

# Trainer Candidate Information Package



# HIGH FIVE<sup>®</sup> Trainer Candidate Information Package

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# SECTION 1

## **What is HIGH FIVE?**

**Do my values align with what HIGH FIVE is trying to accomplish?**

# HIGH FIVE<sup>®</sup> Trainer Candidate Information Package

## Overview

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Welcome to HIGH FIVE<sup>®</sup>!

You have taken the first step to exploring how you can get involved as a HIGH FIVE Trainer and help to ensure that children are enjoying the highest quality standard within sport and recreation programs. Individuals who get involved with HIGH FIVE are proud to be making a difference and to be creating positive experiences for children— which will remain with them for a lifetime!

Why HIGH FIVE?

1. Builds your facilitation skills to be the best Trainer possible
2. Provides you with recognition as having certification and expertise in healthy child development
3. Demonstrates your dedication to building strong communities
4. Opens opportunities to network and learn from like-minded individuals
5. Provides a forum for you to make a difference in the lives of leaders and children – every day

Currently more than 425,000 children are being positively affected by their experiences with HIGH FIVE Organizations across the country. It is thanks to our incredible and talented HIGH FIVE Trainers that we are able to make this happen!

If you choose to embark along the journey to become a HIGH FIVE Trainer, allow this Package to be your guide. Become familiar with it to help you feel confident in your decision to become a Trainer and the time and dedication that it takes.

Parks and Recreation Ontario applauds your commitment to children and desire to provide children with the best way to play!

Please contact your Authorized Providers with any questions or inquiries. They will be able to support you.

# HIGH FIVE® Trainer Candidate Information Package

## What is HIGH FIVE, Vision, Mission

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### What is HIGH FIVE®?

- Canada's quality standard for children's recreation and sport
- Developed by Parks and Recreation Ontario (PRO)
- Research began in 1994
- Launched as HIGH FIVE® in 2001
- Available across Canada in English and French

### Vision

Through sustained involvement in quality recreation and sport activities, all children aged 6 to 12 are experiencing healthy child development.

### Mission

HIGH FIVE is committed to helping children along the path of healthy child development by:

- Ensuring that sport and recreation practitioners develop a high level of knowledge and expertise in child development
- Helping parents to make informed choices
- Providing practitioners with tools for enhancing and maintaining a high level of program quality



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## Commitment to Children

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HIGH FIVE<sup>®</sup> is a standard committed to enhancing healthy child development within sport and recreation. Stakeholders involved with HIGH FIVE are aware there is an expectation and responsibility to uphold the Commitment to Children policy seen below.

The following conditions help children along the path of healthy development.

### **Environments for children must be:**

- Secure, safe and stable
- Caring
- Stimulating
- Accessible
- Challenging
- Considerate of personal space needs and special needs
- Equipped with age, size and ability-appropriate equipment, furniture and materials
- Welcoming if diverse races, cultures and abilities

### **Activities for children must:**

- Allow for a combination of self-directed and leader-directed activities
- Provide children with opportunities for input, involvement and choice
- Reflect both assessed and expressed needs
- Provide opportunities for active participation and reflection
- Encourage co-operation and friendship
- Incorporate varied learning styles and developmental stages
- Recognize uniqueness and encourage mastery
- Value and incorporate cultural, racial and linguistic diversity

### **Leaders must:**

- Ensure all children are treated with respect, honesty and trust
- Recognize and accept children's individual needs and circumstances
- Employ positive behaviour management methods
- Help children value and celebrate diversity in the community
- Consistently model appropriate behaviour
- Continually evaluate the program and their leadership to ensure improvements and reflect changing needs

### **Organizations must:**

- Encourage and support the ongoing development of staff and volunteers with regard to their knowledge and understanding of healthy child development
- Ensure clear and on-going communication with parents and families
- Encourage participation and input from children and families
- Provide the organizational supports necessary to ensure that children feel safe, welcome, competent, connected, empowered and special

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## Desired Outcomes for Children in Recreation and Sport

