a volunteer is set out in the Student Worker Role Profile.

Effective start date:

Effective end date:

Your Line Manager will inform you in writing, following the guidelines put in place by CYM for the curtailment of a CYM agency, any circumstances where it is necessary to terminate this agreement. If you decide to terminate this arrangement, then you should notify your Line Management in writing after following the guidelines put in place by CYM for the curtailment of a CYM Agency. It is anticipated that the placement will last three years, and the agreement will be renewed each year.

Location:	
Office hours during this agreement:	
Hours of Attendance at agency	
Development opportunities	Please see attached Role Profile
Contact:	

Course Expenses/Travel costs: available up to [£900] per annum. You may claim for travel expenses to and from the Regional Centre (about 20 times per annum)

Other Expenses: incurred whilst undertaking duties on behalf of **[agency name]** may be claimed in addition to the above.

Annual Fees: placement fee payable to _____ [Name of Regional Centre] CYM

Will be paid direct to CYM for the course

Absence: If you are unwell or unfit to undertake your role, please advise your Line Manager as soon as possible. As part of your voluntary role it is anticipated that you will have periods of unavailability (for holiday etc.) These should be with prior arrangement with your Line Manager.

Health and Safety:

During the placement, you are required to:-

- take reasonable care to avoid injury to yourself or to others
- not interfere with or misuse any clothing or equipment provided to protect your Health and Safety
- report any accident or injury immediately and record the details in the departmental accident/incident book

[Agency name] will take reasonable care of your Health and Safety under this agreement. A Health and Safety Risk Assessment will be undertaken, identifying measures to be taken to control or eliminate any identified risks.

Safeguarding: In addition to the required DBS and reference checks undertaken to be a CYM student you will be required to work within the safeguarding policies of **[Agency name]**

Confidentiality: You must not, at any time whether during or after the voluntary placement, disclose to any third party information which comes to your attention as a result of the placement, where such information is not already within the public domain and is indicated or understood to be confidential. **[Agency name]** will meet responsibilities for your data under **[Agency name]** Data Protection Policy.

IT Access: You will be granted IT access for the duration of your role. Whilst using systems at **[Agency name]**, you must comply with the **[Agency name]** Information Security Policy or other such policies.

Liability: **[Agency name]** employer and public liability insurance policy covers those conducting voluntary work and this is the policy in force for the duties covered in this agreement.

[Student name] has received the following documents and agrees to comply with the following policies:

- [Agency name]** Health and Safety Policy
- [Agency name]** Information Security Policy
- [Agency name]** Safeguarding or Child Protection Policy
- Approved CYM student role description

Signed _____

Date: _____

[Name] for and on behalf of **[Agency Name]**

Signed _____

Date: _____

[Name]

Appendix 7: CYM Equality of Opportunity and Diversity Policy

Context

CYM is a Christian charity working, in collaboration with the Universities of Gloucestershire and Staffordshire, to create and provide courses, resources and research into Christian youth work.

“Celebrating diversity and working to realise the potential in everybody is at the core of University business.” (University of Gloucestershire website)

“The purpose of youth work is: to redress all forms of inequality and to ensure equality of opportunity for all young people to fulfil their potential as empowered individuals and members of groups and communities; to support young people during the transition to adulthood.” (Second Ministerial Conference on the Youth Service 1990)

Promoting the value of diversity and striving for equality of opportunity therefore underpin both the ethos of the learning environment and the curriculum and values of the courses we deliver.

- **Diversity** - we value diversity among our staff and students, and respect diverse points of view as part of our commitment to academic freedom;
and:
- **Equity** - we believe that the opportunities CYM offers its students and staff in collaboration with the University of Gloucestershire are precious and that access to them must be fair.

We believe that excellence will be achieved through recognizing the value of every individual. We aim to create an environment that respects the diversity of staff and students and enables them to achieve their full potential: to contribute fully, and to derive maximum benefit and enjoyment from their involvement in the life of CYM.

To this end, CYM acknowledges the following basic rights for all members and prospective members of its community:

- to be treated with respect and dignity;
- to be treated fairly with regard to all procedures, assessments and choices;
- to receive encouragement to reach their full potential.

These rights carry with them responsibilities and CYM requires all members of the community to recognise these rights and to act in accordance with them in all dealings with fellow members. In addition, CYM will comply with all relevant legislation and good practice. No individual will be unjustifiably discriminated against. This includes, but not exclusively, on the basis of gender, race, nationality, ethnic or national origin, religious or political beliefs, disability, marital status, social background, family circumstance, sexual orientation, gender reassignment, spent criminal convictions, age or for any other reason.

