

How to become a Camden and Islington NHS Recovery College Professional Tutor

Thank you for your interest in becoming a Professional Tutor at our Recovery College.

This guide outlines the steps necessary for you to become our Professional Tutor and gain a Continuing Professional Development accredited qualification.

Essential requirements for tutors

Complete Day 1 of our 3-day online Train the Tutor Co-Production training course, including watching videos, self-assessments and reading.

If you choose to attend Day 1 only, we will email you all the training materials which you need to complete within two weeks of receipt and email to us. If you wish to receive feedback on your self-assessments, please email us.

Desirable requirement for tutors

To gain an accredited qualification and gain the skills and knowledge necessary to teach with the Recovery College.

- Enrol on our three-day CPD accredited Co-production and Train the Tutor training
- Attend all three days to gain the qualification.
- Dates and times are scheduled each term
- The training includes live 6 hours MS Teams online teaching, watching videos, self-assessments and reading.

STEP 1 Getting started

Call or email us to tell us you would like to teach with us. We will then email you a letter for your supervisor to approve your time commitment to teach with us.

Email: Recovery.College@candi.nhs.uk
Telephone: 0203 317 6904.

Please note

- *You must email us your supervisor's agreement before you start working with us.*
- *You must commit to a minimum of 4 hours initially to teach a one-hour MS Teams online course (each hour of course delivery time requires 4 hours of time in total). This will include your induction, co-preparation, and delivery meetings.*

Once we have received your signed letter, we will arrange an interview with a member of staff at the Recovery College to identify your relevant areas of expertise and availability for co-production of course materials and teaching.

STEP 2 Preparing for Teaching

We ask all our Professional Tutors to complete our in-house online Train the Tutor Training.

Our Train the Tutor Co-production course

Course description

The training has been designed to provide essential experience, knowledge and skills for peers and professionals to become Recovery College tutors. The knowledge and practical skills you gain on the course will be assessed by an observation of your final co-delivered teaching session, on which you will receive formal feedback. Completion of the course will help you to move towards becoming a Recovery College tutor and you will receive a certificate to confirm your CPD accredited qualification.

Day 1

Introduction to Recovery College co-production ethos and principles

We will explore what co-production means and discuss the Recovery College ethos and values.

2-hour live online Microsoft Teams meeting and 3-4 hours of self-learning

Day 2

Understanding tutor role and 'mock' co-produced mini sessions

We will teach you the skills, knowledge, and abilities of an effective Recovery College tutor.

2-hour live online Microsoft Teams meeting and 3-4 hours of self-learning

Day 3

Co-delivery of mini co-produced session and feedback

You will deliver a co-produced 15-minute presentation in pairs and share your feedback with the group.

2-hour live online Microsoft Teams meeting and 3-4 hours of self-learning

Total hours

18 hours of learning. (6 hours of attendance and 12 hours self-learning)

Once your qualification is confirmed one of the Recovery College managers will contact you to arrange a three-way introduction meeting with a peer tutor so you can start co-producing a course with us.

STEP 3 Start teaching with us

The process of becoming a professional tutor is now complete.

You will:

- be registered on our online training platform database
- receive our Tutor Handbook
- be invited to our Tutor Reflective Space for support

You are now ready to co-produce (prepare and deliver) a course with a Peer Tutor. You and your co-tutor will be responsible for arranging your meetings regularly. You'll need to let us know if you are unable to meet with them.

If for any reason you are not able to deliver your allocated course, please inform the Recovery College manager.

We recommend you enrol on and attend at least one online course to better understand the recovery model and co-production. Please see our webpage and course guide for more information and how to enrol.

Developing new courses

The Recovery College also offers the opportunity to develop your own course/s if an appropriate peer tutor becomes available.

Thank you,
Recovery College Team