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When children participate in recreational play, they develop physically, emotionally, socially and cognitively. What they learn at play provides a strong foundation that will help prepare them for future life experiences. All recreation and sport programs have a responsibility to provide activities and environments where children feel safe, welcome, competent, connected, empowered and special. To that end, children's recreation and sport programs must strive for excellence by taking into consideration the following broad objectives:

1. **To enable** children to develop as considerate, cooperative and caring individuals who show concern and respect for themselves, others and their communities.
2. **To help** children, when they are ready, to become competent in the areas that interest them most, by providing high quality leadership, hands-on and self directed learning and a healthy view of competition.
3. **To enable** children to be expressive and creative by encouraging them to use their imagination, to explore and to experiment.
4. **To provide** positive role models as well as opportunities for children to be leaders and role models for others.
5. **To provide** child-centered individual and group activities that are fun and enjoyable.
6. **To help** children achieve success in order to build their self-esteem and confidence, taking into account that they must be ready before they are challenged.
7. **To provide** children with the opportunity to develop relationships with non-parental adults and peers in a safe environment.
8. **To help** children learn and experience ideas and concepts such as responsibility, decision making, independence, problem solving, team building and self-management.
9. **To help** children learn how to use leisure time positively and develop a lifelong commitment to physical activity and healthy living.
10. **To provide** children with hands-on experience with nature so that they may understand and appreciate the natural world.
11. **To enrich** children's lives and help them develop new interests and skills by exposing them to a wide variety of diverse and stimulating experiences.
12. **To enable** children to feel a sense of emotional well-being, belonging and security.

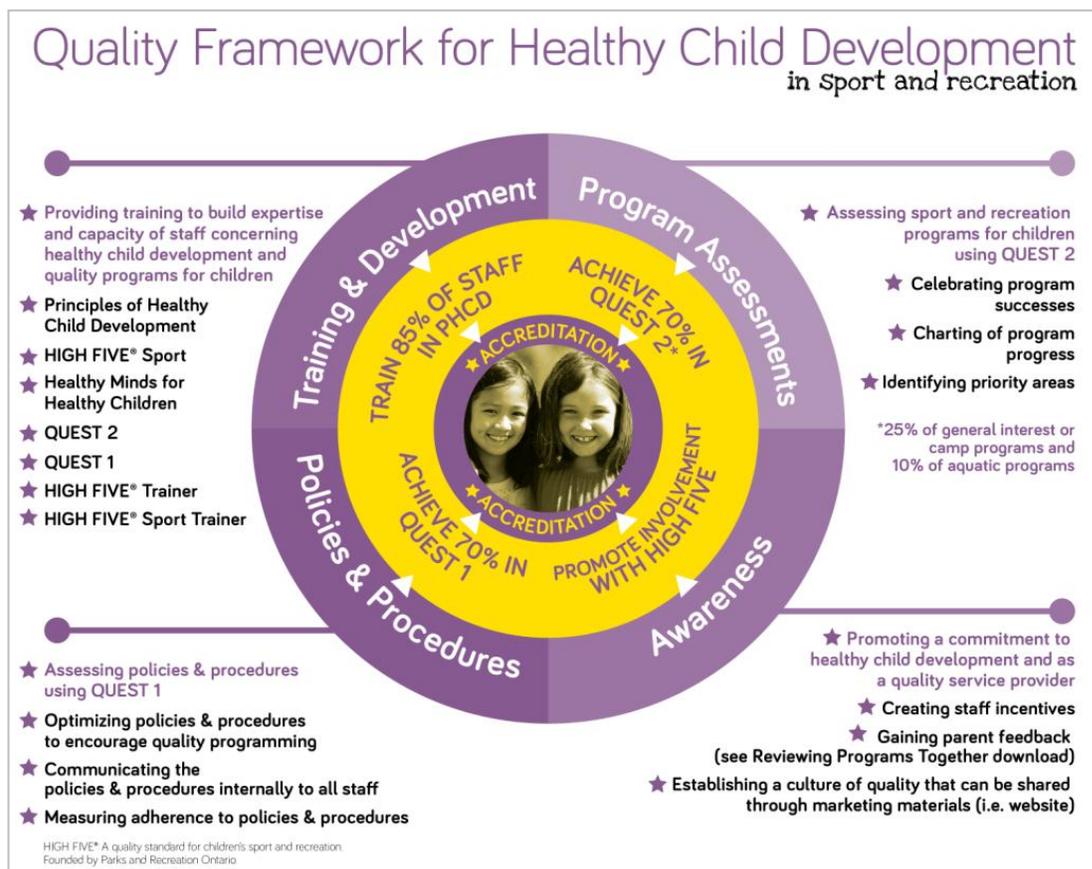
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## HIGH FIVE<sup>®</sup> Quality Framework and Accreditation Process