Policy

We believe that it is a fundamental Christian understanding to hold that all human beings are created in the image of God, that all are valued equally by God and that we are all equally responsible to God for the way we treat each other.

We declare our conviction that unfair discrimination between people is an affront to the purposes of God, and is morally indefensible.

We recognise that Britain is a pluralistic society, diverse in race, culture, creed and interests. We are aware that individuals and groups of people are sometimes discriminated against, both directly and indirectly, in unjustifiable ways.

We have a strategic, developmental role in challenging Christian communities through their unique network of churches and other agencies to work for liberty, justice and equality within a democratic participative society.

We consider diversity of experience, culture, gender and race to be of great value in the learning environment.

It is also our intention to take positive action to ensure equality of opportunity and of treatment on the matters specified below throughout our sphere of influence, in so far as it lies within our power. We will monitor our progress in implementing this Policy and produce a regular report on it.

We look to all our staff, students, Board and committee members, both paid and voluntary, to abide by and to promote this Policy. Any grievance, or any other matter relating to it, should be taken up, in the first instance, with the CYM Director of Programmes and Partnerships who is responsible for overseeing the implementation and monitoring of this policy.

Practical Outworking

Widening Participation:

- We have developed flexible higher education services in response to student and employers' needs. We deliver national courses through our growing network of regional delivery centres, using part-time attendance and concurrent placement-based models of learning;
- We actively recruit students from non-traditional backgrounds, countering social exclusion from education, by offering APL and APEL as well as running our own Further Education course to enable learners to access Higher Education;
- We have enabled students to achieve above average grades through non-exam-based practice and context applied assessment and targeted tutor support;
- Our courses lead to professional qualifications as well as higher education qualifications, increasing the employability of our graduates and meeting a short-fall in the employment market;
- Our graduates are skilled informal education practitioners, able to engage others in learning and development, and contributing to the engagement of churches and Christian groups in the wider community.

Inclusive Educational Experience:

Students with disabilities:

- As required by legislation we are 'anticipatory' in our duty towards disabled students, and make 'reasonable adjustments' to ensure that a disabled student is not placed at a 'substantial disadvantage' in relation to their peers;
- We have adopted the social model of disability that requires staff to focus on the barriers to access which might be faced by disabled students, rather than focusing on students' impairments (i.e. it is the environment which is disabling, not the student who has a disability). We seek to be inclusive in our approach to disabled students, whilst remembering that each student has their own unique requirements;
- Students may disclose a disability to any member of staff. Under the current legislation, this is taken to mean that the institution as a whole has been informed of the disability. Students are given every opportunity to disclose their specific support needs (on application forms, in person at interview, at the beginning of modules, and prior to Professional Practice placements);
- We aim to make all essential publicity, teaching and learning materials, available in electronic format to allow easy transcription to alternative formats (e.g. Braille, voice-based software). We aim to follow good practice guidelines in the preparation of teaching and learning materials includes: providing notes and handouts in electronic format; using coloured paper, where appropriate, to cut

down on glare; using short clear paragraphs, with a blank line between paragraphs; using left-aligned, rather than justified, text; using a minimum font size of 12 point text in a standard font (e.g. Times New Roman, Arial); not using bullet symbols for long lists; providing a glossary of terms where appropriate;

- We are able to accommodate wheelchair users and guide dogs; face the students when speaking; making use of available microphones or loop systems; providing information in auditory and visual form. Reading lists are provided in advance to all students and handouts to students with visual and aural disabilities (e.g. dyslexia). Tutors discuss particular support requirements with the individual student prior to the activities taking place;
- Alternative assessment strategies, where appropriate, are considered by staff and agreed by the CYM Examination Committee for disabled students and/or specific learning difficulties.

Students from minority ethnic, religious and cultural backgrounds:

- We are conscious that we currently under recruit, statistically-speaking, students from minority ethnic backgrounds and have pro-actively explored the historical, social, economic and cultural issues which impact this;
- We have welcomed new partner organisations which represent such constituencies to the Board of CYM and are working with them to design and deliver courses in ways which will enable wider participation by these groups;
- We work to pro-actively support individuals and groups of students from minority backgrounds to enable them to fully contribute to and benefit from the CYM community and learning environment. We seek their representation and feedback in reviewing and developing courses and other provision;
- We support and remain in contact with students seeking visas to enable them to study with us, seeking asylum, or who have been deported during their studies.

