



The National Childbirth Trust

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Welcome Letter

Dear student

Thank you for enquiring about the National Childbirth Trust's Antenatal Teacher Training Programme. The information enclosed in this pack will tell you about how the training programme is organised, what you will be studying, how you will be supported as a student and what job opportunities there might be after you qualify.

If after reading this pack, you wish to find out more about the training, please select a tutor **from the list in this pack**, give her a ring and tell her that you are interested in training as an antenatal teacher. Discuss with her any learning difficulties you may have. If she has a place available and you are able to attend her tutorials, she will invite you to meet her for a selection interview at a time mutually convenient to you both. She will probably also ask you to write a short essay to send to her before the interview, so that she can assess your writing skills. If her group is currently full she may offer to put you on her waiting list or suggest that you contact another tutor

Before you go for interview contact the Chair of your local NCT branch and tell her that you are interested in becoming an NCT antenatal teacher. The NCT will usually pay 75% of your training costs and branches contribute to this. It is important that you contact them at this stage so that they can plan fundraising events. You need to become a member of the NCT if you are not already.

If after your interview the tutor feels you have the potential to make a good antenatal teacher and she is willing to accept you into her group, she will tell you when you can start the training and the dates of tutorials etc. Please contact the Branch Chair again and confirm that you will commence the training.

You may choose to sit in on some tutorials (at the tutor's discretion) before deciding to proceed. If you decide to do this you will be expected to pay a fee for attending the tutorial and any expenses you incur e.g. childcare, travel.

We have enclosed a "**What to do next**" guide which you can simply follow step by step before and after the interview.

We have also enclosed an **Application Pack** which includes all forms and letters needed at this stage to proceed with the training after the successful interview with your Tutor.

For further general information please contact:

Training Support Administrator
The National Childbirth Trust
Tel: 0870 770 3236 ext 2084
Email: trainingadmin@nct.org.uk

Or

Nina Smith
Academic Manager
Tel: 0870 770 2326 ext 2337
Email: n_smith@nct.org.uk

Best wishes

M Dugandzic

Mira Dugandzic
Training Administrator
Tel: 08707703236 Ext 2339
Email: universityadmin@nct.org.uk

WELCOME

to the

National Childbirth Trust

ANTENATAL TEACHER TRAINING PROGRAMME

Leading to the award of:
NCT Licence to Practise
Diploma of Higher Education: Antenatal Education

The National Childbirth Trust
Alexandra House
Oldham Terrace
Acton
London
W3 6NH
Tel: 0870 770 3236
Registered Charity No: 801395

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WELCOME

Becoming an antenatal teacher is an exciting prospect. Antenatal teachers meet women and men at a critical point in their development. Having a baby often means that people want to review their lives, make changes and plan for the future in a very committed way. You will be there to help them do this. Your job will be to ensure that the people who come to your classes, or whom you meet in your role as an antenatal teacher, have the information they need to be able to make their own decisions, and have the opportunity to think about what kind of birth they want and what kind of parents they would like to be. You will be providing them with food for thought on both an intellectual and an emotional level. You will be helping them look at their relationships – with their partner, family and friends – and make plans for safeguarding and developing those relationships after their babies are born.

You will also be helping the women and men whom you meet at classes to get to know each other, so that they can support each other through pregnancy and afterwards. NCT antenatal classes are famous for bringing people together; friendships are formed that last for many years and often a lifetime. You are also expected to promote NCT membership.

As an NCT antenatal teacher, you will also be finding out about your local maternity service. You will be a voice for childbearing women and their families in your area. During your training, you will be expected to make contact with community and hospital health professionals, and build up a rapport of trust and respect with them, so that you can work together to improve the experience of childbearing and early parenting for everyone in your community.

You will find the training programme challenging – intellectually, emotionally and professionally. However, you will receive excellent support: from your tutor, from other students in your tutorial group, from local teachers and from Teachers' Panel which is the administrative and policy-making body for NCT teachers. It would probably be difficult to find another training programme in Higher Education where the support provided is as strong as it is in NCT.

SELECTION CRITERIA FOR NCT STUDENT ANTENATAL TEACHERS

Having contacted a tutor (see the list of tutors in this pack) applicants for the NCT Antenatal Teaching Training Programme are given a selection interview. At this interview you can ask questions about the training programme and the antenatal teaching role. There may be many things you will wish to ask since it is not possible to cover all aspects in this Welcome Pack. The tutor will understand this is an important part of the interview. You and the tutor can then decide if you are suitable for the training and the subsequent role. In order to train the tutor must officially accept you onto the programme.

Selection for the training programme is not automatic. Tutors have to reserve the right to turn down an applicant at interview. If an applicant is turned down at interview she can apply to one other tutor on the list.

SELECTION CRITERIA

In order to be considered for the NCT's Antenatal Teacher Training Programme, you need to fulfil the following criteria:

You must have given birth to at least one baby. 'Giving birth' includes a normal vaginal birth, a forceps or ventouse delivery, or a caesarean birth. The baby need not necessarily have lived. Occasionally, exceptions to this criterion are made. If you have not given birth to a baby and want to be considered for NCT Antenatal Teacher Training, you need to write to:

The Antenatal Tutor Co-ordinators, C/o Training Administrator, The National Childbirth Trust, Alexandra House, Oldham Terrace, Acton, London W3 6NH explaining why you think you should be considered for training.

