

How to become a Let's Talk Tutor

Who can be a Let's Talk tutor?

Let's Talk courses are externally quality assured and accredited at level 1 by an Ofqual approved and regulated national Awarding Organisation. This means that certain standards of course delivery and administration are required.

All Elklan Let's Talk Tutors must register and can deliver courses under licence only. Please see the Terms and Conditions for Let's Talk Tutors.

1. Elklan Tutors and Co-Tutors

- Let's Talk courses can be delivered by Elklan Tutors and Elklan Co-Tutors without further training.

2. Speech and language therapy assistants and teaching assistants and education practitioners

Entry Requirements to be a Let's Talk Tutor

- Let's Talk courses can be delivered by speech and language therapy assistants (SaLTA), teachers, teaching assistants and early years practitioners.
- Practitioners wishing to be an Elklan Let's Tutor must have completed the Elklan core course at level 3. See the table below:

If you have successfully completed one of the following Elklan core courses:	at level	then you can train to deliver this let's Talk course:
Speech and Language Support for 0-3s	Level 3	Let's Talk with Under 5s only
Speech and Language Support for 3-5s	Level 3	
Speech and Language Support for 5-11s	Level 3	Let's Talk with 5-11s or Let's Talk with 10-14s
Speech and Language Support for 11-16s	Level 3	Let's Talk with 10-14s only
Communication Support for Verbal Pupils with ASD	Level 3	Let's Talk Together only
Communication Support for 0-25s with Complex Needs	Level 3	Let's Talk with Special Children only

- A Let's Talk Tutor can only teach the Let's Talk course that they are specifically trained to deliver.

3. Speech and language therapists

- Speech and language therapists are welcome to deliver Let's Talk courses but they must attend an Elklan Total Training Package – a two day training the trainers course. This will enable the SaLT to deliver any Elklan course.

Training options to be a Let's Talk Tutor

Speech and language therapy assistants, teachers, teaching assistants and education practitioners. There are three options:

1. The SaLTA/teacher/teaching assistant/early years practitioner who meets the entry criteria and wants to become an Elklan Let's Talk Tutor, attends a one day training the trainers course organised centrally and delivered by Elklan. If a practitioner attends an 'Elklan Let's Talk Training Pack' they can deliver the course in which they are trained straight away. Heather Price (Elklan Let's Talk Mentor and Internal Verifier) will be available to offer support via regular live webinars and Facebook.
2. A group of 3 or more SaLTAs/teaching assistants/early years practitioners, who meet the entry criteria, can attend a one day training the trainers course delivered by a local Elklan Tutor. This is a '**Local Let's Talk Training Pack**'.
3. 1 or 2 SaLTAs/teaching assistants/early years practitioners, who meet the entry criteria, can be supported to deliver a Let's Talk courses by co-delivering a course and being carefully mentored by a local Elklan Tutor. This is the most practical route where the practitioner learners 'on the job' and is called '**Let's Talk Tutor Mentoring**'.

What are the terms and conditions of delivering a 'Local Let's Talk Training Pack' (Option 2 above)?

The terms and conditions of a 'Local Let's Talk Training Pack' are as follows:

- The Local Elklan Tutor registers the Let's Talk Training Pack via the Elklan website and is given a course code. This is similar to using the Course Tracker.
- The Local Elklan Tutor purchases a Let's Talk Tutor Training Pack manual. This is a single manual that will enable the Local Elklan Tutor to train new Let's Talk Tutors on any one of the Let's Talk courses.



- Every participant/Let's Talk Tutor trainee must have a copy of the Let's Talk teaching manual for the course that they are going to teach. Photocopying materials is a breach of copyright and a breach of the Elklan Tutor's licence so individual manuals will have to be bought for or by each Let's Talk Tutor Trainee.
- The Local Elklan Tutor purchases, or has access, to her own copy of the Let's Talk course (or courses) that is/are being covered during the Let's Talk Training Pack day.
- The Local Elklan Tutor forwards the course code and the date of the training day to the Let's Talk Tutor trainees with directions about how the Tutor trainee registers for the course.
- Let's Talk Tutor trainees apply to be an Elklan Let's Talk Tutor via the Elklan website. To complete the application, they will need the course code and the date of the training day.
- The Local Elklan Tutor must be available to support the new Let's Talk Tutors as they deliver their first course.