The HIGH FIVE<sup>®</sup> Quality Framework consists of 4 Modules: Training and Development, Program Assessment, Policies and Procedures, and Awareness.

For in-depth descriptions of the trainings, please visit the appendices of this package and the website at [www.HIGHFIVE.org](http://www.HIGHFIVE.org)



### What is Accreditation?

- Serves as the benchmark for excellence in children's recreation and sport programming
- Acknowledges achievement of the highest recognized quality and safety standards in children's recreation and sport service delivery
- A designation that organizations embark on after being a Registered Organization

### History of Accreditation:

- Developed in 2004
- Envisioned by Registered Organizations wanted to achieve a higher level of quality and goal to strive toward
- Created in partnership with major service providers, researchers, quality assurance professionals (ISO, NQI)

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## HIGH FIVE<sup>®</sup> Quality Framework and Accreditation Process

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- Based upon the International Standard Organization (ISO) Model
- Launched in 2006 with its first 5 Accredited sites

As seen in the HIGH FIVE Quality Framework above, the inner circle represents Accreditation and the overall statistics that need to be accomplished in each section. Accreditation is much more than achieving those statistics, it is creating a culture of quality within an organization which takes time and dedication. It is recommended that organizations, depending on their size, spend at least one calendar year preparing to embark on Accreditation and two years collecting and entering the data.

Please contact HIGH FIVE National for further information about the Accreditation process. You may also direct any inquiries to your Authorized Provider.



# SECTION 2

**What will I be teaching as a  
Trainer with HIGH FIVE<sup>®</sup>?**

# HIGH FIVE<sup>®</sup> Trainer Candidate Information Package

## HIGH FIVE<sup>®</sup> Trainings



At the *HIGH FIVE<sup>®</sup> Trainer* training, Trainer candidates learn to deliver Stream 1 and 2 and need to take an additional 4 hour *HIGH FIVE Sport Trainer* training to deliver Stream 3.

| <b>STREAM 1</b>  |  | <b>TARGET AUDIENCE: Front Line Staff</b>   |
|--|--|--|
| <i>Principles of Healthy Child Development (PHCD)</i>        |  | At the completion of this training, learners will be able to: <ul style="list-style-type: none"> <li>• Design an activity plan that enhances a child’s healthy development</li> <li>• Build healthy relationships in all areas of programming for children</li> <li>• Create environments and spaces that foster healthy child development</li> </ul>  |
| <b>Prerequisite</b><br>None                                  |  |  |
| <b>Requirements</b><br>7.5 hours in-class                    |  |  |
| <b>Learner Materials</b><br>PHCD Workbook                    |  |  |
| <b>STREAM 2</b>  |  | <b>TARGET AUDIENCE: Supervisors/Managers</b>   |
| <i>QUEST 2</i>   |  | At the completion of this training, learners will be able to: <ul style="list-style-type: none"> <li>• Define HIGH FIVE<sup>®</sup> and apply the Principles of Healthy Child Development to their role as a supervisor</li> <li>• Use QUEST 2 scientifically validated quality measurement tools for observing and evaluating children’s experiences in programs</li> <li>• Acknowledge the crucial role of supervisors in setting the tone for healthy child development in an organization</li> </ul> |
| <b>Prerequisite</b><br>PHCD                                  |  |  |
| <b>Requirements</b><br>8 hours in-class                      |  |  |
| <b>Learner Materials</b><br>QUEST 2 Workbook<br>QUEST 2 Tool |  |  |
| <b>STREAM 3</b>  |  | <b>TARGET AUDIENCE: Coaches</b>  |
| HIGH FIVE <sup>®</sup> Sport                                 |  | At the completion of this training, learners will be able to: <ul style="list-style-type: none"> <li>• Identify social, emotional and cognitive development traits of children 6 to 12</li> <li>• Determine a coach's impact on a child's experience</li> <li>• Communicate effectively with children and their parents</li> <li>• Identify strategies to reduce competition pressure</li> </ul>   |
| <b>Pre-requisite</b><br>None                                 |  |  |
| <b>Requirements</b><br>5 hours in-class                      |  |  |
| <b>Learner Materials</b><br>Sport Workbook                   |  |  |



