



ISW Facilitator Apprenticeship Guidelines

It is recommended that anyone identified to become an ISW Facilitator complete the cohort-based Facilitator Development Workshop (FDW) or both the Apprenticeship Program and the FDW, whenever possible. The Apprenticeship Program may be more applicable in certain institutions or situations/contexts than in others. For example, sometimes it is difficult for an ISW Team to provide timely access for someone selected to complete the ISW Facilitator Development Workshop (FDW). The ISW Facilitator Apprenticeship Program may be beneficial for this type of situation. Please note, however, that participation in the cohort-based FDW is one of the pre-requisites for an ISW Facilitator who later applies to enter the advanced training program to become an FDW Trainer.

This document outlines the responsibilities of an experienced member of the ISW Network (a Mentor) who trains and certifies a new Facilitator (an Apprentice) in a **mentorship model**.

This is a scaffolded approach to developing ISW facilitation skills in which the Apprentice, with assistance from the Mentor, assumes increasing responsibility and agency in facilitating the activities of an ISW.

The Mentor and the Apprentice agree to work together throughout the entirety of a mentored ISW.

The Mentor agrees to work with no more than one Apprentice in a mentored ISW.

Both the Mentor and the Apprentice must be confident that basic competence has been achieved before the ISW Facilitator Apprenticeship Certificate is granted. The new Facilitator must then co-facilitate their initial ISW(s) with an experienced ISW Facilitator; the number of required ISW co-facilitations will be indicated on the reverse side of the ISW Facilitator Certificate.

Responsibilities of the Mentor working with the Apprentice:

- Be an ISW Facilitator with considerable experience offering ISWs over a number of years.
- Have secured the support of the local institutional/organizational ISW Team to serve as a Mentor.
- Ensure that the Apprentice has the support of the local ISW Team to proceed in the mentorship model.

- Ensure that the Apprentice has appropriate background and experience to become an ISW Facilitator. (For example, the Apprentice has participated in a relatively recent ISW, is familiar with teaching and adult education principles, and demonstrates interest in and aptitude for developing facilitation skills).
- Work with the Apprentice for a minimum of 1-2 mentored ISWs.
 - If the Mentor deems further training is advised, the initial Mentor (or another qualified Mentor) will work with the Apprentice in a third ISW before the Apprentice is eligible to receive the ISW Facilitator Apprenticeship Certificate.
- Work with the Apprentice in all aspects of planning the ISW.
 - Discuss roles and responsibilities of an ISW Facilitator with the Apprentice prior to each ISW.
 - As part of the planning process, determine with the Apprentice which aspects of the ISW the Apprentice will facilitate, and when. This plan may change as the ISW proceeds.
 - Set goals with the Apprentice for each ISW and for each lesson/feedback cycle the Apprentice manages within the mentored ISW.
- Conduct check-in and debrief meetings with the Apprentice at the beginning and ending of each ISW day or session.
 - Provide constructive feedback to the Apprentice on their facilitation of all aspects of the ISW.
 - Discuss values of the ISW and share rationale for the decision-making that has occurred during the day's facilitation.
- Provide opportunities for the Apprentice to participate in lesson/feedback cycles as a Learner in the Instructor's lesson and to provide feedback to the Instructor based on the Apprentice's experience as a Learner in the Lesson.
- Video, on at least 3 separate occasions, the Apprentice during the management of the lesson/feedback cycle for 3 different ISW participants.
- Conduct at least 3 facilitation-feedback sessions to provide the opportunity for the ISW participants to give constructive feedback to the Apprentice on the management of each element of the lesson/feedback cycle, including the facilitation of the feedback circle.
- Have the Apprentice shadow the Mentor in the one-on-one sessions with instructors that the Mentor leads.
- Assist the Apprentice to assume responsibility for leading one-on-one sessions with instructors as the ISW progresses.
- Provide increasing responsibilities for the Apprentice in leading theme-based sessions and provide an opportunity for the Apprentice to receive feedback from the ISW participants on at least one of these theme-based sessions.

Responsibilities of the Apprentice working to become an ISW Facilitator:

Over the course of at least 1-2 mentored ISWs, the Apprentice will:

- Participate in all aspects of planning the ISW.
 - Discuss and review roles and responsibilities with the Mentor prior to each ISW day or session.
- Video lessons as determined during the planning process.
- Participate as a Learner and feedback-giver in lesson/feedback cycles as determined during the planning process.
- Facilitate at least 3 lesson/feedback cycles as initially determined during the planning process or as the plan is modified during the ISW.
- Participate in check-in and debrief meetings with the Mentor at the beginning and ending of each ISW day or session to:
 - Receive constructive feedback from the Mentor on all aspects of the ISW facilitation.
 - Discuss highlights from the Apprentice's review of the video of their facilitation of the lesson/feedback cycle and set goals for subsequent facilitations.
 - Engage in reflective practice, discuss values of the ISW, share rationale for the decision-making during the day's facilitation, and consider changes for the future.
- Shadow the Mentor in the initial one-on-one sessions with participants and assume increasing responsibility for leading one-on-one sessions (as directed by the Mentor).
- Participate in at least 3 facilitation feedback circles per ISW, facilitated by the Mentor, to receive constructive feedback from ISW participants on the Apprentice's facilitation and management of the lesson/feedback cycle.
- Participate, with increasing responsibilities, in leading theme-based sessions and receive feedback from the ISW participants after at least one of these theme-based sessions.

Follow up:

Upon completion of the ISW Facilitator Apprenticeship, the Mentor is expected to:

- Provide the Apprentice with an ISW Facilitator Apprenticeship Certificate (completing both the front and reverse sides of the Certificate).
- Maintain a list of dates of the mentored ISW(s) completed in the Facilitator Apprenticeship Program and provide this information to the Apprentice by email.
- Advise the Apprentice, upon successful completion of the program, to submit the ISW Facilitator Registry form on the ISW website to become a member of the ISW Network (<https://www.iswnetwork.ca/isw-facilitators-and-fdw-trainer-registry/>).

- Provide information about the successful completion of the ISW Facilitator Apprenticeship Program by submitting the following information on the Contact Us web form on the ISW website:
 - Name and affiliation of the Apprentice,
 - Name and affiliation of the Mentor(s),
 - Date and location of each mentored ISW completed, and
 - Date of the granting of the ISW Facilitator Apprenticeship Certificate.

Once the Apprentice has completed the Apprenticeship Program and received the Certificate to facilitate ISWs, it is **required**, as indicated on the reverse side of their Certificate, that the new Facilitator co-facilitate at least their first ISW with an experienced Facilitator. It is recommended that the new Facilitator co-facilitates with a different ISW Facilitator than the Mentor, if at all possible, to enhance the new Facilitator's confidence in utilizing a variety of facilitation techniques and approaches.

Once the new ISW Facilitator has been confirmed as eligible to join the ISW Network, it is recommended they attend professional development events and be familiar with the Policies and Practices documents described on the ISW website (www.iswnetwork.ca) as part of their ongoing responsibilities as ISW Facilitators.