



Guidance Notes on completing RCNI Foróige 'Real U' module co-training Claim Form

1. The RCNI has secured funding from the Manuela Riedo Foundation to support the RCC cotraining of the Real U programme. This funding stream comes into effect from April 2012 – 31st December 2012. The funding is limited and will be disbursed on a first come first paid basis; please contact the RCNI (admin@rcni.ie) as soon as you have dates to check the availability of funding.
2. This payment is for both expenses, in accordance with the RCNI expenses policy, and hours, at a rate of €25 per hour. Hours are for the time in training and do not cover travel or preparation time.
3. **Cotrainers:** To qualify RCNI RCC co-trainers must already have 2 years experience delivering education training and/or have a relevant education background. In addition they must attend one of the train the trainers sessions.
4. **Who the payment is for:** If the co-training is conducted in RCC contracted time the payment goes directly to the RCC. The trainer must still complete and send in the form. If the co-training is conducted outside of RCC contracted time the payment goes directly to the individual trainer. This should be clearly indicated on the form. The RCC manager must co-sign all forms.
5. The claim form is for each delivery of the Sex and the Law module within the Real U training programme. The module ordinarily consists of two 1 hour 10 minute sessions; however, the youth trainer may tailor the delivery to the group and choose to deliver it in different stages. This should be noted in the form. RCNI to fund to a maximum of 4 hours per module delivery. A new form is to be filled out each time the module is rolled out.
6. **Payment Method:** RCNI pays by electronic transfer. The relevant account details are requested on the form. If you do not wish to post these you may ring the financial administrator or email with these details.