# SECTION 3

**How do I become a certified Trainer, and what will I need to do to maintain my certification?**

# HIGH FIVE<sup>®</sup> Trainer Candidate Information Package

## HIGH FIVE<sup>®</sup> Trainer Development: An Overview

### PRE REQUISITES...

- Complete the *Principles of Healthy Child Development* and *QUEST 2* trainings
- Submit an application to demonstrate mandatory pre requisites
- Complete all requirements of the HIGH FIVE<sup>®</sup> **Trainer** training

### CERTIFICATION *Within one year...*

#### Communicate your stream to HIGH FIVE<sup>®</sup>

##### Stream 1

Co-facilitate with a certified HIGH FIVE Trainer who observes your *Principles of Healthy Child Development* training

##### Stream 2

Co-facilitate with a certified HIGH FIVE Trainer who observes your HIGH FIVE *QUEST 2* training

##### Stream 3

Take 5 hour HIGH FIVE Sport Trainer training  
Co-facilitate with a certified HIGH FIVE Sport Trainer who observes your HIGH FIVE Sport training

Have your co-facilitator submit the Trainer Observation Form

Complete a *QUEST 2* observation and submit scores online

Remit your Trainer Certification Fee for upcoming two year period

### RE-CERTIFICATION *Every two years...*

##### Stream 1

Deliver two PHCD trainings OR co-observe one new HIGH FIVE Trainer delivering their first

##### Stream 2

Deliver one *QUEST 2* training OR observe one new HIGH FIVE Trainer delivering their first

##### Stream 3

Deliver two Sport training OR observe one new HIGH FIVE Trainer delivering their first

Ensure prompt and complete administration of trainings

Complete a *QUEST 2* observation and submit scores online

Remit your Trainer Certification Fee with the Certification Summary Form



# SECTION 4

**If I've decided I want to become a Trainer,  
what do I do now?**

# HIGH FIVE<sup>®</sup> Trainer Candidate Information Package

## Application Process



### Review all aspects of this package carefully

You need to feel comfortable with all steps and stages of being a HIGH FIVE<sup>®</sup> Trainer. If you work with a Manager, that person will also need to be aware of the time commitment involved. Times listed below are approximate.

|  |                                  |
|--|----------------------------------|
| Application Preparation:   | 2 hours                          |
| Preparation tasks for the HIGH FIVE <sup>®</sup> Trainer training:   | 5 hours                          |
| HIGH FIVE <sup>®</sup> Trainer training and training homework:       | 25 hours                         |
| Preparing for your first training (100/200):                         | 6 hours for each new training    |
| Preparing for training (100/200) each time you conduct them:         | 3 hours                          |
| Delivery of trainings:   | Dependent on training, frequency |
| Follow up and administration after trainings (100/200) are complete: | 1 hour                           |
| Meeting Re certification requirements:                               | 1-2 days per year                |

### Complete HIGH FIVE<sup>®</sup> foundation trainings.

If you have not already done so, you will need to complete the following trainings:

- *Principles of Healthy Child Development (PHCD)*
- *QUEST 2*

For more information about these trainings and where to find one, visit our website at [www.HIGHFIVE.org](http://www.HIGHFIVE.org)

### Apply to become a Trainer candidate

1. Complete the application package (keep in mind the criteria for Trainer selection – see below).
2. Submit the completed application package and the two letters of reference to HIGH FIVE<sup>®</sup>.

