

## Peer Support Trainer Licence Agreement

As a prerequisite to becoming a Student Minds Peer Support Trainer, all applicants must read and agree to abide by the following:

### Trainer accreditation:

- Trainers must have attended the full three-day Student Minds trainer programme prior to running the Peer Support Programmes on campus.
- It is not guaranteed that all training participants will become accredited trainers. During the training, participants will practise their trainer skills by presenting a section of the volunteer training. Instructors will evaluate participants and provide feedback. Trainer accreditation is further subject to trainers supporting at least one peer support project within 12 months of completing the training programme. This includes running at least one Student Facilitator Training session, submitting both trainer and attendee feedback for this workshop and sharing impact measurement information from the support group with the Student Minds team
- Once approved, individuals will be added to a list of accredited Peer Support Trainers and become licensed by Student Minds to set up and run peer support projects as long as they retain their membership.
- In order to remain an accredited trainer, individuals must support at least one university peer support project per year, run one training session per year and must renew their membership annually. If trainers are concerned about meeting their quota they can consult the Student Minds team.
- Trainers agree to engage with one CPD opportunity per year, either in-person or through e-learning.

### Trainer requirements:

- If trainers choose to run Student Minds' existing peer support group courses they must be run according to the structure outlined in the handbooks and the content will not be amended or added to without prior consent from Student Minds. Trainers agree to implement updates to the course content as and when these are disseminated.
- If trainers choose to run new types of peer support groups, details of these must be sent to Student Minds and the training content will be checked by a member of the Student Minds team or confirmation should be sent that it has been checked by a qualified authority on the particular area of mental health that the programme has been developed for.
- Trainers must abide by the Student Minds messaging guidelines (as discussed in training), promoting a non-judgmental, positive and inclusive environment.
- Trainers must agree to put in place the relevant policies, procedures and referral pathways in order to run safe and effective peer support.
- The opportunity to become a Peer Support Facilitator or to attend a peer support group must be freely accessible to students: trainers agree not to charge a fee for training or to attend.
- Trainers understand that this course has been designed for the university setting only.
- Trainers agree to register all new peer support projects and training sessions with Student Minds. After each training session, trainers must provide attendance data, trainer feedback and attendee feedback to Student Minds, along with the contact details of the students trained. Trainers must also agree to provide Student Minds data related to the peer support project including attendance data at sessions and feedback forms. Trainers will also be required to complete an annual trainer review form.

- Trainers agree to notify Student Minds as soon as possible about any concerns or complaints in response to the peer support programmes.
- Trainers understand and agree that Student Minds cannot assume responsibility or liability for injury to either person or property resulting from any incident that occurs during training sessions or at the peer support group sessions. Trainers agree to abide by their institution's own health and safety policies and procedures as appropriate.

## Following payment of the annual membership fee, Student Minds agrees to:

- Provide trainers with access to an online hub with materials to support the running of the peer support projects.
- Circulate information about any content changes or updates to all accredited trainers.
- Maintain systems for the reporting of data.
- Provide ongoing support from an experienced member of staff.

## Protecting personal data

- **Attendee data:** Student Minds and your Higher Education Institution (HEI) are both data controllers of volunteers' and students' personal data. The sharing of data is necessary in order to support the management of the programme. You will share with Student Minds the data outlined in the above agreement. Your HEI will ensure adequate measures are in place to protect personal data and ensure any privacy notices are available and clear to volunteers and group session attendees.
- **Your personal data:** As a Student Minds trainer, when you provide your personal details to us, we will use your information for our legitimate interests to carry out our work running workshops and managing the programme. We will always carefully consider and balance any potential impact that the use of your data will have upon you and your rights. The following outlines when and why we would use legitimate interest in processing and using your data:
  - Directly contacting you with details about the training programmes. Whilst you may opt-out of direct marketing emails from Student Minds at any time, in order to take part in your role as a Student Minds trainer, legitimate interest means we will continue to contact you with any information pertaining to your role as a trainer.

If you would like more information about how Student Minds uses your data, please refer to our Privacy Statement or get in touch at [dataprotection@studentminds.org.uk](mailto:dataprotection@studentminds.org.uk).

*All intellectual property for the training and courses is retained by Student Minds.*

**Having read the Student Minds trainer licence agreement in its entirety, I am in full agreement with the above terms and expectations.**

**SIGNED:**

**DATE:**

**PRINT NAME:**

**EMAIL ADDRESS:**

*Membership of the Student Minds trainer network is reviewed annually and Student Minds reserves the right to revoke an individual's membership should they fail to abide by the terms of this membership agreement.*