- **YOU MUST BE, OR BECOME, A MEMBER OF THE NATIONAL CHILDBIRTH TRUST.**

LEARNING DIFFICULTIES

If you have learning difficulties, this need not be a barrier to training as an NCT antenatal teacher. Individual support will be provided for you. Please discuss your needs with the tutor whose name you select from the list you will find later in this pack.

WHAT DOES THE TRAINING PROGRAMME INVOLVE?

Tutors and Tutorial Groups

Every student on the antenatal teacher-training programme joins a tutorial group. This is run by a tutor and is generally made up of up to twelve students. All the students will be at different stages in their training because they can usually join the tutorial group at different points during the year. This is different from most training programmes where there is a single intake. Students benefit from the experience of more senior students who, in their turn, benefit from new ideas and the enthusiasm of junior colleagues. The duration of the training is not set either and varies from student to student as explained below.

How Many Tutorials Will I Attend a Year?

Your tutor will probably run ten tutorials a year. These may be held during the day, or in the evenings, on weekdays or at the weekend. A tutorial lasts about four hours.

You may be asked to bring a contribution for a shared meal or to bring your own lunch. Many tutors hold tutorials in their own homes. A few hire a community hall or a room in a school.

What are Tutorials Like?

Tutors tailor each tutorial to meet the needs of the students in their groups. However, you are likely to find that there will be a selection from:

- Discussion of local maternity issues
- Discussion of local and national NCT issues
- Work on one or more of the modules for the Diploma of Higher Education: Antenatal Education (there is a list of these later in the pack)
- An opportunity for you to practise your teaching skills
- Work in small groups
- Teaching to help you acquire the basic knowledge of anatomy and physiology required for leading antenatal classes

When students compare notes with colleagues from other tutorial groups, they generally conclude that each tutor has her own distinct style of tutoring, and that tutorials have a very different 'feel' depending on who is running them and who the students are. It is just the same with antenatal classes.

What Sort of People Become Students?

You will find that the students in your tutorial group come from a wide variety of backgrounds. Some will have no academic qualifications and some will be highly qualified. Some will be working full-time and some will be mothering full-time. Some will live very close to the tutor and some will live at a considerable distance. All, however, share a common interest in promoting the welfare of childbearing families and being part of the NCT.

What Other Learning Opportunities Besides Tutorials Will I Have?

Tutorials form the backbone of the NCT's training programme, but there are many other opportunities for learning as well. These include:

- One-to-ones with your tutor
- Study days some examples: *Normal labour*
Abnormal labour
Care of the labouring Woman
Listening skills
Reflective practice
Study skills
Movement in the Antenatal Class
- Observing experienced teachers leading antenatal classes
- Attending compulsory weekend workshops, two of which are residential
- Early in your training (ideally within the first 4 months after starting tutorials) you will be expected to attend an *Introduction to the Programme* – residential weekend (Friday evening until Sunday afternoon). This will help to launch you on to the programme.
- After you have finished all your Level 1 assessments and have dates in place for the first set of antenatal classes you will teach you will attend the Pre-Teaching Workshop, also residential over a weekend. Students are not allowed to teach until they have attended such a workshop, and cannot attend the workshop if they have not completed Level 1. Ideally students have also produced a teaching plan approved by the tutor.
- Between the second and third set of classes that you will teach you will attend a Pre-Qualifying Workshop, which is a single day workshop. Ideally you will have completed most of your Level 2 assessments by the time you attend this.

How Long Does the Training Take?

There is no fixed answer to this question. Most students find that it takes them from two and a half to three and a half years to complete the training programme. However some students take timeout from training for personal reasons such as having a baby, moving house, family crises or sickness. The programme is flexible to accommodate all of these eventualities.

Students do not have to wait until the end of training to teach real antenatal classes unsupervised. During the training students have to teach THREE sets of antenatal classes with groups of expectant parents. On the first set of classes the tutor will attend one class to carry out a formative assessment (i.e. a learning opportunity for the student). On the second and third set of classes a tutor or an advanced teacher assessor will carry out a summative assessment (i.e. an assessment which counts towards the Diploma) on one class per course.

How Much Studying Will I Have to do Every Week?

This will depend on your background and previous experience. Students who already know a lot about the anatomy and physiology of childbearing or who have worked as health professionals or been involved in maternity care or who have recently taken an academic course may find that some parts of the antenatal teacher training programme are quite easy for them. If you have no relevant background, you will have more work to do. It's important, however, to recognize the training for what it is, namely a professional training programme requiring a substantial commitment in terms of time and energy. Organising your life so that you have six or seven hours a week for your studies is probably realistic.

DIPLOMA OF HIGHER EDUCATION: ANTENATAL EDUCATION MODULES AND ASSESSMENT TYPE

You will be studying four modules at Level 1 and eight modules at Level 2. 'Level' is a term used in Higher Education to describe the difficulty of the learning to be achieved in any particular module. Some modules are assessed by essays, some by practical work and others by observation of teaching practice. The assessments are deliberately varied in their nature to allow for the fact that different students do better on certain types of assessments than others. Variety is important.