Gender equality issues:

- We pro-actively work to promote gender equality, conscious that the Christian community has not always been at the forefront in this area. Our recruitment, retainment and achievement levels demonstrate an equality between men and women;
- We will monitor the impact of the changing status of work with young people, children and families, such as the move to youth work as a degree entry profession, on gender equality.

Appendix 8: Advertising for a Potential Student



Practice Agencies considering running their own advertisements for students are advised to begin the process early in the calendar year they want the student to start.

Good places to advertise include:

- *Youth and Children's Work Magazine* – <https://www.youthandchildrens.work>
- Children and Young People Now – <http://www.cypnow.co.uk>
- Denominational newspapers
- Through local, regional or denominational networks

Sample advertisements can be found below. Costs vary depending on the publication, size of advert and frequency of advertising.

Interested applicants would contact you and you would then organise your own recruitment process – usually involving a visit/interview. If you are interested in providing a practice agency for them and they are keen to continue, they would then need to apply to join the course, by requesting an application form from the regional centre. They would then be interviewed for the course in the normal way and if successful, could be linked to you for their practice agency.

Sample Adverts:

St John's, Woodvale

is seeking a committed person who wishes to train for

Christian Youth and Community Work

through study at Midlands CYM, St John's, Nottingham

starting September 2019

whilst developing the church's ministry to young people within local schools.

The church is offering accommodation and part-time salary to the successful candidate.

Please apply to the Revd. J Carter, The Vicarage, Church Lane, Woodvale, Notts. NG22 7PS

Tel. 01623 570934

St Oswald's Church, Woodvale

is seeking a committed part-time worker who wishes to train for

Christian Children and Family Ministry

through study at Midlands CYM starting September 2019

whilst co-ordinating the youth work at St Oswald's.

This market town church is offering an attractive package, which is flexible depending on the successful applicant's circumstances, but will include a part-time salary, accommodation and book allowance.

Please request an application pack from Revd. J Carter, vicar.woodvale@gmail.com

This post is subject to a DBS Check.

Trainee Children's Workers positions available in Leeds

Opportunities exist for trainee community ministers in churches in the Leeds area. Each position will be a three-year appointment.

Midlands CYM has Practice Agency churches that are seeking Christian workers in a range of roles and willing to release them to study the BA Honours Degree in Contextual Ministry and Practical Theology. The course is validated by Staffordshire University.

For further information and application forms contact:
Midlands CYM:
mcym@stjohns-nottm.ac.uk

2019 PRACTICE AGENCY APPLICATION FORM

Section 1: Overview of the Agency

Name of Agency:	Type of Organisation:
Contact Person:	Position/Role:
Address:	Telephone Number:
	Email:

If you have a potential student in mind, please provide their name, address and email here:
We require agencies to disclose any potential conflict of interest which may exist within the placement context in relation to the student's work with the agency, for example, if the Line Manager or other key person within the agency is closely related to the student. Please outline any potential conflict of interest here:

Section 2: Outline of Practice Agency

Name of Line Manager:	Position/Role:
Address:	Telephone Number:
	Email:
Potential Spiritual Mentor: (please give two possible names along with their role or position)	
An invoice for the annual Practice Agency fee will be sent to registered agencies at the beginning of each academic year. Payments must be received by the first day of the autumn term each year. Please indicate to whom this should be sent, if different from the Line Manager	

Please confirm whether the following are in place by ticking the appropriate box:

	Yes	No
Safeguarding/Child Protection Policy (Please enclose a copy with this application)	<input type="checkbox"/>	<input type="checkbox"/>
Health and Safety Policy and Procedures	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate insurance for the student	<input type="checkbox"/>	<input type="checkbox"/>

Section 3: Outline of work within the Practice Agency

Please give a brief overview of the work here:
Where will the work be based?
Who else will staff the work?
What overall management structures are in place for the work?
How will the student be managed?
What resources are available for the work?
How many hours is the student expected to work each week: In college term time? In college vacations?
Please outline any financial arrangements:

What particular expectations does the agency have in terms of the student's conduct or behaviour?

**Which ministry specialisms will be most appropriate for the work the student will be undertaking?
(please underline or circle all that apply):**

Children and Family Work Community Ministry Youth and Community Work School's work

Youth and Children's Ministry Chaplaincy (please specify the context)

Other:

This form should be returned to Gill Benson in the MCYM office by email: mcym@stjohns-nottm.ac.uk or post: MCYM, St John's College, Chilwell Lane, Bramcote, Nottingham, NG9 3DS.

Please also enclose the following:

- **Job description and person specification**
- **Outline of proposed weekly/fortnightly working pattern (including course commitments and study)**
- **Copy of agency's safeguarding/child protection policy**