Your application will be reviewed on the basis of regional training needs and on how well you meet the following criteria:

- Philosophical belief in the overall standard, mission and principles, as well as a demonstrated commitment to children.
- Demonstrated experience in delivering training to one of HIGH FIVE<sup>®</sup>'s target audiences.
- A post-secondary diploma or degree.
- Knowledge of, and experience in, children's recreation and sport.
- Experience in supervision of children's programs.
- Excellent communication skills, creativity and interpersonal skills.
- Knowledge of child development.

Application deadlines are set six weeks before training dates to allow time for application review, selection and pre training preparation. Apply as early as possible through your Authorized Provider!

# HIGH FIVE<sup>®</sup> Trainer Candidate Information Package

## Common Questions

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### WHO DO I CONTACT?

Contact your HIGH FIVE<sup>®</sup> Authorized Provider for a Trainer Application and other questions.

### WHAT IS THE COST?

The cost of the 20-hour training depends on two factors:

- The status of the organization sponsoring the trainer candidate.
- The level of support in the community for the trainer candidate: in other words, trainer candidates have been successful in soliciting contribution toward fees by local funders, service clubs, and other associations.

### WHAT ARE THE PRE-REQUISITE TRAININGS?

Please see list of upcoming trainings for dates and locations. Start and finish times for Training Credits are as follows:

- Principles of Healthy Child Development (7.5hrs)*
- QUEST 2 (8 hrs)*

### WHAT ARE THE UPCOMING TRAINING DATES & LOCATIONS?

Visit the 'Training Calendar' at [www.HIGHFIVE.org](http://www.HIGHFIVE.org) for upcoming training dates.

### HOW LONG IS THE TRAINING?

HIGH FIVE<sup>®</sup> Trainer 20 hours

### WHAT ARE THE TERMS AND CONDITIONS?

The Trainer is invoiced for the training upon training completion. Interest is due on outstanding amounts over a 30 day period.

### WHAT IF I CANCEL?

The following cancellation fees apply based on length of notice given as per the following schedule:

- |                           |  |
|---------------------------|--|
| 4+ weeks                  | full deposit credited to next available training |
| 15 working days           | deposit (20%) forfeited                          |
| 10 working days           | deposit plus 50% of training fee balance         |
| less than 10 working days | full training fee                                |

### Principles of Healthy Child Development

This training provides a foundation of information about healthy child development, and helps participants to begin to consider how to implement the healthy child development information into their front line skills.

#### Profile – Primary Target

- Young people, average age between 15 – 24 years old.
- In a direct leadership role with children (camps, aquatics, skating, playgrounds, etc).
- Tend to be high school/university students.
- Possess limited formal knowledge about children.
- Tend to favour more interactive trainings, opportunities to do “hands-on” learning.
- Mix of male and female (tends to be more female).
- Possess some experience working with children.

#### Profile – Secondary Target

- May be older, with more experience working with children and more need for advanced learning on the topic.
- In a direct leadership role with children (instructional, after school).
- Possibly coaches.

#### Desired Outcomes

- Identify physical, cognitive and social development traits of children ages 6 to 12
- Determine leader’s impact on child’s experience
- Interact with children as A Caring Adult
- Foster positive relationships in your recreation setting
- Use strategies to help children make Friends
- Plan activities that build on Diversity and Uniqueness
- Identify strategies for keeping Play in recreation and sport activities
- Identify role of recreation in developing physical literacy
- Find the Challenge Zone to maximize feelings of accomplishment and Mastery
- Create program environments that maximize Participation and Physical Activity
- Create an activity plan based on HIGH FIVE® Healthy Child Development Principles and Design Guidelines
- Resolve conflict through a child-centred approach
- Address bullying with appropriate interventions

### QUEST 2

The *QUEST 2* training will provide training on the use of the QUEST 2 tool. It will qualify participants to conduct QUEST 2 assessments within their organization and, in the future, to be peer reviewers.