LEVEL 1

➤ **Introduction to the Diploma of Higher Education: Antenatal Education**

This module helps you recognise and acquire the study skills you will need during your training.

Assessments: 1 essay; 1 presentation in a tutorial

➤ **Reflective Practice**

This helps you think about what you will be doing as an Antenatal Teacher and how you might do it.

Assessments: 2 essays

➤ **Exploring Maternity Services**

This looks at the structure of maternity service provision locally and nationally.

Assessments: 1 presentation in a tutorial; 1 evaluation of the presentation

➤ **Facilitating Learning**

This introduces you to teaching methods for working with pregnant women, their partners and their families.

Assessments: 1 short summary of the observation of 2 antenatal classes; 1 essay

LEVEL 2

➤ **Antenatal Education**

This looks at how adults learn and what is special about antenatal education.

Assessments: 1 essay; 1 practical teaching (assessed jointly with *Coping with Pain*)

➤ **The Childbearing Year**

This looks at the physical and psychological changes of pregnancy, labour and the postnatal period.

Assessments: 1 exam of 30 questions (taken at the Pre-Teaching Workshop); 1 presentation in a tutorial

➤ **Coping with Pain**

This looks at how people manage pain in life, and how you can help them acquire skills for coping with pain in labour.

Assessments: 1 handout on pain relief for use by expectant parents; 1 practical teaching (assessed jointly with *Antenatal Education*)

➤ **Preparing for Parenthood**

This looks at how you can help expectant parents think about and plan for after their baby is born.

Assessments: 1 presentation in a tutorial; 1 plan of a breastfeeding class

➤ **Meeting Different Needs**

In this module, you learn how to meet the practical and emotional needs of a wide variety of people who might attend classes.

Assessments: 1 essay; 1 practical teaching (assessed jointly with *Informed Decision-Making*)

➤ **Special Situations**

This looks at the range of birth outcomes, the emotions that arise as a result of disappointment or loss, the grieving process and how to support parents

Assessment: 1 essay

➤ **Informed Decision-Making**

This is about helping expectant parents make their own decisions and communicate them effectively.

Assessments: 1 essay; 1 practical teaching (assessed jointly with Meeting Different Needs)

➤ **The Evaluation Cycle**

This module helps you evaluate your antenatal classes and improve them.

Assessment: 1 course planning and evaluation of teaching

It is important to note that assessments are not regarded simply as hoops to jump through but are an integral part of the learning process. With the amount of self-directed study and distance learning that has to occur on a programme of this type it is essential that students regard the assessments as learning opportunities in their own right.

TEACHING OPPORTUNITIES FOR ANTENATAL TEACHERS

NCT teachers run a wide variety of courses to suit the lifestyles of different people. Once you qualify you might find yourself running:

- *The classic 8/9 week evening sessions (students start with this format)*
- *weekend courses*
- *short courses of 4 or 5 classes*
- *one day courses focusing on preparing couples for labour or for parenting*
- *daytime courses for women only*
- *courses for large groups led by antenatal teachers*
- *single sessions for one or two couples who have not been able to attend a full course*

There will be a range of opportunities to use your training. We expect you to choose to work within the National Childbirth Trust, which will help you find clients for classes, take bookings for you and manage the financial aspects of your classes. You will be paid at an agreed rate for this work.

There are also opportunities to work for the National Health Service and you could find yourself teaching classes at your local hospital or in a GP's surgery, or in local Sure Start programmes or Children's Centres.

Some NCT teachers work for Social Services, running classes for very young mothers or talking to youth groups about sex, contraception and childbearing. Some work in prisons with women prisoners who are expecting or who have just had a baby.

You might be employed by a school, college or university as a visiting lecturer, teaching students about pregnancy, labour and birth and what consumers want from maternity care. Or you might teach antenatal classes to the staff in a big company.

You could choose to make a career within NCT and undertake further training to become an Assessor with responsibility for assessing students, or a Tutor with responsibility for training students to become Antenatal Teachers. You might like to work on Teachers' Panel involved in formulating policy for the entire teaching body of the NCT.

Conclusion

Your Diploma of Higher Education: Antenatal Education qualification can work for you if you are prepared to seek out opportunities and demonstrate your flexibility to meet the learning needs of different groups of people.

FUNDING YOUR TRAINING

The cost of training as an NCT Antenatal Teacher is currently £4,000 (including a book allowance) if you complete the programme in two and a half years. Students pay 25% of this and the NCT pays the rest. Students pay ten quarterly instalments of £100. These quarterly direct debits, fall on the 31 March, 30 June, 30 September and 31 December each year. Some students will find that their training costs are more than this if they have to bear considerable child-minding and travelling expenses. If a student goes on time out these payments are suspended for six months and recommence when the student returns to training after the break.

Self-funding

You may choose to pay for your training yourself. Self-funding students pay ten quarterly payments of £400.

Sharing the cost of training with the NCT

If you are already a member of the National Childbirth Trust the NCT may be willing to fund 75% of the cost of your training. Your branch will pay 75% of your travel + incidental expenses which is why it is important for you to contact your branch as early as possible, and (see over) to make applications for grants to cover training costs. The NCT branch will complete Section 5 of the Acknowledgement Form on Page 23 confirming that they agree to pay your expenses.

