

Information Sheet **Supervision**

Place within the ToT modular system

The (training) supervision is optionally assigned to module 4 and/or module 5 according to the module description. In the case of an equivalence assessment procedure, it is examined in both modules.

Framework

- Small groups between 5 and 7 learners
- 16 hours of taught lessons
- Regularly distributed over at least 5 sessions. Supervision sessions can also take place after the end of the module, giving more time between each session.
- 80% attendance. No more than one absence is permitted; other absences must be made up for in individual supervision meetings.
- Supervision is considered fulfilled if the participant has processed at least one situation as supervisee and actively participated in the supervision processes of the other participants.

Supervisor qualification requirements

- The supervisor has completed training in supervision (BSO (professional association for coaching, supervision and organisational consultancy) level or similar) and is in a position, to competently conduct training supervision this usually includes experience in adult education.
- The supervisor is not one of the teacher trainers on the course.
- The supervisor is under the obligation of confidentiality and does not assess participants in any way.

In case of Equivalence Assessment

Candidates who do not have relevant group supervision experience have the option of obtaining it from a recognised ToT institution.

Goals and content

Supervision serves to clarify questions, problems and conflicts in the professional field of the trainer and aims to improve his or her professionalism, decision-making skills, autonomy and self-confidence.

Supervision is designed to develop nuanced perceptiveness and with it the ability to empathise with situations and the people involved.

It applies to specific teaching, consulting and communication settings; relationships between trainer and learner; the relationship between trainer and managers in professional practice (e.g. supervisory commission, head of training, client).

The supervision process is evaluated within the supervision group.