#### Intended Audience

- Middle and/or senior managers, or any staff who supervises children's programs. Includes individuals who have responsibility for quality in children's programs, and/or who have influence on policy development pertaining to children's programs.
- Possess in-depth knowledge of policies and procedures.
- Some (limited) understanding of healthy child development.
- May be part time or seasonal (e.g. Pool Managers – may be seasonal, but have similar responsibilities to full time staff; small organizations may not have full time staff).

#### Desired Outcomes

- Identify the power of using QUEST 2 to measure quality assurance
- Identify the sections of the QUEST 2 Tool and the rules for scoring
- Use the QUEST 2 Tool
- Interpret the scores in each section and identify required actions
- Identify the functions/reports of the Database
- Identify the role an appreciative approach plays in an effective debrief
- Identify a holistic approach to quality assurance

### **HIGH FIVE<sup>®</sup> Sport**

This training introduces coaches to the HIGH FIVE<sup>®</sup> Principles and Guidelines that help to ensure children are experiencing healthy child development within their sport programs. The training helps coaches to begin to consider how to implement ‘a child-first approach’ into their front line skills to ensure the mental, social, emotional wellbeing of children.

#### **Potential Audience – #1**

- Community Coaches.
- In a direct leadership role with children (camps, leagues, clubs).
- Possess some experience working with children.
- Mix of male and female (tends to be more male).
- May have no previous training in the sport or programming for children.

#### **Potential Audience – #2**

- Competitive Coaches.
- Have received some formal training in their sport (i.e. NCCP).
- May be older, with more experience working with children and more need for advanced learning on the topic.
- In a direct leadership role with children (club, league).

#### **Desired Outcomes**

- Identify physical, cognitive and social development traits of children ages 6 to 12
- Interact with children as A Caring Adult
- Determine coach’s impact on child’s experience
- Communicate effectively with children and their parents
- Use strategies to help children make Friends
- Identify strategies for keeping Play in sport activities
- Find the Challenge Zone to maximize feelings of accomplishment and Mastery
- Identify program environments that maximize Participation

# HIGH FIVE<sup>®</sup> Trainer Candidate Information Package

## Appendix A – Training Descriptions



### HIGH FIVE<sup>®</sup> Trainer

Using proven research, tips and techniques, HIGH FIVE Trainers ensure front-line leaders will understand what they need to do to ensure each child's social, emotional and cognitive needs are met. Trainers will use activities and resources to enhance the learning of participants, their relationships with children and other staff members. Once someone within an organization is certified as a HIGH FIVE Trainer, they are able to deliver PHCD, Principles in Practice, and QUEST 2 trainings.

Overall Trainer candidates should be committed to the program, its philosophy and the integrity of delivering training which meets the HIGH FIVE standard of excellence and should possess in-depth knowledge and understanding of the sector and the target audiences. Becoming a Trainer not only adds to their skillset but also enables them to teach the HIGH FIVE<sup>®</sup> trainings to their own or other organizations. The Trainer's facilitation skills will be supported and enhanced through mentoring and peer feedback. Having a HIGH FIVE Trainer within an organization can cut down training costs and make scheduling more convenient. Individuals who become trainers can also earn an income by delivering trainings.

#### Intended Audience

- Senior Managers of organizations, or individuals with extensive experience with training, children's programming and/or recreation and sport.
- Possess in-depth knowledge and understanding of the sector.
- Possess in-depth knowledge and understanding of the target audiences.
- Experienced in the field of training delivery.
- Highly committed to the program, its philosophy and the integrity of delivering training which meets the HIGH FIVE<sup>®</sup> standard of excellence.

#### Desired Outcomes

- Learn about HIGH FIVE and recent changes
- Identify learning styles
- Identify the Trainer's role and recognize the impact
- Practice training skills
- Create a plan to deliver PHCD and QUEST 2 trainings