Full-funding by the NCT

The NCT wishes to encourage women from all backgrounds to undertake its antenatal teacher training programme. Inability to pay the usual 25% contribution should not be a barrier to enrolment. There is an application form for full funding in this pack (see yellow financial assistance form)

Grants

Although NCT branches raise large amounts of money to fund training we still need to bring in additional funding from external sources. There may be grants available from local sources or from award giving bodies such as "Awards for All" which can cover the total costs of an individual student's training. Application usually need to be made by the local NCT branch. Branch Treasurer and Chairs will have access to templates which can be used for this purpose. We expect you to work with your branch to apply for funding and will ask you to confirm whether this has been done at the beginning of your training.

Career Development Loan

As a student antenatal teacher you can apply for a Career Development Loan. This is a deferred repayment bank loan to help pay for vocational learning or education.

Anyone aged 18 or over can apply for the Loan, subject to certain rules about where they live or intend to learn. It can be used to fund any full-time, part-time or distance learning course as long as it is vocational and lasts no longer than two years– plus up to one year's practical experience if this is part of the course. If your chosen course is longer than two years you can use a CDL to fund part of it.

You can borrow anything between £300 and £8,000. Please note that you cannot use a CDL to pay for anything that is being financed by another public funded source. This means that the loan can only cover the 25% being paid by the student.

CDLs are available through three high street banks: Barclays, The Co-operative and The Royal Bank of Scotland. You do not need to be an existing account holder but the bank may require you to open an account with them.

The repayment is organised so that the LSC (Learning Skills Council) pays the interest on your loan while you're learning and for up to one month afterwards. You then repay the loan to the bank over an agreed period at a fixed rate of interest.

The following information has been taken from the Career Development Loan website. For further more detailed information on how to apply or get the DfES Application Pack please visit www.lifelonglearning.co.uk or you can call the Freephone CDL Information Line on **0800 585 505**

This is what some recent students have said about the Diploma Programme:

“So far it’s been the most stimulating, enlightening learning process I’ve been engaged in.”

“The programme is thorough and comprehensive. The framework of learning gives confidence. I’m learning a lot.”

“I learnt a lot about myself. The course gave me more confidence and I love teaching!”

“A brilliant programme. I’m really impressed with everything and I’m thoroughly enjoying my studies.”

“The way the course is structured means it is possible to do whilst bringing up a young family. I really enjoy the supportive environment of tutorials.”

“Having nearly completed the training I’d recommend it. It’s excellent for personal development; very relevant and interesting. I will miss it, but I love teaching and feel very well prepared.”

ANTENATAL TUTORIAL GROUPS SEPTEMBER 2006

Tutorial venue	Tutor(s)	Home phone no.	Email	Tutorial time
Aberystwyth	Alex Smith	01545 580144	gram@derwengam.freemove.co.uk	To be confirmed
Ascot	Shona Gore	01344 623292	Shona24_7@hotmail.com	5 weekdays & 5 Saturdays
Bath	Noreen Hart	01454 219331	noreenhart@mac.com	Thursdays & 4 Saturdays
Belfast	Wena Evans	0151 475 0345	wenaevansnct@yahoo.co.uk	Saturdays
Birmingham	Sarah Bradley	0208 994 0966	Bradley.s@btinternet.com	Weekdays
Birmingham	Cathy Finlay	01932 859442	Catherine.finlay@virgin.net	Weekdays
Bourne, Lincs	Jesca Organ	01778 422380	familyorgan@btopenworld.com	Thursdays
Brussels	Karen Duignan	01506 438056	Karen@theduignans.co.uk	4 weekends per annum
Buxton	Ann Bradwell	01298 71470	ann@bradwell4.fsnet.co.uk	Saturdays
Cambridge	Jesca Organ	01778 422380	familyorgan@btopenworld.com	Mondays
Canterbury	Lucy Markes	01227 470530	lucymarkes@btinternet.com	Thursdays
Chichester	Barbara Kott	07979 743299	babskott@aol.com	Weekdays
Colchester	Helen Hans	01702 341452	hhans@blueyonder.co.uk	Tuesdays
Dublin	Noreen Hart	01454 219331	noreenhart@mac.com	To be confirmed
Durham/Newcastle	Alex Smith	01545 580144	gram@derwengam.freemove.co.uk	4 weekends per annum
Edinburgh	Gill Davidson	0131 445 3381	gill@iangill.plus.com	Fridays
Epping	Ann Carrington	0208 877 9266	Anncb26@yahoo.co.uk	Tuesdays
Epsom	Fiona Barlow	0208 3934737	Fiona_barlow@btinternet.com	Weekdays
Esher	Jackie Dutton	01372 466352	Jackie.dutton@ntlworld.com	Saturdays
Exeter	Jeanne Langford	01481 267655	jeannelangford@cwgsy.net	Weekdays
Farnborough	Lesley Shuttler	01252 547827	shuttlrs@aol.com	Weekdays
Glasgow	Louise Pengelley	01764 683790	l.pengelley@btinternet.com	8 Monday evenings & 2 Saturdays, includes postnatal students
Henfield, W Sussex	Gillian Fletcher	01273 495849	Gillian.fletcher4@btinternet.com	Saturdays alternate days/evenings
High Wycombe	Pam Fenton	01494 718502	NCT@pfpr.biz	Mondays
Huddersfield	Cathy Evans	01484 608502	cathyevansshepley@hotmail.com	5 Sats & 5 Wed evenings
Leighton Buzzard	Anne Hester	01525 378315	Anne-hester@dsl.pipex.com	5 Sats & 5 Thursdays
Liverpool	Wena Evans	0151 475 0345	wenaevansnct@yahoo.co.uk	Wednesdays
Livingston W.Loathian -Junction 3 off M8	Karen Duignan	01506 438056	Karen@the-duignans.co.uk	Thurs/Friday/Sundays dependant on group requests.

