



CABLearn

Flexible learning
for the
CAB service

Before you start

April 2010

Induction

Welcome to CAB training

CAB training should be an exciting and enjoyable experience. To make sure you get the most out of it, the training can be adapted to your prior experience and current circumstances.

Support

You will have a training supervisor who will help plan your training, provide on-going support and guidance and give you feedback on how you are doing. You will meet with them on your first day at the bureau.

Your training programme

The diagram opposite shows the five main parts of your training programme.

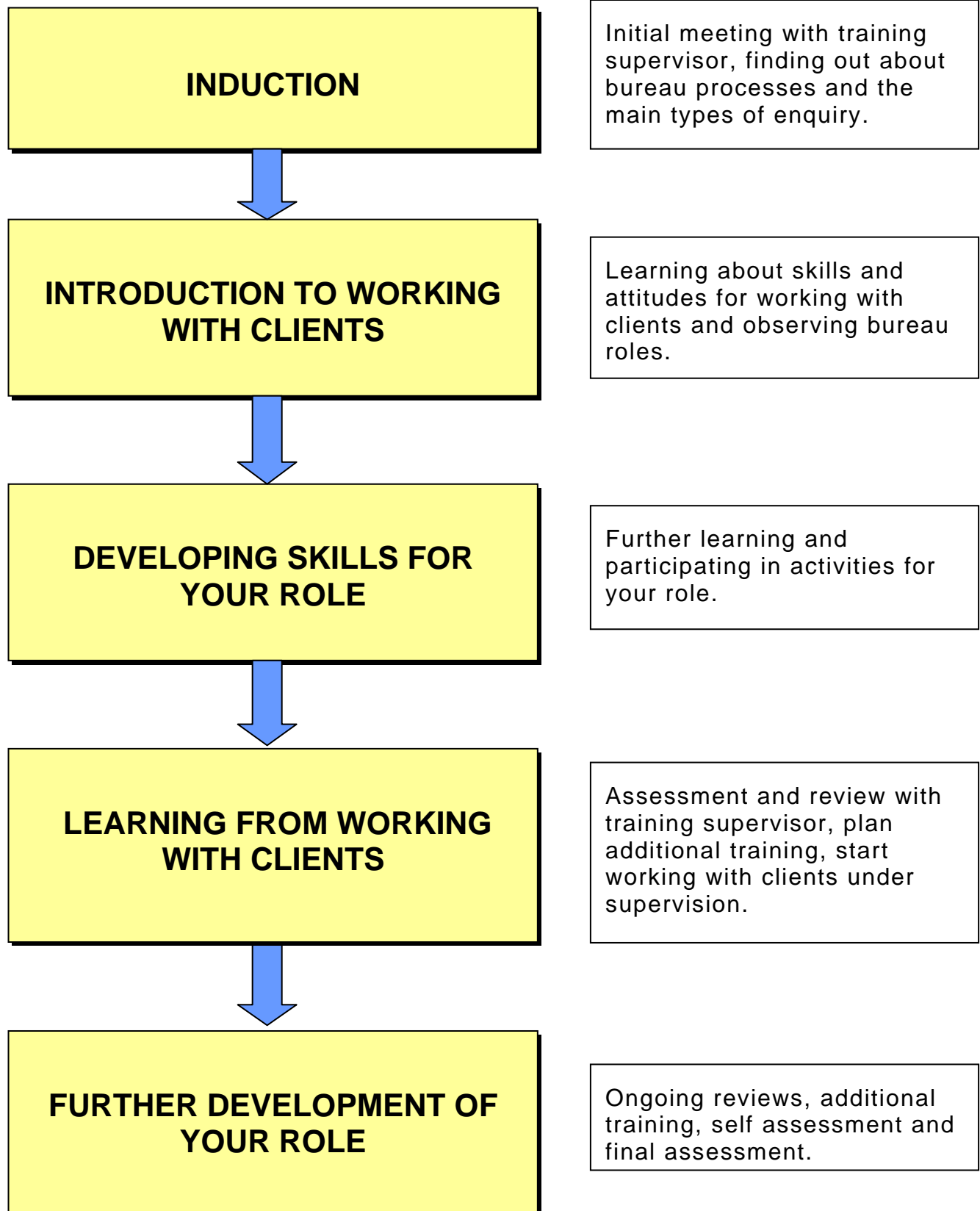
There may be parts of the programme that you don't need to complete because of your previous experience. Your training supervisor will explain this process.

Learning journal

As part of your training you will complete a learning journal that:

- describes the various learning activities you will be doing
- helps you apply and reflect on what you have learnt
- helps you assess your progress
- helps your training supervisor to review your progress.

An overview of your training



IT (computer) skills

Your training and your work with the CAB will involve using computers so we need to make a joint assessment of your current level of skill to identify any IT learning needs you have.

In the table below we have suggested a number of levels of understanding of IT. Use the right hand column to tick the level you feel reflects your current experience. Add anything specific in the box at the bottom of the page.

1. I have never really used a computer.	
2. I have used a computer, but feel I have little understanding.	
3. I have used a computer for basic word processing.	
4. I have used a computer for basic email.	
5. I have used a computer for basic exploring the internet.	
6. I am a regular and confident user of word processing, email and the internet.	

If you have ticked level 1 or 2 we will provide some extra foundation training early on in your induction.

If you have ticked level 3 to 5 we will discuss later whether you need any further training in these computer applications.

If you have ticked level 6 you will probably move straight on to learning how to use CAB specific programs (eg for looking up information and case recording).

Any specific observations, issues or practical problems about using computers that you want to raise:

Make sure you have completed this self assessment on your IT training needs and bring it to the meeting with your training supervisor.

Study needs

As you can see from the diagram of the training programme, you will be using a variety of learning methods, some of which may be new to you (for example computer based self study).

If it's a long time since you were in formal education, you might want to do some of our short study guides to help you get the best out of the different learning methods used on the training programme.

Think about and assess your level of confidence in using the following learning methods on a scale of 1 to 5 – 1 means “Very unsure about this”, 5 means “Confident about this”. Circle the number that most closely represents your level of confidence.

Learning by observing others, asking questions etc	1	2	3	4	5
Learning from written self study packs	1	2	3	4	5
Learning by attending training courses	1	2	3	4	5
Learning from other people giving you feedback	1	2	3	4	5
Assessing your own progress in learning	1	2	3	4	5

Make a note of any learning methods that you feel less confident about. Your training supervisor will show you where to find any study guides that they think you would find useful.

For this pack

Main user groups: all new volunteers.

Other user groups: anyone new to the CAB service.

Admin info

Copies of this pack available as:

- your own photocopies in bureau
- downloads from CABlink training pages
- printed copies using the training materials order form – on CABlink in Training materials admin.

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Learning and Development Team
Citizens Advice
1st Floor, Blenheim Court
Huntingdon Street
Nottingham
NG1 3JJ

or email using the feedback link on any page in the Training pages on CABlink.