What are the terms and conditions of delivering the 'Let's Talk Tutor Mentoring' option for just one or two Let's Talk Tutor Trainees (Option 3)?

The terms and conditions of mentoring Let's Talk Tutor Trainees are as follows:

- The Local Elklan Tutor needs to purchase the Let's Talk Training Pack manual so that s/he has all the information and PowerPoint presentations for the accreditation procedure and access to the marking examples.
- The Local Elklan Tutor registers the Let's Talk Training Pack via the Elklan website and is given a course code. This is similar to using the Course Tracker. This is the only way to register a new Let's Talk Tutor.
- The Let's Talk Tutor trainee must have a copy of the Let's Talk teaching manual for the course that that s/he going to teach. Photocopying materials is a breach of copyright and a breach of the Elklan Tutor's licence so individual manuals will have to be bought for or by each Let's Talk Tutor Trainee.
- The Local Elklan Tutor forwards the course code and the date of the training day to the Let's Talk Tutor trainees with directions about how the Tutor trainee registers for the course.



- Let's Talk Tutor trainees apply to be an Elklan Let's Talk Tutor via the Elklan website. To complete the application, they will need the course code and the date of the training day.
- The Local Elklan Tutor co-delivers a minimum of 4 Let's Talk sessions with the Let's Talk Tutor Trainees. If there are two Let's Talk Tutor Trainees, this can be 4 sessions with one Trainee and 4 sessions with the other Trainee or 4 sessions co-delivered with both Trainees.
- The Local Elklan Tutor can use the observation form given below to provide feedback to the Let's Talk Tutor Trainees.
- The Elklan Tutor and the Let's Talk Tutor Trainees must organise 2 x 1 hour sessions (or a single two hour session) to explain the accreditation procedure and practise marking the workbooks/home tasks.
- The Local Elklan Tutor must mentor the marking of the workbooks/home tasks.

When is the Elklan Let's Talk Licence paid?

This depends on the training option.

1. The SaLTA/teaching assistant/early years practitioner who attends a one-day training the trainers course organised centrally and delivered by Elklan – their licence for year one is included in the Training Pack price.
2. A group of 3 or more SaLTs, SaLTAs, Teachers, Teaching Assistants or Early years Practitioners, who attend a 'Local Let's Talk Training Pack' (option 2) pay the annual licence fee when they register as a Let's Talk Tutor Trainee. This will be due for renewal on an annual basis on the anniversary of their Training Pack day.
3. 1 or 2 SaLTs, SaLTAs, teachers, teaching assistants or early years practitioners, who are supported by co-delivering a course with a local Elklan Tutor (option 3), pay the annual licence fee when they register as a Let's Talk Tutor Trainee. This will be due for renewal on an annual basis from the date of registration.



Let's Talk Local Tutor feedback form (to use with option 3 above)

Date of Let's Talk Session(s):	Let's Talk session observed:
Name of LT Tutor Trainee:	Name of the Local Elklan Tutor:
All the equipment and the room were ready on time.	Yes / No
Participant's experiences and concerns regarding the previous session were encouraged, listened to and appropriately managed.	Yes / No
The presentation of the session was planned, clear and effective.	Yes / No
The presentation followed the guidelines written in the manual.	Yes / No
Discussions were appropriately facilitated.	Yes / No
Questions were answered accurately and appropriately.	Yes / No
Learners appeared to understand the home tasks.	Yes / No
The session was closed appropriately.	Yes / No
Learner's workbook/portfolio assignments were accurately marked and feedback provided following the portfolio feedback guidelines.	Yes / No
Let's Talk Tutor Trainee	
I feel confident enough to present a Let's Talk Course.	Yes / No
I can organise the accreditation procedures. (If no, I have the support from an Elklan Tutor Yes / No)	Yes / No
I feel that I have appropriate support from a Local Elklan Tutor to ensure that I am able to offer good quality training to Let's Talk course participants.	Yes / No
I agree with the above assessment	Yes / No
Please add any comments about the Let's Talk course or your role as an Elklan Let's Talk Tutor	
Signed (Let's Talk Tutor):	
Date:	
Signed (Elklan Tutor):	
Date:	