ANTENATAL TUTORIAL GROUPS SEPTEMBER 2006

Tutorial venue	Tutor(s)	Home phone no.	Email	Tutorial time
London, Acton	Sarah Bradley	0208 994 0966	Bradley.s@btinternet.com	Mondays
London, Acton	Sandra Bush	0208 8707907	sandrabush@yahoo.co.uk	Fridays
London (Wandsworth)	Ann Carrington/ Nina Smith	0208 877 9266	AnnCb26@yahoo.co.uk	Thursdays
London (Wimbledon)	Gail Werkmeister	0208 879 3178	werkmail@aol.com	Weekdays
Malmesbury	Juliana Beardsmore	01666 824945	beardsmore@easynet.co.uk	Wednesdays
Potters Bar	Inez Rosen	01727 812215	Inez.rosen@btinternet.com	Weekdays
Preston	Jill Cooper	01772 865223	jill@geotrog.co.uk	Saturdays
Preston	Alex Smith	01545 580144	gram@derwengam.freemove.co.uk	5 full days per annum, includes postnatal students
Reading	Cynthia Masters-Waage	01753 862724	Masters.waage@btinternet.com	Weekdays
Redhill	Cathy Finlay	01932 859442	Catherine.finlay@virgin.net	Weekdays
Stafford	Mary Nolan	01785 213252	mlnolan@aned.fsnet.co.uk	Weekdays
Stoke-upon-Trent	Alex Smith/Mary Nolan	01545 580144	gram@derwengam.freemove.co.uk	Weekdays
Surbiton	Barbara Kott	0208 241 3080	babskott@aol.com	Weekdays
Verwood, Hants/Dorset	Bette Duncan	01202 825769	bsd@verwood7.freemove.co.uk	Wednesdays
Windsor	Cynthia Masters-Waage	01753 862724	Masters.waage@btinternet.com	Weekdays
Woking	Stephanie Ward	01932 341156	Stephanie.ward2@ntlworld.com	Tuesdays

WHAT TO DO NEXT

Before a selection interview with the Tutor

1. **Telephone the tutor** and arrange a selection interview
2. **Contact the Branch Chair** to tell her that you have arranged an interview with a tutor
3. **Arrange for two people to act as referees** using the pro forma letters in this pack.

Write the address of your potential tutor on the top right hand corner of each letter before posting to your referees. The reference letters should be returned by the referees direct to the tutor BEFORE YOUR INTERVIEW.

One referee should be a person whom you have known for several years and can give you a character reference.

One referee should ideally be someone who knows you in a 'work' capacity, either paid employment or voluntary work, including previous or current work for the NCT.

4. **Fill in and send to the tutor the Application for training form**

PLUS any written work the tutor has requested. These should arrive with the tutor BEFORE YOUR INTERVIEW.

After the selection interview with the Tutor

If accepted

1. **Application for acceptance form needs to be signed and dated by your tutor**
2. Tell your Branch Chair who will be contributing 75% towards your training expenses that you have been accepted and ask them to fill out the **Acknowledgement form**. (See see page9).
3. Section 5 of the **Acknowledgement form** needs to be filled out by your Branch Chair if you have been awarded a Grant
4. Section 6 of the **Acknowledgement form** needs to be filled out if you are funded by other non NCT organisation.
5. a) Fill in the **Personal Direct Debit Form**– providing your bank details
b) Sign the **Code of Practice**
6. You will also have to sign the **Student/NCT Agreement** form. This should be sent to the Training Support Administrator at UK Office and be sure to keep a copy of that for yourself.

**Send ALL the completed forms to The Training Support Administrator, The National Childbirth Trust,
Alexandra House, Oldham Terrace, London W3 6NH**

Forms you are returning to us. Please be sure all forms have been completed and signed appropriately

Application Form

Acknowledgement Form

Personal Direct Debit

Student/NCT Agreement

Once you have completed and sent all these Forms to the UK Training Administrator you will receive the **Enrolment Form**, which will enrol you on to the course both with the NCT and with the University of Bedfordshire. Once you have completed and signed the **Enrolment Form** please return in to the Training Support Administrator at the UK Office.

The sooner all your forms come back to us the sooner you can be registered as a student both with the NCT and the University of Bedfordshire. Registration as a University student cannot happen until the above procedures have been completed. Neither can an account for book buying be set up for you at Maternity Sales. So it is important that all the paperwork is completed at the earliest opportunity. We hope that the colour-coded forms will be easy to follow. If you have any problems get in touch with the Training Administrator at Alexandra House.



