

## Annex 2: Training Centre support implementation team

The Training Centre should ensure the following staff categories for the purpose of the Basic Training implementation:

### 1. Trainers

Trainers from the Training Centre (TC) shall be nominated to support the delivery of the basic training, Their actual number may be adjusted depending on the number of trainers provided by Member States to support the Extended Basic Training Programme for this iteration.

#### Generic requirements

- Fluent English language (speaking, reading and writing, at least B2 CEFR level)
- Relevant certification as a trainer/instructor
- At least two years of experience in providing training
- Excellent communication and presentation skills.

#### Asset

- Relevant involvement in European/international projects and activities
- Experience in course development
- Leadership and managerial skills.

#### 1.1 Physical Education trainers

Two trainers of the training institution supporting the basic training throughout the duration of the Extended Basic Training Programme. A lifeguard to oversee swimming exercising.

#### 1.2 Shooting trainers

Four trainers of the training institution supporting the basic training throughout the duration of Module 3 of the Extended Basic Training Programme.

#### 1.3 Tactical driving trainers

Four trainers of the training institution supporting the basic training throughout the duration of Module 3 of the Extended Basic Training Programme

## 2. Training Centre Coordination team

Generic requirements: English Language command at a level allowing to effectively communicate in English.

### 2.1 Educational Coordinator

A staff member of the training institution responsible for a defined range of educational administration matters in relation to the training programme delivery within the host training institution.

Role and responsibilities:

- a. Act as point of contact for Frontex staff, trainees and trainers on specific educational administration matters related to the delivery of the programme/module(s) within the host training institution, as defined herein;
- b. Liaise with the Frontex Training Commander on the spot and report to/take instructions from him/her to ensure a smooth delivery of the programme within the host training institution, within the scope of their role;
- c. Liaise with the management of the host training institution and the Administrative/Logistical Coordinator in order to ensure that all necessary educational measures related to the smooth implementation of the training programme are executed in due time and at the expected quality standards (including the regular activities, measures, recommendations and urgent actions, as they may arise); regularly informs the management of the host institutions on any issues pertaining to the programme delivery that requires management awareness and/or intervention;
- d. Collect the marking rubrics/assessment sheets signed by the authorised assessors, scans and keeps the electronic and hardcopy, and ensures accurate and timely implementation in Moodle of the grades (unless the assessment is administered online or implemented directly in Moodle by the trainers/assessors).

## 2.2 Administrative/Logistics Coordinator

A staff member of the training institution in charge of all administrative, logistical and organizational matters in his/her institution.

Role and responsibilities:

- a. Liaise with the Frontex Training Commander on the spot and report to/take instructions from him/her to ensure a smooth delivery of the programme within the host training institution;
- b. Liaise with the management of the host training institution and manage the appointed team of local staff assigned to the activity in order to ensure that all necessary measures related to the smooth implementation of the training programme are executed in due time and at the expected quality standards (including the regular activities, measures, recommendations and urgent actions, as they may arise);
- c. Regularly inform the management of the host institution on any issue pertaining to the programme delivery that requires management awareness and/or intervention. The local team will include a minimum of one administrative assistant;
- d. Act as a local point of contact for trainers, trainees and Frontex staff on all matters related to the delivery of the training programme in their institution, in respect to administrative, logistical and organizational issues;
- e. Strictly observe the financial regulations governing the project (grant agreement) and the Frontex Code of Conduct and ensures within the scope of their role that all persons involved in the programme delivery at the host training institution abide by the aforementioned financial and professional standards.

### 2.3 Other TC staff

It is expected that the 2 coordinators are adequately empowered by the management of the training institution to ensure that all necessary measures related to the smooth implementation of the training programme in the respective hosting training institution are executed in due time and respecting the expected quality standards.

A team of supporting local staff (minimum 2 persons) is designated and made available to interact at working level with Frontex staff in the Training Center. This local staff, working under the school coordinators, will help in the daily implementation of regular activities, measures, recommendations and urgent actions, as they may arise.