The National Childbirth Trust

Alexandra House Oldham Terrace Acton London W3 6NH

Enquiries Service: 0870 4448707 (9.30-4.30) Breastfeeding Line: 0870 4448708 Office & Administration 0870 7703236

Facsimile: 0870 7703237 Website: www.ndpregnancyandbabycare.com Maternity Sales: www.nctms.co.uk

Reference Letter 1

Tutor's name:

Tutor's address:

Tutor's telephone No:

Dear

_____ has recently applied to train as an antenatal teacher with the National Childbirth Trust and has said that you have agreed to provide a reference. During her training she will develop the skills and knowledge to enable her to work effectively with small groups of expectant parents. The course also entails reflection and personal development.

We would be very grateful, therefore, if you would answer the questions overleaf as fully as you feel able.

Thank you for taking the time to complete this reference letter. Please return to the Tutor's address stated above.

Yours sincerely

DMira

Mira Dugandzic on behalf of the tutor
The National Childbirth Trust

In what capacity do you know the applicant?	
For how long have you have known her?	
In your opinion how does she:- a) relate to people on a personal basis ?	
b) relate to people in a group situation?	
c) support others?	
d) use time management and organizational skills?	
What role does she play in the local NCT branch? (for NCT referees only)	
Please add any other comments you would like to make.	
Signature:	Signature:
Address:	Address:
Date:	Date:



The National Childbirth Trust

Enquiries Service: 0870 4448707 (9.30-4.30) Breastfeeding Line: 0870 4448708 Office & Administration 0870 7703236

Facsimile: 0870 7703237 Website: www.ndpregnancyandbabycare.com Maternity Sales: www.nctms.co.uk

Reference Letter 2

Tutor's name:

Tutor's address:

Tutor's telephone No:

Dear

_____ has recently applied to train as an antenatal teacher with the National Childbirth Trust and has said that you have agreed to provide a reference.

During her training she will develop the skills and knowledge to enable her to work effectively with small groups of expectant parents. The course also entails reflection and personal development.

We would be very grateful, therefore, if you would answer the questions overleaf as fully as you feel able.

Thank you for taking the time to complete this reference letter. Please return to the Tutor's address stated above.

Yours sincerely

DMira

Mira Dugandzic on behalf of the tutor
The National Childbirth Trust

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For how long have you have known her?	
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The National Childbirth Trust

Alexandra House Oldham Terrace Acton London W3 6NH

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Application for Training

For prospective Antenatal Teacher Student

To be completed by an applicant *Must be filled in

*Name:	*Middle name:	*Surname:

*Address:		*Tel. Home:	
		Tel. Work:	
*Town:		Mobile:	
*County:		Fax:	
*Postcode:		Email:	
Country:		*Date of birth:	DD MM YY
*Branch Name:		*NCT Membership No.	

Academic & Professional qualifications:				
Experience relevant to Antenatal Teaching:				
Current Occupation:				
If you have had other jobs please describe:				
Name(s) and date(s) of birth of your child(ren)	1.	Dd/mm/yy	4.	Dd/mm/yy
	2.	Dd/mm/yy	5.	Dd/mm/yy
	3.	Dd/mm/yy	6.	Dd/mm/yy
Do you need help with childcare expenses? (If yes, please talk to your tutor) Yes <input type="checkbox"/> No <input type="checkbox"/>				
If you had NCT preparation for your birth(s) please give name of teacher(s):				
Are you actively involved with an NCT branch? Yes <input type="checkbox"/> No <input type="checkbox"/>				
If yes what is that involvement:				
Why do you want to train as an antenatal teacher? (if needed please continue on a separate sheet of paper)				
*Signature:		*Date:		

To be completed by the Tutor

*I approve this candidate for training as an NCT teacher and I agree to be her Tutor	<input type="checkbox"/>
*I have discussed the training with the candidate	<input type="checkbox"/>
For overseas students and teachers the NCT cannot be liable for classes held in an overseas country. I will arrange insurance to cover any classes that I hold.	<input type="checkbox"/>
This student will attend	tutorial group.
*Tutor's Name:	Tel. Home:
*Signature:	*Date of acceptance: DD MI YY

Further comments (if needed please continue on a separate sheet of paper)



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Acknowledgement Form

1. *NAME _____ *Memb. No. _____
Student's full name Student's NCT Membership Number

2. *Which course is the student applying for: ANTENATAL TEACHER TRAINING
 POSTNATAL LEADER TRAINING
 BREASTFEEDING COUNSELLOR TRAINING

3. *Who is paying for your training? STUDENT (YOU) - to fill in the Direct Debit form
 GRANT PAID TO LOCAL BRANCH - Treasurer to fill in questions 4 & 5
 OTHER ORGANISATION - contact person to fill in question number 6

4. *PROPORTION OF FEES (please indicate proportion and amount)

*NCT:		Student:		**Other Funding Organisation	
Proportion %	Amount £	Proportion %	Amount £	Proportion %	Amount £

5. *Branch details (For the Treasurer of the branch to complete).

*Branch Name:		*Branch Number:	
*Treasurer's Name:		*Treasurer's Tel. Number:	
*Branch Chair's Name:		*Branch Chair's Tel. Number:	
* ACKNOWLEDGEMENT THAT EXPENSES WILL BE PAID BY THE BRANCH & (if applicable) AUTHORIZATION OF FEES PAYABLE BY THE BRANCH FROM GRANT FUNDS			
We agree to pay expenses from the Branch Account in accordance with the Student/NCT agreement and expenses guidance. We authorise the NCT, UK Office to collect from our LloydsTSB bank account the following fees			
Account number		Sort code	
A quarterly sum of	£	Date:	DD MM YYYY
Signature:	Name of authorised signatory:	Post of authorised signatory	
1.		Branch Treasurer	
2.		Branch Chair	

6. Other funding Organisation details

	Organisation 1.	Organisation 2.	
*Name of Organisation(s):			
*Address:			
*Telephone/Email			
*Name of authorised signatory:			
*Authorised Signature:			
How would you like to pay:	Lump sum in advance <input type="checkbox"/> <small>(PLEASE WRITE A CHEQUE PAYABLE TO NCT)</small>	Invoice <input type="checkbox"/> <small>(QUESTION NUMBER 5 TO BE COMPLETED)</small>	Quarterly Direct Debit scheme <input type="checkbox"/> <small>(PLEASE FILL IN THE DIRECT DEBIT FORM)</small>

*Must be filled in

Please note: The collection of money will start at the first collection quarter after the enrolment date and will last for 10 quarters, providing that all fees are up-to-date and no break has been taken by the student during the training. Quarterly transfers are done at the end of March, June, September and December of each year unless otherwise stated. Fees will increase by inflation each year – you will be notified in advance of the changed amount

NATIONAL CHILDBIRTH TRUST

Financial Assistance Form

Application for Waiver/Reduction of student contribution towards Antenatal training costs

Name:	
Address:	
Town:	Post Code:
Phone/Fax:	Email:
Date of Birth:	Age of children:
Branch:	

REASONS FOR APPLYING FOR A WAIVER/REDUCTION OF CONTRIBUTION TOWARDS TRAINING COSTS

I am in receipt of the following benefits:-

(Tick box)

Earnings related job seekers allowance	<input type="checkbox"/>
Income support	<input type="checkbox"/>
Disability allowance tax credit	<input type="checkbox"/>
Incapacity allowance	<input type="checkbox"/>

There are other reasons why I cannot afford to pay the required contribution as follows (please explain what these are):-

Signed:

Date:

Please return the completed form to:-

Education Manager, National Childbirth Trust, Alexandra House, Oldham Terrace, Acton, London, W3 6NH.

Email education@nct.org.uk

Tel. 0870 7703236

For Office Use only:

CODE OF PRACTICE

FOR NATIONAL CHILDBIRTH TRUST ANTENATAL TEACHERS AND STUDENT ANTENATAL TEACHERS

Introduction

The purpose of this Code of Practice is to establish and maintain standards for antenatal teachers and student antenatal teachers within the National Childbirth Trust [NCT] and to inform and protect members of the public using their services.

National Childbirth Trust antenatal teachers and student antenatal teachers accept that the needs of expectant parents, their babies and supporters are the primary focus of their practice.

Each National Childbirth Trust antenatal teacher is accountable for her own practice in whatever environment she practises. Student antenatal teachers are accountable to their Tutors who take responsibility for the practice of their students.

Responsibilities in relation to the National Childbirth Trust

In relation to the National Childbirth Trust, antenatal teachers and student antenatal teachers accept their responsibilities to:

- promote the vision and values of the NCT
- They recognise that cooperation between NCT antenatal teachers/ student antenatal teachers and others involved in the care of pregnant women, their babies and their families can only be ensured by mutual recognition of and respect for each other's roles.

They therefore accept their responsibilities to

- establish and maintain good relationships with local breastfeeding counsellors, postnatal leaders and other workers and volunteers of the local NCT branch
- establish and maintain good relationships with local maternity service personnel
- establish and maintain good relationships with the NCT UK office and in particular the Parent Services Department.

Responsibilities in relation to Clients

In relation to clients, antenatal teachers and student antenatal teachers accept their responsibilities to:

- promote a woman's confidence to give birth
- facilitate understanding of the birth process and early parenthood through discussion of choices
- maintain confidentiality* with regard to personal information shared with them by clients attending classes or seeking their services outside classes, or personal information about clients reaching them indirectly
- confine themselves to the knowledge and skills which are within the scope of their antenatal teacher training, or further training
- ensure that they are up to date in their teaching skills and understanding of issues in maternity care and appropriately prepared for teaching antenatal classes
- ensure that any written information given to clients is based on the most up-to-date evidence
- arrange for another NCT antenatal teacher to take any class which they are committed to teach, if unable to teach that class
- ensure satisfactory standards of cleanliness, privacy and safety at any location where they teach classes
- ensure, as far as possible, that premises used for antenatal classes are accessible to clients with disabilities
- acknowledge when their personal resources are so depleted as to make it necessary for them to withdraw from teaching whether temporarily or permanently
- encourage clients to benefit from the whole range of NCT services including becoming a member

*Maintaining confidentiality means not disseminating personal information about clients through any public medium, or revealing it to any other person except those people to whom antenatal teachers and student antenatal teachers are accountable for their work, or rely on for support, eg Teachers' Panel members, tutors, advanced teachers and advanced teacher assessors, local teachers. When discussion of clients, or of group dynamics within an antenatal class takes place between an NCT antenatal teacher or student antenatal teacher and any of the persons named in this paragraph, it should be purposeful, constructive and not in any way demeaning of the people under discussion,

Registration requirements

In order to maintain their registration as antenatal teachers with the NCT antenatal teachers must:

- complete the Annual Return form, and pay the annual registration fee.
- maintain their annual membership of the NCT.
- teach at least 30 hours antenatal classes for the NCT each year (ie the subsequent course must commence within twelve months of the end of the previous course).
- inform Teachers' Panel [TP] in writing if the above is not possible and undertake further training, if so determined by TP, before teaching for the NCT again.
- refrain from teaching clients who believe they are attending an NCT class if their Licence to Practise has been withdrawn or suspended.

NCT antenatal teachers accept their responsibility to maintain and develop the competence they acquired during their initial and subsequent training. Therefore, they accept that their ongoing registration will depend on:

- satisfactorily completing ongoing teaching reviews at 1, 3, 6, 9 etc years as laid down by TP.
- attending study days, open tutorials, national and regional events as laid down on the Annual Return form.
- observing at least one class of an antenatal course taught by another antenatal teacher every three years.

Breaches of the Code of Practice

Breaches of this Code of Practice that give rise to a written complaint from:

the NCT

another teacher

a member

a client

will be sent, under confidential cover, to the Chairs of TP who will ensure that the formal Complaints Procedure is implemented and if necessary copied and/or passed to the Board of Trustees who will exercise their duties under Section 2.7 of the Articles of Association of the National Childbirth Trust.

I have read the Code of Practice for Antenatal Teachers and agree to abide by it.

Full Name (IN BLOCK CAPITAL) _____

Signed: _____ Date: _____

The National Childbirth Trust

Student / NCT Agreement

This agreement is between.....Student Antenatal Teacher

Membership No:and.....NCT

The costs incurred during training are to be split, with the NCT paying 75% and the student 25%. In a situation where the student is eligible for Income related benefits or free prescriptions, please refer to the NCT Education Manager, for a possible waiver of the student contribution.

Training fees cover the following:

- Tutorial fees
- First workshop
- Second workshop
- A minimum of five study days (additional days are recommended and may be required by the tutor for which additional funding may need to be secured)
- Assessment fees
- Registration fee

Ongoing expenses - these will vary from student to student depending on location and circumstances. The student will pay 25% at these expenses.

- Travelling expenses
- Childcare costs subject to authorisation by your tutor
- Stationery
- Telephone calls
- Postage
- Accommodation

Costs are to be reimbursed within 3 weeks of receipt of a completed expenses form, which the student should submit at least quarterly. Receipts are to be produced where appropriate. It is understood that the student may require the original receipts for Tax purposes; therefore copies are acceptable.

The branch will require from the student a yearly plan for budgeting purposes.

Books and Equipment

The book and equipment allowances with NCT Sales will provide the following:

- Pelvis
- Teaching doll
- Key texts - these must be up to date copies
- 1 set of charts

If the student moves away any books or equipment bought from this allowance go with her so long as she continues training or teaching for the NCT. If the student leaves the NCT, the books or equipment will be split 75% NCT; 25% student.

Teaching fees – a student will teach a minimum of three and a maximum of four courses

All the income from the first course that the student teaches will go to the NCT. For the subsequent courses taught by the student, as a student, the student will be paid at student fee band S*. The remainder of the income from the courses will go to the NCT.

The Student Antenatal Teacher Agrees To:

- abide by the “Code of Conduct” for antenatal teachers as laid down by Teachers Panel and attached to this agreement
- make herself known to her local branch by making contact with the Branch Chair and Treasurer as soon as she decides to pursue her interest in NCT specialist worker training.
- make as full a commitment to the NCT as she is able
- be involved with the work of the branch/teaching group, attending meetings at least four times a year if possible, in order to be aware of local and NCT wide issues, get to know branch members, and to keep the branch informed of her progress
- supply a short annual report at the time of the branch AGM, setting out progress with training
- obtain a good understanding of the overall aims and workings of the NCT by attending appropriate NCT Foundation Training within the first year of commencing specialist worker training
- inform the tutor and Training Support Administrator at the UK Office if she withdraws from training on a temporary (time-out), or permanent basis. If on time out contact the tutor at the end of 6 months to discuss return to training.
- proceed responsibly with her training and, in normal circumstances, complete the training within 3 years following acceptance
- be responsible for paying her own tax and national insurance, NCT UK Office has an agreement with its local tax office to treat antenatal teachers and students as self-employed
- teach for the NCT once qualified according to the teaching requirements laid down by Teachers Panel

The NCT Agrees To:

- provide a supportive environment in which the student can train
- accept that the student needs a high level of commitment to her studies and therefore should not be required to take on extra duties within the branch/ teaching Group
- arrange classes for the student to teach, according to her training schedule, even if it means that a qualified teacher has a temporary break from classes
- pay the student for the classes she teaches during her training period as outlined in this agreement
- raise any concerns or problems they may have with the student’s Tutor or with Teachers Panel

Signed.....
Student Antenatal Teacher

Date.....

Signed.....

Date.....

On behalf of NCT (position held).....